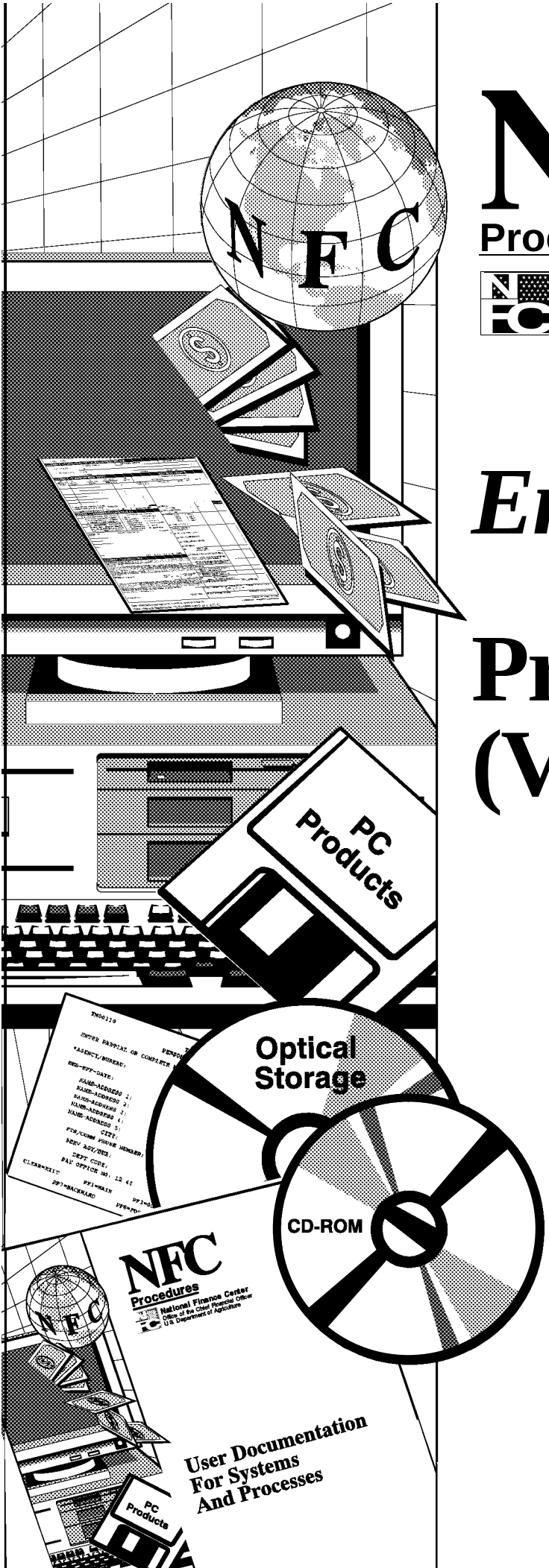

NFC

Procedures

National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

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EmpowHR

Procedure (Version 9.0)

TITLE 1
Payroll/Personnel System Solution

CHAPTER 3
EmpowHR

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Part 1.

Basic

This part is divided into the following sections:

Overview Of *EmpowHR*

Using *EmpowHR*

***EmpowHR* Navigation**

Overview of *EmpowHR*

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda. ***EmpowHR*** is an integrated suite of commercial and Government applications that support all critical HR components in a single enterprise system. It provides comprehensive employee information enabling agencies to: (1) make critical decisions concerning workforce utilization, (2) forecast workforce turnover and placement, and (3) project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.

The goal of ***EmpowHR*** is to offer a streamlined, integrated set of business processes within an NFC-hosted technology suite, which can be leveraged by the client to automate common administrative tasks associated with HR management and reduce internal operational costs using industry best practices.

EmpowHR allows the agency to focus resources on important mission-related activities rather than time-consuming payroll and personnel office processing.

EmpowHR offers an advantageous environment where efficient and effective solutions can be quickly leveraged across the Federal enterprise. Its table-driven environment affords rapid implementation of changing HR rules and practices. It also features a robust COTS (Commercial Off-The-Shelf)-based front-end system utilizing Oracle/PeopleSoft's pure Internet/Web-based architecture. It ultimately facilitates easily sharing information between and among HR, payroll, financial management, and related functions.

When a client or customer decides to use ***EmpowHR***, the agency then decides what modules (functions) to use. This is customized on a client-to-client basis. What a user sees while using ***EmpowHR*** is determined by the agency specifications during the implementation process.

EmpowHR's components include:

- Recruitment
- Position Classification
- HR Processing
- Strategic Workforce Reporting
- Training and Employee Development
- Employee and Labor Relations
- Employee Benefits Administration
- Succession Planning
- Employee Performance and Accountability
- Organizational Management

This section includes the following topics:

***EmpowHR* Roles**

Hardware Requirements

Reporting

Agency/NFC Responsibilities

Access/Security

Getting Started In *EmpowHR*

EmpowHR Roles

A role is a class of users who perform the same type of work, such as clerks or managers. The Agency's business processes typically specify what user role needs to do an activity. The Agency determines the prescribed workflow path from the initiation of the action through to final approval to processed. Workflow automates, streamlines and controls the flow of information through departments and throughout the organization.

A role user is a person who is in a Workflow. A person's roll user ID is used to determine how to route worklist items to users (through an e-mail address) and to track the roles that users play in the workflow. Role users do not need ***EmpowHR*** user IDs.

Agencies determine what roles they will use when they implement ***EmpowHR***. The roles most frequently used in ***EmpowHR*** are:

- Initiator
- Employee
- Manager
- Reviewer
- Approver
- HR Staff
- Workflow Administrator
- Security Administrator

Hardware Requirements

The following hardware requirement is necessary when an agency implements ***EmpowHR***:

- Personal computer with Internet capabilities.

Reporting

Reporting tools are available within ***EmpowHR***. The following are the reporting options available:

- Run an existing query.
- Create/build a basic query.
- Run a basic query.
- Save a basic query.
- Add criteria to your 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.

The following pages on the PAR menu have ***Report Manager*** and ***Process Monitor***:

- Org Structure Mass Change
- Schools

Agency/NFC Responsibilities

This section contains the follow topics:

Agency Responsibilities
NFC Responsibilities

Agency Responsibilities

- Electronically enter Human Resources (HR) employee data into ***EmpowHR***.
- Maintain remote (peripheral) hardware and communications to use the application.
- Provide detailed specifications for new requirements for modifications to the application.
- Provide a representative(s) to participate in user group meetings.
- Maintain internal procedures for coordination requests to NFC on new requirements or modifications to the application.
- Designate a Security Officer who will serve as the authorizing official for security access and the official point-of-contact for ongoing security requirements and issues.
- Participate in testing of customer specific modifications and version upgrade user acceptance testing.
- Participate in business resumption/disaster recovery drill as required.
- Ensure that all requirements of the Economy Act are met.

NFC Responsibilities

- Ensure adequate resources are available to maintain and operate ***EmpowHR***.
- Manage the interface of employee and pay-related information from ***EmpowHR*** to NFC's Payroll/Personnel System.
- Coordinate upgrade of PeopleSoft application versions with customers.
- Manage application configuration management.
- Provide application development including coding, integration testing, and acceptance testing.
- Implement high priority system enhancements identified by the customer user group.
- Coordinate end-user acceptance testing.
- Provide ad-hoc reporting access to users.
- Provide a Human Resources Help Desk to assist field HR office staff with resolution of subject-matter specific questions affecting ***EmpowHR***.
- Provide comprehensive data-center system maintenance and operations support.
    - Provide continuous online availability during normal business hours.
    - Maintain multiple application environments (production, test, development, etc.).
    - Perform regular maintenance on all production, test, and development data sets.
    - Provide ongoing system tuning.
    - Operate a 24 hours, 7 days per week, Help Desk for systems connectivity and availability issues.
    - Operate a multi-tiered troubleshooting service for the Data Center.
    - Process system transactions on a predetermined schedule.
- Provide a secure data processing environment for operation of the application software.
    - Operate a security access process for client agencies and their staffs.
    - Establish and monitor security procedures.
    - Provide disaster recovery and business continuity planning and testing.
    - Provide technical support for agency security officers.
    - Troubleshoot access problems.
    - Comply with Federal certification and accreditation requirements to assure operation at an acceptable level of risk.
    - Provide the degree of protection (administrative, technical, and physical safeguards) for the ***EmpowHR*** database as prescribed by the Privacy Act of 1974, 5 U.S.C. Section 552A.

Access/Security

There are two levels of security in ***EmpowHR.*** Role and Data level. Role level security determines what types of functions are available for processing. Data level security

determines what organization the employee can view and/or process. Each agency's Security Officer will create the user IDs and passwords based on the roles and will submit the information to NFC to grant the access.

Getting Started In *EmpowHR*

The Getting Started section describes logging on, basic menus and functionality of ***EmpowHR***.

This part includes the following topics:

Logging On

***EmpowHR* Sign In**

Did You Forget Your Password?

Change My Password

Exiting *EmpowHR*

Menus

E-mailing The URL

Wildcard Values

Saving Search Criteria

Report Manager

Breadcrumbs

Logging On

To logon to *EmpowHR:*

1. Connect to the Internet.
2. Enter the Uniform Resource Locator (URL) specific to your agency. The ***EmpowHR*** Warning Banner page (**Figure 1**) is displayed.

   Note: The URL can be saved in your browser as a ***Favorite***.

Figure 1. *EmpowHR* Warning Banner page

3. Click **I Agree to the Above**. The ***EmpowHR*** Sign-In page (**Figure 2**) is displayed.

   OR

   Click **I DO NOT Agree to the Above**. You are returned to the ***EmpowHR*** Sign-In page (**Figure 2**).

EmpowHR Sign In

To log on to *EmpowHR*:

1. After agreeing to the terms on the ***EmpowHR*** Warning Banner page (**Figure 1**), the ***EmpowHR*** Sign-In page (**Figure 2**) is displayed.

Figure 2. *EmpowHR* Sign-In page

2. On the ***EmpowHR*** Sign-In page (**Figure 2**), complete the fields as follows:

User ID

Enter the ***EmpowHR*** User ID. Each user will receive a unique User ID.

Password

Enter the password. The password will be initially assigned by the agency Application Security Officer.

3. Click **Sign In** to log onto the ***EmpowHR*** application.

Did You Forget Your Password?

If the password is forgotten, the Agency can respond to its preset questions and obtain the password.

1. Select the option **`Did You Forget Your Password?`** from the ***EmpowHR*** logon page. The Forgot My Password page (**Figure 3**) is displayed.

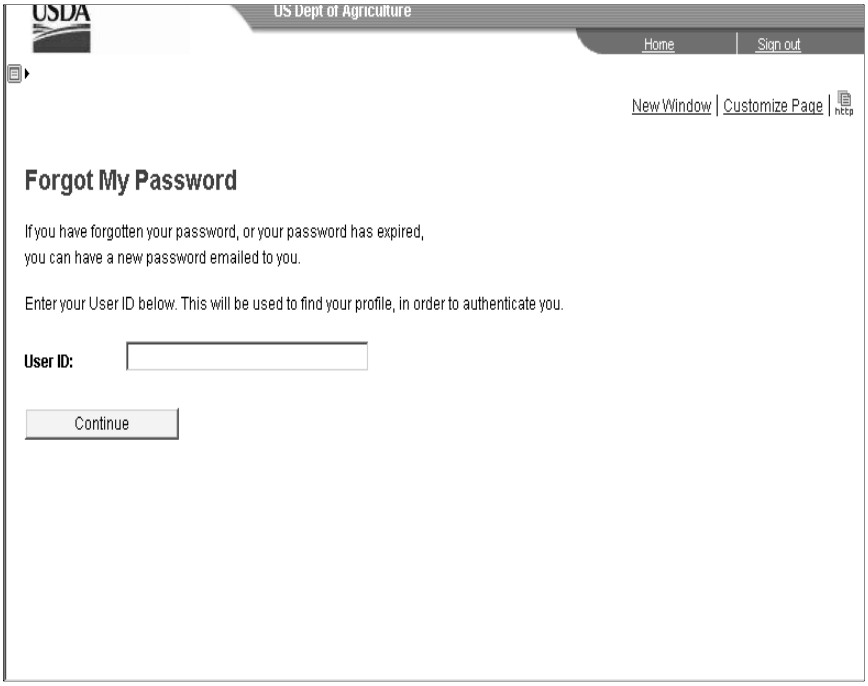


Figure 3. Forgot My Password page

2. Complete the field as follows:

User ID

Enter the current ***EmpowHR*** user ID.

3. Click **Continue**. A list of predefined question will display.

Exiting EmpowHR

For security purposes, ***EmpowHR*** will automatically sign you off from the application after a certain period of time of inactivity (determined by your security administrator). To return to the application, click the signon link. The ***EmpowHR*** Logon page (**Figure 2**) is displayed and you can once again sign into the application.

To exit *EmpowHR*:

1. Click ***Sign Out*** at the top of any window.

Menus

The Menu dusplays function that are available based on the roles assigned by the agency's security officer. The menu display a hierachical view of the application menu.

Menu Group

Menu

Menu Item

Component

Sub-Menu

Header Menu

Menu Group

The Menu Group is the first level of a menu (**Figure4**). When logged on to EmpowHR, a list of Menu Groups are displayed for navigating through the application.

Menus are displayed based upon Menu Group selected. The Menu Group displays only the options that are available based on the roles assigned by the security officer. The role determines the access to the functions, pages or groups of pages within the application or groups of functions. A small triangle facing to the right of a function indicates a group, and there are additional functions available. Click the **X** to minimize the menu when processing.

Click the small triangle to the left in the Menu Group.

Figure 4. Menu Group

Menu

The Menu is the second level of a menu (**Figure 5**).The option on the Menu Group (**Figure 4**) with a triangle to the down are called Menus (**Figure5**). Click the small triangle to the left in the Menu Group. The next level down is called a **`Menu`**. Notice that they are indented.

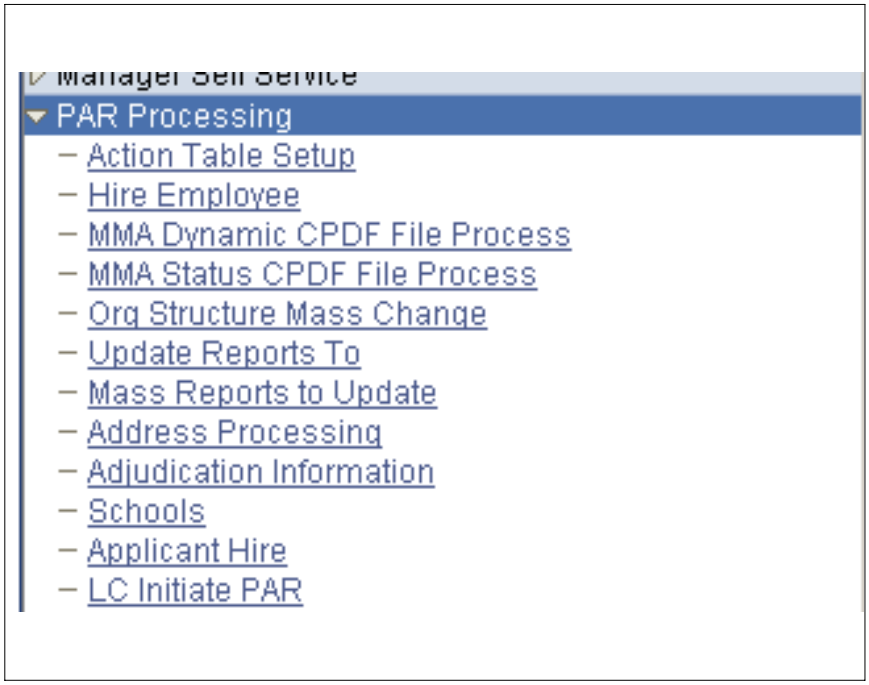


Figure 5. Menu

Menu Item

The Menu Item is the third level of a menu (**Figure 6**). Notice that the items under the Menu Item are indented with a triangle to the left.

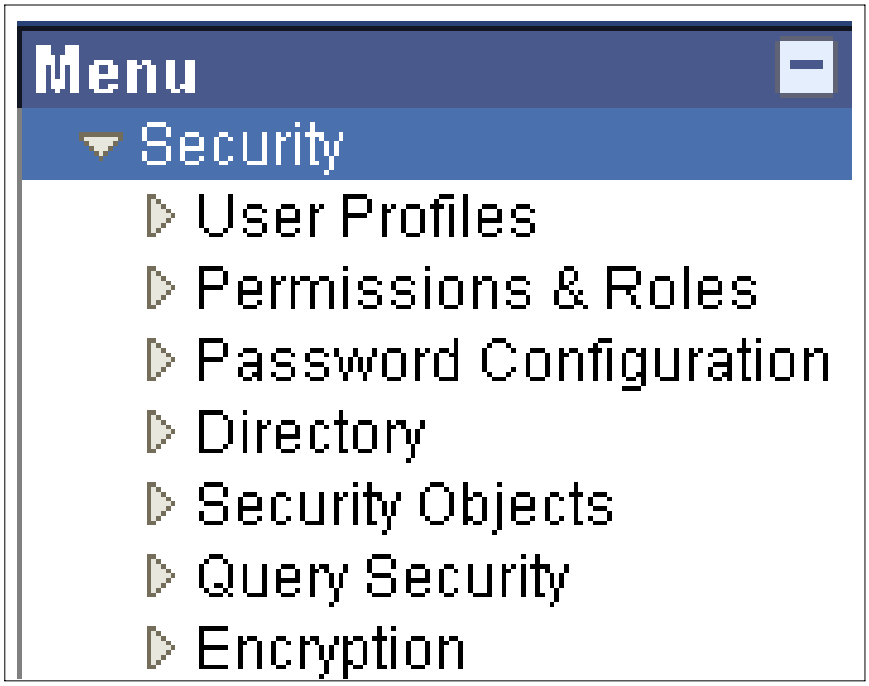


Figure 6. Menu Item

Component

The Component is the fourth level and final level on the menu (**Figure 7**). It is a goup of related page that are displayed by selecting tabls on the top of each page. Notice that when moving the mouse over any option the Menu name changes to a link. Click the small triangle to the left of the Menu Item. Click the small triangle to the left. The hyphen in front of these items indicates that they are components.

Figure 7. Component

1. Click the Open icon to reopen the menu.

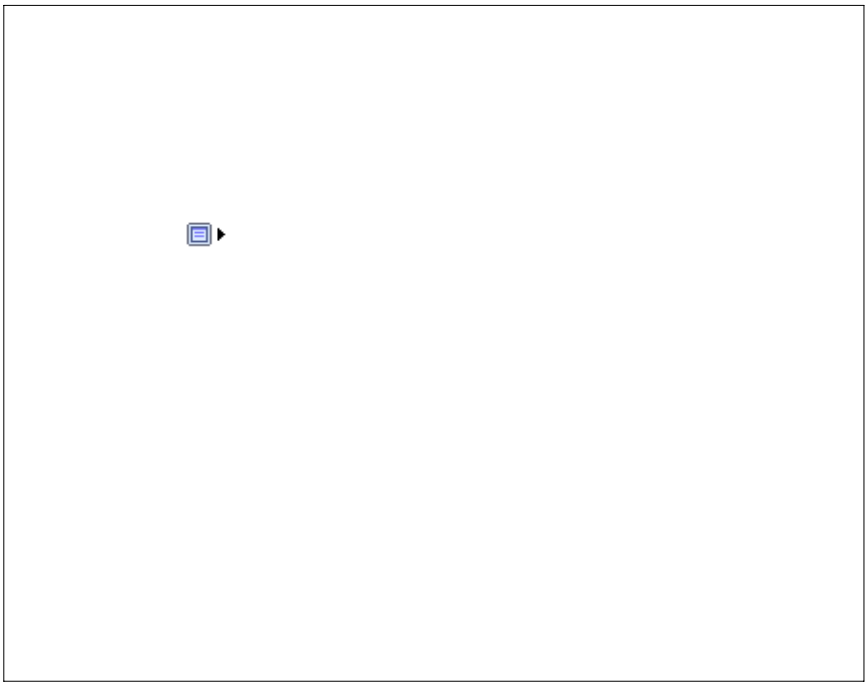


Figure 8. Open Menu

OR

Click the **–** to minimize/expand the menu. Collapsing and/or expanding of the menu can also be saved under the ***My Personalizations*** option.

OR

Click **Refresh** button to refresh your access. This should be done if your security access has been modified.

Sub Menu

Sub-Menus have corresponding icons. The function can be selected from the Menu Group on the left or the icon is on the right.

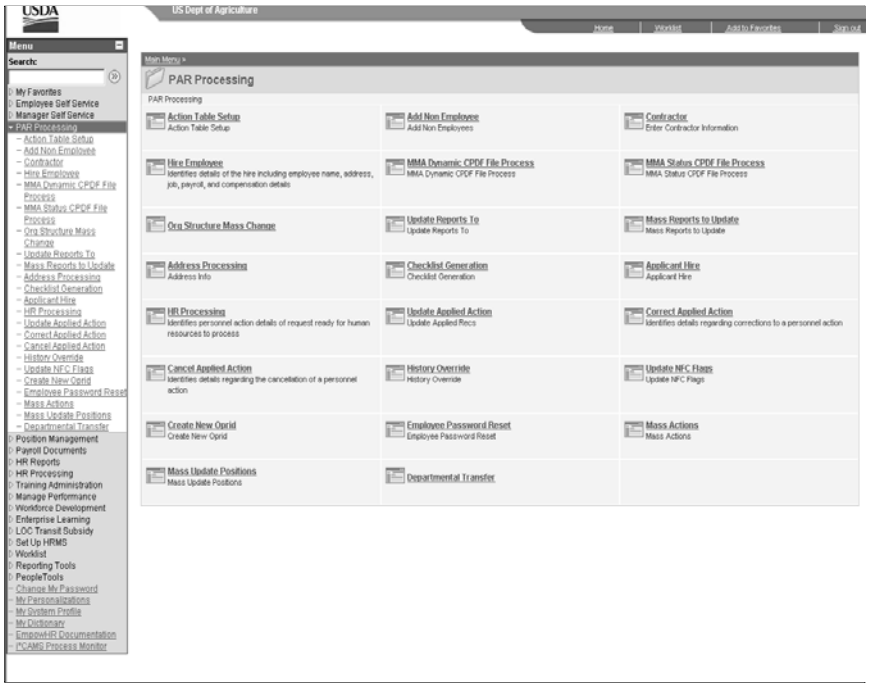


Figure 9. Sub Menu

Header Menu

The Header Menu in ***EmpowHR*** Internet architecture remains static as you navigate through the application. The Header Menu (**Figure 10**) is displayed on every window.

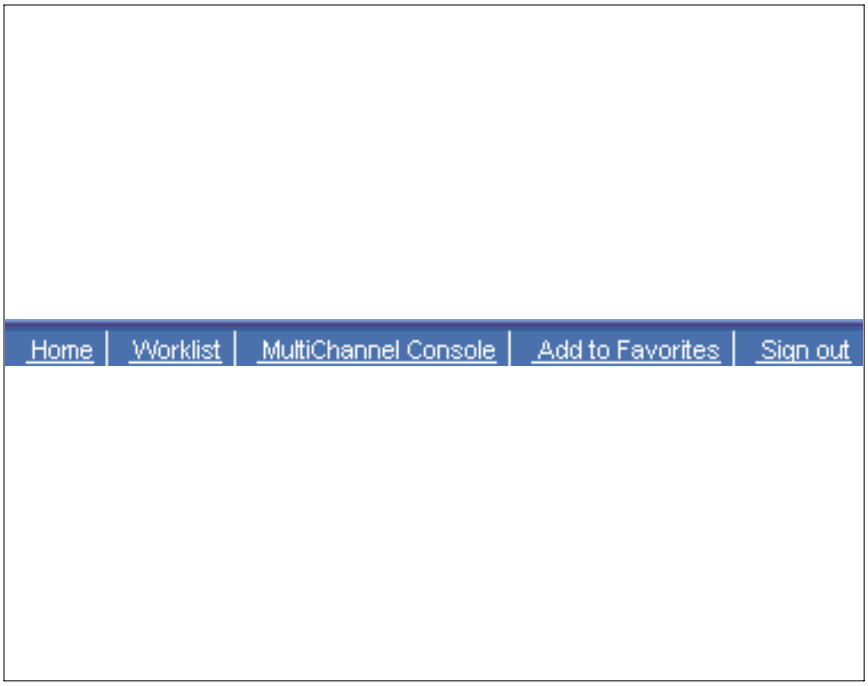


Figure 10. Header Menu window

The options below are on the Header Menu:

- ***Home*** − The user click the ***Home*** link on the Header Menu. The screen will revert back to the default page seen when a user first logs in.
- ***Worklist*** − A quick link to items that need to be completed, processed, or verified. Each ***EmpowHR*** user has their own worklist.
- ***My Favorites*** − A quick navigation to routine functions.
- ***Sign Out*** − Logs the user out of ***EmpowHR***.

E-Mailing The URL

In ***EmpowHR***, you can e-mail the URL on the current page to another user.

To e-mail a URL to another user:

1. On the applicable page, click the **Http** button (**Figure 11**). A copy of the URL is copied to the clipboard.

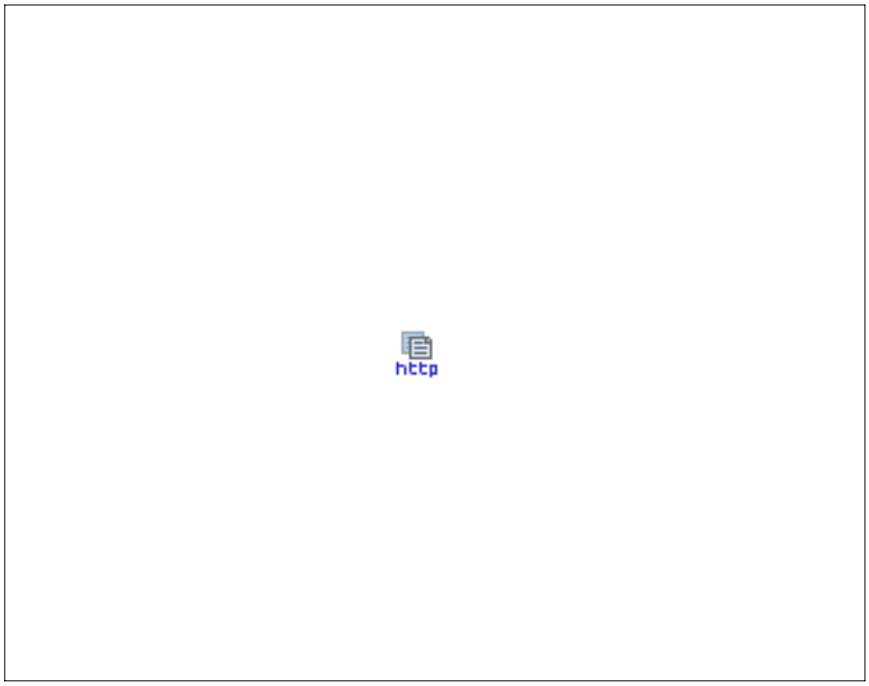


Figure 11. Http button

2. Paste the URL in a document, e-mail, etc.

Wildcard Values

EmpowHR allows you to use wildcard characters when searching for values. This is helpful when you don't know the entire value. There are two wildcard values in ***EmpowHR***–`%` (to search for beginning characters, ending characters, or multiple characters) and _ (to search for one character).

To use the % Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any characters (or string of characters) with `%`.
3. Click **Search**. ***EmpowHR*** searches for all values containing the characters entered including any character(s) in place of the `%`.

To use the _ Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any one character with _.
3. Click **Search**. ***EmpowHR*** searches for all values containing the characters entered including any character in place of the _.

Saving Search Criteria

EmpowHR allows the user to save search criteria on pages that contain the **Save Search As**.

1. On the applicable ***EmpowHR*** page, click the **Save Search Criteria** link. The applicable Save Search As page (**Figure 12**) is displayed.

   Note: The Save Search As page varies depending on which page the **Save Search Criteria** link appears.

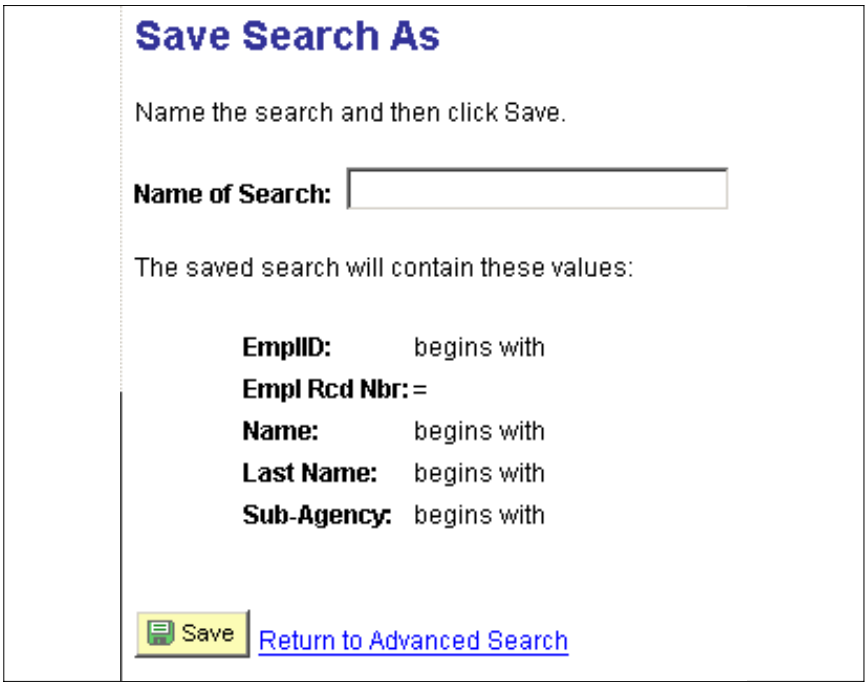


Figure 12. Save Search As page

2. Complete the field on the Save Search As page (**Figure 12**).

Name Of Search

Enter the name of the search.

3. Click **Save**. The message *Search Saved As (Name Of Search)* is displayed.
4. Click **Return To Advanced Search** to return to the applicable ***EmpowHR*** page.

Report Manager

The ***Report Manager*** Component is used to retrieve a report in various locations regardless of where the report was run. By using ***Report Manager***, reports can be saved to your desktop. The name given to the report in the Run Control ID field is the named used when using the ***Report Manager*** component.

Breadcrumbs

Breadcrumbs is a small horizontal menu of links that is always present across the top of the page. The links show what pages, components, or menu navigation links are used to get to the current page.

Note: Always click options when working in ***EmpowHR***. Do not double-click.

This section includes the following topics:

Personalizations

Adding To Favorites

Edit Favorites

Worklist

Personalizations

The ***My Personalizations*** menu item allows for customization of navigation in ***EmpowHR***.

To use My Personalizations:

1. Select ***My Personalizations*** menu group. The Personalizations page (**Figure 13**) is displayed.

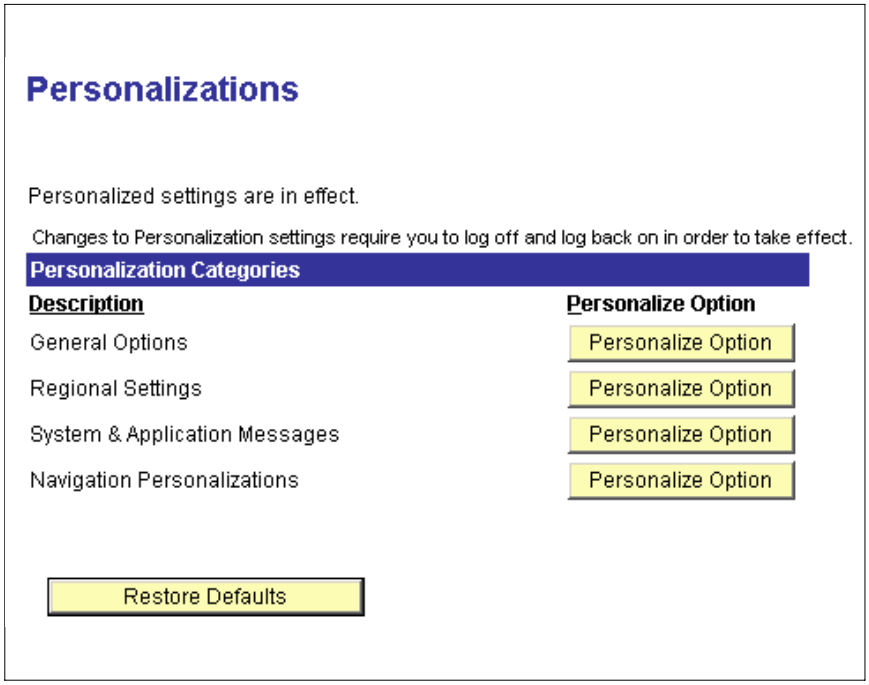


Figure 13. Personalizations page

2. Select the applicable **`Description`**. The avaliable options are as follows:

Description Options
General Options
Regional Settings
System Application Messages
Navigation Personalizations

3. Select the **Personalize Option** to personalize the selected Description.

4. Click **Restore Default** to restore the defaults to the previous seu-up.

To personalize the General Options Description:

1. On the Personalizations page (**Figure 13**), click **Personalization Option** to the right of General Options. The Option Category:General Options-Personalization Option page (**Figure 14**) is displayed. On this page their is a **`Default Value`** heading. The values are the defaults set in the application.

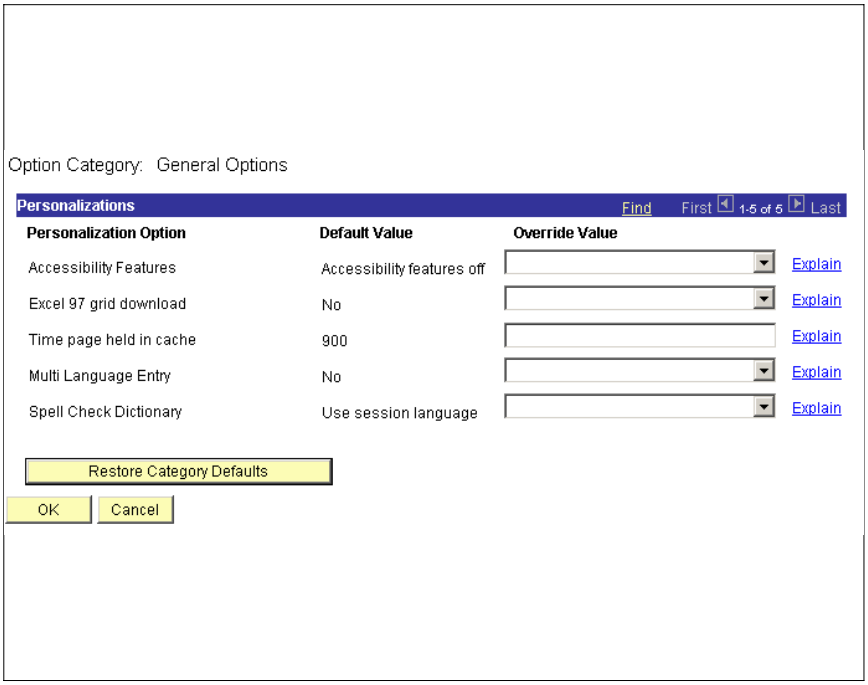


Figure 14. Option Category:General Options-Personalizatiion Option page

2. Select the **Personalize Option** to personalize the selected Description.

3. Click **Restore Default** to restore the defaults to the previous set-up.

Accessibility Features/Override Value

This field is used to better support technologies (without altering the design of the page). This option is to be used with screen readers. This field defaults to **`Accessibility Features Off`**. To change the default, select data from the drop-down list. The valid values are **`Accessibility Features Off`**, **`Use Accessible Layout Mode`**, and **`Use Standard Layout Mode`**.

Excel 97 Grid Download/Override Value

The field is used to download reports to an Excel spreadsheet. The field defaults to **`No`**. To change the default, select data from the drop-down list. The valid values are **`Yes`** and **`No`**.

Time Page Held In Cache/Override Value

The field is used to determine how long (in minutes) ***EmpowHR*** information is held in the cache. This setting can only be set once for the entire application. The maximum amount of minutes that can be set is **525600** (one year). This field can also be set to **0** (zero) minutes.

Multi Language Entry/Override Value

This field is used in conjunction with the Multi Language Entry drop-down list throughout the application. If this field is enabled, users can enter data in the language selected in the Multi Language Entry drop-down list. The valid values are **Yes** and **No**.

Spell Check Dictionary/Override Value

This field is also used in conjunction with the Multi Language Entry drop-down list throughout the application. If this field is enabled, the Spell Check function will default to the language selected. This field defaults to **Use Session Language**.To change the default, select data from the drop-down list. A list of the various languages are available.

4. Click **OK** to save the revised personalizations.

   OR

   Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel the revised personalizations.

   OR

   Click **Restore Category Defaults** to clear any personalizations set on the Option Category: General Options-Personalizations page (**Figure 14**). The Option Category: General Options page (**Figure 14**) is still displayed, but all fields are cleared.

To personalize the Regional Settings:

1. On the Personalizations page (**Figure 13**), click **Personalize Option** to the right of Regional Settings. The Option Category: Regional Settings-Personalizaions page (**Figure 15**) is displayed.

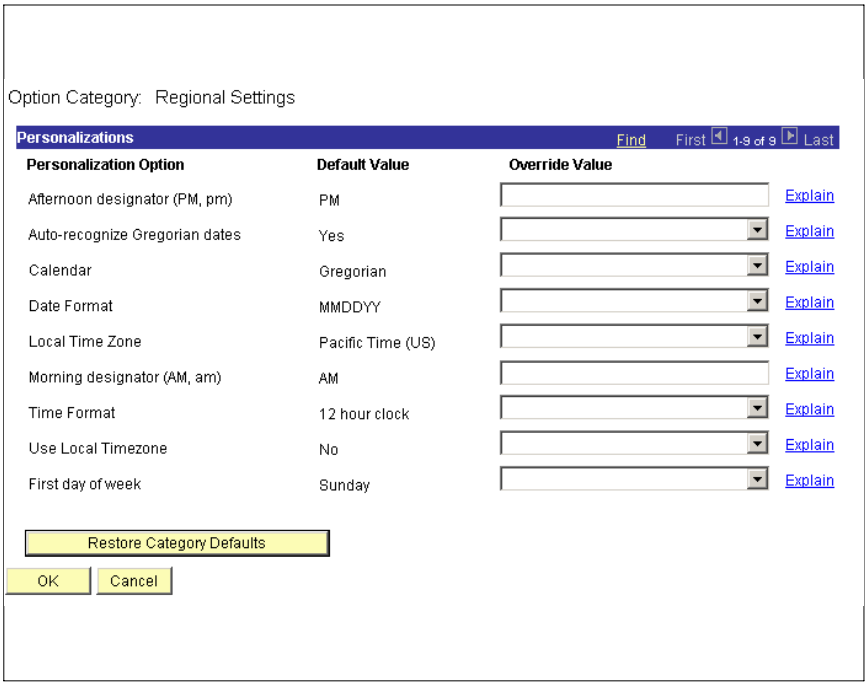


Figure 15. Option Category: Regional Settings-Personalization page

2. Complete the fields as follows:

Afternoon Designator (PM, pm)/Override Value

This field is used to designate the description for afternoon time. The is field defaults to **PM**. To change the default, select data from the drop-down list. This designator may be to 5 characters long. The most common valid values are **PM** and **pm**.

Auto-Recognize Gregorian Dates/Override Value

The field is used to recognize dates at Gregorian dates if the dates are between 1800 and 2300. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Calendar/Override Value

This field is used to determine which calendar to recognize. The Gregorian calendar is the most common in international business; however, this setting can be changed. This field defaults to **Gregorian**. To change the default, select data from the drop-down list. The valid values are **Gregorian**, **Hijri (Umm Al-Qura)** and **Thai**.

Date Formate/Override Value

This field is used to determine whether the day, month, or year will be displayed first in dates in ***EmpowHR***. This field defaults to **MMDDYY**.To change the default, select data from the drop-down list. The valid values are **DDMMYY**, **MMDDYY** and **YYMMDD**.

Local Time Zone/Override Value

This field is used when the Use Local Time Zone field is set to **Yes**. This field defaults to **Pacific Time (US)**. To change the default, select data from the drop-down list. The valid values are as follows:

Local Time Zone Valie Values
Central Time
Dateline Time, Emwetoch, Kwajalien
Eastern Time
Ekateringerg Time
GFT Time, Athens, Istanbul, Minsk
GMT, London, Dublin, Lisbon, Edenburg
Hawaiin Time
India time, Tchran
Mid Atlantic Time
Mountain Time
New Zealand Time, Archank, Wilengbury
Newfoundlan Time
Pacific time, Tijuana
Russian Time, Moscow, St. Petersburg
SA Eastern Time, Midway Island
Sydney Time, Canberra, Milbourne
Tokyo Time
West Australia Time, Peth
Western Europe Time, Berlin, Rome, Paris

Morning Desinator (AM, pm)/Override Value

This field is used to designate the descriptor for morning time. This designator may be to 5 characters long. This field defaults to **AM**. The most common values are **AM** and **am**.

Time Format/Override Value

This field is used to designate whether time is recorded in military (24-hour intervals) or civilian (12-hour intervals) hours. This field defaults to **`12 Hour Clock`**. To change the default, select data from the drop-down list. The valid values are **`12 Hour Clock`** and **`24 Hour Clock`**.

Use Local Timezone/Override Value

This field is used to designate whether or not to use the local time zone. This field is used in conjunction with the Local Time Zone/Override Value field. If this field is set to **`Yes`**, a local time zone must be selected in the Local Time Zone/Override Value field. This field defaults to to **`No`**. To change the default, select data from the drop-down list. The valid values are **`Yes`** and **`No`**.

First Day Of Week/Override Value

This field is used to determine which day of the week is displayed first on calendars throughout ***EmpowHR***. This field defaults to **`Sunday`**. To change the default, select data from the drop-down list. The valid values are **`Sunday`**, **`Monday`**, **`Tuesday`**, **`Wednesday`**, **`Thursday`**, **`Friday`**, and **`Saturday`**.

3. Click **OK** to save the personalizations set.

   OR

   Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

   OR

   Click **Restore Category Defaults** to clear any personalizations set on the Option Category: Regional Settings-Personalizations page (**Figure 15**). The Option Category: Regional Settings page (**Figure 15**) is still displayed, but all fields are cleared.

   OR

   Click the ***Explain*** link. The Override Value option is avalilable and an explanation of each field.

4. Click **OK** to save the personalizations set.

   OR

   Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

To personalize the System & Application Messages:

1. On the Personalizations page (**Figure 13**), click **Personalization Option** to the right of System & Application Messages. The Option Category: System & Application Messages-Personalization page (**Figure 16**) is displayed.

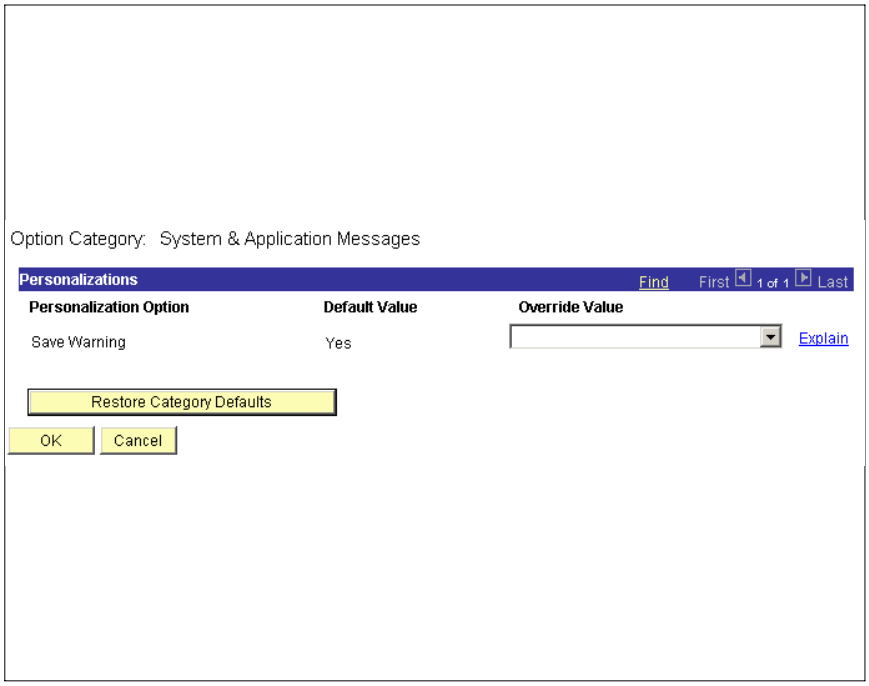


Figure 16. Option Category: System & Application Messages-Personalization page

2. Complete the fields as follows:

Save Warning/Override Value

This field is used to determine whether or not to give users a warning if they failed to click **Save**. The field defaults to **Yes**. To change the defaul, select data from the drop-down list. The valid values are **Yes** and **No**.

3. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

OR

Click **Restore Category Defaults** to clear any personalizations set on the Option Category: System & Application page (**Figure 16**). The Option Category: System & Application Messages page (**Figure 16**) is still displayed, but all fields are cleared.

OR

Click the ***Explain*** link. The Override Value option is avalilable and an explanation of each field.

4. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

To personalize the Navigation Personalizations:

1. On the Personalizations page (**Figure 13**), click **Personalize Option** to the right of Navigation Personalizations. The Option Category:Navigation Personalizations-Personalizations page (**Figure 17**) is displayed.

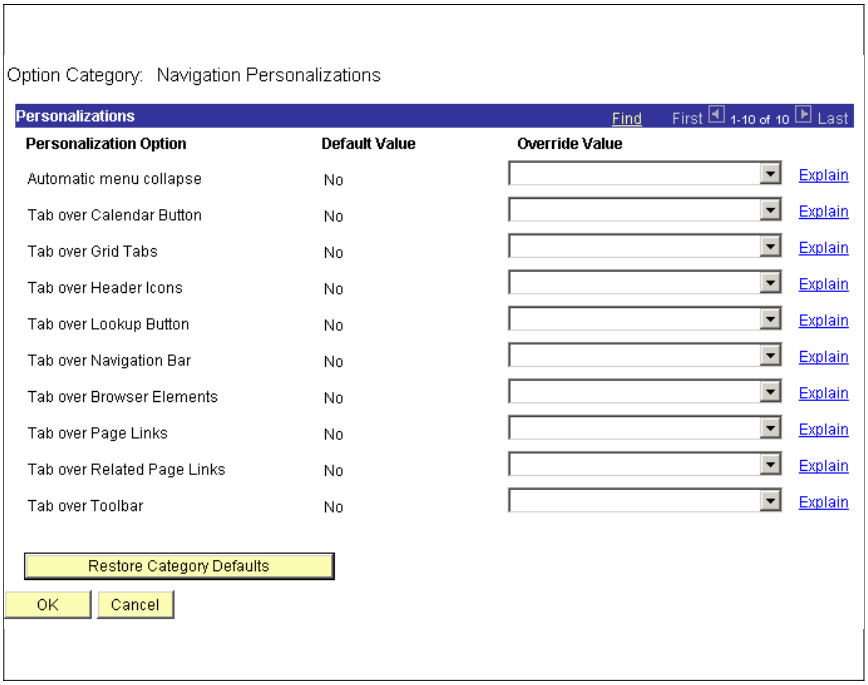


Figure 17. Option Category:Navigational Personalizations-Personalizatiions page

2. Complete the fields as follows:

Automatic Menu Collapse/Override Value

This field is used to collapse the menu after making a selection in ***EmpowHR***. This allows for more space for the active page. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Calendar Button/Override Value

This field is used to tab over the calendar icon that displays next to date fields in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on the calendar icons throughout ***EmpowHR***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Grid Tabs/Override Value

This field is used to tab over grid tabs located at the tops of grids in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on the grid tabs throughout ***EmpowHR***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Header Icons/Override Value

This field is used to tab over the header icons on ***EmpowHR*** pages. The header icons are ***Home***, ***Worklist***, ***Add To Favorites***, and ***Sign Out***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Lookup Button/Override Value

This field is used to to tab over lookup buttons in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on lookup buttons throughout ***EmpowHR***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Navigation Bar/Override Value

This field is used to tab over navigation bars in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on the navigation bars throughout ***EmpowHR***. This field defaults to **No** To change the default, select data from the drop-down list. The valid values are **Yes** and **No**. .

Tab Over Browser Elements/Override Value

This field is used to tab over browser elements (PeopleSoft elements) in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on the browser elements throughout ***EmpowHR***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Page Links/Override Value

This field is used to tab over links in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on the links throughout EmpowHR. These links are displayed on the bottom of certain pages in ***EmpowHR***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Related Page Links/Override Value

This field is used to tab over lists of related links in ***EmpowHR***. By selecting **Yes**, the cursor will not stop on the lists of related throughout ***EmpowHR***. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Toolbar/Override Value

This field is used to tab over the buttons (options) at the bottom of pages in ***EmpowHR***. By selecting **`Yes`**, the cursor will not stop on these rectangular buttons throughout ***EmpowHR***. This field defaults to **`No`**. To change the default, select data from the drop-down list. The valid values are **`Yes`** and **`No`**.

3. Click **OK** to save the personalizations set.

   OR

   Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

   OR

   Click **Restore Category Defaults** to clear any personalizations set on the Option Category: Navigation Personalization page (**Figure 17**). The Option Category: System & Application Messages-Personalization page (**Figure 17**) is still displayed, but all fields are cleared.

   OR

   Click the ***Explain*** link. The Override Value option is avalilable and an explanation of each field.

4. Click **OK** to save the personalizations set.

   OR

   Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

Adding To Favorites

This section explains how to add items under ***My Favorites***.

To add to My Favorites:

1. Select the applicable page to be added to My Favorites.

2. Select ***Add To Favorites*** on the Header Menu. The Add To Favorites -My Favorites page (**Figure 18**) is displayed.

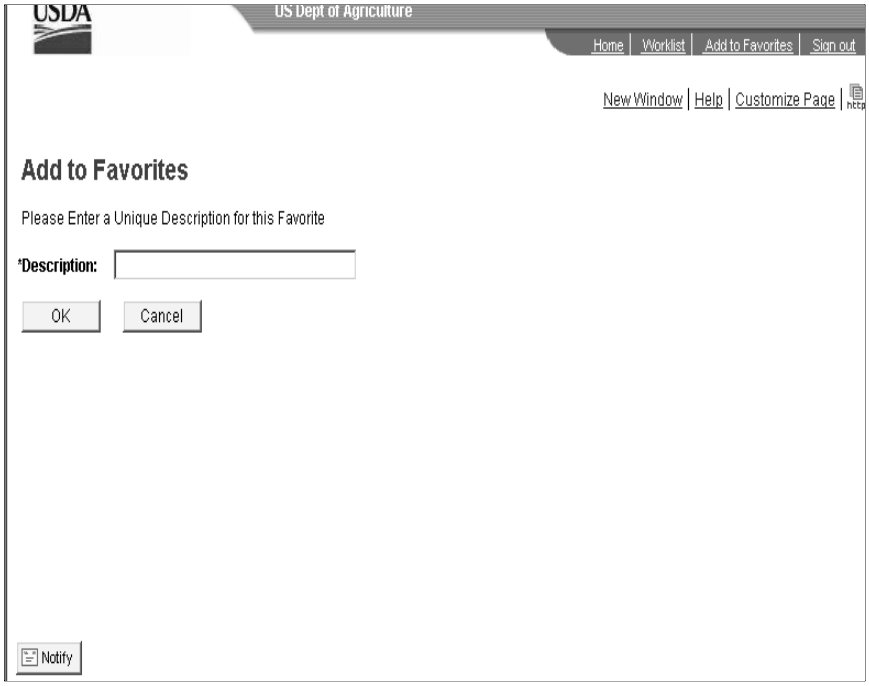


Figure 18. Add To Favorites-My Favorites page

3. Complete the field as follows:

***Description**

Enter the description of the option being added. This field defaults to the menu option being added, but can also be changed.

4. Click **OK** to add the description to your favorites. The Menu Group will display.

   OR

   Click **Cancel** to cancel adding to your favorites.

   OR

   Click **Notify** to send a person in the workflow of your favorite.

Edit Favorites

Below is an example of editing your ***My Favorites***:

To edit your My Favorites:

1. Click the Menu Item **My Favorites**.
2. Click Menu ***Edit Favorites***. The Edit Favorites -Mys Favorites page (**Figure 19**) is displayed with a list of the favorites that have been added.

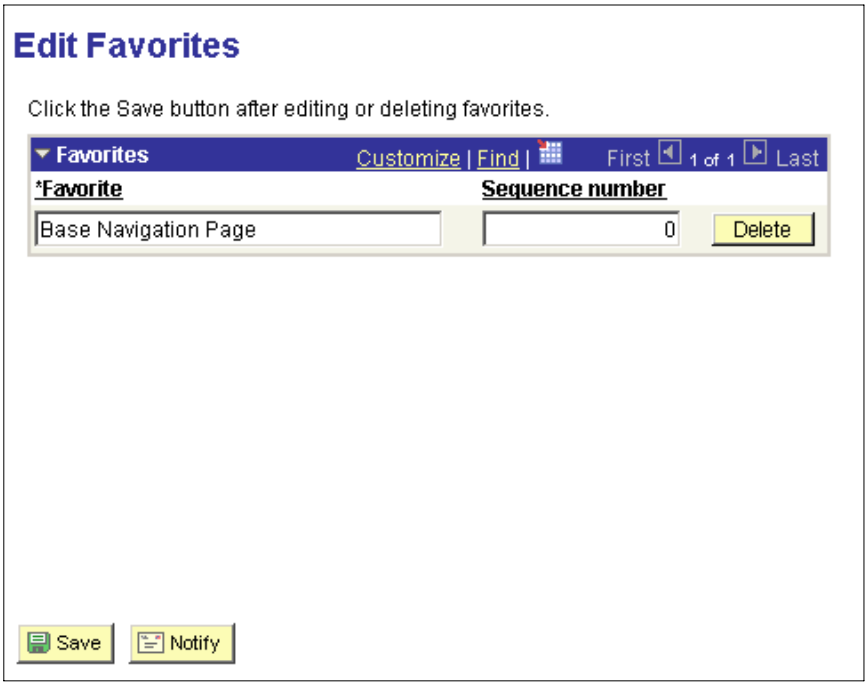


Figure 19. Edit Favorites-My Favorites page

3. Complete the fields as follows:

***Favorite**

Change the favorite information as applicable.

Sequence Number

Enter the desired information. You can change the Sequence Number of the favorites. Favorites are listed alphabetically by default, but you can change the order of the list. The list of sequential numbers always begins with the number **0**.

4. Click **Delete** to delete your favorite.
5. Click **Save** to save the favorite.
6. Click **Notify** to send this information to another person in the workflow.

Worklist

The Worklist is an automated to-do list that ***EmpowHR*** creates. From the worklist, a user can directly access the pages to perform the next action, and then return to the worklist for another item. All ***EmpowHR*** transactions that go to NFC will come back to the Worklist based on the status at NFC.

To use the Worklist option:

1. Select ***Worklist*** from the Menu Group. The Worklist page (**Figure 20**) is displayed. This list provides an instant view of the status of work from the prior day.

Figure 20. Worklist page

2. Click any item and the appropriate panel to view or make corrections is displayed. **Note**: PAR items will show up only on the worklist of the person that created it.

3. Click **Marked Worked** to remove all items that have been completed. All items in the **`Not Applied`** status will be refreshed daily, adding new items and retaining old items. Below is a list of the transactiion status descriptions after the PINE process.

- **Applied** − An action that did not exist at NFC and has successfully applied to the NFC database.
- **Not Applied** − An action that did not exist and did not pass the PINE edits. These items need attention.
- **Cancellation Applied** − This is the most current action that existed at NFC that have successfully cancelled.
- **Cancellation Not Applied** − This is a cancellation of the most current action that existed at NFC that did not pass the PINE edits.
- **Correction Applied** − this is the lasest action that existed at NFC that has been successfully corrected.
- **Correction Did Not Apply** − This is an action that existed at NFC that did not pass the PINE edits.

Note: The **`Worklist Filter`** can be used to select a spedific type ofwork item for review.

Future Actions − As action with a future effective date will remain in EmpowHR with a status of **`RDY Future`**. Future actions are not sent to NFC until the pay period they are effective.

EmpowHR/NFC Processing

Daily batch transmissions from ***EmpowHR*** to NFC occur at 11:00 a.m. and 4:00 p.m. Central Standard Time (CST). The NFC return feed process occurs between l:00 a.m. and 3:30 a.m. CST to update ***EmpowHR*** with the results of the nightly PINE Process.

The Payroll/Personnel Processing Cycle illustrates the daily processing of payroll/personnel transactions effective for Pay Period 24 which is processed in Pay Period 25.

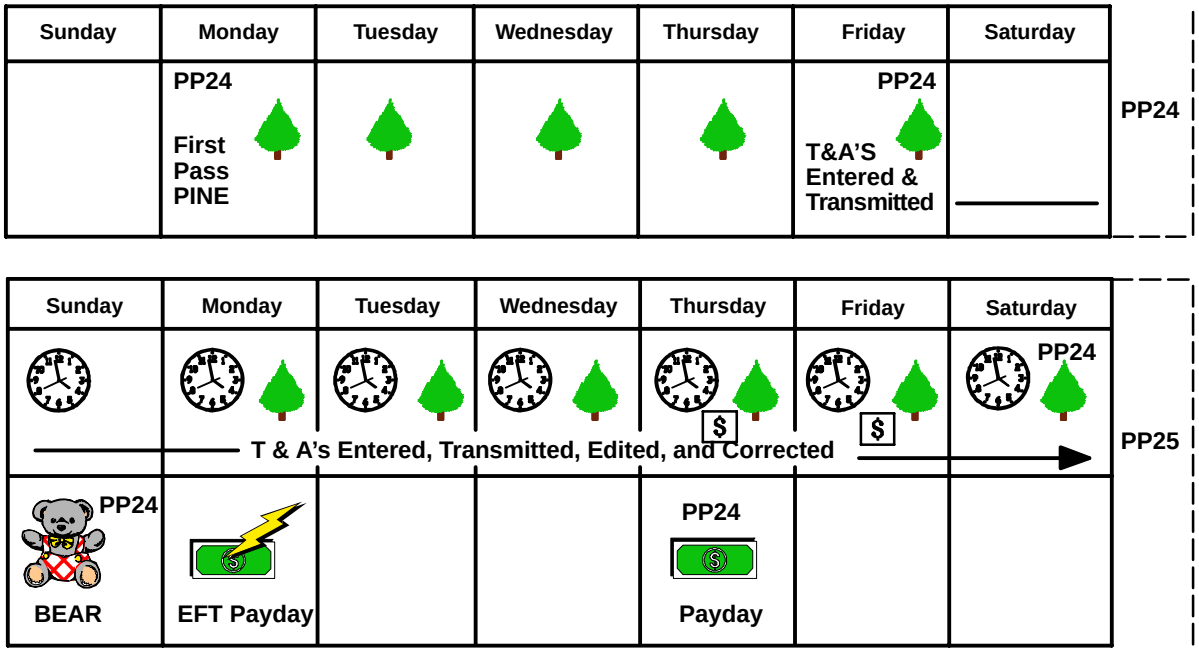
This section includes the following topics:

Payroll/Personnel Processing Cycle

Payroll/Personnel System Flow

Payroll/Processing Cycle

Symbol	Description
	Payroll/Personnel transactions are processed through **PINE** every Monday through Friday and the first Saturday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period. **Note:** These transactions must be entered before the first pass of PAYE which is the first Thursday or Friday of the following pay period.
	Time and Attendance (T&A) Reports are processed through **TIME** on the first Monday through Saturday of the following pay period. T&A's must be transmitted before the first pass of PAYE which is the first Thursday or Friday of the following pay period. **Note:** All T&A's should be transmitted to NFC no later than the Tuesday following the last day of the pay period.
	PAYE is processed on the first Saturday after the pay period.
	BEAR processes on the Sunday after PAYE runs.
	Direct Deposit/Electronic Funds Transfer (**DD/EFT**) **payday** is the second Monday of the following pay period.
	Payday (official) is the second Thursday of the following pay period.



Payroll/Personnel System Flow

The Payroll/Personnel System Flow (**Figure 21**) illustrates how the application interfaces with the Payroll/Personnel Corporate Database. ***EmpowHR*** is an application where transactions are processed and sent through a Front End System Interface (FESI).

The data entered into ***EmpowHR***, flows to either the Position Management System (PMSO) or Personnel Edit Subsystem (PINE) which runs edits against the data before either sending the data to the Information Research Inquiry System (IRIS)/ Payroll Personnel Inquiry System (PINQ). The transactions are edited for correctness/accuracy. If the transactions are error free, the transactions are updated to the Payroll/Personnel Corporate Database and if the transaction(s) are in error, they are sent back to ***EmpowHR*** for reconciliation.

When the data is correct and passes edits, the data is consider to be successful and the status in ***EmpowHR*** will display **`Applied`**. At that time, the data becomes available for viewing in IRIS/PINQ. If the data fails the edits, the data is considered as failed and the status in ***EmpowHR*** will display **`Not Applied`**. The transaction should be corrected and sent back through the edit process. Mark the transaction **`NFC Ready`**.

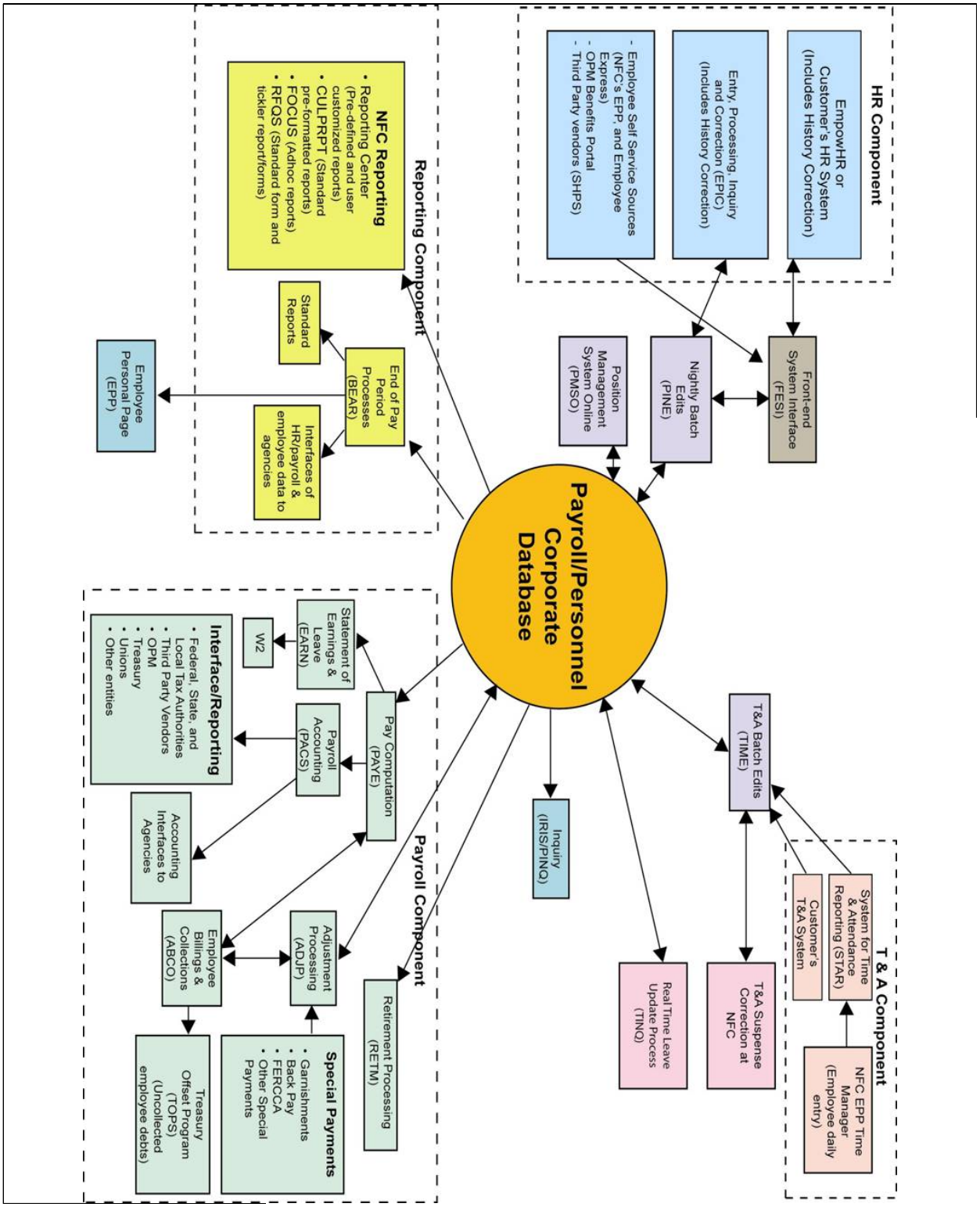


Figure 21. Payroll/Personnel System Flow

Using *EmpowHR*

The ***EmpowHR*** application is made up of navigational structures, menus, components (groups of pages), and pages. Using these elements, you will be able to enter new data or change, delete, and modify the existing data in your application.

This section includes the following topics:

Effective Dates

Page Groups

Hyperlinks

New Window

Fields

Effective Dates

Effective dates is a method of dating information in ***EmpowHR***. Information can be redated to add historical data. You can also postdate information in order to enter data before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date. Effective dates maintain a complete chronological history of all data and tables, whether changed two years ago or if you want them to go into effect in two months.

Effective dates are always important in Human Resources (HR), but they take on special significance when maintaining positions, particularly when you change data in the fields that appear in both the Position Data and Job Data options. To update this information, enter the changes by inserting a new data rows (**+**) in the Position Data pages. The system maintains the data in the current incumbent Job Data pages by inserting a new data row with the same effective date. An effective date is attached to a PAR and identifies what date the transaction goes into effect.

There are three (3) types of effective dates:

- **Future** − Effective date is greater than the application date.
- **Current** − Effective date closest to today's application date.
- **History** − Effective dates less than the application date.

Occasionally, there may be a need to enter more than one personnel action that takes effect on the same day. Entering two action with the same effective date happens frequently. Enter an effective date and the effective date sequence number for each personnel action. The action entered first has the transaction number of 1, the second action has a transaction number of 2, etc. By entering a **T** in a date field, the field is populated with the current date.

Page Groups

Page groups are used to organize pages in a logical order. A particular topic may contain too much information to be displayed on one page; therefore, it requires multiple pages to be grouped together.

Hyperlinks

In addition to fields on a page, sometimes there are other objects that do not display information or allow the user to enter information into them. These objects are known as Hyperlinks. Hyperlinks are used as a way of accessing another page. At times it is beneficial to use hyperlinks rather than simply displaying all the information on the page because it alleviates congestion of fields and keeps data that is not frequently references out of site. Click ***Hyperlinks*** at the bottom of the page to access sub−pages in the group.

New Windows

It is possible to work in more than one open window at a time. Once you have accessed the first window, you may access the second by clicking the ***New Window*** hyperlink located in the top right corner of the window. Be sure to save your work in both open windows. Click the **X** to close the window. Do not use the ***Sign Out*** option. This will close the application.

Fields

Fields are single items of information displayed on pages. The field may be represented in various ways, such as a test box, checkbox, radio buttons, etc., but it is still one piece of information. Some pages have fields highlighted with various colors. Fields highlighted in yellow are NFC Mandatory fields, lavender are Optional fields (based on data entered, additional fields may be required), other fields are not required or ***EmpowHR*** only fields. Use the tab key to move from one field to another. Using the tab key will populate fields with the applicable data.

- View-Only Fields − Often users add or edit data in fields by entering values or selecting a choice from a drop-down list. However, there are times when users may only be allowed to view the information, not modify it. These view only fields are displayed slightly differently on the pages. They appear gray rather than dark, and it is impossible to alter their values.
- Default Fields − Users will also notice that it is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a fields is repetitive from session to session or may be related to another field that as been previously entered. To make data entry more efficient, these fields have been populated.

EmpowHR Navigation

This section contains the following topics:

Navigational Techniques
Application Portal
Navigation Header
Component
Keys
Page
Buttons
Find An Existing Value
Add A Value
Insert A Row
Delete A Row
Message Pop-ups
Search
Tips

Application Portal

An Application Portal is a Web site that helps to navigate to other Web-based applications and content. This usually is the entry point when the browser is launched. ***EmpowHR*** is customized to include application links, external links, and internet links.

Navigation Header

The header area in EmpowHR Internet Architecture that remains static when navigating through the pages. The navigation header contains links back to the homepage and a Signoff button. If the portal is running, the navigation header also has a Categories, Favorites, and a Search Feature.

Component

A component is a group of related pages that pertain to a specific task. Components can be accessed from the menu. Components contain folder tabs with each tab containing a related page.

Keys

Keys are display-only fields that uniquely identify data. to display a page, enter the keys so that the system can retrieve the correct row of data.

Page

The page is the individual display and data-entry screens for each part of the ***EmpowHR*** application. Pages appear in the browser window.

Navigational Techniques

EmpowHR provides a multitude of buttons and links on the pages to help process transactions in the system. If the action to be performed is navigation related, it will be displayed as a link, which will bring up another page to view/modify/add. Click the buttons and the link to execute a command.

The following are ways to help move around in the application as efficiently as possible. Frequently, there may be more than one way to navigate through the application.

- **Cursor**. Use the mouse to move the cursor to from one field to another. Click in the field to enter data.
- **Tab/Shift+Tab**. This the best way to navigate between fields on a page. To move forward, use **Tab**. To move backward, use **Shift Tab**. Note that options selected from the drop-down list may not appear until tabbed to the next field. When **Tab** is used between fields, the field is highlighted as you move into it. Type over the information if applicable.
- **Save**. Use the **Save** to save after the transaction is completed. If the **Save** is used before the transaction is complete, an error message may appear prompting for entry of required fields. Click **Save** and in the upper right side of the page the word **`Processing`** appears.
- **Enter**. **`Enter`** has several uses.
  - Activates the **OK** button where applicable.
  - On a Search page, activates the **Search** button.
  - On a Search LookUP page, activates the **Lookup** button.
  - Opens the next menu level or the Search page for selected option.
  - Used to select highlighted options from the drop-down list.
- **Right/Left Arrows**. Use the arrows on the right to view rows of data.
- **Magnifying Glass**. The magnifying glass appears at the right side of the applicable field. Click the magnifying glass and a list of valid values or a lookup page for that field is displayed. Use these whenever they are available rather than typing the data. Frequently, it is faster, and it avoids data entry mistakes.
- **Lookup Page**. This page provides field to enter known data that will narrow the options provided in a valid value box. For example, to locate a record for an employee named Smith. The application could have 50 persons named Smith. Click the magnifying glass to get the Lookup page and enter data that will narrow the options.
- **New Window**. To open more than one window, select ***New Window***. The window previously used will minimize at the bottom of the desktop. This option will allow

toggling between processes. Do not click **Sign Out** with the ***New Window*** option. This will close the application. You should use the **X** when closing individuals windows while using the ***New Window*** option.

Buttons

Buttons are used to execute a command. If the button appears gray on a page, that action is not available for use.

***EmpowHR* Command Buttons**

Button	Description
Apply	Enables you to apply the data input without returning to the main page.
Run	Opens the Process Scheduler Request dialog box where you can set up your process and control parameters for the current process.
Next In List	To conduct a search, scroll between records that were found as a result of this selection. Displays the next data row in the search results grid. This button appears gray if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
Previous In List	To conduct a search, scroll between records that were found as a result of this selection. Displays the previous data row in the search results grid. This button appears gray if you didn't select the data row from a search results grid, if there was only one row in the grid, or if the data displayed is the last row in the grid.
Save	Sends the entered information to the database. Saves all data for multiple pages in a group.
	Deletes a row in a grid or scroll area.
	Searches the database for the criteria in the search fields on the page.
Search	Searches the database for the criteria in the search fields on the page.
Add a New Value	Adds a new record.
	Inserts a row in a grid or scroll area.
Other	Searches for data on a drop-down list.
Look Up	Allows you to search for data on a particular field.
Notify	Sends a message to a person's e-mail or sends the transaction to a person's worklist.
Update/Display	Accesses existing rows of data on the database. If data is effective-dated, displays only current and future rows. It is also used to update or display information.

EmpowHR Command Buttons

Button	Description
Add	Inserts a row in a grid or scroll area.
Clear	Clears all information entered in search/data fields on the current page.
Include History	Displays all rows of data; current, future, and history.
Correct History	Accesses existing rows of data and displays all effective-dated rows. Allows the updating of all rows, including history rows.
Next tab	Displays the next page in the current component. If you are in the last page of the component, this button is grayed.
Save Search Criteria	Saves the data entered on a search page.
Previous tab	Displays the previous page in the current component. If you are in the first page of the component, this button is grayed.
Refresh	Updates the page with newly entered data.
Mark Worked	This button will remove the transaction from the Worklist.
Reassign	Reassigns a transaction to another person's Worklist
Return	Returns you to the previous page.
Return to Search	Returns you to the search page.
OK	Accepts the data input made on an auxiliary page and returns you to the main page.
OK	Accepts the data input made on an auxiliary page and returns you to the main page.
	Previous grid, scroll, or search page results.
	Next grid, scroll, or search page results.
Cancel	Exits the page without saving data.
Add	Inserts a row in a grid or scroll area.
EmpowHR Sign In	Used to Sign In to *EmpowHR*.
	Click the Calendar icon to select the applicable date.

Find An Existing Value

The ***Find An Existing Value*** tab allows you to locate an existing record. Search returns a set of matching results with keys to the source document. There are checkboxes at the bottom of each search page **Include History**, **Correct History**, and **Case Sensitive**. The **Include History** and **Correct History** checkboxes determine what is going to be brought back based on the decision of what needs to be seen. If the **Include History** box is checked, it will display the history for review. The **Correct History** box is used to make a correction on records that have not applied at NFC. This is an important difference from the **Include History** box because this actually changes existing rows of data, and there will not be any record of the change from this mode.

If neither box is checked, only current and future dated rows will display. This is an example of an HR Processing search page.

To use the Find An Existing Value tab:

1. Enter the criteria and the appropriate checkboxes.

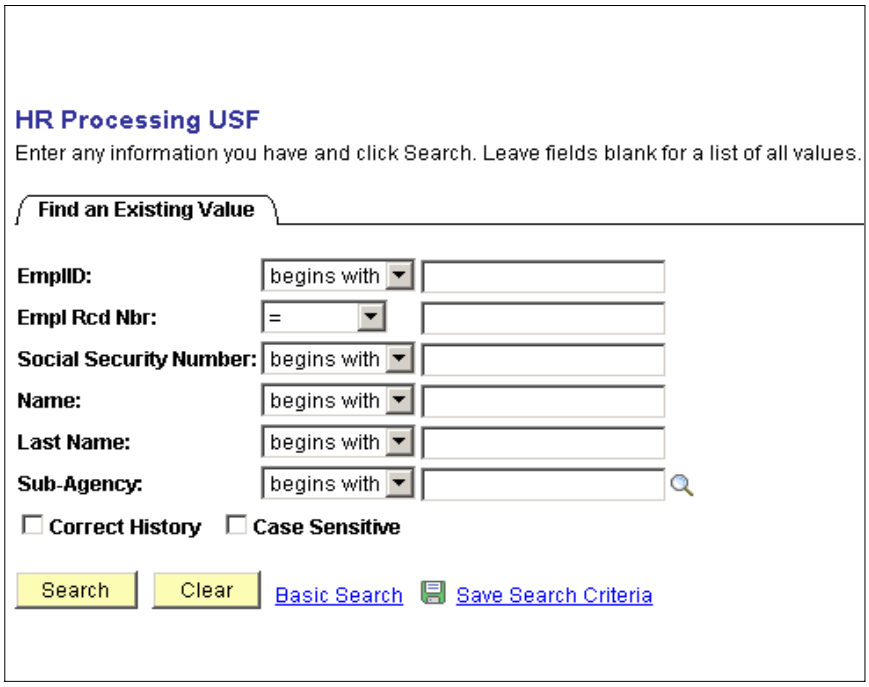


Figure 22. Find an Existing Value-HR Processing USF page

2. Click **Search**. The Search Results-Find An Existing Value page (**Figure 23**) is displayed

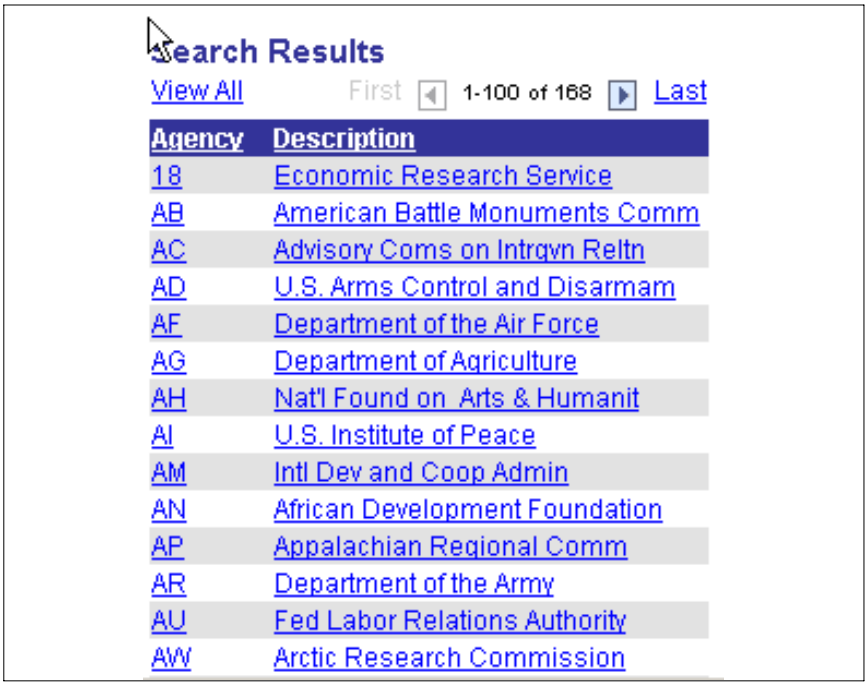


Figure 23. Search Results-Find An Existing Value page

3. Select the applicable agency/department.
4. Click the link. The selected information will populate the record.

Add A Value

The ***Add a New Value*** tab allows the adding of a transaction. This is an example (**Figure 24**) of the ***Add a New Value*** tab to enter a new Job Code.

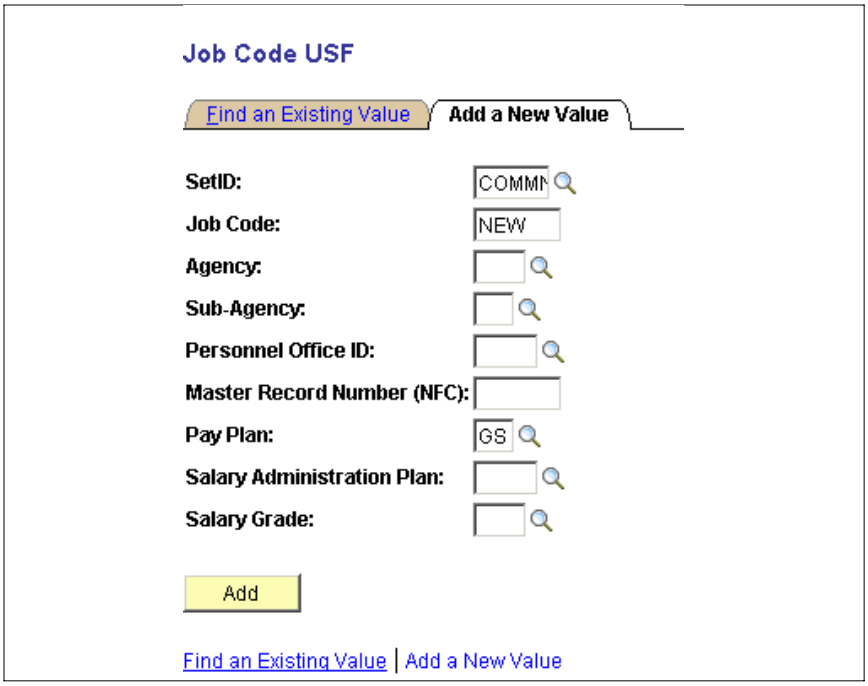


Figure 24. Add A New Value - Job Code USF page

Insert A Row

A Row is a new action. The most common way to make a change is by inserting new data rows. Enter a new effective date and make changes without losing the integrity of the historical data. To add or insert a new transaction/row, click **+** and change the effective date for the new information. When a new data row has been saved and the wrong information has been entered in a field, do not enter a new row or delete the row to correct a mistake. Use the Correction action to fix the data, but keep the row in tact. The effective date cannot be changed.

Scroll areas on a page allows for inserting multiple rows of data on a page. As new rows are inserted, the system copies key information down to the new rows. Use the arrows pointing left ◀ and ▶ to scroll through multiple occurrences of data when the arrows indicate the current record is 1 of 3 (◀1 of 3 ▶). Click **View All** to view all of the transactions.

Delete A Row

A row that has just been created and has not applied at NFC can be deleted. To delete incorrect information, position the cursor in the Effective Date field for the row that you want to delete and click the **–**. on the top right hand corner of the page. To delete a transaction/row, click **–**.

Message Pop-ups

Throughout ***EmpowHR***, message pop-ups appear when certain actions are performed. These pop-ups can be informational, or they can notify the user of an action that must be taken and/or an error condition that must be satisfied. Command buttons are used on these pop-ups to accept, cancel, or to return to the active page. The following (**Figure 25**) is an example of a message pop-up.

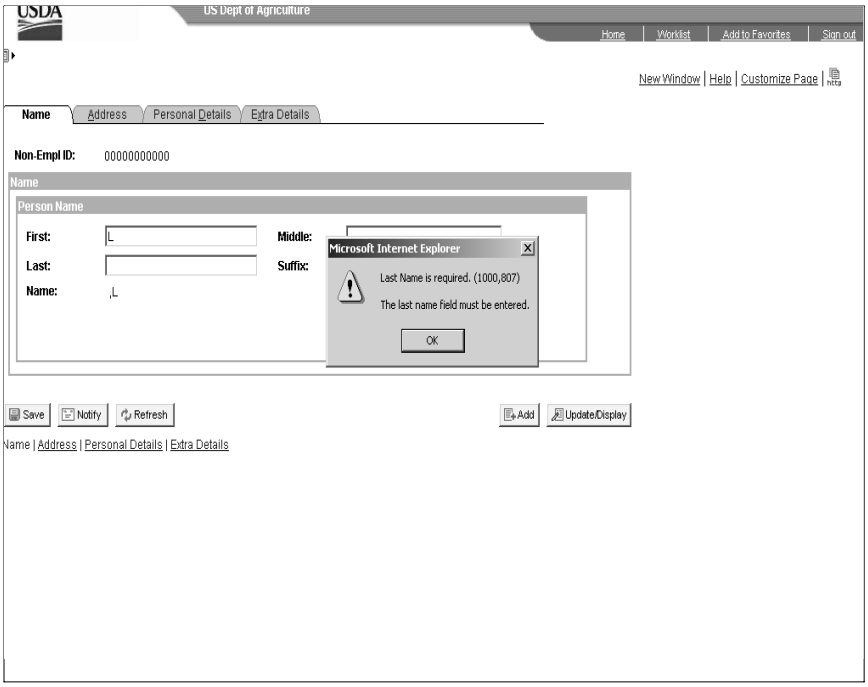
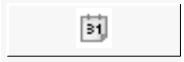


Figure 25. Example of a Message pop-up

Search

The ***Search*** icon appears at the right side of a field and reveals a list of valid values. Choose a valid value, and the data will populate the applicable field. To narrow the search, enter as much data as possible in the search criteria. The Basic search will allow the search by one field.

When entering dates on pages, click a Calendar icon to select the applicable date. By entering a **T** in a date field, the field is populated with the current date.



Tips

The following are a few reminders to help you along the way:

- **Preserve Old Records**. Changing the data on a historical record compromises the integrity of the record. When making a change, insert a new row and enter the information under the new effective date.
- **To Avoid Typing Errors**. Whenever available, use drop-down lists or search results (magnifying glass) to select valid values.
- **Use the Tab or Arrows**. Using the mouse to scroll through the field will cause the data to change.
- Use the **X** to close a window.
- Use the ***Home*** option on the top of the window to get back to the menu.
- Transactions should be saved on the last page only.
- Use the **Save** button to save a completed transaction. If the save button is used before the transaction is completed, an error message will display stating that required fields are missing. When **Save**t is clicked, notice in the upper right side of the page the word *Processing* and then *Saved* will appear. The word *Saved* will disappear. When the record is saved, a message also appears.
- Use the **Cancel** button to cancel the information on a page without saving. Using **Cancel** will not retain the data on the page.
- To **Search**, use full names or the full EmplID when searching for an employee.
- Periodically, delete temporary files and cookies from your hard drive.
- Do not log out of the application while a document is processing. The application is still running in the background. Wait until the **`Transaction Status`** has updated to log out of the application.
- Do not select ***Stop*** on the browser when the transaction is processing. Wait until the processing is completed before closing the window.
- Do not use the ***Back*** button on the browser.
- By entering a **`T`** in a date field, the field is populated with the current date.
- If a field has an * (asterisk) before the field name, that field is required.
- The following status codes are used in *EmpowHR*:

Status Codes

Status	Short Name	Notes
NFC Auto Action	NFC Auto	NOA 893, 880, 882, 903/Z00, and 894s
Rolled Back	Rolled Back (This status pulls back the action.)	
Payroll Interface Error	PI Error	NFC Use Only/***EmpowHR*** record field values need to be reconciled.

Status Codes

Status	Short Name	Notes
Ready Future	Rdy-Future	
HCUP Hold	HCUP Hold (This status is released when the user ready.)	This status related to Ledger, Field, or Variable.
In Progress	In Progress (This status is used before clicking **Save**.)	This status is displayed when a new row is inserted. This status is related to Self Service.
Data Load	Data Load (This is data loaded from another application.)	
Applied At NFC	Applied (This is a successful action.)	This action is successful in the batch export.
Sent To NFC	Sent To NFC (This status is displayed after an action has been sent to NFC at 11:00 am (CST) and 4:00 pm (CST) daily.)	This action is displayed after batch export transmission.
Applied-Loading To Worklist	Appl-Wlist	
Ready For NFC Transmission	NFC Ready	This action is displayed after the action has been saved.
Not Applied At NFC	Not Applied	This action was unsuccessful in the bath export.
Disabled From NFC Transmission	Xmit Disab (This status is for FESI transmission only.)	
Non-NFC (Internal)	Non-NFC (Actions displaying this status will not be sent to NFC.)	

Part 2.

Security

This part contains the following topic:

EmpowHR User Security (HD)

People Tools

Tree Manager

EmpowHR User Security (HD)

This section contains the following topics:

Create New Oprid

Employee Password Reset

Permission Lists

Roles

User Profiles

Create New Oprid

To Create a New Oprid:

1. Select the ***EmpowHR User Security (HD)*** menu group.
2. Select the ***Create New Oprid*** component.

Note: When the ***Create New Oprid*** component is selected from the ***EmpowHR User Security (HD)*** menu group, the user is re-routed to the ***PAR Processing*** menu group, ***Create New Oprid*** component. The completion of this component is the same from either menu group. For more information on Create New Oprid, refer to the ***PAR Processing*** section, ***Create New Oprid*** topic in this procedure manual.

Employee Password Reset

To access the Employee Password Reset page:

1. Select the ***EmpowHR User Security (HD)*** menu group.
2. Select the ***Employee Password Reset*** component.

Note: When the ***Employee Password Reset*** component is selected from the ***EmpowHR User Security (HD)*** menu group, the user is re-routed to the ***PAR Processing*** menu group, ***Employee Password Reset*** component. The completion of this component is the same from either menu group. For more information on ***Employee Password Reset***, refer to the ***PAR Processing*** section, ***Employee Password Reset*** topic in this procedure manual.

Permission Lists

To create, maintain, copy, and delete permission lists:

1. Select the ***EmpowHR User Security (HD)*** menu group.

2. Select the ***Permission Lists***.

Note: When the ***Permission Lists*** component is selected from the ***EmpowHR User Security (HD)*** menu group, the user is re-routed to the ***People Tools*** menu group, ***Permission Lists*** component. The completion of this component is the same from either menu group. For more information on ***Permission Lists***, refer to the ***People Tools*** section, ***Permission Lists*** topic in this procedure manual.

Roles

This option is used to create and maintain roles established in the database. For more information about Roles, refer to People Tools, Roles in this procedure manual.

To create and maintain roles:

1. Select the***EmpowHR User Security (HD)*** menu group.
2. Select the***Roles*** component.

Note: When the ***Roles*** component is selected from the ***EmpowHR User Security (HD)*** menu group, the user is re-routed to the ***People Tools*** menu group, ***Roles*** component. The completion of this component is the same from either menu group. For more information on ***Roles***, refer to the ***People Tools*** section, ***Roles*** topic in this procedure manual.

User Profiles

The ***User Profiles*** option is used to establish user profiles. User profiles can also be copied, deleted, distributed and purged from this option.

To Create and Maintain User Profiles:

1. Select ***EmpowHR User Security (HD)*** menu group.
2. Select ***User Profiles*** component.

Note: When the ***User Profiles*** component is selected from the ***EmpowHR User Security (HD)*** menu group, the user is re-routed to the ***People Tools*** menu group, ***User Profiles*** component. The completion of this component is the same from either menu group. For more information on ***User Profiles***, refer to the ***People Tools*** section, ***User Profiles*** topic in this procedure manual.

People Tools

This section contains the following topics:

User Profiles

Permissions & Roles

Password Configuration

Security Objects

Query security

Common Queries

Mass Change Operator Security

User Profiles

The ***User Profiles*** option is used to establish user profiles. User profiles can also be copied, deleted, distributed and purged from this option.

This section presents the following topics:

Create And Maintain User Profiles

Copy User Profiles

Delete User Profile

Distribute User Profiles

Distributed User Set Up

Purge Inactive User Profiles

Create And Maintain User Profiles

To Create and Maintain User Profiles:

1. Select ***People Tools*** menu group.
2. Select ***User Profiles*** component. The Find An Existing Value tab - User Profiles page (**Figure 26**) is displayed.

Figure 26. Find An Existing Value tab - User Profiles page

3. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`Role Name`**. Valid values are **`Role Name`** and **`Description`**.

Begins With

Enter the applicable information.

4. Click **Search**. The General tab - User Profiles page (**Figure 28**) is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - User Profiles page (**Figure27**) is displayed.

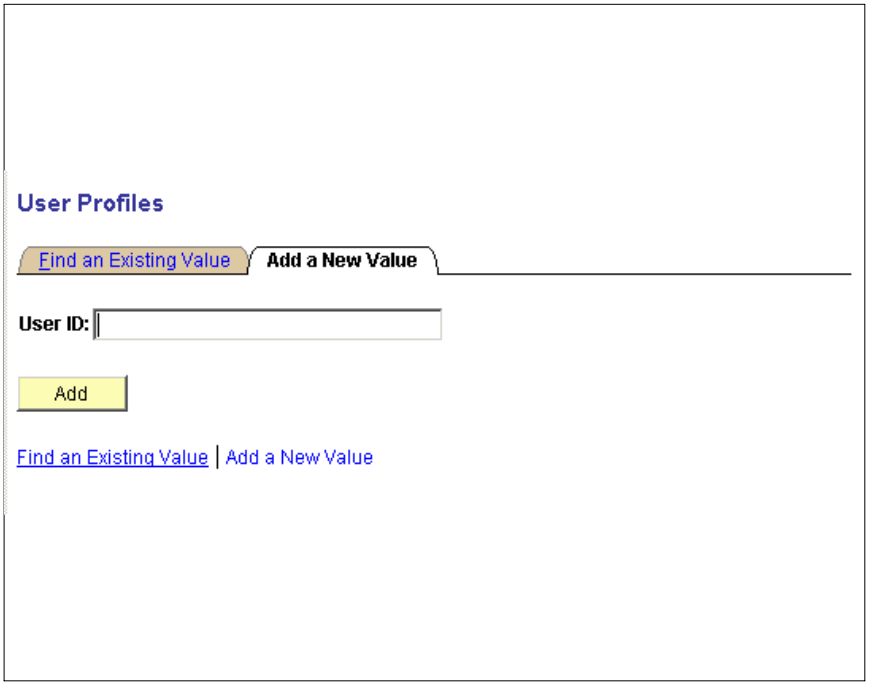


Figure 27. Add A New Value tab - User Profiles page

5. Complete the User ID field as follows:

User ID

Enter the user ID being added. Spaces are not allowed when typing the User ID. If you attempt to put spaces in the User ID, an error message will display.

6. Click **Add**. The General Tab - User Profiles page (**Figure 28**) is displayed.

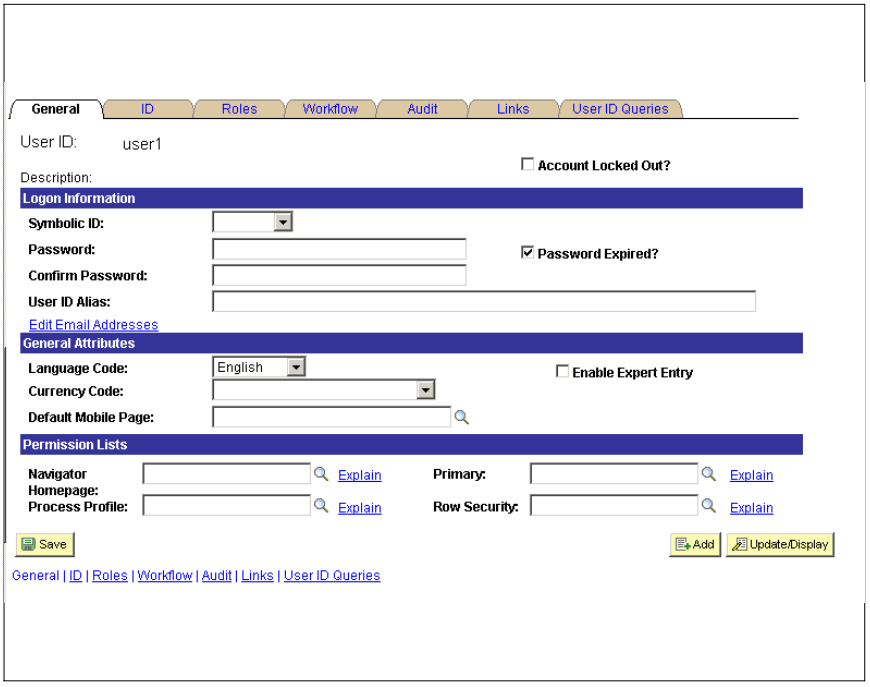


Figure 28. General tab - User Profiles page

7. Complete the fields as follows:

User ID

This field is populated based upon the User ID entered on the User Profiles page (Add A New Value tab) (**Figure 27**). not enter data in this field.

Description

This field is populated based upon the Description entered on the User Profiles page (Add A New Value tab) (**Figure 27**).

Account Locked Out?

Click this field to lock out a user's account.

Symbolic ID

select the applicable Symbolic ID from the drop-down list.

Password

Enter the password in this field.

Password Expired?

Click this field if the password has expired. The default is this field checked.

Confirm Password

Re-enter the password entered in the Password field to confirm the password.

User ID Alias

Enter the applicable User ID Alias.

Language Code

Click the down arrow select the applicable language. This field defaults to **`English`**. For a complete list of languages, see the **Language Table**.

Enable Expert Entry

Click this field to enable expert entry.

Currency Code

Click the down arrow to select the applicable currency.

Default Mobile Page

Enter the applicable mobile information in this field or click the icon to search for the applicable information.

Navigator Homepage

Enter the applicable Navigator Homepage or click the icon to search for and select the applicable Navigator Homepage.

Primary

This field is populated based upon the Description entered on the Add A New Value tab - User Profiles page (**Figure 27**).

Process Profile

Enter the applicable profile in this field or click the icon to select the applicable profile.

Row Security

Enter the applicable position name or click the icon to the select the applicable position to be displayed in this field.

8. Click the ***ID*** tab. the ID tab - User Profiles page (**Figure 29**) is displayed.

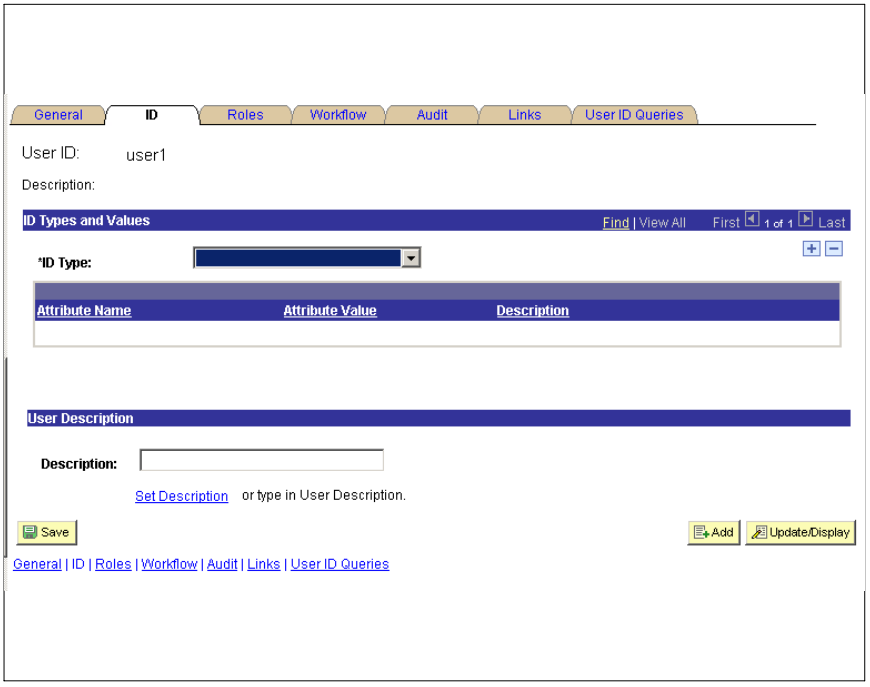


Figure 29. ID tab - User Profiles page

9. Complete the fields as follows:

User ID

This field is populated based upon the search/add criteria.

Description

This field is populated based upon the search/add criteria.

ID Type

Click the down arrow to select the ID Type. The valid values are **`Employee`** and **`None`**..

Attribue Name

This field is populated to **`EmplID`** if you selected **`Employee`** in the ID Type field. If the ID Type field is blank or **`None`** is selected from the drop-down list, this field is blank. Click the link to sort this list by Attribute Name.

Attribute Value

Enter the applicable name or click the icon to select a name from the list. Click the link to sort this list by Attribute Value.

Description

This field is populated. Click the link to sort this list by Description.

Description

Enter the user description in this field.

10. Select ***Roles***. The Roles tab - User Profiles page (**Figure 30**) is displayed.

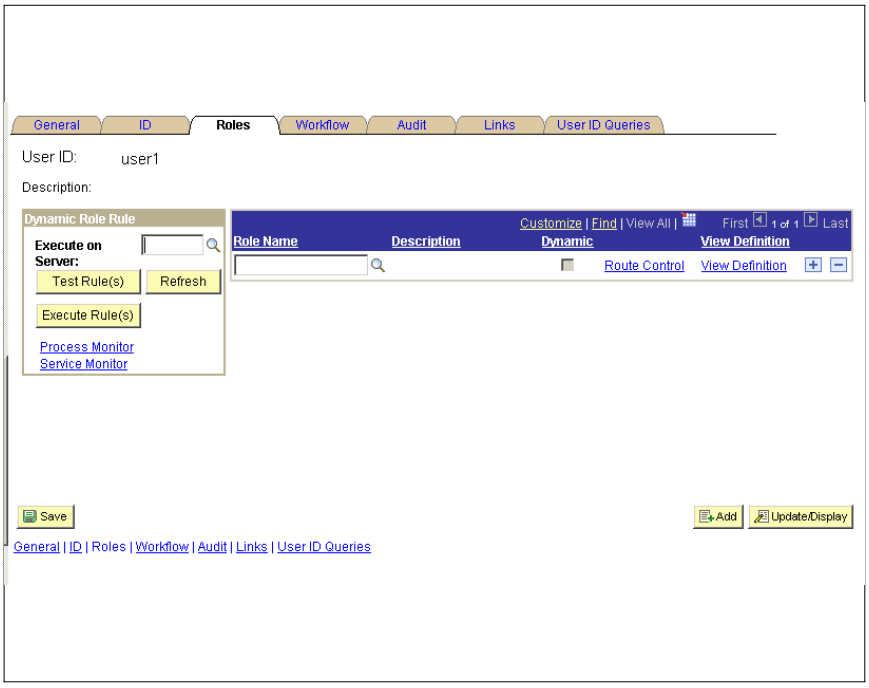


Figure 30. Roles tab - User Profiles page

11. Complete the fields as follows:

User ID

This field is populated based upon the search/add criteria.

Description

This field is populated based upon the search/add criteria

Execute On Server

Enter the server name or click the icon to select the applicable server.

Role Name

Enter the applicable role or click the icon to select a role from the list. Click the link to sort the list by Role Name.

Description

This field is populated based upon the role enter or selected in the Role Name. Click the link to sort the list by Description.

Dynamic

Check is box if applicable. Click the link to sort the list by Dynamic.

View Definition

Click this field to view data. This field cannot be viewed if there is un-saved data on the page. Save all entries before accessing this field. Click the link to sort the list by Definition.

12. Select ***Workflow***. The Workflow tab - User Profiles page (**Figure 31**) is displayed.

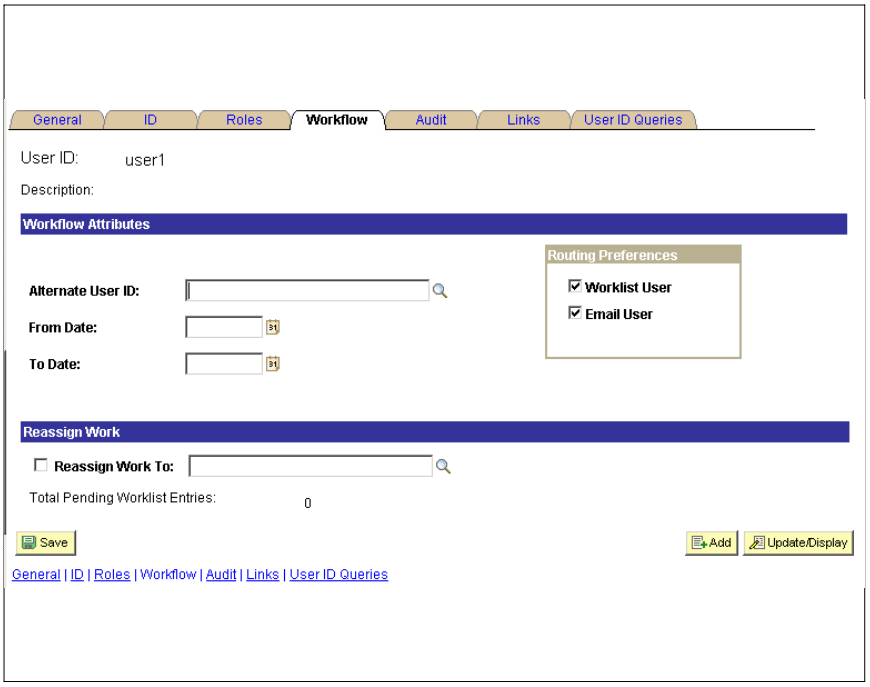


Figure 31. Workflow tab - User Profiles page

13. Complete the fields as follows:

User ID

This field is populated based upon the User ID used in the search/add criteria.

Description

This field is populated based upon the Description used in the search/add criteria.

Alternate User ID

Enter the alternate user ID for a user or click the icon to search for the applicable alternate user ID on the drop-down list.

Worklist User

Click this box if the user is a worklist user.

Email User

Click this box if the user is an e-mail user.

From Date

Enter the from date in MM/DD/YYYY format or click the icon to select a date from the calendar icon.

To Date

Enter the to date in MM/DD/YYYY format or click the icon to select a date from the calendar icon.

Reassign Work To

Click this box to reassign work to another user. If this field is checked, enter the applicable user or select data by clicking the search icon.

Total Pending Worklist Entries

This field is populated with the number of pending worklist entries.

14. Select ***Audit***. The Audit tab - User Profiles page (**Figure 32**) is displayed.

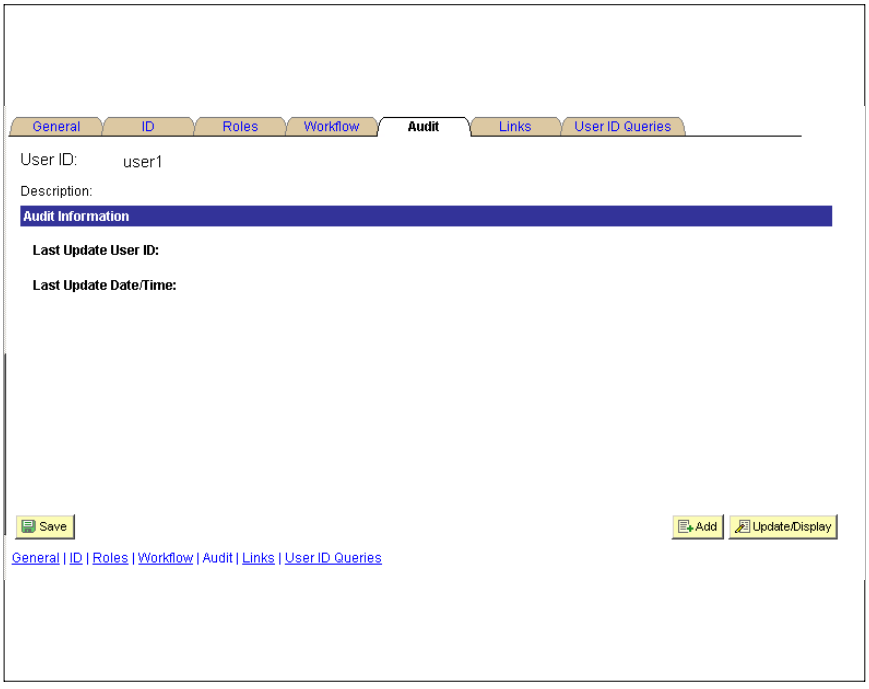


Figure 32. Audit tab - User Profiles page

15. Complete the fields as follows:

User ID

This field is populated based upon the User ID on the search/add criteria.

Description

This field is populated based upon the Description on the serach/add criteria.

Last Update User ID

This field is populated.

Last Update Date/Time

This field is populated.

16. Select ***Links***. The Links tab - User Profiles page (**Figure 33**) is displayed.

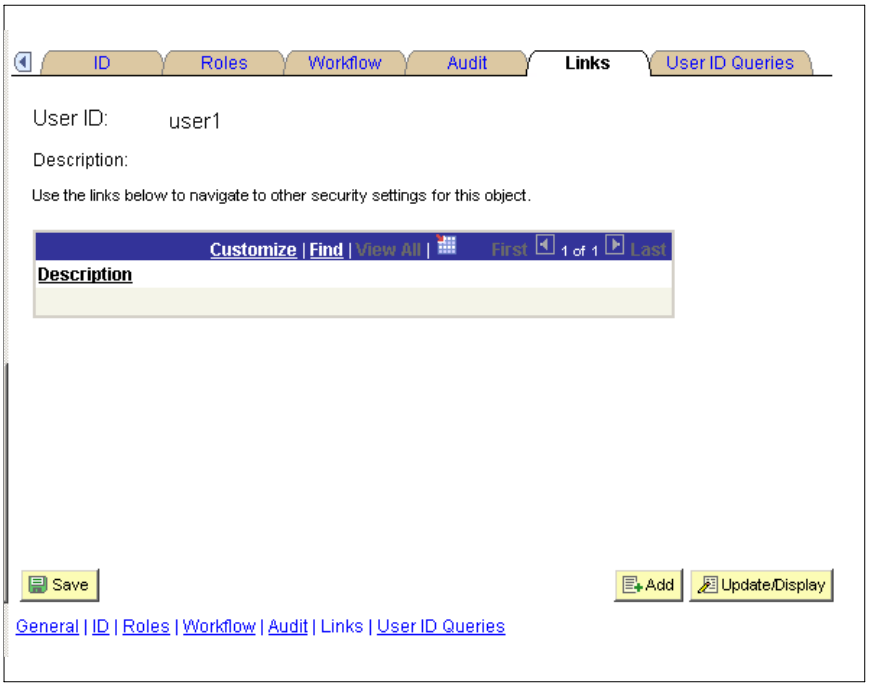


Figure 33. Links tab - User Profiles page

17. Complete the fields as follows:

User ID

This field is populated based upon the User ID entered on the search/add criteria.

Description

This field is populated based upon the Description entered on the search/add criteria.

Description

Click this box to sort the list by Description.

18. Slect the ***User ID Queries*** tab. The User ID Queries tab - User Profiles page (**Figure 34**) is displayed. You can select the ***User ID's Permission List*** link to view which Permission Lists are associated with a User ID. ***User ID's Roles*** displays which roles are associated with a User ID. ***User ID's Page Access*** displays a list of which pages a user can access. ***User ID's Misc. People Tools Access*** displays whether a user can access Application Designer, Client Process, Data Mover, Import Manager, Definition Security, or Query. ***User ID's Application Designer Object Access*** displays which Application Designer objects can the user access. ***User ID's Signon Times*** displays the valid signon times for the User ID. ***User ID's Roles, Permission Lists, And Page Access*** displays which roles, permission lists, and pages the User ID has access to. ***User ID's Content Reference Access*** displays which content references this User ID has been granted access. ***User ID's Content Reference (Includes Portal) Access*** displays which content references (including portal) this User ID has been granted access. ***User ID's Content Reference (Includes Menu, Component, And Market) Access*** displays which content references (including menu, component, and market) this User ID has been granted access. ***User ID's Content Reference (Includes Portal, Menu, Component, And Market) Access*** displays which content references (including portal, menu, component, and market) this User ID has been granted access. ***User ID's Web Service Operation Access*** displays which access to Web Service Operation has been granted for this User ID.

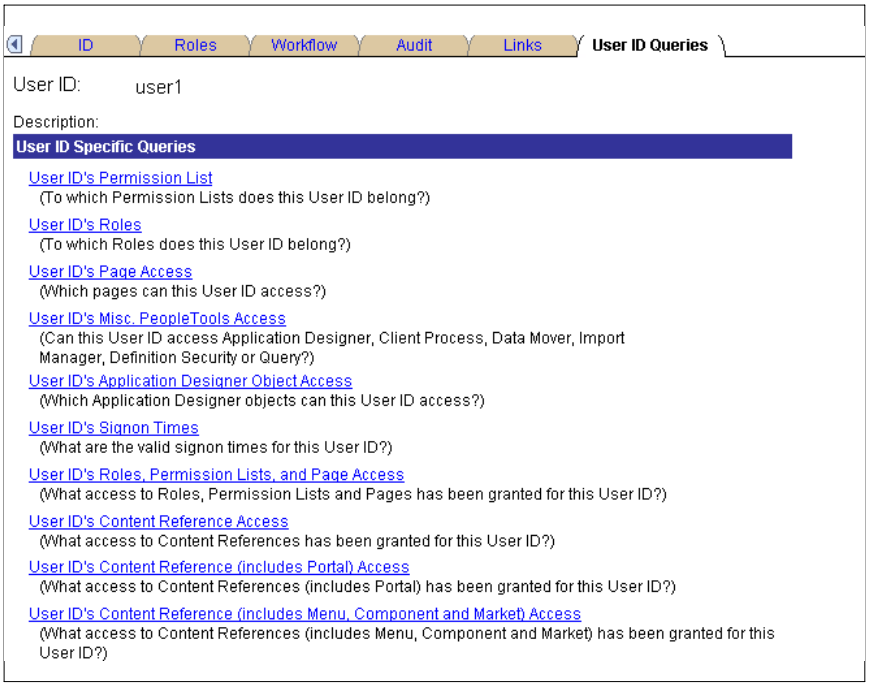


Figure 34. User Profiles page (User ID Queries tab)

19. Complete the fields as follows:

User ID

This field is populated based upon the User ID entered on the search/add criteria.

Description

This field is populated based upon the Description entered on the search/add criteria.

User ID Specific Queries

This field displays a list of links that link to perform queries. For a list of the links, see the **User ID Queries Table**. Each link contains a description of the available information. After connecting to the link, a list of the applicable information is displayed.

20. Click **Save** to save the information.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Copy User Profiles

The ***Copy User Profiles*** option is used to copy a user profile.

To copy a user profile:

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Copy User Profiles*** component. The Find An Existing Value tab - Copy User Profiles page (**Figure 35**) is displayed.

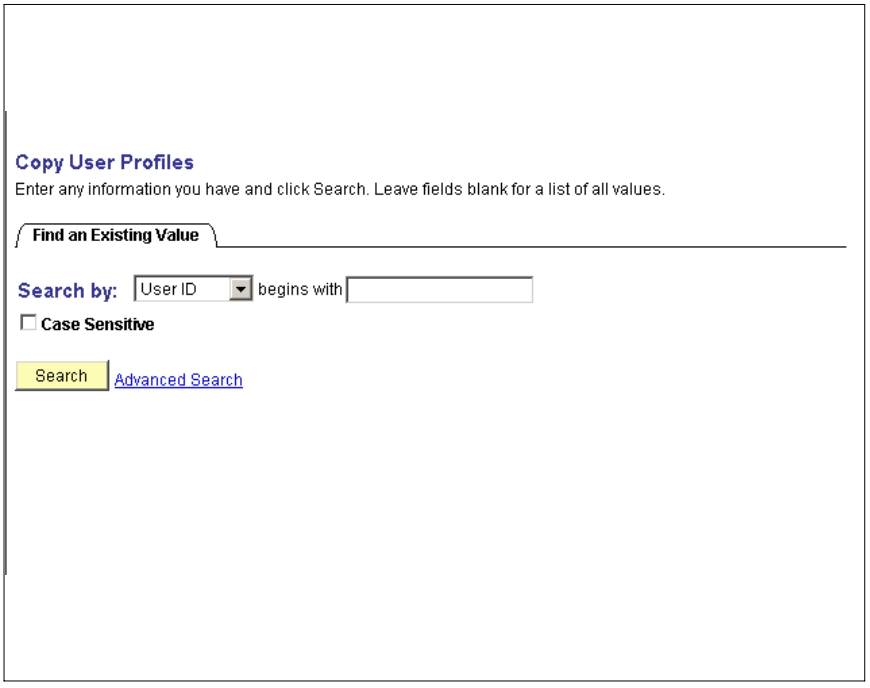


Figure 35. Find An Existing Value tab - Copy User Profiles page

4. Complete the fields as follows:

Search By

Select data from the drop-down list. This field defaults to **`User ID`**. The valid values are **`User ID`** and **`Description`**.

Begins With

Enter the information that corresponds to the search by value.

Case Sensitive

Check this box if the user profile is case sensitive.

5. Click **Search**. The Copy User Profiles page (**Figure 36**) is displayed.

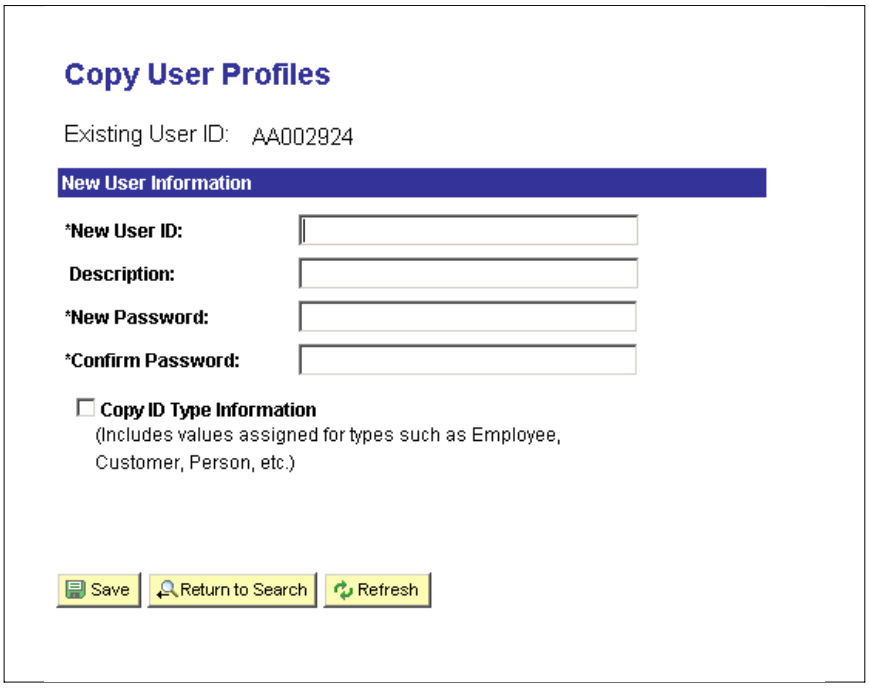


Figure 36. Copy User Profiles page

6. Complete the fields as follows:

***New User ID**

Enter the new user ID.

Description

Enter the description of the new user ID.

***New Password**

Enter the new password for the new user ID.

***Confirm Password**

Re-enter the new password for the new user ID.

Copy ID Type Information

Check this box to include values assigned for types such as Employee, Customer, Person, etc.

7. Click **Save** to save the information. The General Tab - User Profiles page (**Figure 28**) is displayed.

   OR

   Click **Return To Search**. The Find An Existing Value tab - Copy User Profiles page (**Figure 35**) is displayed.

   OR

   Click **Refresh** to refresh the page.

Delete User Profiles

The ***Delete A User Profile*** option is used to delete a user profile.

To delete a user profile:

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Delete User Profiles*** component. The Find An Existing Value tab - Delete User Profile page (**Figure 37**) is displayed.

Figure 37. Find An Existing Value tab - Delete User Profiles page

4. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`User ID`**. Valid values are **`User ID`** and **`Description`**.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

5. Click **Search**. The Delete User Profile page (**Figure 38**) is displayed.

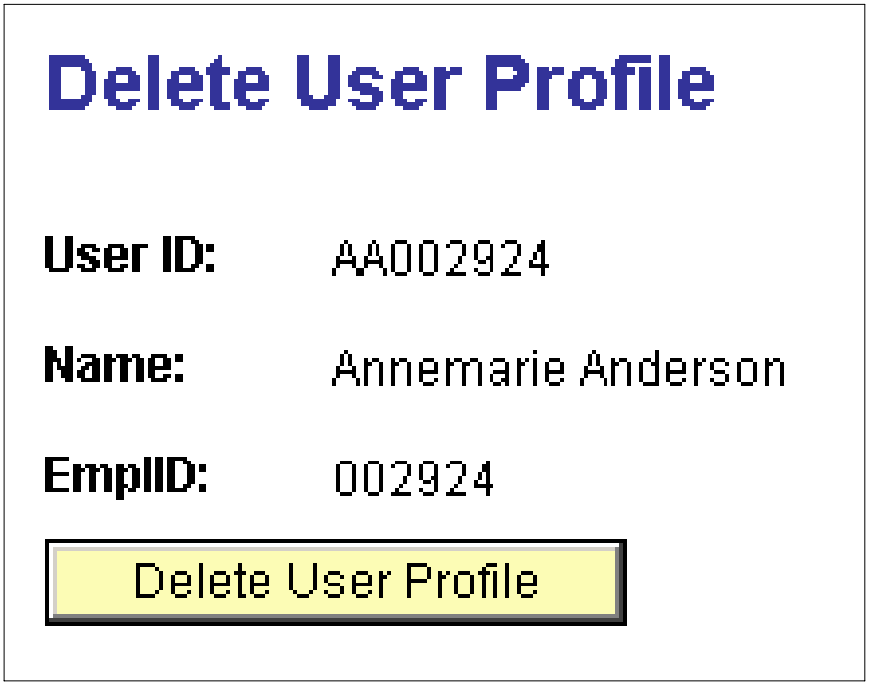


Figure 38. Delete User Profile page

6. Complete the fields as follows:

User ID

This field is populated from the data entered on the search/add criteria.

Begins With

This field is populate with the corresponding search/add criteria entered.

Case Sensitive

Check this box if the search/add criteria is case sensitive.

7. Click **Delete User Profile**. The User Profile Delete Confirmation pop-up (**Figure 39**) is displayed

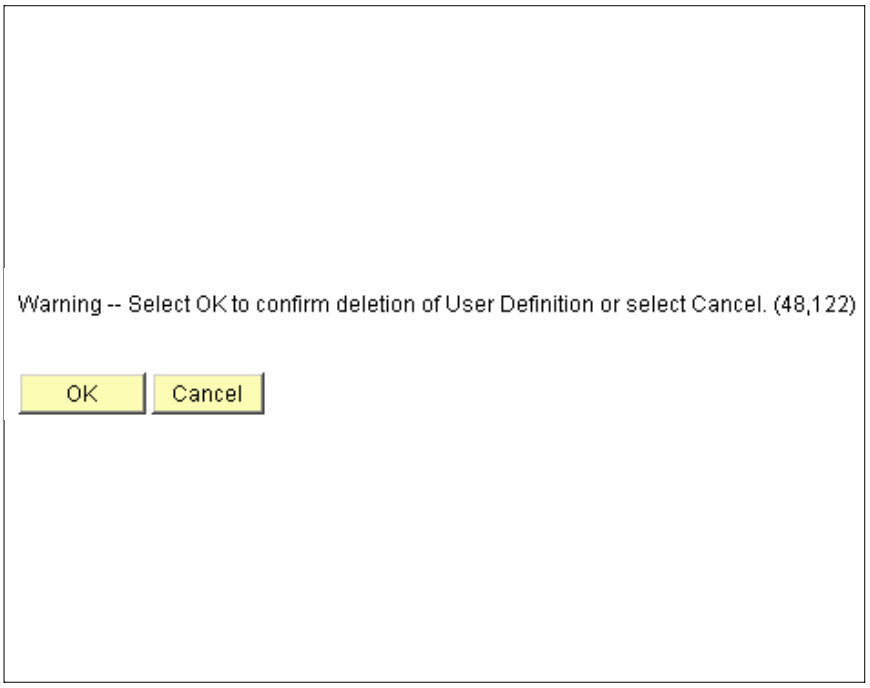


Figure 39. User Profile Delete Confirmation pop-up

8. Click **OK** to delete the permission list and return to the Find An Existing Value tab - Delete User Profiles page (**Figure 37**).

   OR

   Click **Cancel** to cancel the deletion and return to the Find An Existing Value tab - Delete User Profiles page (**Figure 37**).

Distributed User Profiles

This option allows the user to create and maintain user profiles.

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Distributed User Profiles*** component. The Find An Existing Value tab - Distributed User Profiles page (**Figure 40**) is displayed.

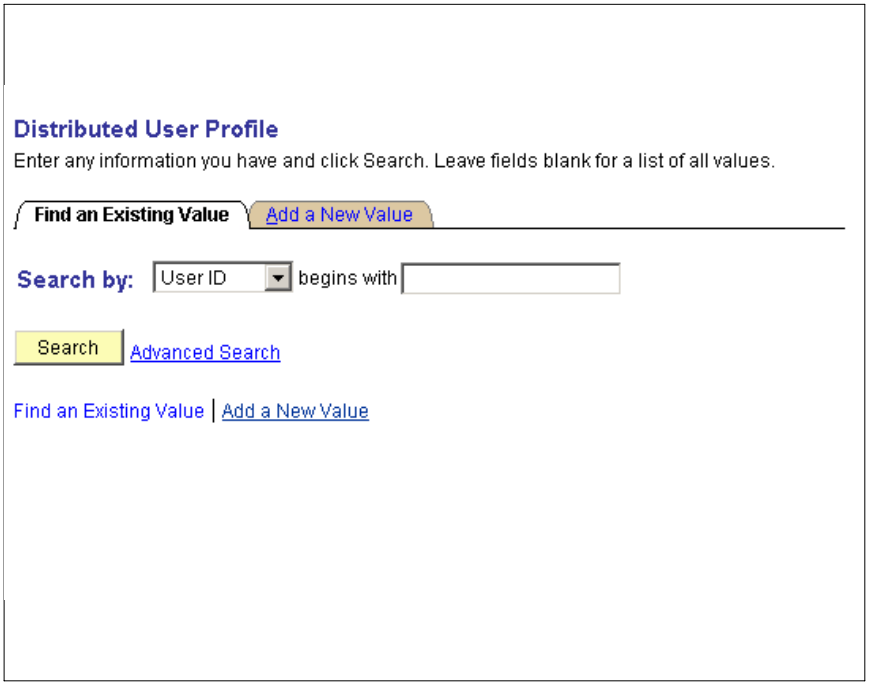


Figure 40. Find An Existing Value tab - Distributed User Profiles page

4. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`User ID`**. The valid values are **`User ID`** and **`Description`**.

Begins With

Enter the applicable information that corresponds to the search by criteria.

5. Click **Search**. The General tab - User Profiles page (**Figure 28**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Distributed User Profiles page (**Figure 41**) is displayed.

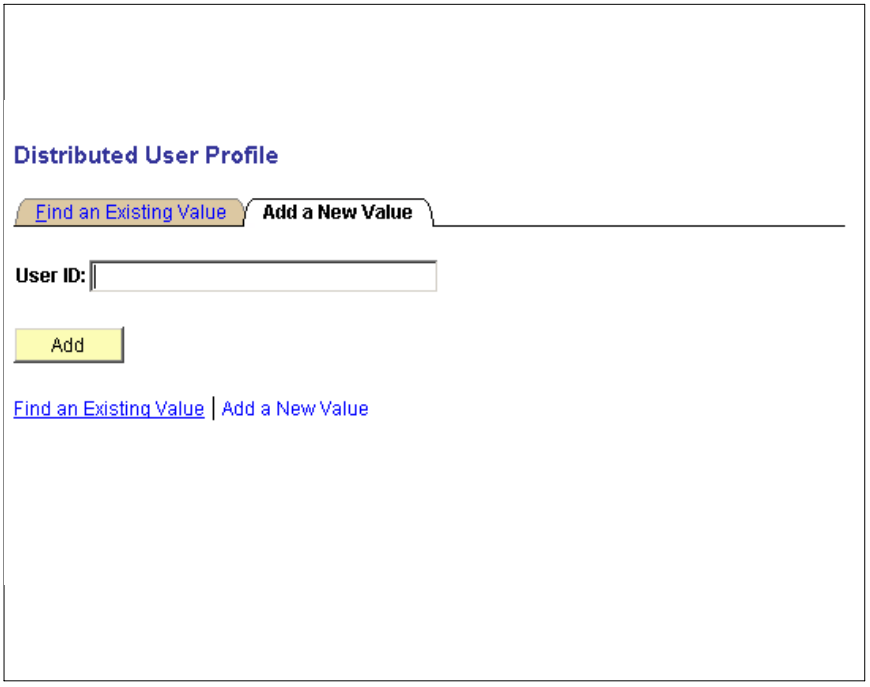


Figure 41. Add A New Value tab - Distributed User Profiles page

6. Complete the User ID field as follows:

User ID

Enter the user ID being added. Spaces are not allowed when typing the User ID. Spaces will result in an error message being displayed.

7. Click **Add**. The General Tab - User Profiles page (**Figure 28**) is displayed. For more information, refer to the User Profiles section of this procedure manual.

Distributed User Set Up

This option allows the user to set up the distributed user profile componenet search record.

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Distributed User Set Up*** component. The Set Distributed User Profile Search Record page (**Figure 42**) is displayed.

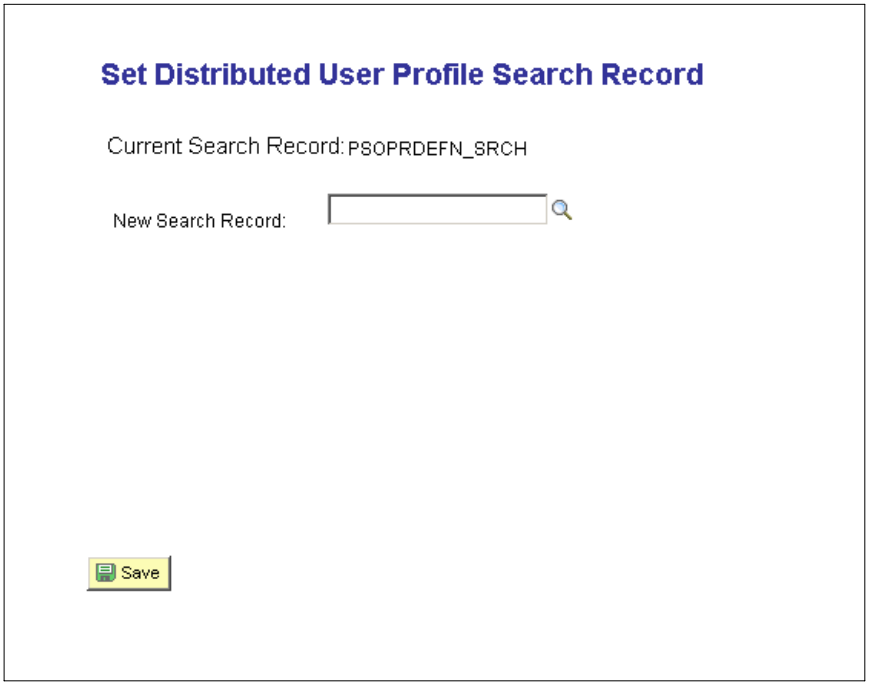


Figure 42. Set Distributed User Profile Search Record page

4. Complete the field as follows:

New Search Record

Enter the new search record or select data by clicking the search icon.

5. Click **Save** to save the new search record.

Purge Inactive User Profiles

This option allows the user to remove user profiles that have not been used for a long period of time.

1. Select the ***People Tools*** menu group.
2. Select the ***User Profiles*** menu.
3. Select the ***Purge Inactive User Profiles*** component. The Find An Existing Value tab - Purge Inactive User Profiles page (**Figure 43**) is displayed.

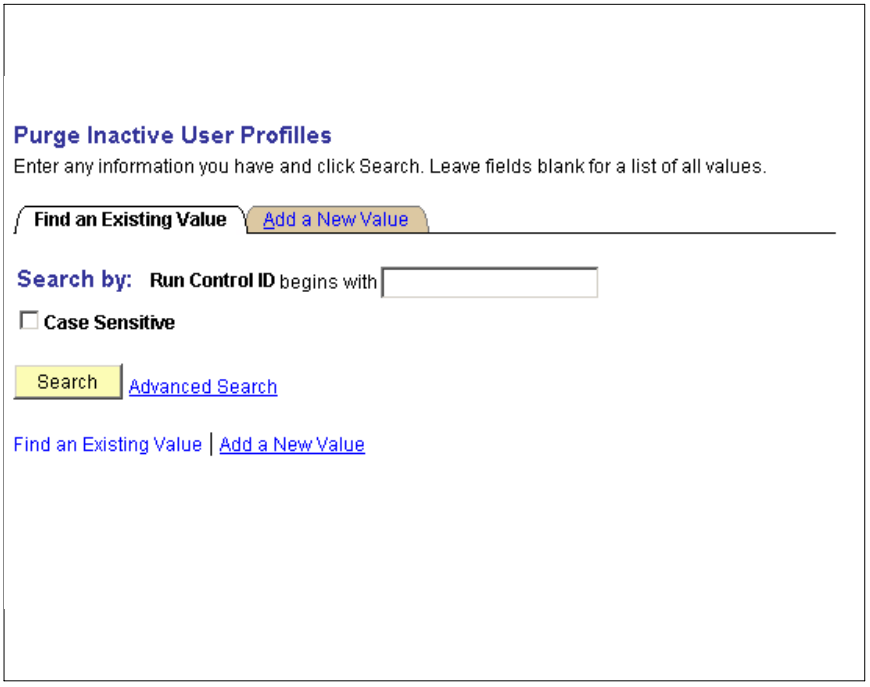


Figure 43. Find An Existing Value tab - Purge Inactive User Profiles page

4. Complete the fields as follows:

Search By/Run Control ID/Begins With

Enter the run control ID.

Case Sensitive

Check this box if the run control ID is case sensitive.

5. Click **Search**. The Purge Inactive User Profiles page (**Figure**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Purge Inactive User Profiles page (**Figure 44**) is displayed.

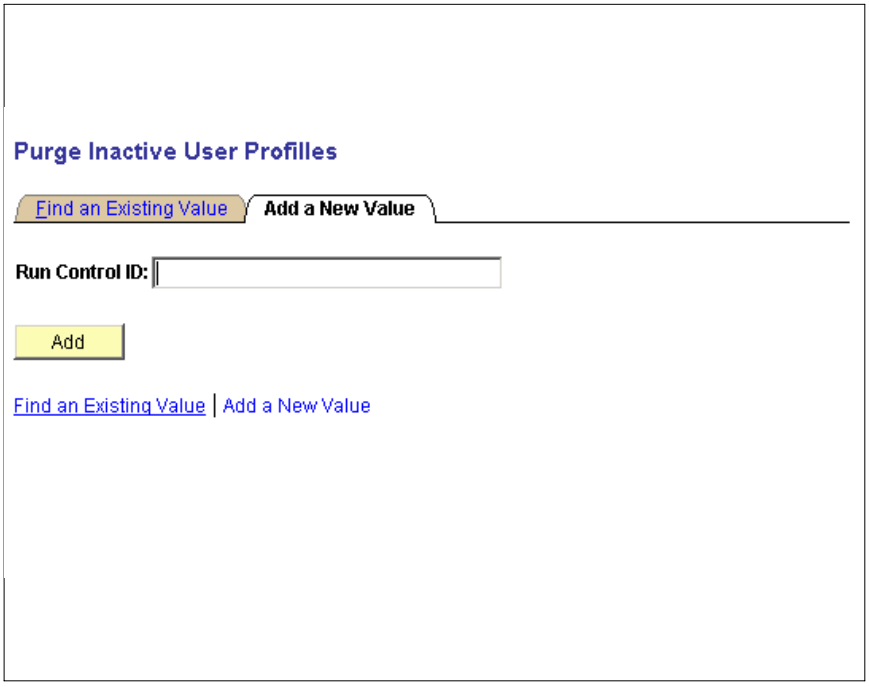


Figure 44. Add A New Value tab - Purge Inactive User Profiles page

6. Complete the field as follows:

Run Control ID

Enter the run control ID being added. Spaces are not allowed when typing the User ID. Spaces will result in an error message being displayed.

7. Click **Add**. The Purge Inactive User Profiles page (**Figure 45**) is displayed. For more information, refer to the User Profiles section of this procedure manual.

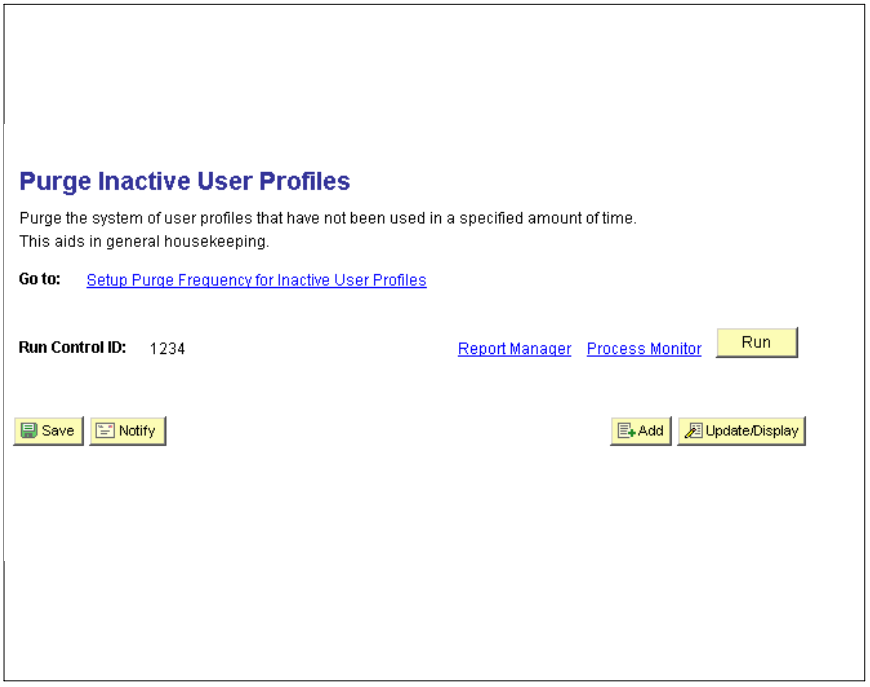


Figure 45. Purge Inactive User Profiles page

8. Click the ***Setup Purge Frequency For Inactive User Profiles*** link. The Password Controls page (**Figure 111**) is displayed. For more information about password controls, refer to the Password Controls section of this procedure manual.

Permissions & Roles

This section contains the following topics:

Permission Lists

Copy Permission Lists

Delete Permission Lists

Roles

Copy Roles

Delete Roles

Execute Role Rules

Permission Lists

To create, maintain, copy, and delete permission lists:

1. Select the ***EmpowHR User Security (HD)*** menu group.

2. Select the ***Permission Lists***. The Find An Existing Value tab - Permission Lists page **Figure 46**) is displayed.

Figure 46. Find An Existing Value tab - Permission Lists page

3. Complete the fields as follows:

Search By

This field defaults to **`Permission List`**. To change, select data from the drop-down list. The valid values are **`Permission List`** and **`Description`**.

Begins With

Enter the information that corresponds to Search By value.

4. Click **Search**. The General tab - Permissions List page (**Figure 48**) is displayed.

OR

Select the **Add A New Value** tab. The Add A New Value tab - Permission Lists page (**Figure 47**) is displayed.

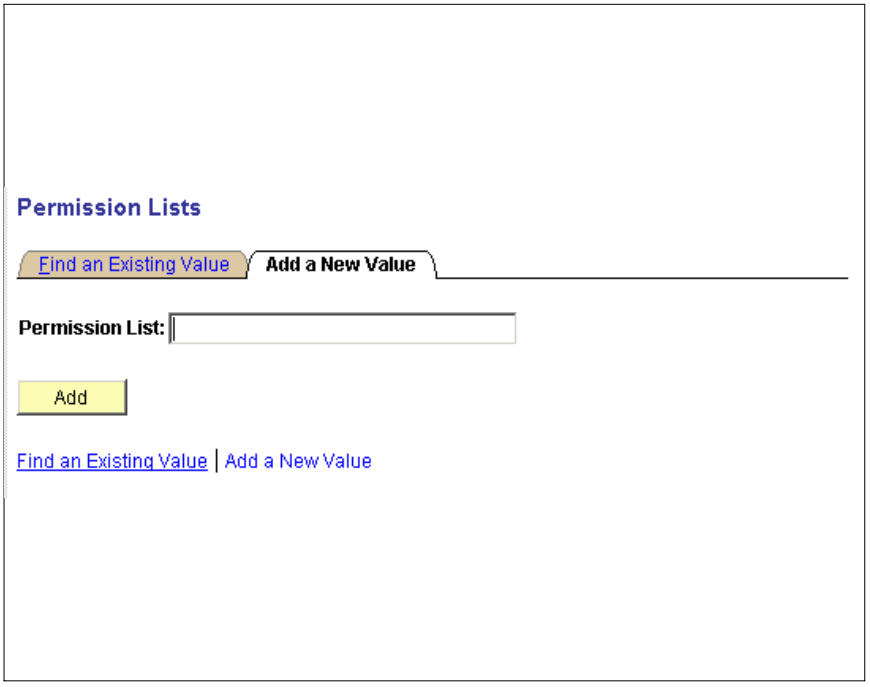


Figure 47. Add A New Value tab - Permission Lists page

5. Complete the field as follows:

Permission List

Enter the applicable information.

6. Click **Add**. The General tab -Permission List page (**Figure 48**) is displayed.

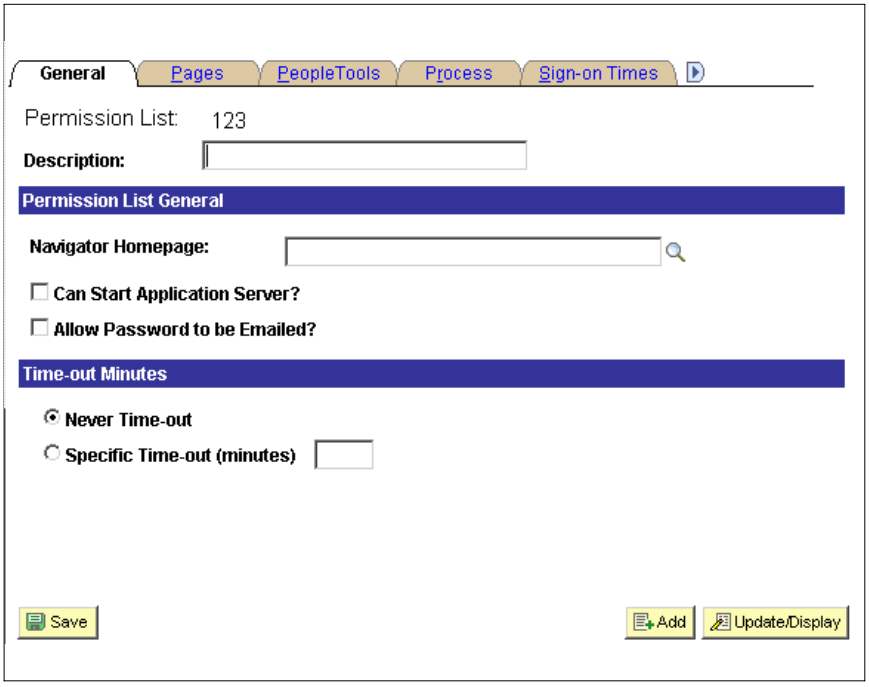


Figure 48. General tab - Permission List page

7. Complete the fields as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

Enter the description of the Permission List. The information entered in this field will populate the Description field on subsequent tabs. If this field is left blank, the Description field will be blank on subsequent tabs.

Navigator Homepage

Enter the applicable Navigator Homepage or select data by clicking the search icon.

Can Start Application Server?

Check this box if applicable.

Allow Password To Be Emailed?

Check this box if applicable.

Never Time-out

This box is selected by default. Deselect if applicable.

Specific Time-out (Minutes)

Select this field if applicable. Enter a value to represent the number of minutes before the application will time out in the second part of the field.

8. Select the ***Pages*** tab. The Pages tab-Permission List page (**Figure 49**) is displayed.

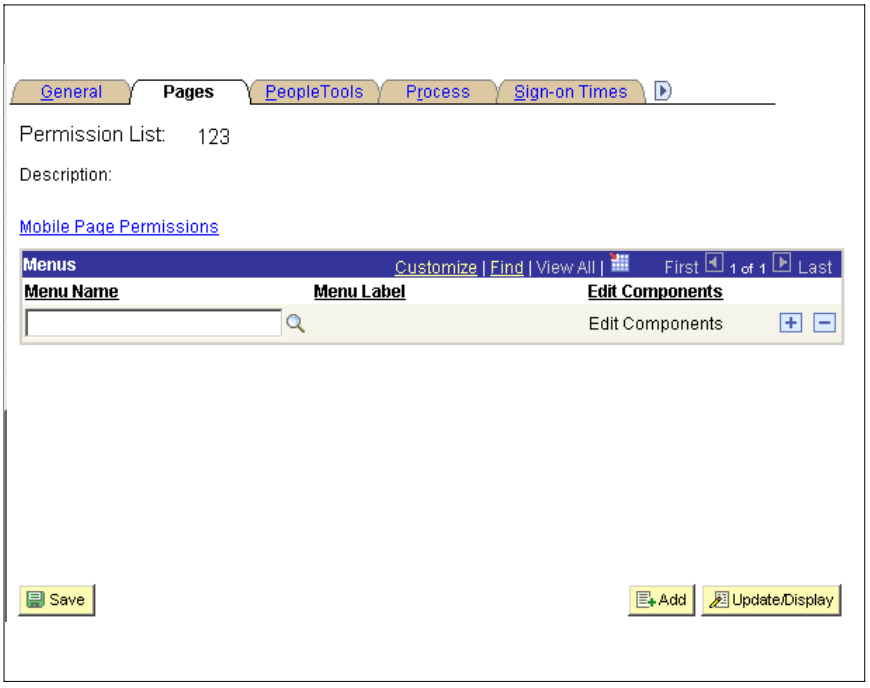


Figure 49. Pages tab - Permission List page

9. Complete the fields as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

Menu Name

Enter the applicable menu name or select data by clicking the search icon.

Menu Label

This field is populated based upon the menu name entered.

10. Click the **Mobile Page Permissions** link. The Mobile Page Permissions page (**Figure 50**) is displayed.

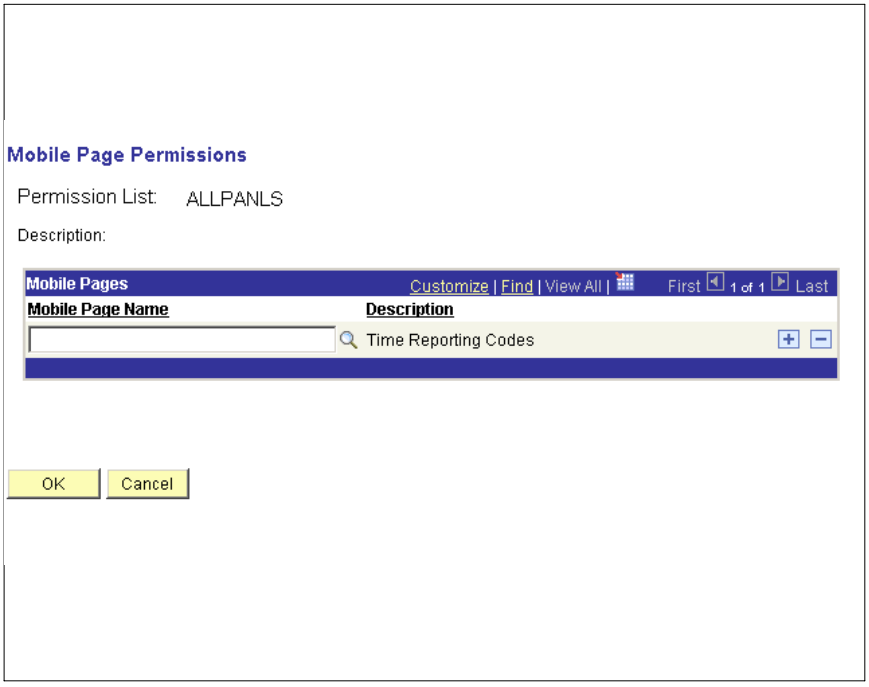


Figure 50. Mobile Page Permissions page

11. Complete the field as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permissions page (**Figure 48**).

Mobile Page Name

Enter the mobile page name of select the applicable data by clicking the search icon.

12. Click **OK**. The information is saved. The Pages tab - Permission List page (**Figure 49**) is displayed.

OR

Click **Cancel**. The Pages tab - Permission List page (**Figure 49**) is displayed.

13. Click the **Edit Components** link. The Component Permissions page (**Figure 51**) is displayed.

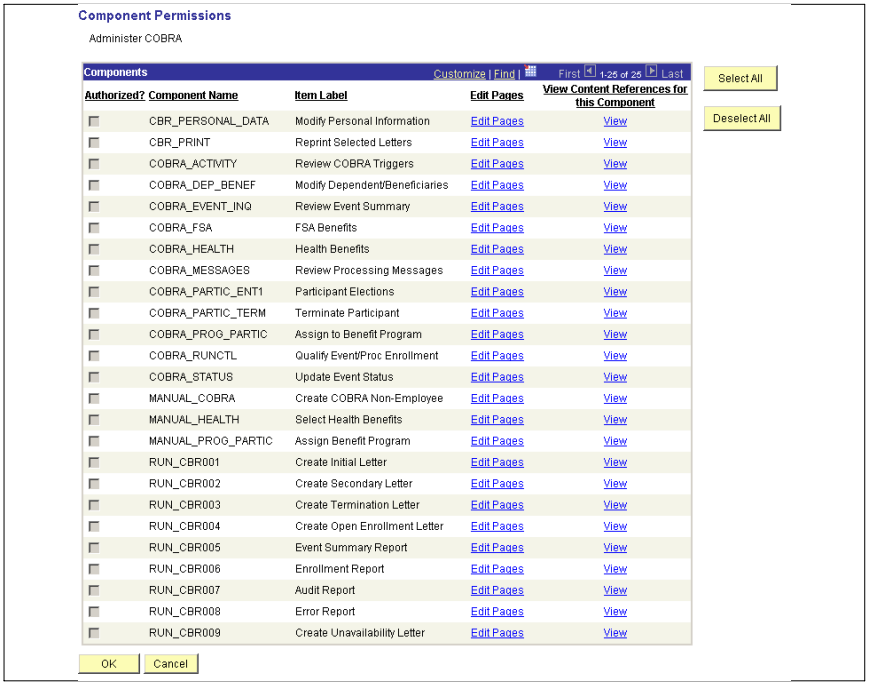


Figure 51. Component Permissions page

14. Click **Select All** to select all components.

OR

Click **Deselect All** to deselect all components.

OR

Click the **Edit Pages** link. The Page Permissions page (**Figure 52**) is displayed.

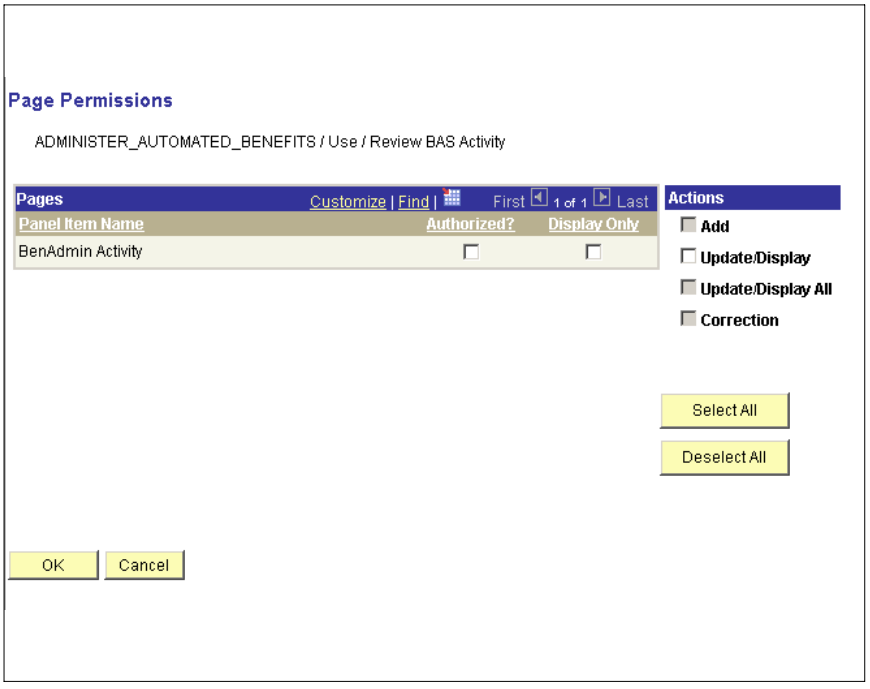


Figure 52. Page Permissions page

15. Complete the field as follows:

Authorized?

Check this box if applicable.

Display Only

Check this box if applicable.

Add

Check this box if applicable.

Update/Display

Check this box if applicable.

Update/Display All

Check this box if applicable.

Correction

Check this box if applicable.

16. Click **Select All** to select all available components.

OR

Click **Deselect All** to deselect all components.

17. Click **OK**. The information is saved and the Component Permissions page (**Figure 51**) is displayed.

OR

Click **Cancel**. The Component Permissions page (**Figure 51**) is displayed.

18. Click the **Edit** link. The Content References page (**Figure 53**) is displayed. This page displays all the content references in the database that point to this component. If the ”Accessible” column is checked, this Permission List includes access to all parent folders of the content reference.

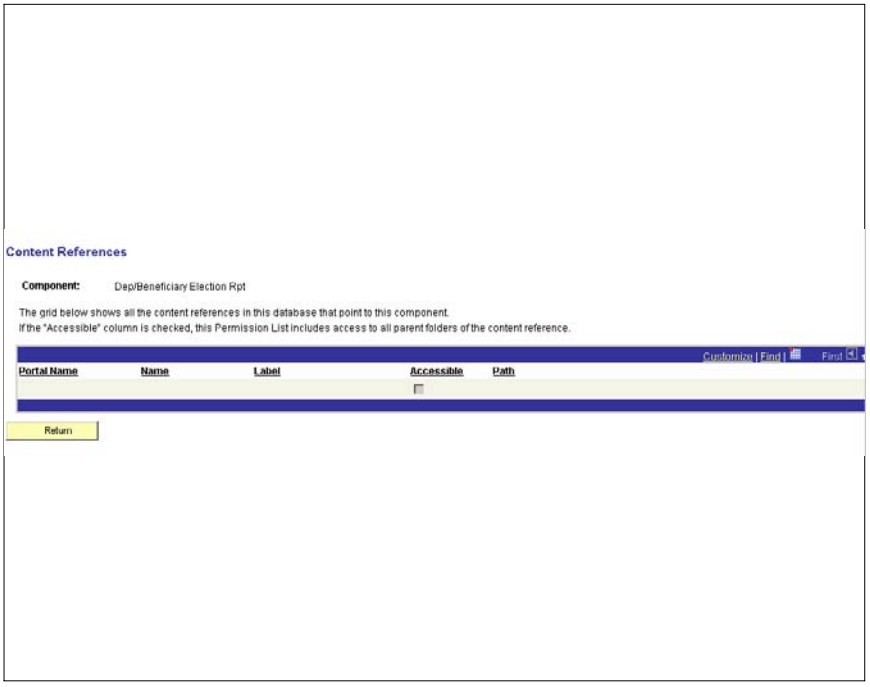


Figure 53. Content References page

19. Click **Return**. The Component Permissions pages (**Figure 51**) is displayed.

20. Click **OK** to save the information. The Pages tab - Permission List page (**Figure 49**) is displayed.

OR

Click **Cancel** to cancel the action. The Pages tab - Permission List page (**Figure 49**) is displayed.

21. Select the ***People Tools*** tab. The Peoples Tools tab - Permission List page (**Figure 54**) is displayed.

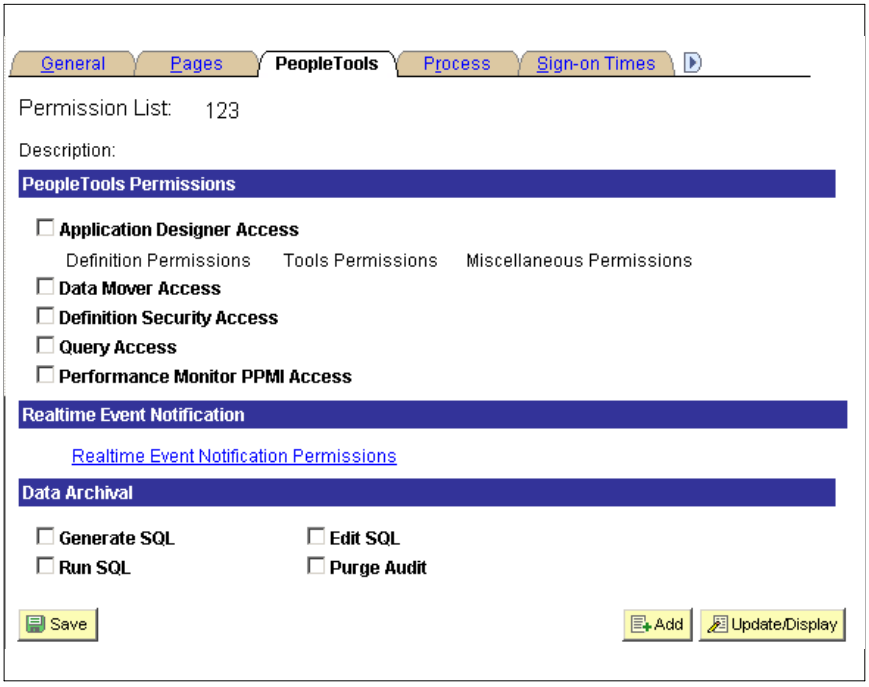


Figure 54. Poeple Tools tab - Permission List page

22. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Application Designer Access

Check this box to activate the Definition Permissions, Tools Permissions, and Miscellaneous Permissions links. These links allow a user to define various permissions in the application.

Data Move Access

Check this box to activate data mover access.

Definition Security Access

Check this box to activate definition security access.

Query Access

Check this box to activate query access.

Performance Monitor PPMI Access

Check this box to activate performance monitor PPMI access.

Generate SQL

Check this box to allow users to generate an SQL.

Edit SQL

Check this box to allow users to edit an SQL.

Run SQL

Check this box to allow users to run an SQL.

Purge Audit

Check this box to allow users to purge an audit.

23. Click the **Definition Permissions** link. The Definition Permissions page (**Figure 55**) is displayed.

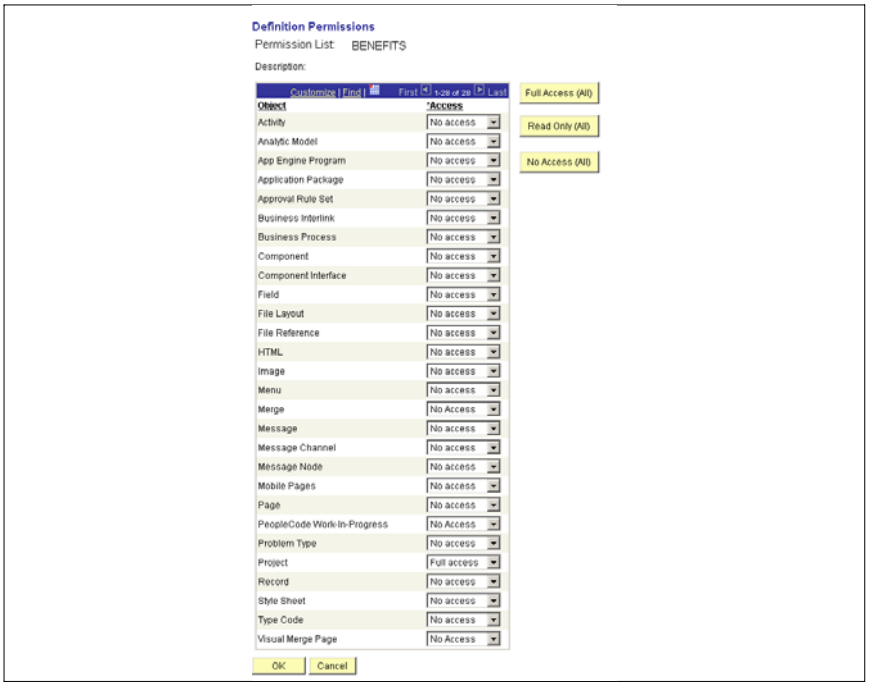


Figure 55. Definition Permissions page

24. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Object

This field is populated.

***Access**

Select data from the drop-down list. Thevalid values are **`Full Access`**, **`No Access`**, and **`Read Only Access`**.

25. Click **Full Access (All)** to apply that value to all objects.

OR

Click **Read Only (All)** to apply the read all value to all objects.

OR

Click **No Access (All)** to apply the not aaccess value to all objects.

26. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. The People Tools tab - Permission List page (**Figure 54**) is displayed.

27. Click the **Tools Permissions** link. The Tools Permissions page (**Figure 56**) is displayed. The access code drop-down list for each tool listed may vary depending on the permission list selected.

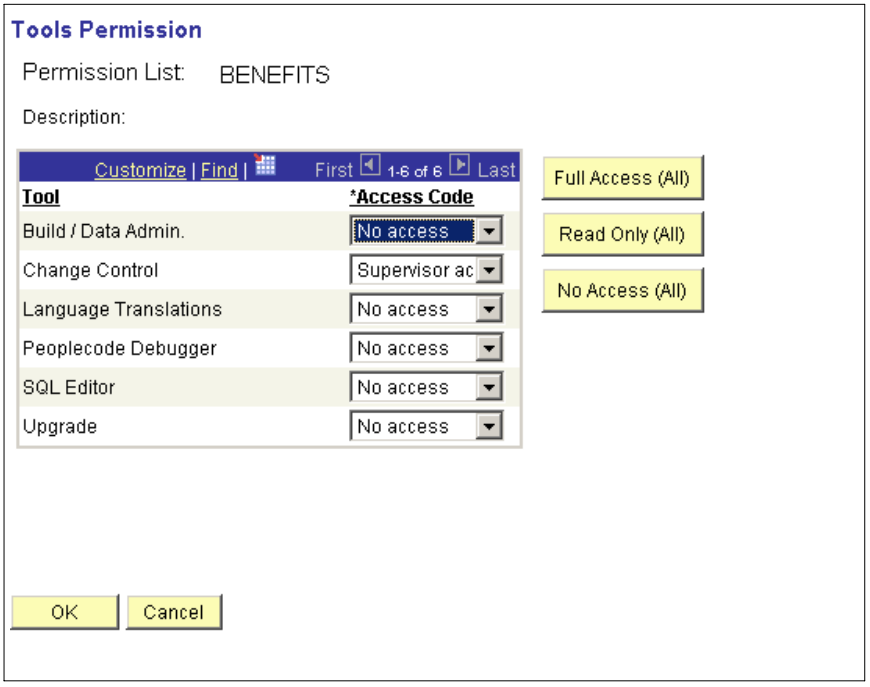


Figure 56. Tools Permissions page

28. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Tool

This field is populated.

***Access**

Enter the applicable information or select data from the drop-down list. The access code drop-down list for each tool listed may vary depending on the permission list selected.

29. Click **Full Access (All)** to apply that value to all objects.

OR

Click **Read Only (All)** to apply that value to all objects.

OR

Click **No Access (All)** to apply that value to all objects.

30. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. The People Tools - Permission List page (**Figure 54**) is displayed.

31. Click the **Miscellaneous Permissions** link. The Miscellaneous Permissions page (**Figure 57**) is displayed.

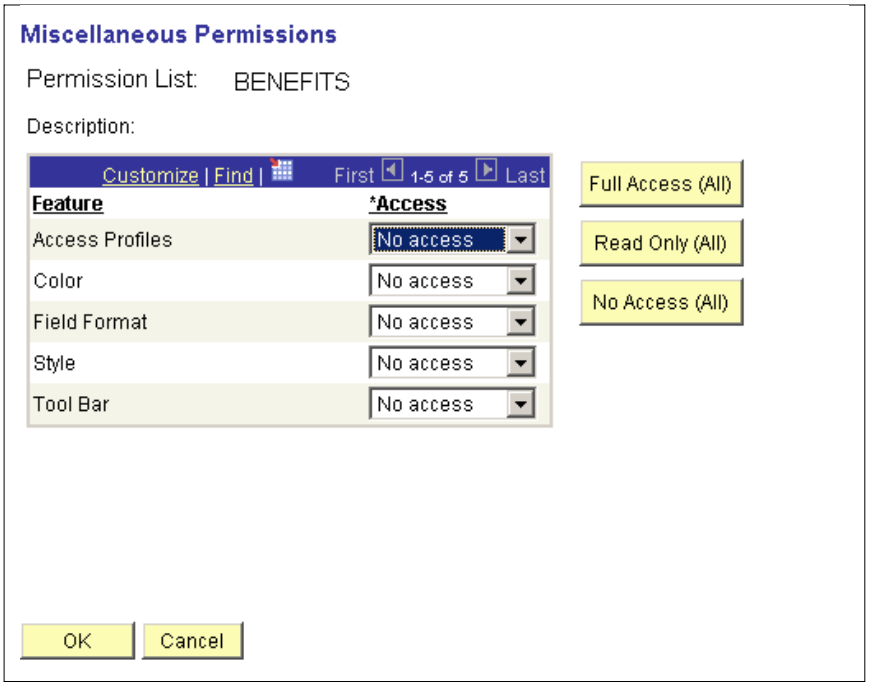


Figure 57. Miscellaneous Permissions page

32. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Feature

This field is populated.

***Access**

Enter the applicable information or select data from the drop-down list. The valid values are **`Full Access`**, **`No Access`**, and **`Read Only Access`**.

33. Click **Full Access (All)** to apply that value to all objects.

OR

Click **Read Only (All)** to apply that value to all objects.

OR

Click **No Access (All)** to apply that value to all objects.

34. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. The People Tools tab - Permission List page (**Figure 54**) is displayed.

35. Click the **Realtime Event Notification Permissions** link. The REN Permissions page (**Figure 58**) is displayed.

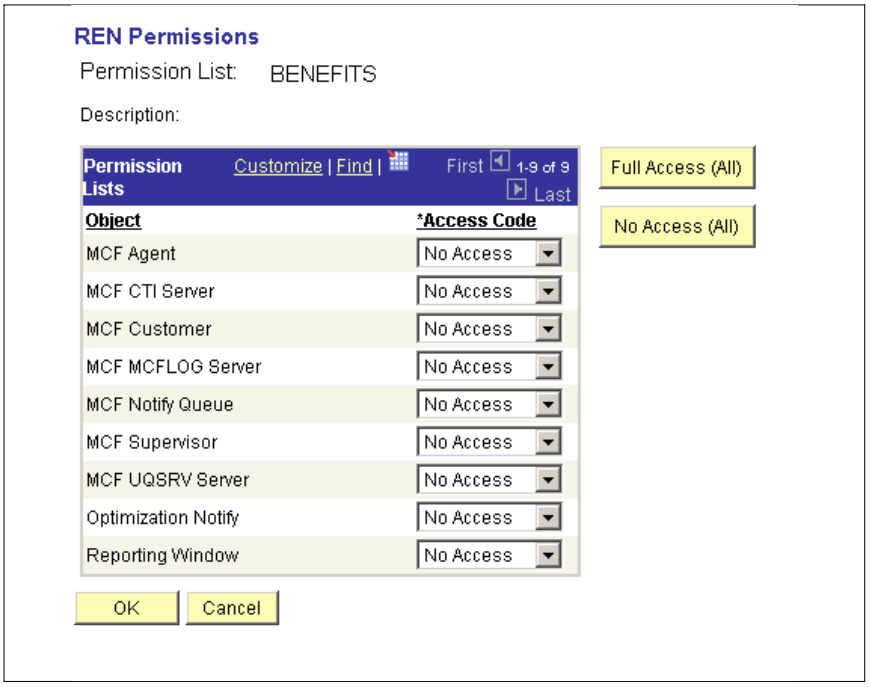


Figure 58. REN Permissions page

36. Complete the fields as follows:

Permission List

This field is populate based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Object

This field is populated.

***Access Code**

Enter the access code or select data from the drop-down list. The valid values are **`Full Access`** and **`No Access`**.

37. Click **Full Access (All)** to apply that value to all objects.

OR

Click **No Access (All)** to apply that value to all objects.

38. Click **OK** to save the data. The People Tools tab - Permission List page (**Figure 54**) is displayed.

OR

Click **Cancel** to cancel the action. ThePeople Tools tab - Permission List page (**Figure 54**) is displayed.

39. Select the ***Process*** tab. The Process tab - Permission List page (**Figure 59**) is displayed.

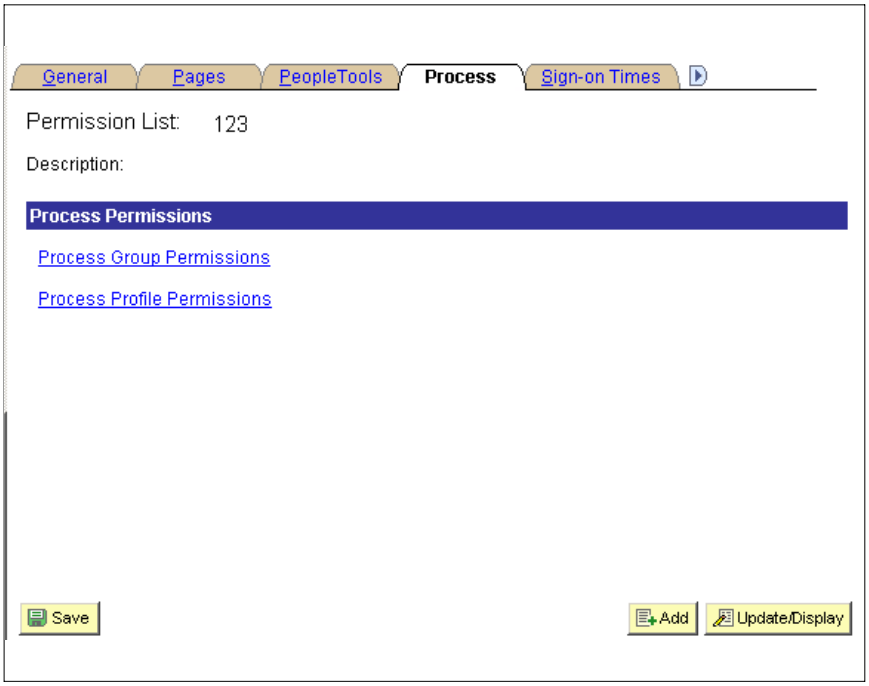


Figure 59. Process tab - Permission List page

40. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

41. Click the **Process Group Permissions** link. The Process Group Permission page **Figure 60**) is displayed.

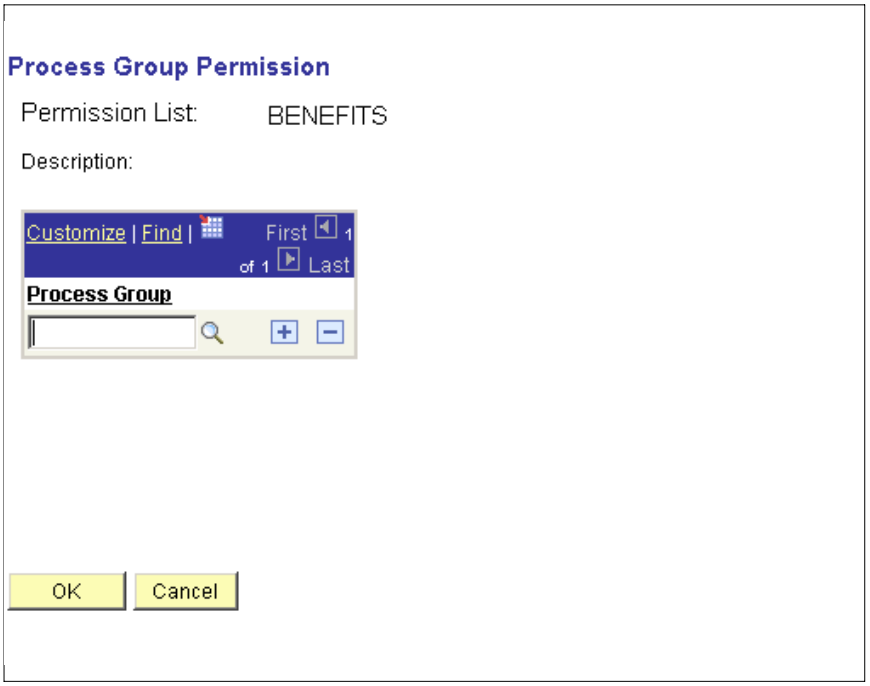


Figure 60. Process Group Permission page

42. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Process Group

Enter the process group or select data by clicking the search icon.

43. Click **OK** to save the data. The Process tab - Permission List page (**Figure 59**) is displayed.

OR

Click **Cancel** to cancel the action. The Process tab - Permission List page (**Figure 59**) is displayed.

44. Click the **Process Profile Permissions** link. The Process Profile Permission page **Figure 61**) is displayed.

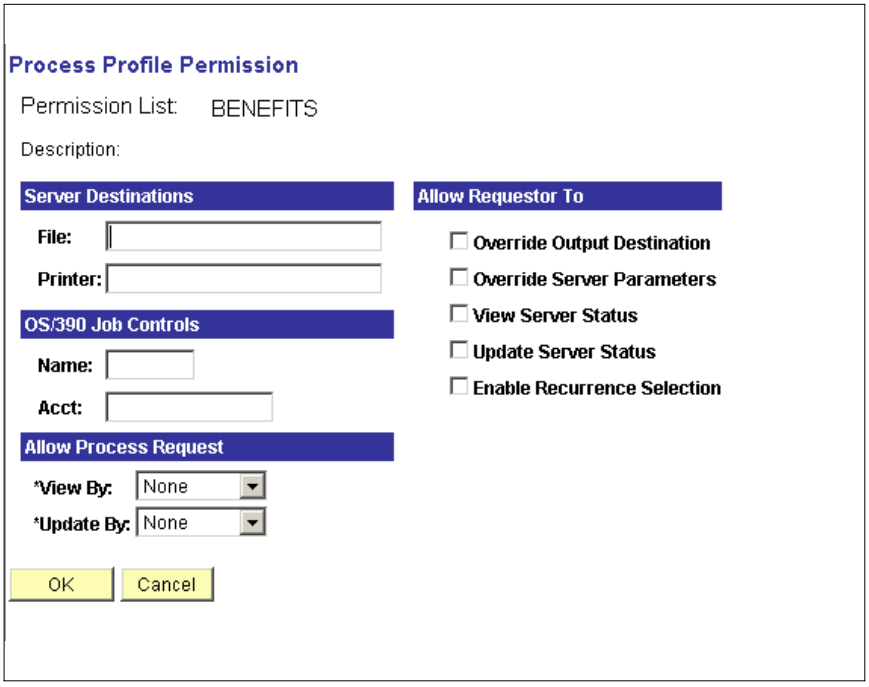


Figure 61. Process Profile Permission page

45. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

File

Enter the applicable file name for the server destination.

Printer

Enter the applicable printer name for the server destination.

Override Output Destination

Check this box if applicable.

Override Server Parameters

Check this box if applicable.

View Server Status

Check this box if applicable.

Update Server Status

Check this box if applicable.

Enable Recurrence Selection

Check this box if applicable.

Name

Enter the name for the job controls.

Acct

Enter the account for the job controls.

View By

Enter the applicable information or select data from the drop-down list. The valid values are **`All`**, **`None`** and **`Owner`**.

Update By

Select data from the drop-down list. The valid values are **`All`**, **`None`** and **`Owner`**.

46. Click **OK** to save the data. The Process tab - Permission List page (**Figure 59**) is displayed.

OR

Click **Cancel** to cancel the action. The Process tab - Permission List page (**Figure 59**) is displayed.

47. Select the **Sign-on Times** tab. The Sign-On-Times tab - Permission List page (**Figure 62**) is displayed.

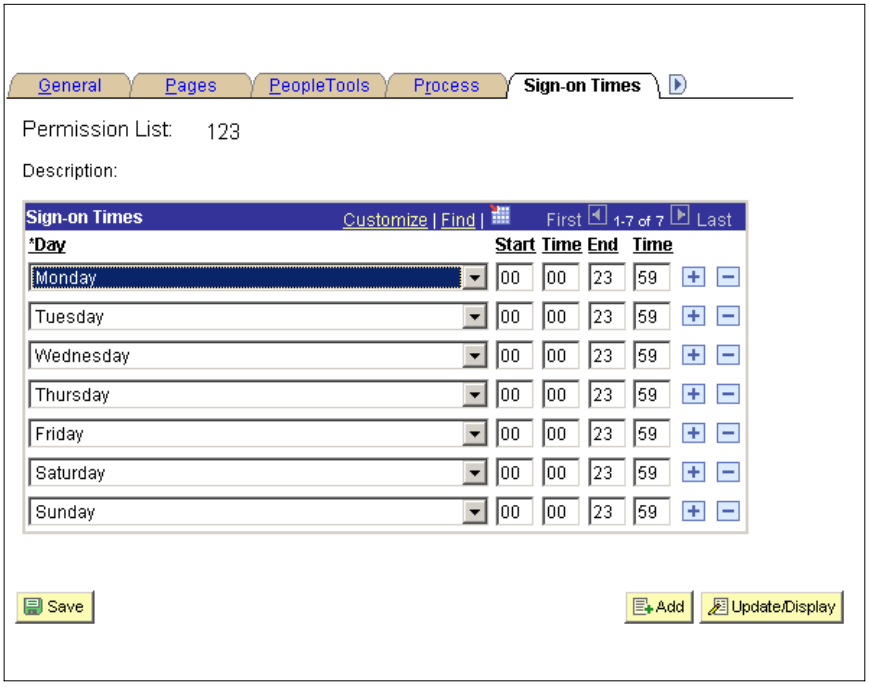


Figure 62. Sign-On Times tab - Permission List page

48. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Day

Enter the applicable information or select data from the drop down list. The valid values are **`Sunday`**, **`Monday`**, **`Tuesday`**, **`Wednesday`**, **`Thursday`**, **`Friday`** and **`Saturday`**

Start

Enter the applicable hour for the start time.

Time

Enter the applicable minute(s) for the start time.

End

Enter the applicable hour for the end time.

Time

Enter the applicable minute(s) for the end time.

49. Select the ***Component Interfaces*** tab. The Component Interfaces tab - Permission List page (**Figure 63**) is displayed.

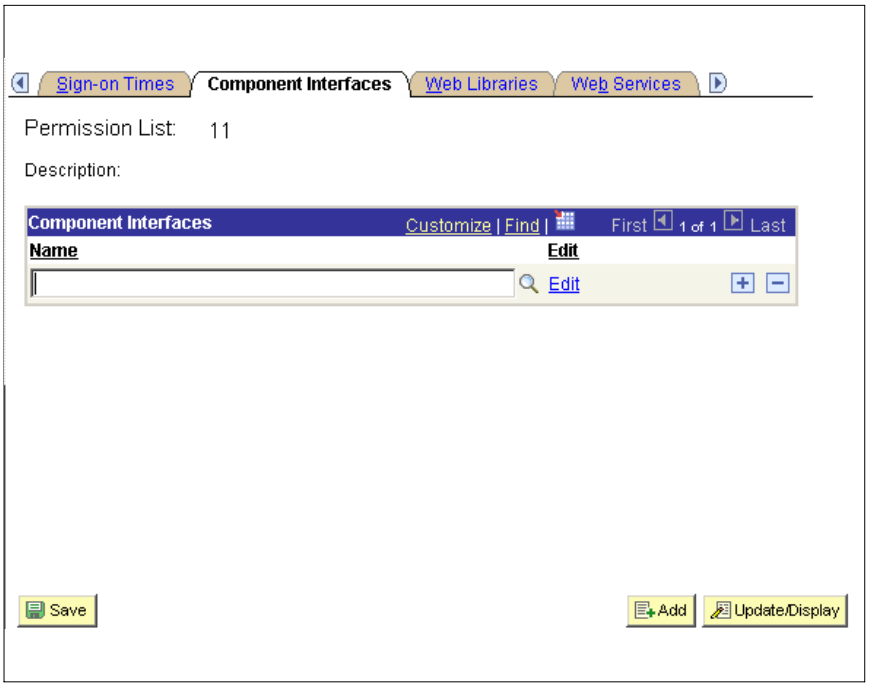


Figure 63. Component Interfaces tab - Permission List page

50. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Name

Enter the component interface name or select data by clicking the search icon.

51. Click the **Edit** link to edit the permissions for the component interface selected. The Component Interface Permissions page (**Figure 64**) is displayed.

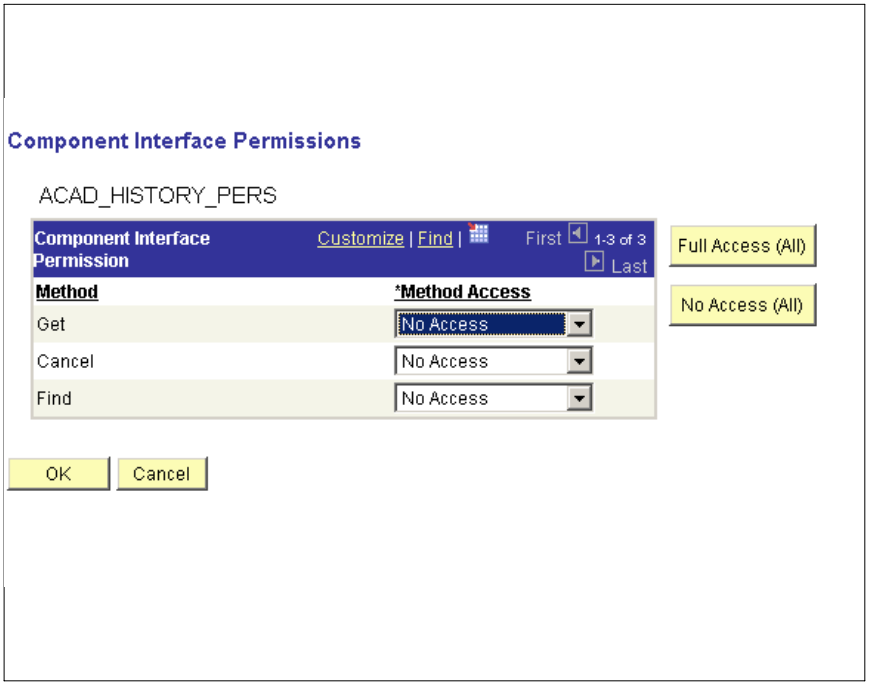


Figure 64. Component Interface Permissions page

52. Complete the fields as follows:

Name

This field is populated based on the component interface name entered or selected on the Component Interfaces tab - Permissions page (**Figure 64**) .

Method

This field is populated.

***Method Access**

Enter the applicable information or select data from the drop-down list. The valid values are **`Full Access`** and **`No Access`**.

53. Click **Full Access (All)** to apply that value to all methods.

OR

Click **No Access (All)** to apply that value to all methods.

54. Click **OK** to save the data. The Component Interfaces tab - Permission List page (**Figure 63**) is displayed.

OR

Click **Cancel** to cancel the action. The omponent Interfaces tab - Permission List page (**Figure 63**) is displayed.

55. Select the ***Web Libraries*** tab. The Web Libraries tab - Permission List page (**Figure 65**) is displayed.

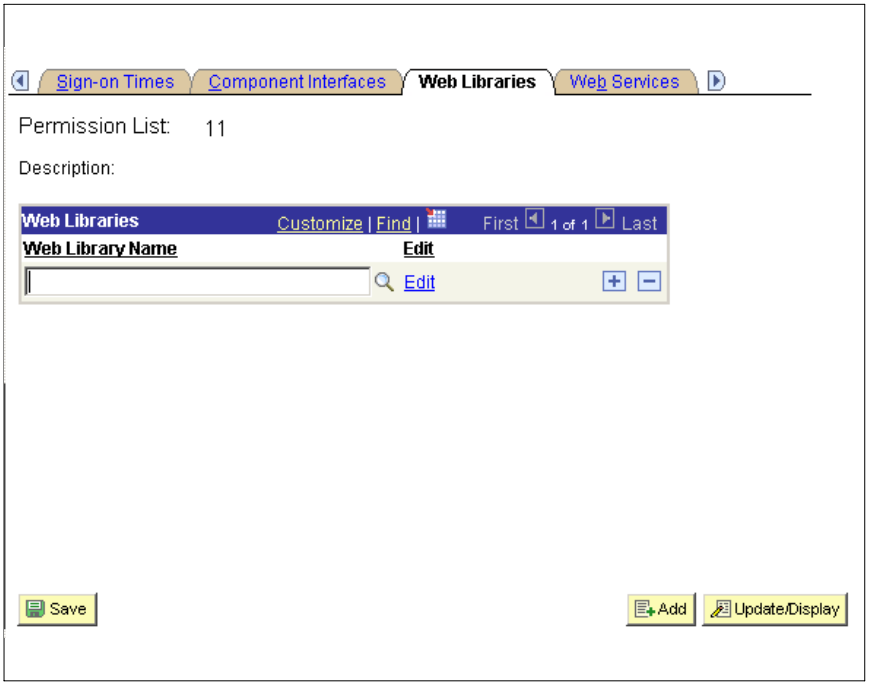


Figure 65. Web Libraries tab - Permission List page

56. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permissions List page (**Figure 48**).

Web Library Name

Enter the Web Library Name or select data by clicking the search icon.

57. Click the **Edit** link. The Weblib Permissions page (**Figure 66**) is displayed.

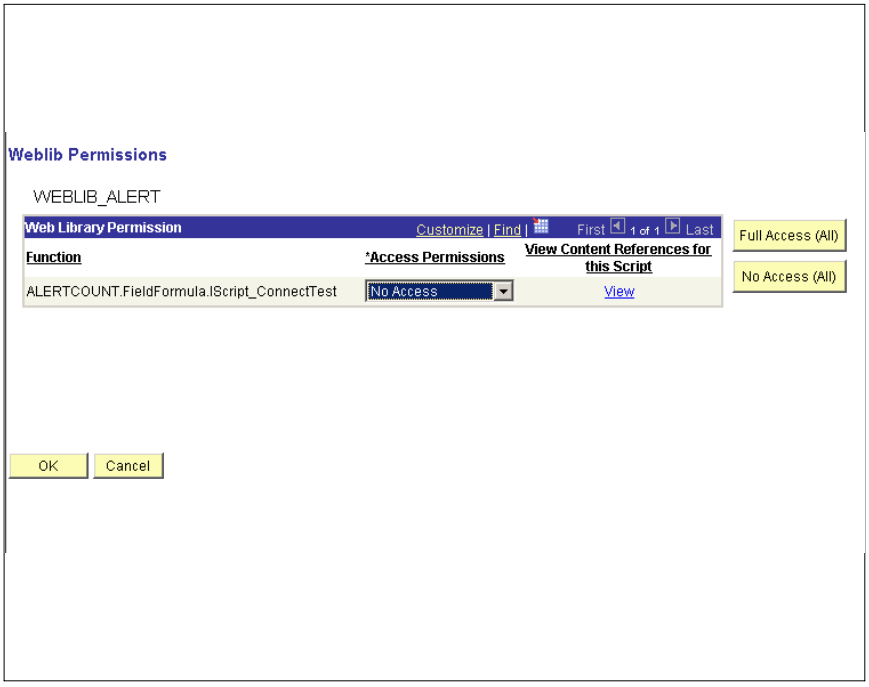


Figure 66. Weblib Permissions page

58. Complete the fields as follows:

Name

This field is populated based on the web library name entered or selected on the Web Libraries tab - Permission List page (**Figure 65**).

Function

This field is populated.

***Access Permissions**

Enter the applicable information or select data from the drop-down list. The valid values are **`Full Access`** and **`No Access`**.

59. Click **Full Access (All)** to apply that value to all functions.

OR

Click **No Access (All)** to apply that value to all functions.

60. Click the **View** link. The Content References page (**Figure 67**) is displayed. This page displays all the content references in this database that point to this script. If the Accessible column is checked, this Permission List includes access to all parent folders of the content reference.

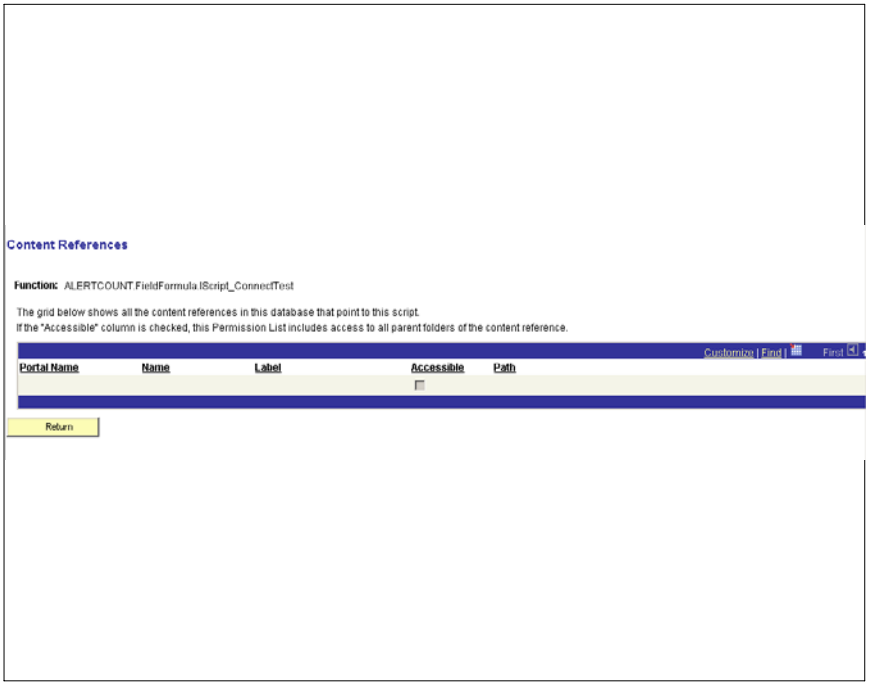


Figure 67. Content References page

61. Click **Return**. The Weblib Permissions tab - Permission List page (**Figure 66**) is displayed.

62. Click **OK** to save the data. The Weblib Permissions tab - Permission List page (**Figure 65**) is displayed.

OR

Click **Cancel** to cancel the action. TheWeblib Permissions tab - Permission List page (**Figure 65**) is displayed.

63. Select the ***Web Services*** tab. The Web Services tab - Permission List page (**Figure 68**) is displayed. This page can be customized.

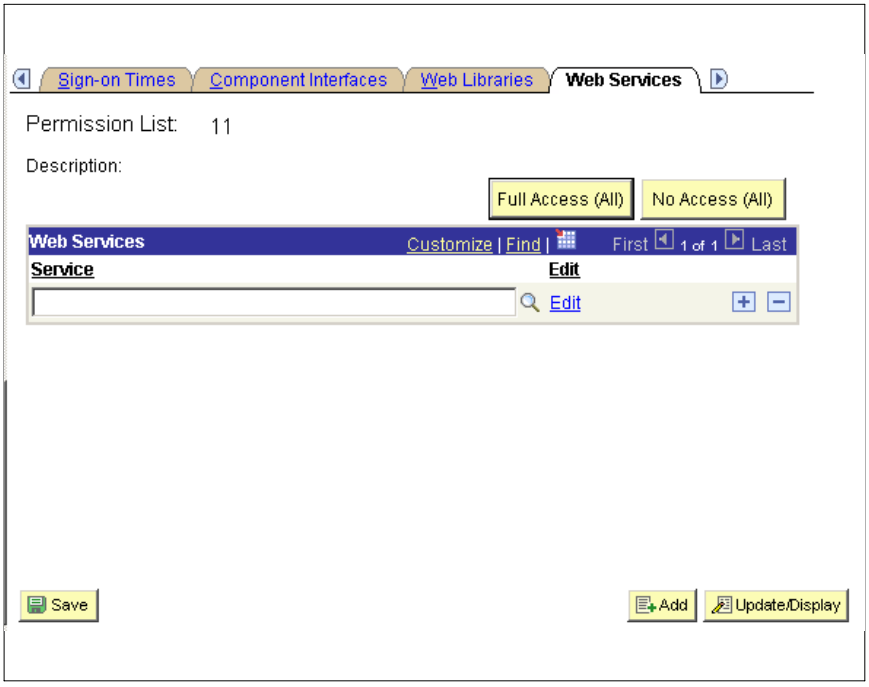


Figure 68. Web Services tab - Permission List page

64. Complete the fields as follows:

Permission List

This field is populated based upon the value added on the Add A New Value tab.

Description

This field is populated based upon the Description entered on the General tab - Permission List page (**Figure 48**). If no data was entered on the General tab (**Figure 48**), this field will be blank.

Service

Enter the applicable service or click the icon to select the applicable service.

65. Click the ***Edit*** link.??????????

66. Select the ***Personalizations*** tab. The Personalizations tab - Permission List page (**Figure 69**) is displayed.

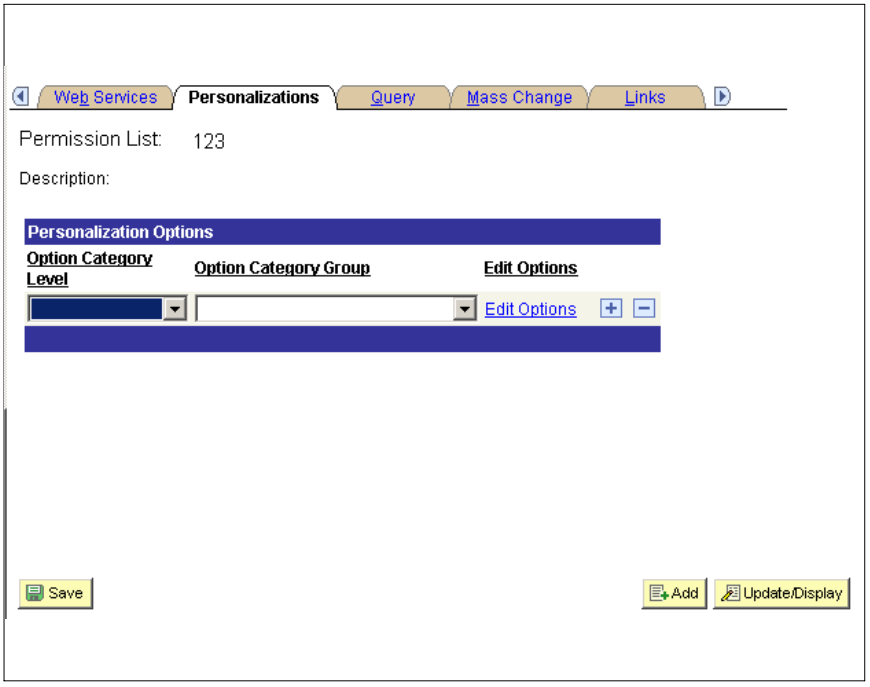


Figure 69. Personalizations tab - Permission List page

67. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Option Category Level

Select the applicable data from the drop-down list. The valid values are **`CRM`**, **`Custom`**, **`EPM`**, **`FIN`**, **`HRMS`**, **`LS`**, **`SCM`**, and **`Tools`**.

Option Category Group

Select the applicable data from the drop-down list. The valid values are **`App Designer Preferences`**, **`Custom Personalizations`**, **`PS Internet Architecture`**, **`Portal Personalizations`**, **`Query Preferences`**, and **`Tree Manager Preferences`**.

68. Clickthe **Edit Options** link. The Personalization Permissions page (**Figure**) is displayed.

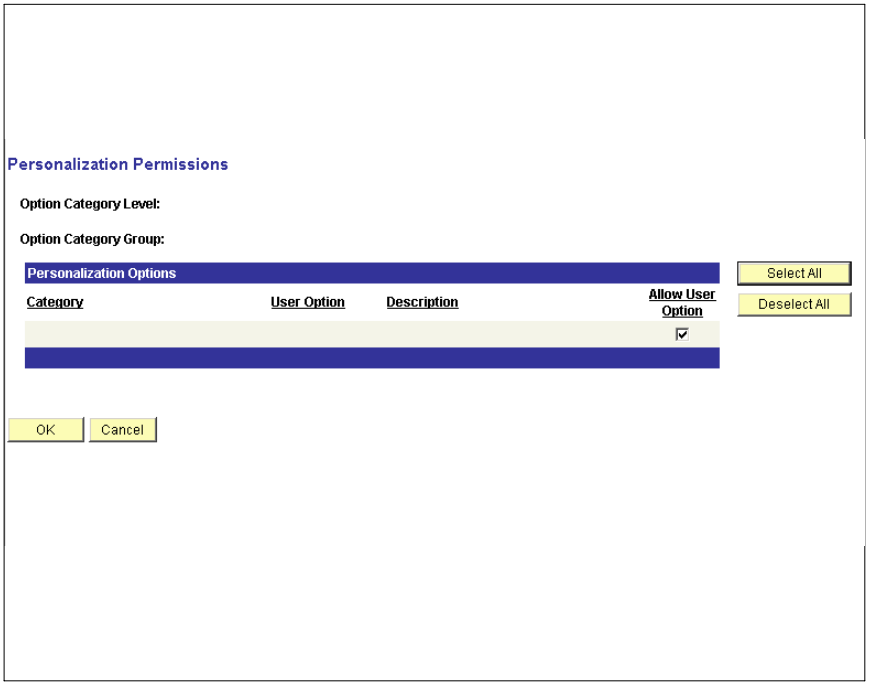


Figure 70. Personalization Permissions page

69. Complete the fields as follows:

Option Category Level

This field is populated from the Personalizations tab - Permission List page.

Option Category Group

This field is populated from the Personalizations tab - Permission List page.

Category

This field is blank and cannot be modified.

User Option

This field is blank and cannot be modified.

Description

This field is blank and cannot be modified.

Allow Users Option

Check this box if the user is allowed to use this option.

70. Click **Select All** to select all personalization options.

OR

Click **Deselect All** to deselect all personalization options.

71. Click **OK**. The data is saved and the Personalizations tab - Permission List page (**Figure 69**) is displayed.

OR

Click **Cancel** the action is canceled and the Personalizations tab - Permission List page (**Figure 69**) is displayed.

72. Select the ***Query*** tab. The Query tab - Permission Lit page (**Figure 71**) is displayed.

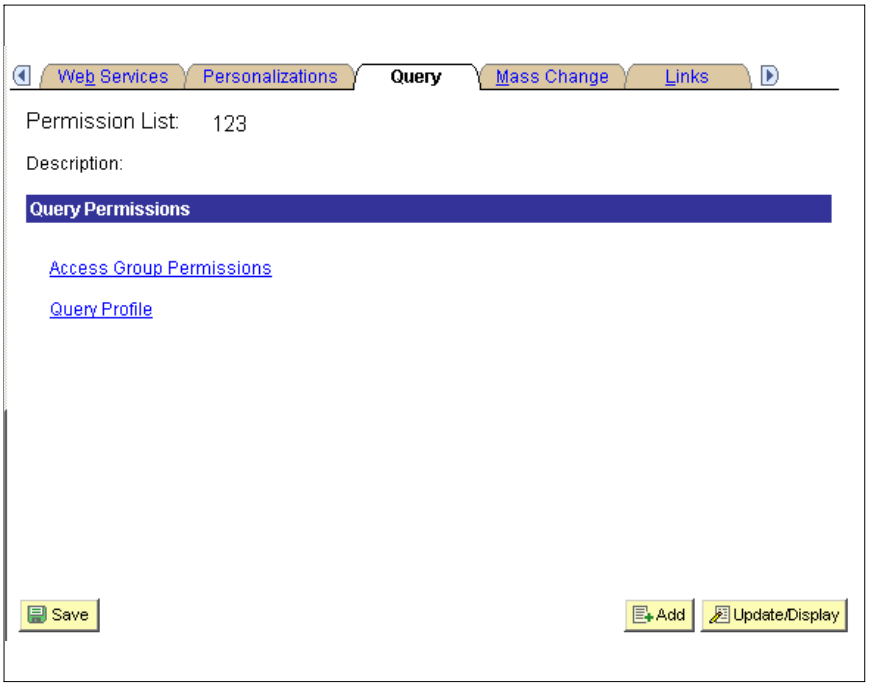


Figure 71. Query tab - Permission List page

73. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

74. Click the **Access Group Permissions** link. The Permission List Access Groups page (**Figure 72**) is displayed.

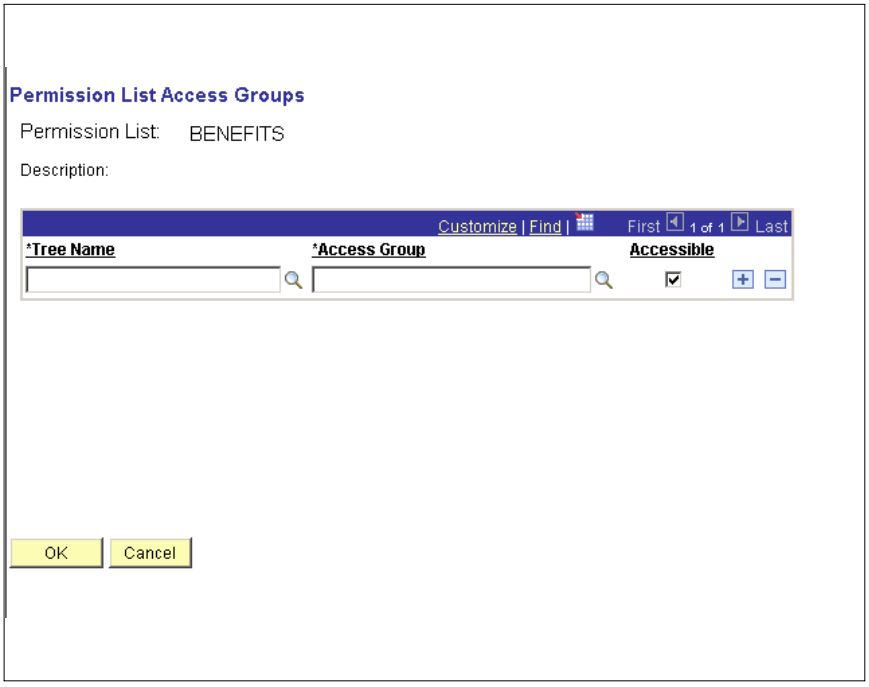


Figure 72. Permission List Access Groups page

75. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

***Tree Name**

Enter tree name or select data by clicking the search icon.

***Access Group**

Enter access group or select data by clicking the search icon.

Accessible

Check this box if applicable.

76. Click **OK**. The data is saved and the The Permission List Access Groups page (**Figure 72**) is displayed.

OR

Click **Cancel**. The action is canceled and the The Permission List Access Groups page (**Figure 72**) is displayed.

77. Select the ***Mass Change*** tab. The Mass Change tab - Permission List page (**Figure 73**) is displayed.

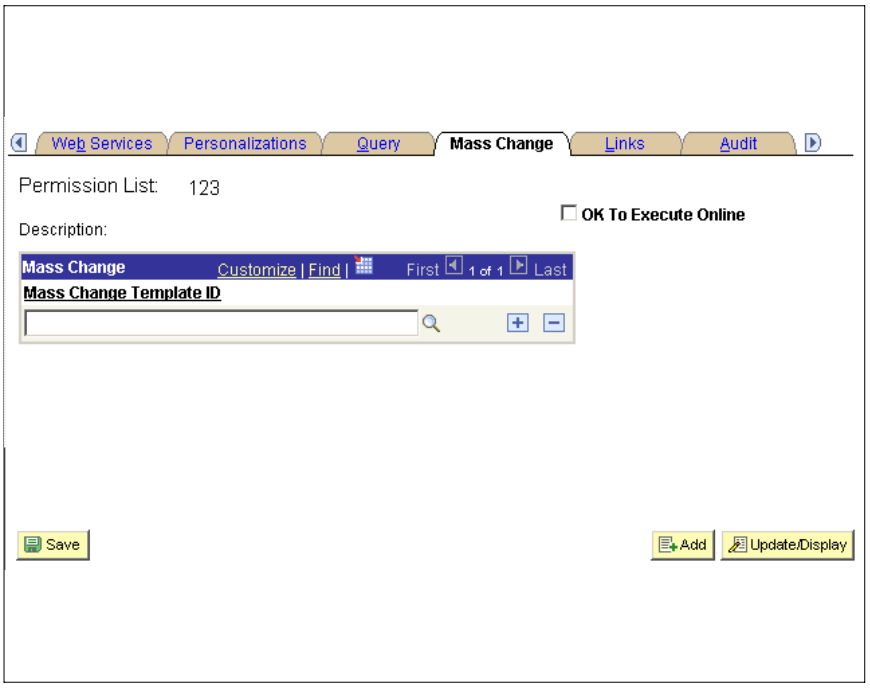


Figure 73. Mass Change tab - Permission List page

78. Complete the fields as follows:

Permission List

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

OK To Execute Online

Check this box if applicable.

Mass Change Template ID

Enter the Mass Change Template ID or select the applicable data by clicking the search icon.

79. Select the ***Links*** tab. The Links tab - Permission List page (**Figure 74**) is displayed.

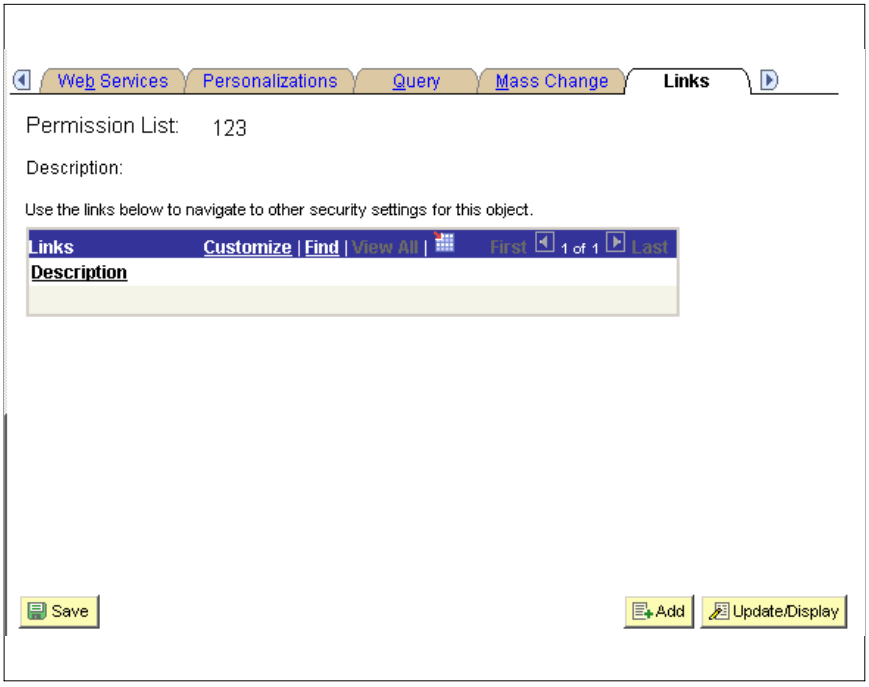


Figure 74. Links tab - Permission List page

80. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

81. Select the ***Audit*** tab. The Audit tab - Permission List page (**Figure 75**) is displayed.

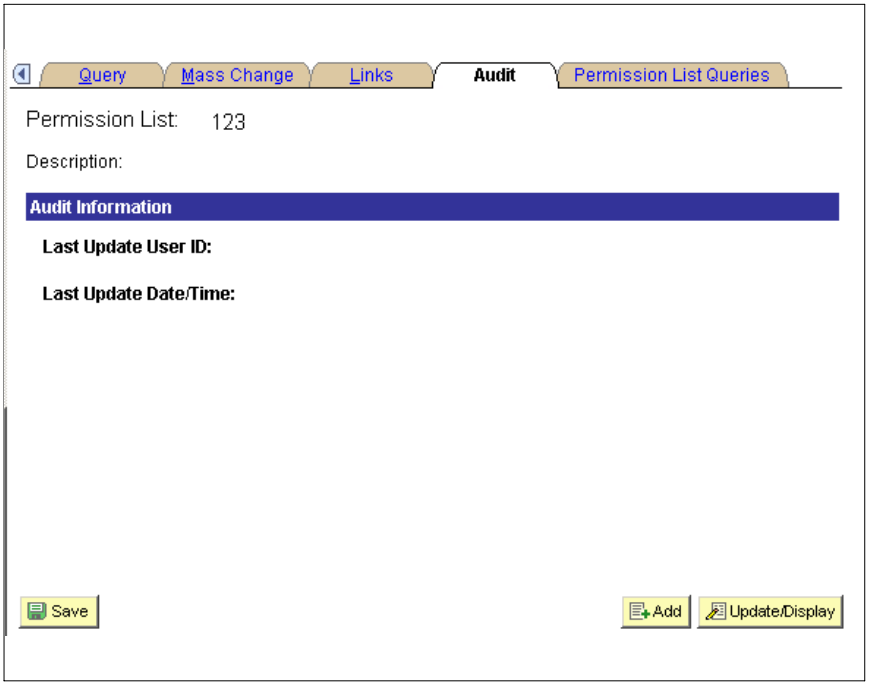


Figure 75. Audit tab - Permission List page

82. Complete the fields as follows:

Permission List

This field is populated based on the search criteria entered.

Description

This field is populated based on the description entered on the General tab - Permission List page (**Figure 48**).

Last Update User ID

This field is populated with the last update.

Last Update Date/Time

This field is populated with the last date/time the User ID was updated.

83. Select the ***Permission List Queries*** tab. The Permissions List Queries tab - Permission List page (**Figure 76**) is displayed.

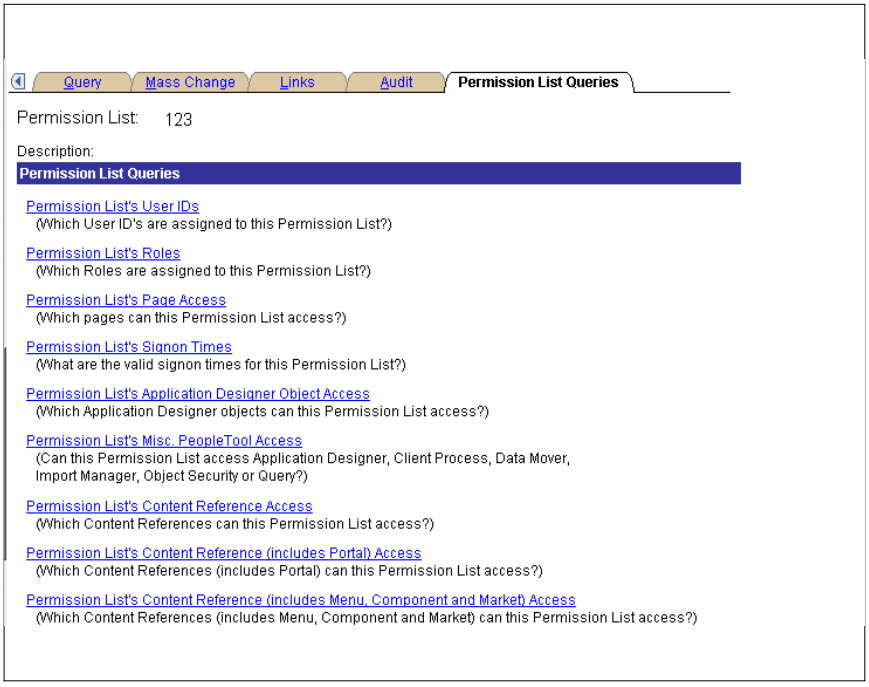


Figure 76. Permission List Queries tab - Permission List page

84. Complete the fields as follows:

Permission List

This field is populated based on the search criteria enterecd.

Description

This field is populated based upon the description entered on the General tab - Permission List page (**Figure 48**).

Permission List Queries

This field displays a list of links that allow the user to perform queries. Below is a list of the links as follows:

Permission List Queries

Link	Description
Permission List's User IDs	Which User IDs Are Assigned To This Permission List?
Permission List's Roles	Which Roles Are Assigned To This Permission List?
Permission List's Page Access	Which Pages Can This Permission List Access?
Permission List's Signon Times	What Are The Valid Signon Times For This Permission List?
Permission List's Application Designer Signon Access	Which Application Designer Objects Can This Permission List Access?
Permission List's Misc. People Tool Access	Can This Permission List Access Application Designer, Client Process, Data Mover, Import Manager, Object Security, Or Query?
Permission List's Content Reference Access	Which Content References Can This Permission List Access?
Permission List's Content Reference (Includes Portal) Access	Which Content References (Includes Portal) an This Permission List Access?
Permission List's Content Reference (Includes Menu, Component, And Market) Access	Which Content References (Includes Menu, Component, And Market) Can This Permission List Access?
Permission List's Content Reference (Includes Portal, Menu, Component, And Market Access)	Which Content References (Includes Portal, Menu, Component, And Market) Can This Permission List Access?
Permission List's Web Service Operation Access	Which Web Services Operation Can This Permission List Access?

85. Click **Save** to save the information.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Copy Permission Lists

The ***Copy Permission Lists*** option is used to copy a permission list.

To copy a permission lists:

1. Select the***People Tools*** menu group

2. Select the***Security*** menu .

3. Select the ***Permission Lists***menu item.

4. Select the ***Copy Permission Lists*** component. TheFind An Existing Value tab-Permission List Save As page is (**Figure 77**) is displayed.

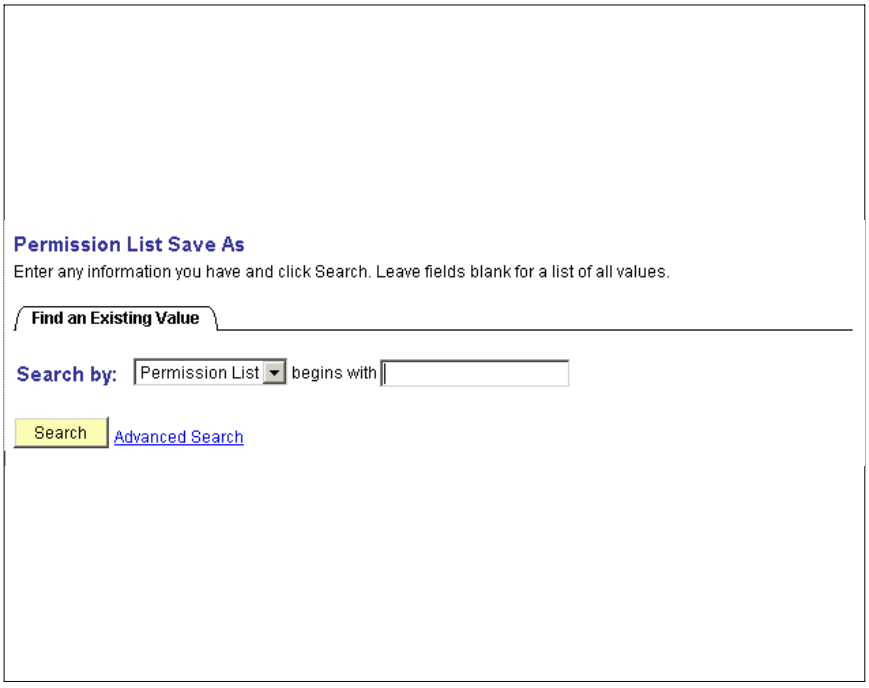


Figure 77. Find An Existing Value tab - Permission List Save As page

5. Complete the fields as follows:

Search By

This field defaults to **`Permission List`**. To change select data from the drop-down list The valid values are **`Description`** and **`Permission List`**. If you select **`Description`**, the Case Sensitive field is displayed.

Begins With

Enter the information that corresponds to the Search by value selected.

Case Sensitive

Check this box if the criteria is case sensitive. This field is only displayed when **`Description`** is selected in the Search By field.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Permission List Save As page (**Figure 78**) is displayed.

Figure 78. Permission List Save As page

8. Complete the fields as follows:

Save Permission List

This field defaults to the item selected on the list of matches displayed after clicking **Search** on the Find An Existing Value tab - Permission List Save As page (**Figure 77**).

To

Enter the applicable information.

9. Click **Save** to save the copied permission list.

OR

Click **Return To Search** to return to the Find An Existing Value tab - Permission List Save As page (**Figure 77**).

OR

Click **Refresh** to refresh the page.

Delete Permission Lists

The ***Delete Permission Lists*** option is used to delete a copied permission list that has been saved.

To delete a permission list:

1. Select the***People Tools*** menu group

2. Select the***Security*** menu .

3. Select the ***Permissios & Role Lists***menu item.

4. Select the ***Delete Permission Lists*** component. TheFind An Existing Value tab-Permission List Save As page(**Figure 79**) is displayed.

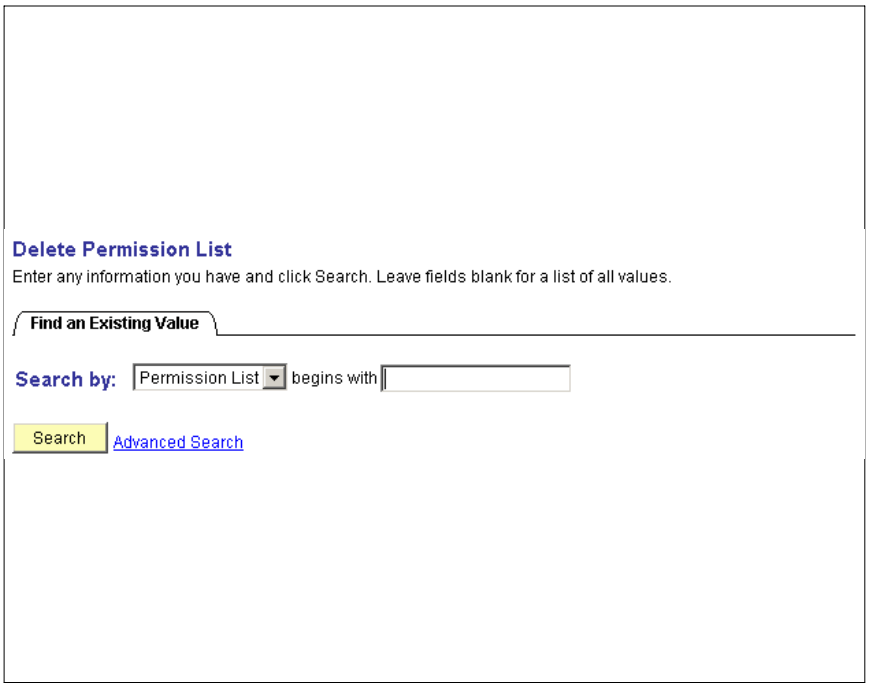


Figure 79. Find An Existing Value tab - Delete Permission List page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Permission List`**. The valid values are **`Description`** and **`Permission List`**. If **`Description`**, is selected, the Case Sensitive field is displayed.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive. This field is only displayed when you select **`Description`** in the Search By field.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Delete Permission List page (**Figure 80**) is displayed.

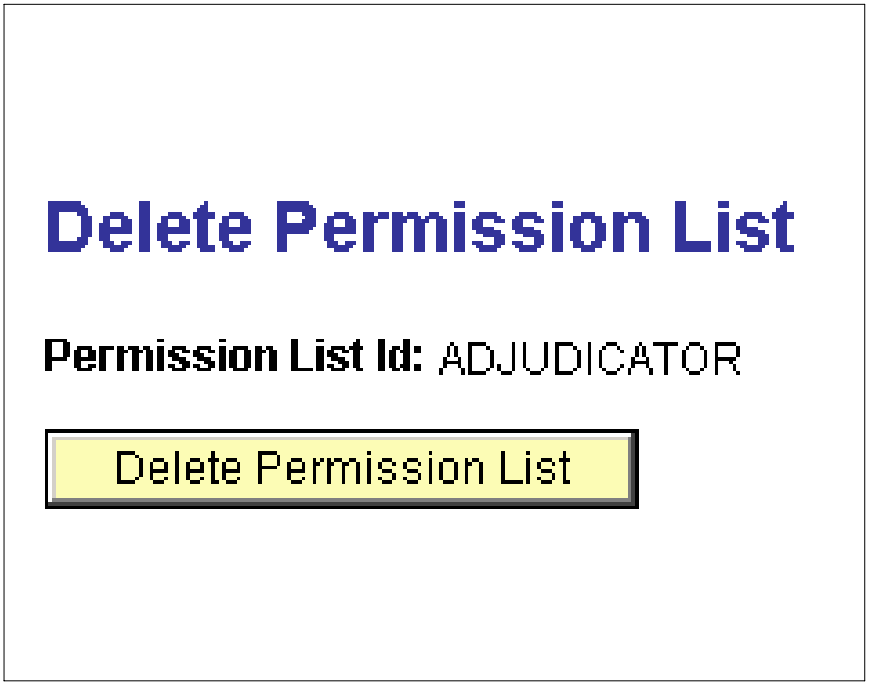


Figure 80. Delete Permission List page

8. Complete the fields as follows:

Permission List ID

This field is populated based upon the item selected on the list of matches.

9. Click **Delete Permission List**. A Delete Permissions Confirmation pop-up (**Figure 81**) appears.

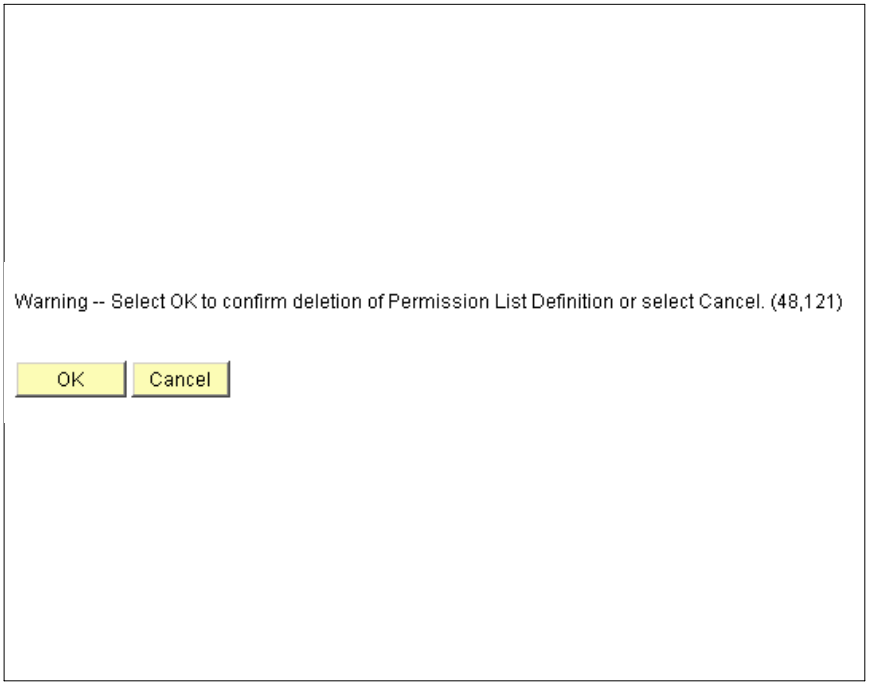


Figure 81. Delete Permissions Confirmation pop-up

10. Click **OK** to delete the permission list and return to the Find An Existing Value tab - Delete Permission List page (**Figure 79**).

    OR

    Click **Cancel** to cancel the deletion and return to the Delete Permission List page (**Figure 80**).

Roles

This option is used to create and maintain roles established in the database.

To create or modify a role:

The ***Roles*** option is used to create or modify a role.

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Permission Lists***menu item.
4. Select the ***Roles*** component. TheFind An Existing Value tab- Roles page (**Figure 82**) is displayed.

Figure 82. Find An Existing Value tab - Roles page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Role Name`**. The valid values are **`Description`** and **`Role Name`**.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive.

6. Click **Search**.The General tab - Roles page (**Figure 84**) is displayed.

OR

Select the ***Add A New Value*** tab. The Add A New Value tab - Roles page (**Figure 83**) is displayed.

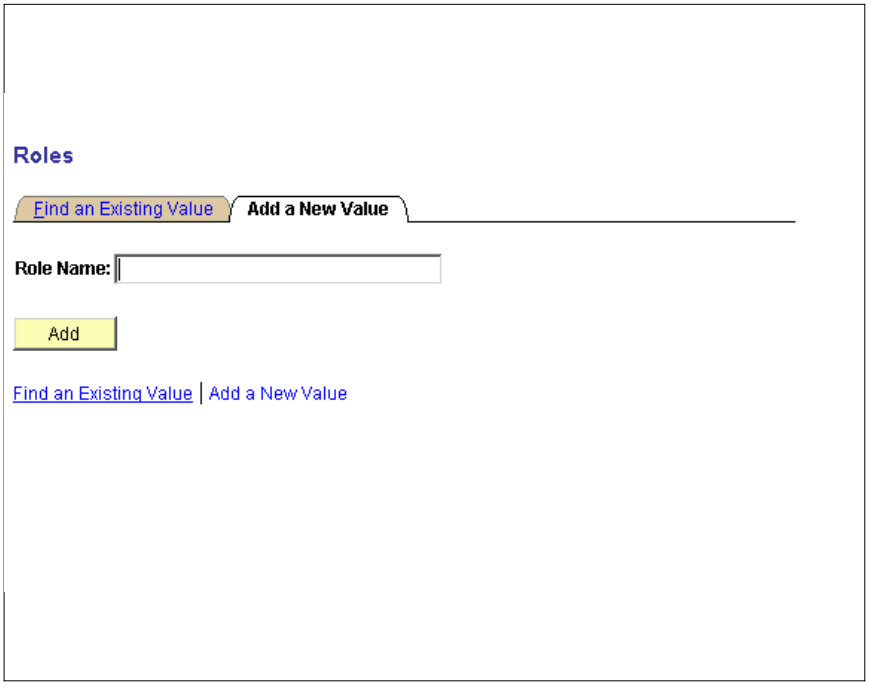


Figure 83. Add A New Value tab - Roles page

7. Complete the fields as follows:

Role Name

Enter the role name.

8. Click **Add**. The General tab - Roles page (**Figure 84**) is displayed.

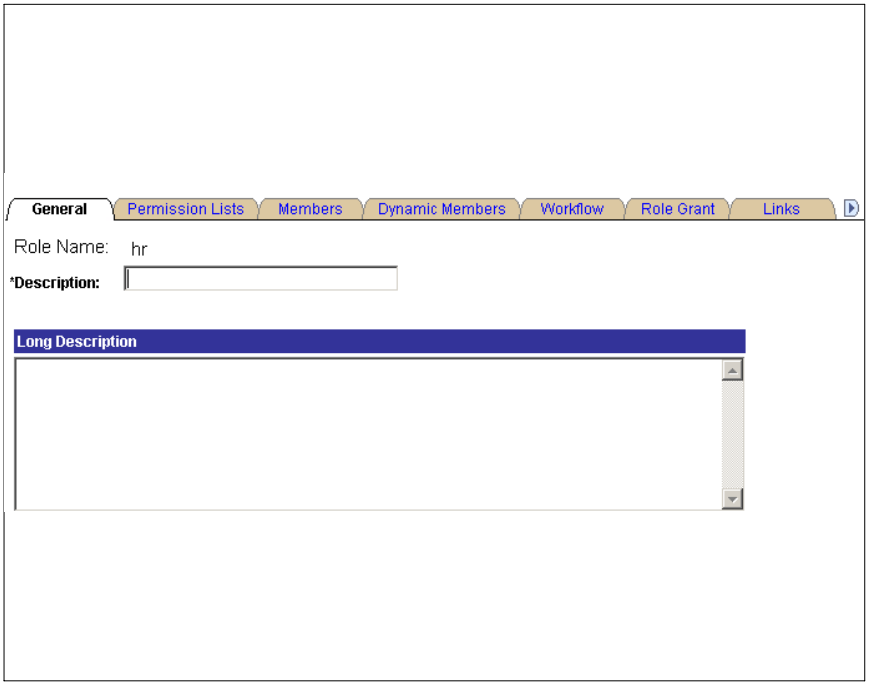


Figure 84. General tab - Roles page

9. Complete the fields as follows:

Role Name

This field is populated with the search/add criteria entered.

***Description**

Enter the description of the role name.

Long Description

Enter the long description of the role name.

10. Select the ***Permission Lists***. The Permission Lists tab - Roles page (**Figure 85**) is displayed.

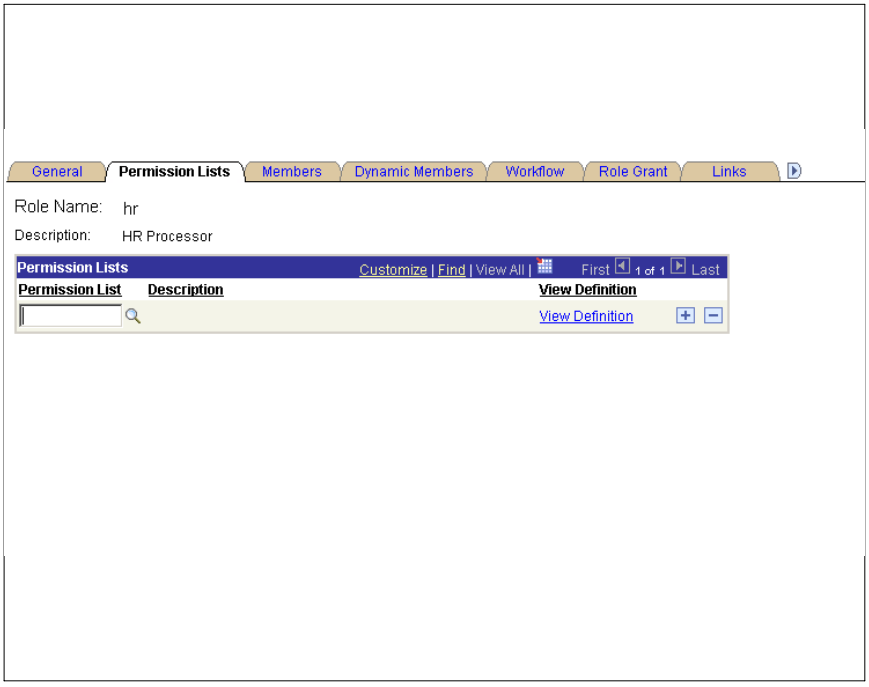


Figure 85. Permission Lists tab - Roles page

11. Complete the fields as follows:

Role Name

This field is populated with the search/add criteria entered.

***Description**

This field is populated with the description of the role name.

Permission List

Enter the permission list or select data by clicking the search icon.

Description

This field is used to sort in ascending order.

12. Click the ***View Definition*** link. The General tab - Permission List page (**Figure 48**) is displayed. For more information about Permission List, refer to the ***Permission Lists*** topic in this procedure manual.

13. Select the ***Members*** tab. The Members tab - Roles page (**Figure 86**) is displayed.

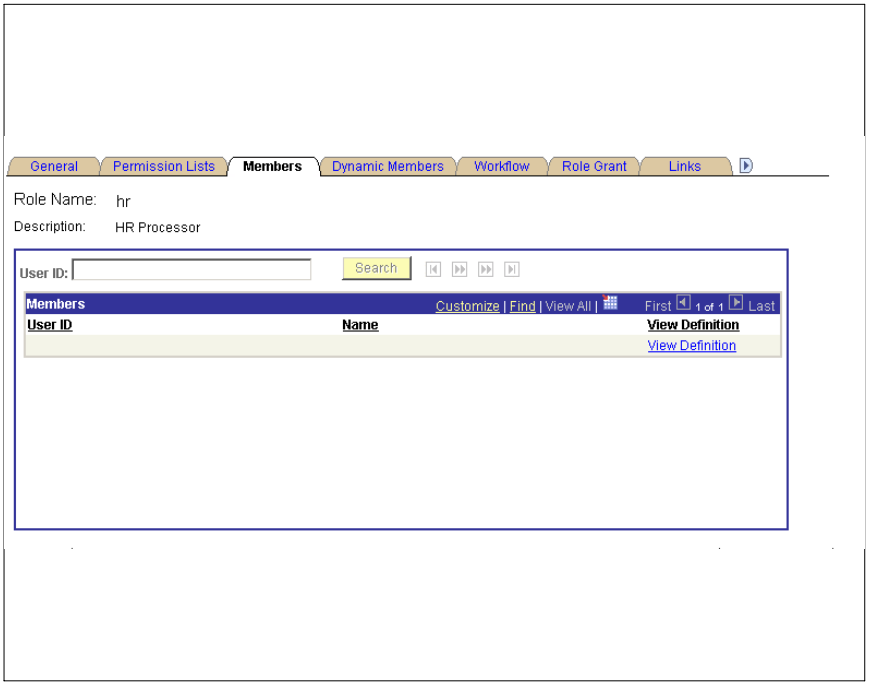


Figure 86. Members tab - Roles page

14. Complete the fields as follows:

Role Name

This field is populated with the search/add criteria entered.

***Description**

This field is populated with the description of the role name.

User ID

This field is a non-entry field.

Members/User ID

This field is populated.

Name

This field is populated.

15. Click the ***View Definition*** link. The General tab - User Profiles page (**Figure 28**) is displayed. For more information about User Profiles, refer to the ***User Profiles*** topic in this procedure manual.

16. Select the ***Dynamic Members*** tab. The Dynamic Memebers tab - Roles page (**Figure 87**) is displayed.

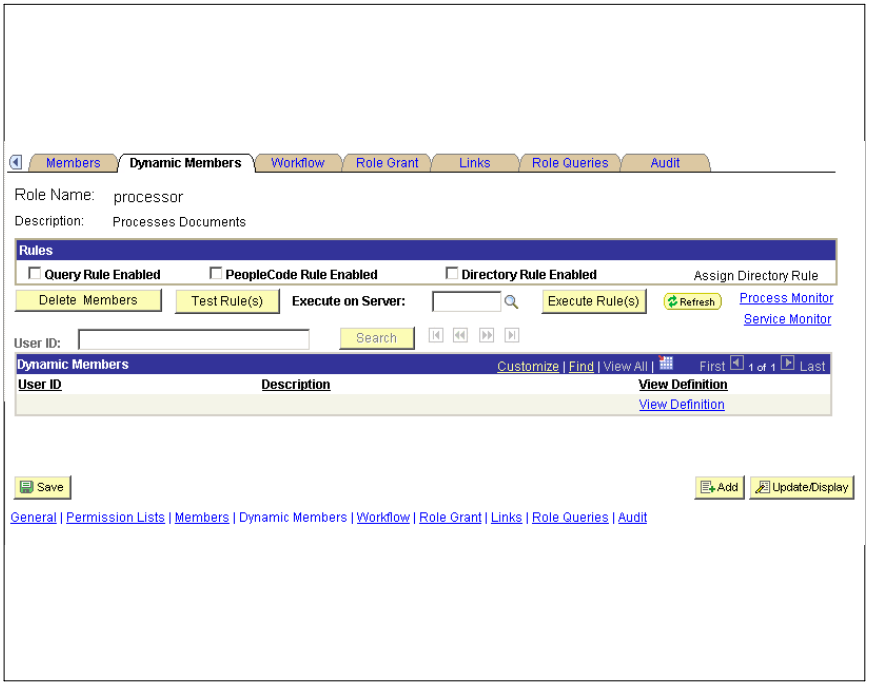


Figure 87. Dynamic Members tab - Roles page

17. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Description entered on the General tab - Roles page (**Figure 84**).

Query Rule Enabled

Check this box to enable the query rule.

People Code Rule Enabled

Check this box to enable the people code rule.

Directory Rule Enabled

Check this box to enable the directory rule.

Execute On Server

Enter the applicable server name or select a server by clicking the search icon.

User ID

Enter the User ID.

Dynamic Memebers/Uesr ID

This field is populated based on the user ID entered.

Description

This field is populated based on the user ID entered..

View Definition

Click this link to view the definition of the dynamic members ID.

18. Click **Delete Members** to delete the memebers listed.

19. Click **Test Rule(s)**. The Test Rules prompt (**Figure 88**)is displayed.

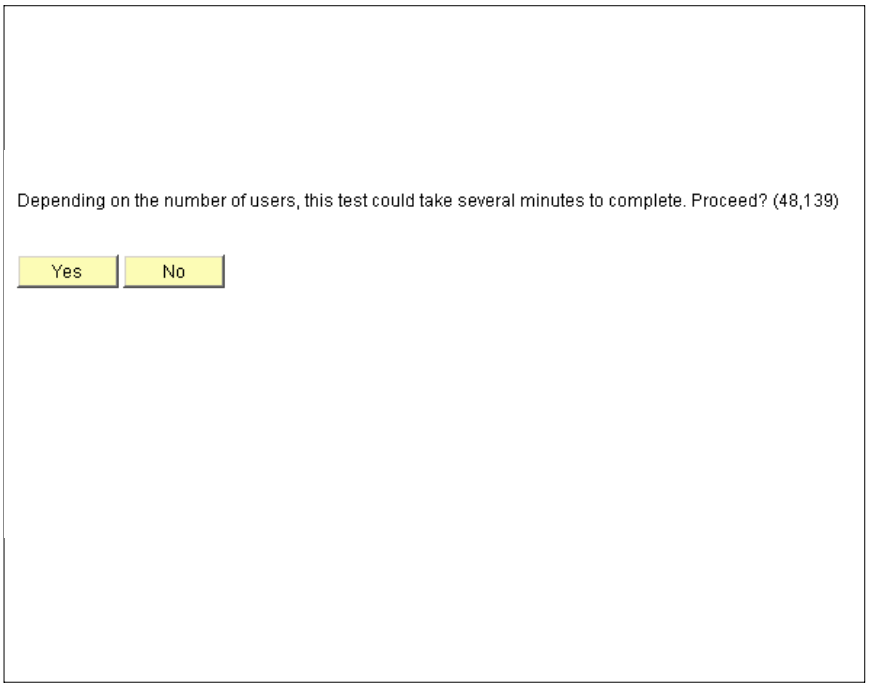


Figure 88. Test Rules prompt

20. Click **Yes** to run test rules. The Dynamic Role Test Results page (**Figure 89**) is displayed.

OR

Click **No**. The Dynamic Members tab - Roles page (**Figure 87**) is displayed

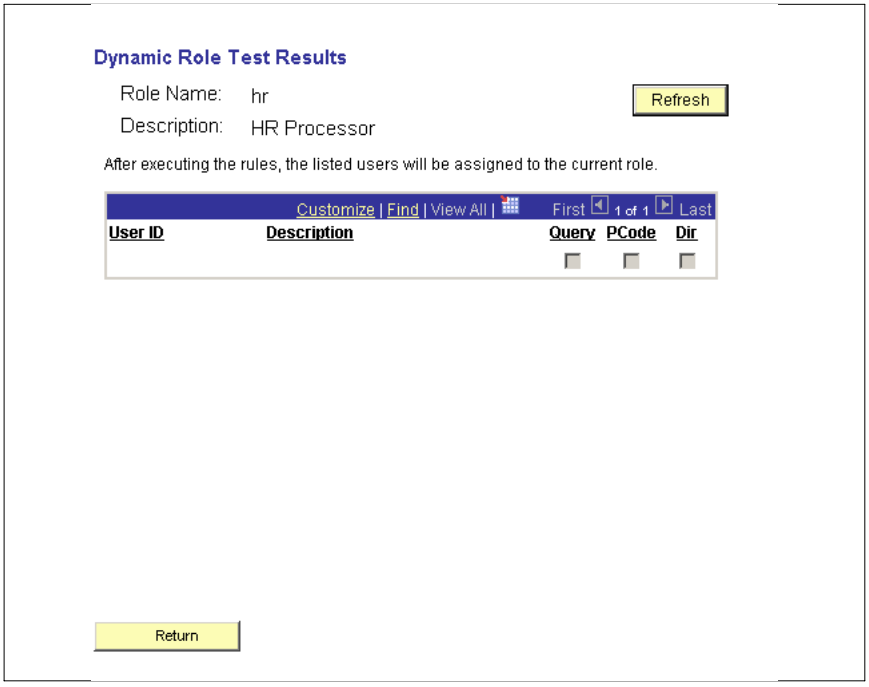


Figure 89. Dynamic Role Test Results page

21. Click **Execute Rules**. The ?????? page (**Figure 90**) is displayed

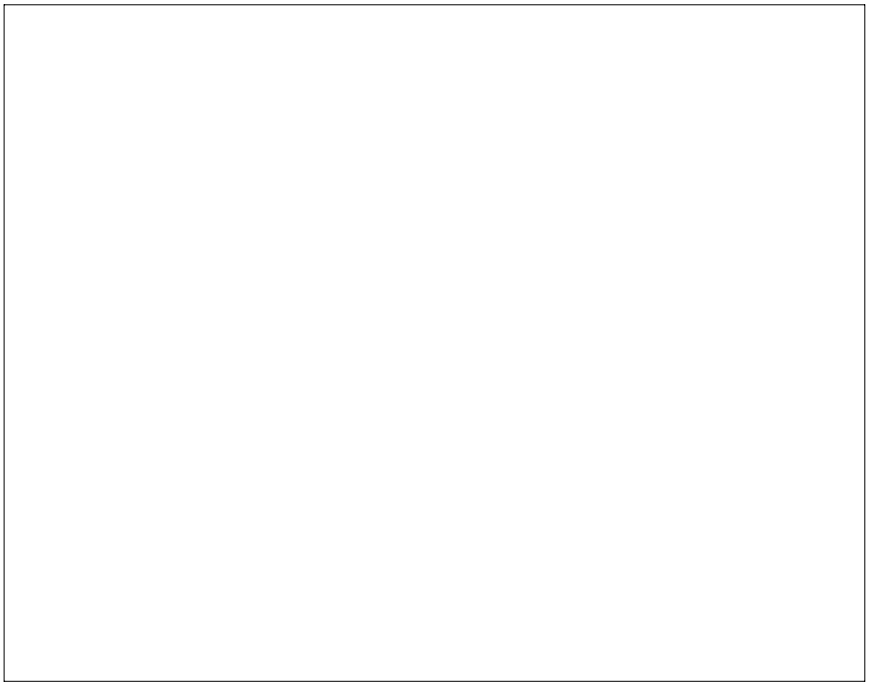


Figure 90.

22. Click **Refresh** to refresh the page.

OR

Click **Process Monitor** to process related reports. For more information, refer to the Process Monitor topic in this procedure manual.

OR

Click **Service Monitor** ??????

23. Select the ***Workflow*** tab. The Workflow tab - Roles page (**Figure 91**) is displayed.

Figure 91. Workflow tab - Roles page

24. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Description entered on the General tab - Roles page (**Figure 84**).

Allow Notificaiton

Click this field to allow notification during the workflow process.

Allow Recipient Lookup

Click this field to allow recipient lookup during the workflow process.

Use Query To Route Workflow

Click this field to use query when routing in the workflow process. Ifthis field is checked the Query Name field is displayed.

Query Name

This field is displayed when you click the Use Query To Route Workflow field. Enter the name of the query to be used when routing workflow or click the icon to search for the applicable query.

25. Select the ***Role Grant*** tab. The Role Grant tab - Roles page (**Figure 92**) is displayed.

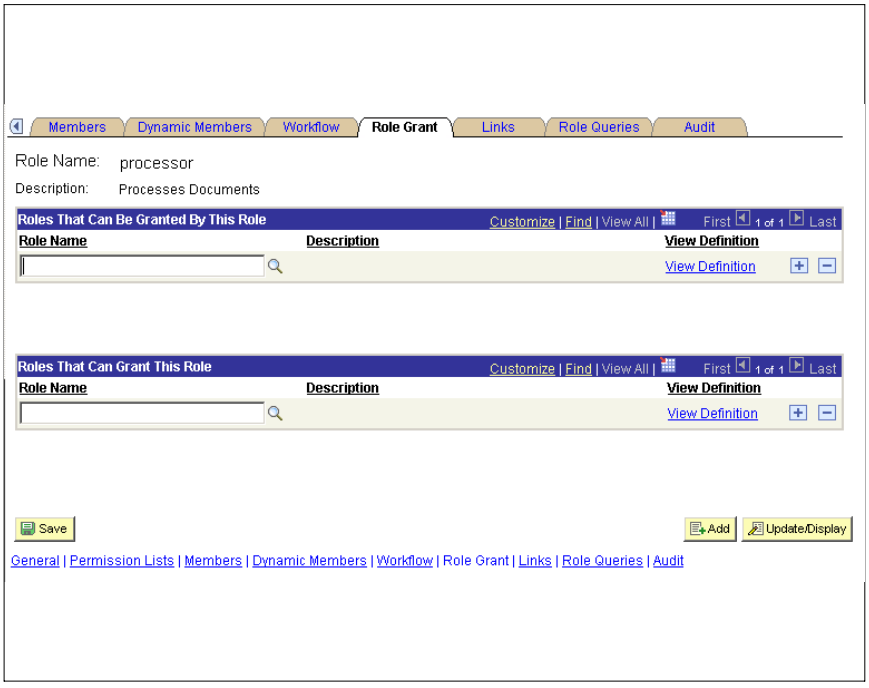


Figure 92. Role Grant tab - Roles page

26. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Role Name

Enter the Role Name of the applicable role that can be granted or click the icon to search for the role. Click the link to sort the list by Role Name.

Description

Click this field to sort the list by description.

Role Name

Enter the Role Name of the applicable role that can grant a role or click the icon to search for the role. Click the link to sort the list by Role Name.

Description

Click this field to sort the list by description.

27. Click the ***Roles That Can Be Granted By This Role/View Definition*** link. The ????? page is displayed.

Figure 93.

28. Click the ***Roles That Can Grant This Role/View Definition*** link. The ????? page is displayed.

Figure 94.

29.

30. Select the ***Links*** tab. The Links tab - Roles page (**Figure 95**) is displayed.

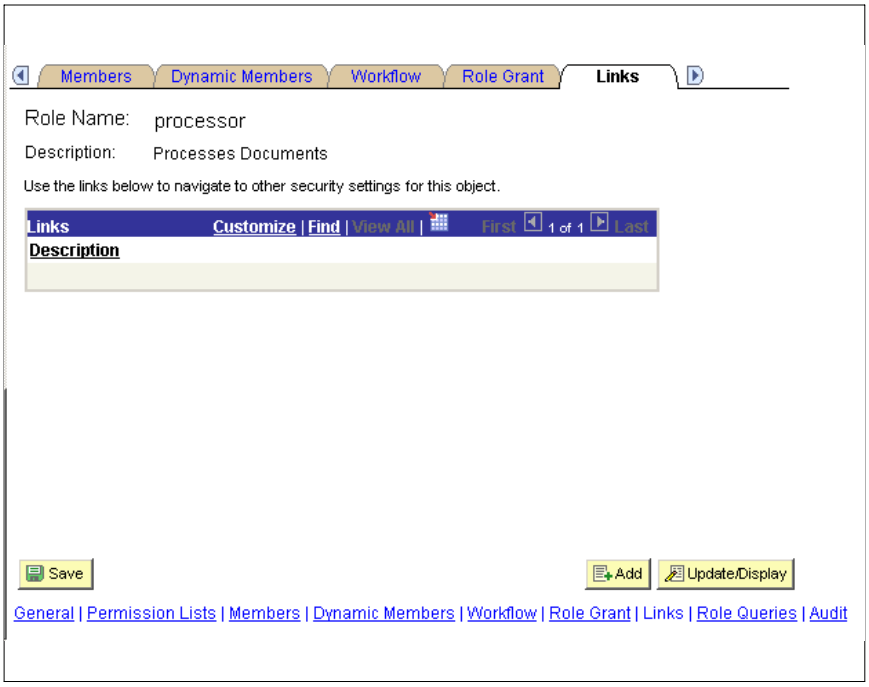


Figure 95. Links tab - Roles page

31. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

Click this field to sort the list by description.

32. Select the ***Role Queries*** tab. The Roles page (Role Queries tab) (**Figure 96**) is displayed. You can select the ***Role's User IDs*** link to view a list of users assigned to a role. ***Role's Permission Lists*** displays a list of classes assigned to a role. ***Role's Page Access*** displays a list of pages for which a role has access. ***Role's Content Reference Access*** displays the content associated with certain access. ***Role's Content Reference (Includes Portal) Access*** displays the (portal) content associated with certain access. ***Role's Content Reference (Includes Menu, Component, And Market) Access*** displays the (menu, component, and market) content associated with certain access. ***Role's Web Service Operation Access*** displays Web service associated with a role.

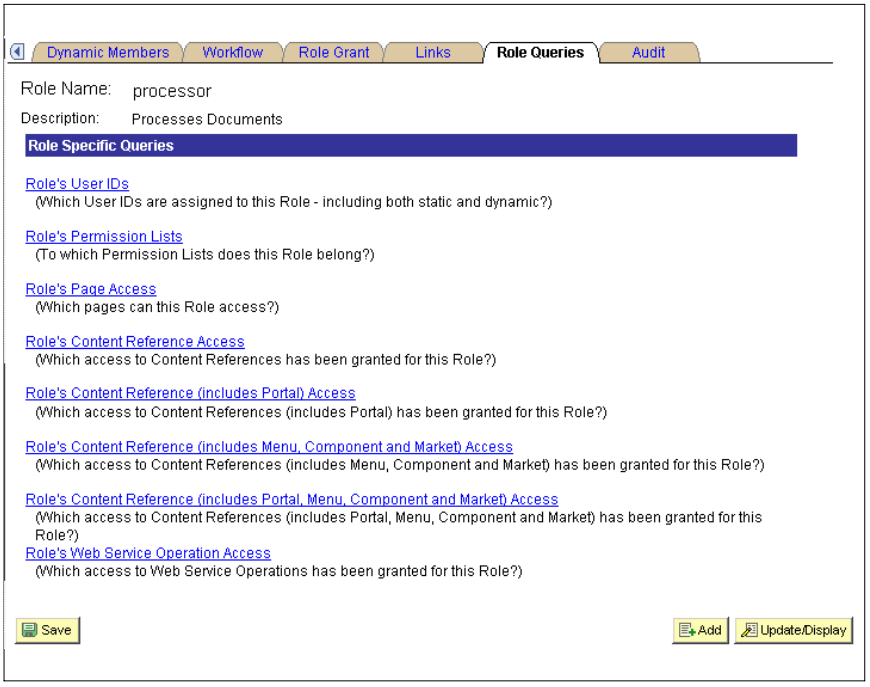


Figure 96. Role Queries tab - Roles page

33. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab-Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab-Roles page (**Figure 84**).

Role Specific Queries

This field displays a list of links that you can link to order to perform queries. For a list of the links, see the **Role Specific Queries Table**. Each link contains a description of the available information. After connecting to the link, a list of the applicable information is displayed.

34. Select the ***Audit*** tab. The Audit tab - Roles page (**Figure 97**) is displayed. The page is used for auditing purposes.

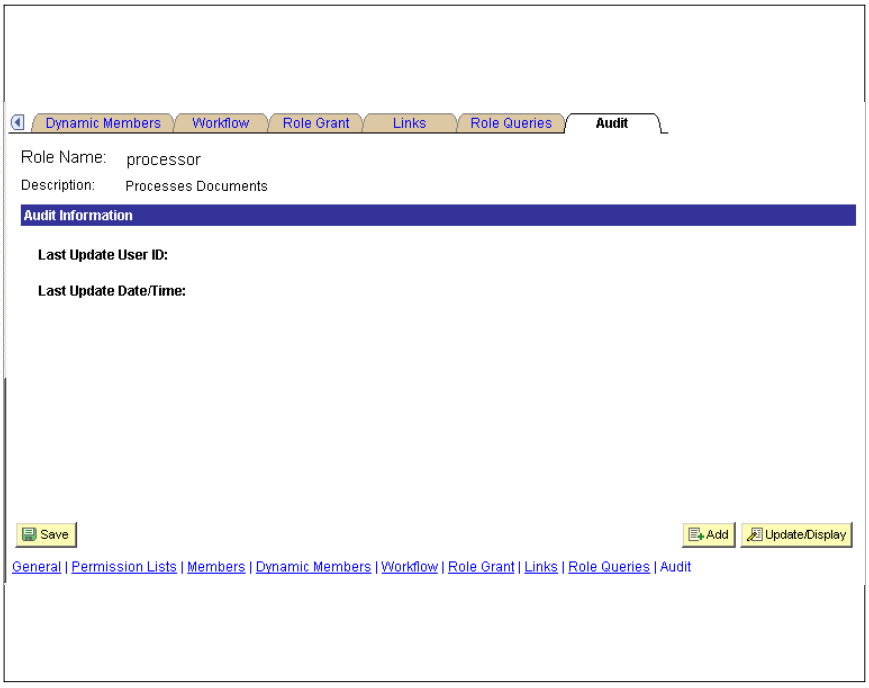


Figure 97. Audit tab - Roles page

35. Complete the fields as follows:

Role Name

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Description

This field is populated based upon the Role Name entered on the General tab - Roles page (**Figure 84**).

Last Update User ID

This field is populated.

Last Update Date/Time

This field is populated.

36. Click **Save** to save the information.

OR

Click **Add** to return to the Add A New Value tab.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

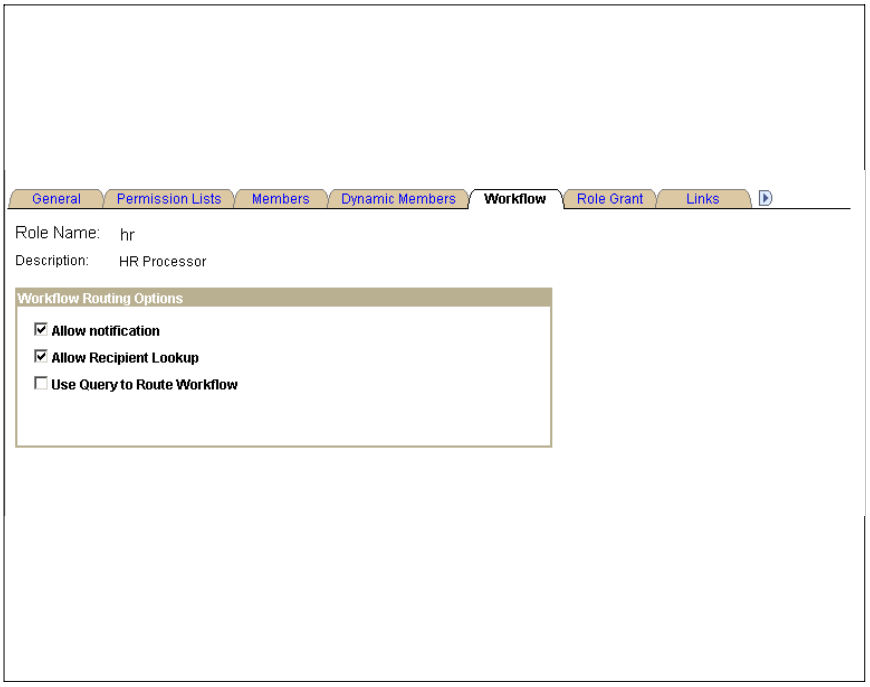


Figure 98. Workflow tab - Roles page

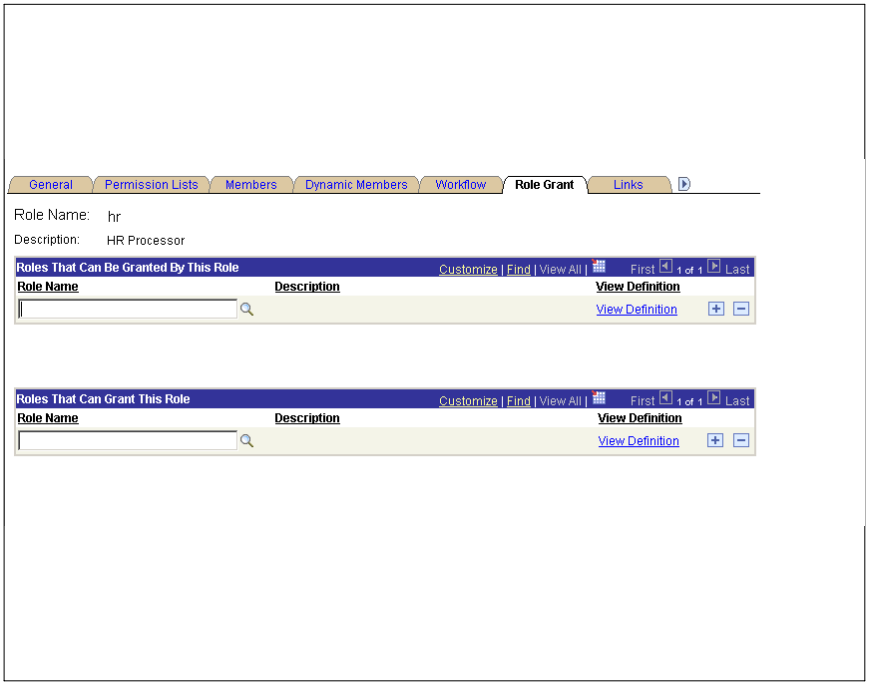


Figure 99. Role Grant tab - Roles page

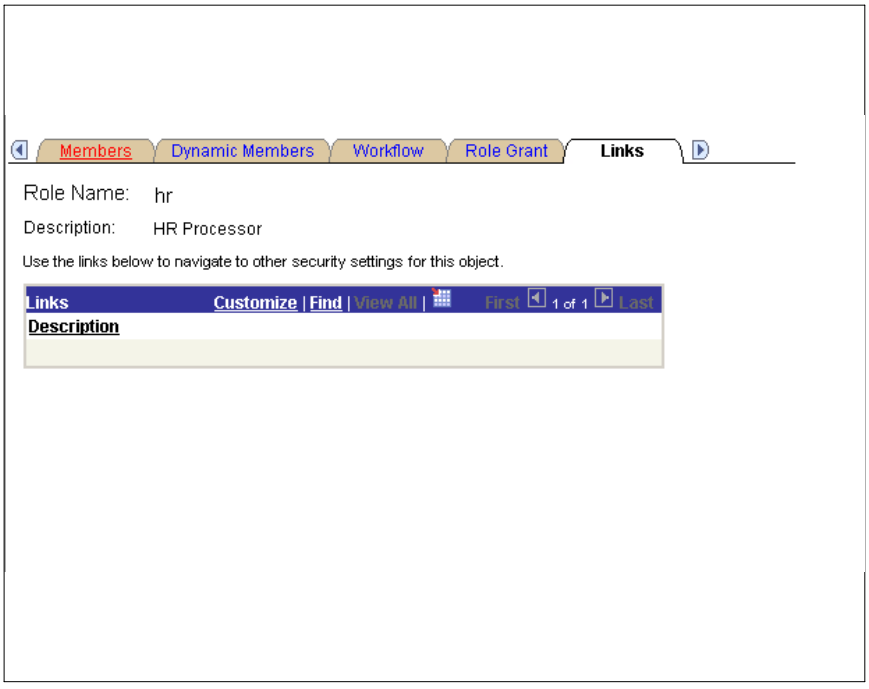


Figure 100. Links tab - Roles page

Figure 101.

Figure 102.

Copy Roles

The ***Copy Roles*** component allows the user to clone an existing role.

To Copy Roles:

The ***Copy Roles*** option is used to copy a role.

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Permission & Roles***menu item.
4. Select the ***CopyRoles*** component. TheFind An Existing Value tab- Roles SaveAs page (**Figure 103**) is displayed.

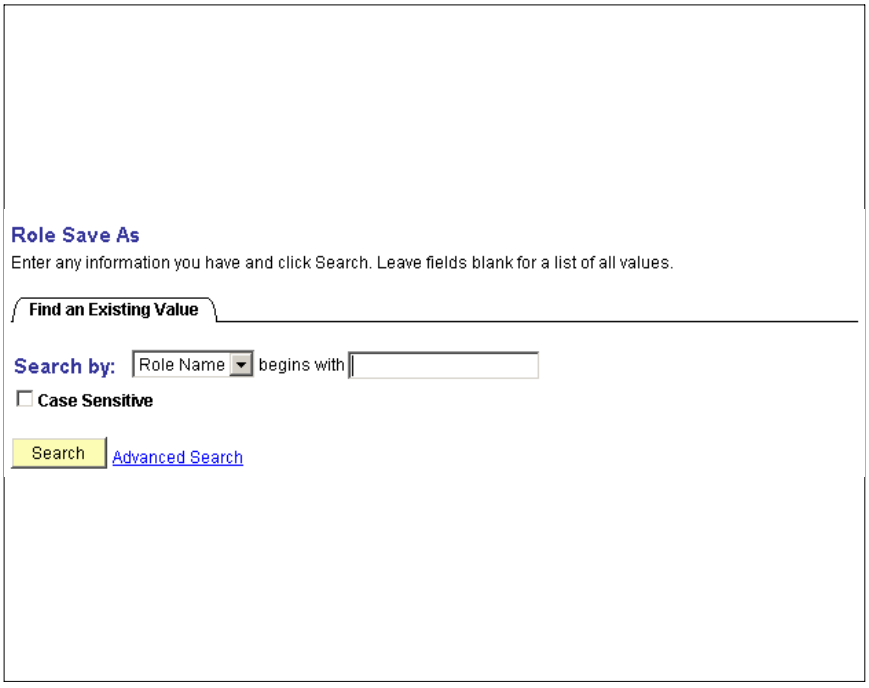


Figure 103. Find An Existing Value tab - Role Save As page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Role Name`**. The valid values are **`Description`** and **`Role Name`**.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Role Save As page (**Figure 104**) is displayed.

Figure 104. Role Save As page

8. Complete the fields as follows:

Save Role Name

This field defaults to the item selected on the list of matches displayed after clicking **Search** on the Role Save As page (Find An Existing Value tab) (**Figure 103**).

As

Enter the new role name.

9. Click **Save** to save the copied permission list.

OR

Click **Return To Search** to return to the Find An Existing Value tab - Role Save As page (**Figure 103**).

OR

Click **Refresh** to refresh the page.

Delete Roles

The ***Delete Roles*** option is used to delete a role.

To Delete Roles:

1. Select the***People Tools*** menu group.

2. Select the***Security*** menu.

3. Select the ***Permission Lists***menu item.

4. Select the ***Delete Roles*** component. TheFind An Existing Value tab- Delete Role page (**Figure 105**) is displayed.

Figure 105. Find An Existing Value tab - Delete Role page

5. Complete the fields as follows:

Search By

Click the down arrow to select the applicable Search By option. This field defaults to **`Role Name`**. The valid values are **`Description`** and **`Role Name`**.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if the criteria is case sensitive.

6. Click **Search**. A list of matches is displayed.

7. Select the applicable item on the list. The Delete Role page (**Figure 106**) is displayed.

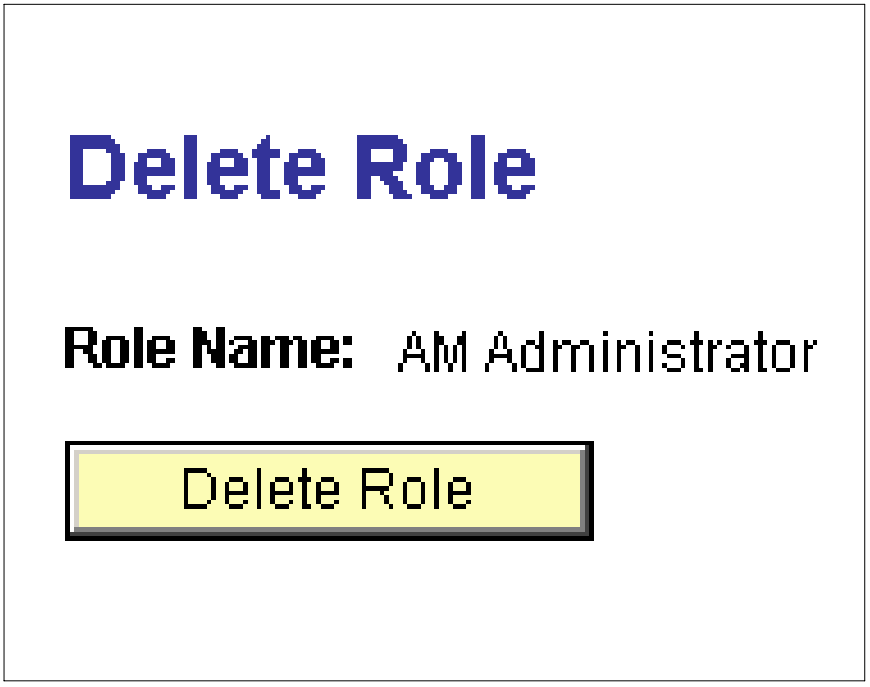


Figure 106. Delete Role page

8. Complete the Role Name field as follows:

Role Name

This field is populated based upon the item selected on the Role Save As page (Find An Existing Value tab) (**Figure 103**).

9. Click **Delete Role**. A Delete Role Confirmation pop-up (**Figure 107**) appears.

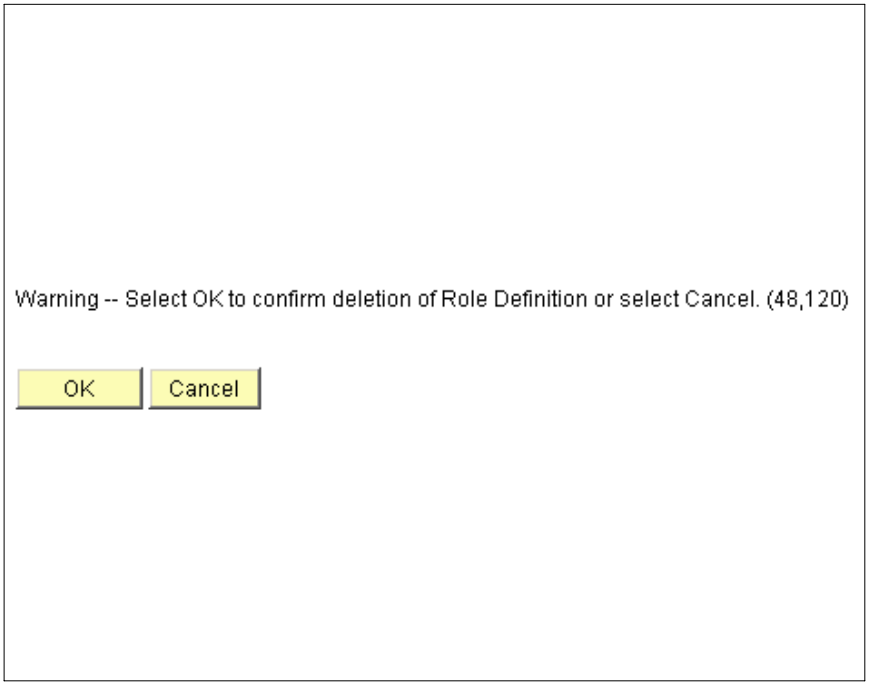


Figure 107. Delete Role Confirmation pop-up

10. Click **OK** to delete the permission list and return to the Find An Existing Value tab - Delete Role page (**Figure 105**).

    OR

    Click **Cancel** to cancel the deletion and return to the Find An Existing Value tab - Delete Role page (**Figure 105**).

Execute Role Rules

The ***Execute Role Rules*** option is used to execute role rules. The **Process Monitor** and **Message Monitor** are both available with this option.

To execute role rules:

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Permission& Roles***menu item.
4. Select the ***Execute Role Rules*** component. Dynamic Role Rules page (**Figure 108**) is displayed.

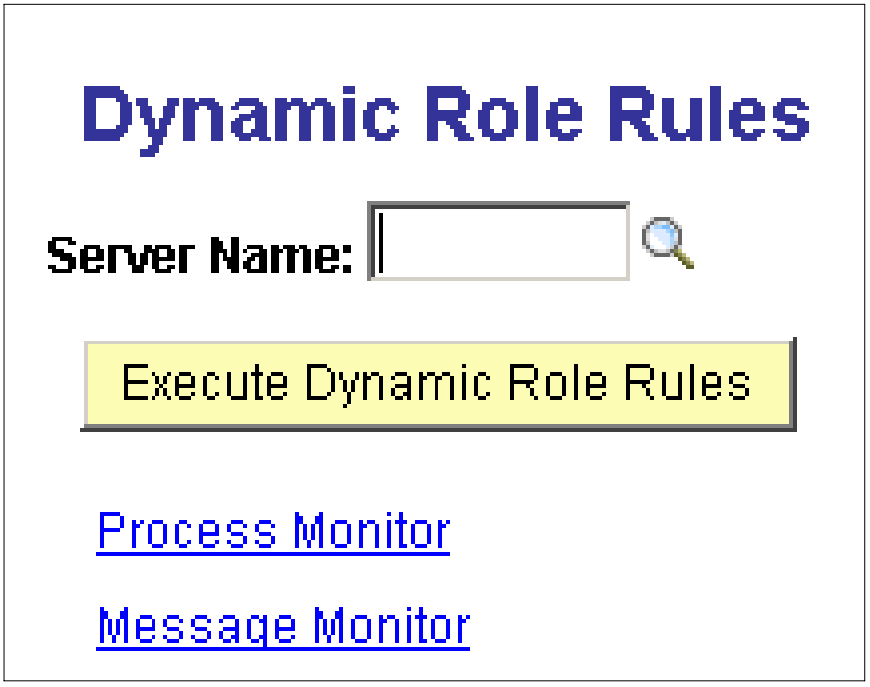


Figure 108. Dynamic Role Rules page

5. Complete the Server Name field as follows:

Server Name

Enter the applicable information or search data by clicking the search icon.

6. Click **Execute Dynamic Role Rules**. The Confirmation pop-up (**Figure**) is displayed.

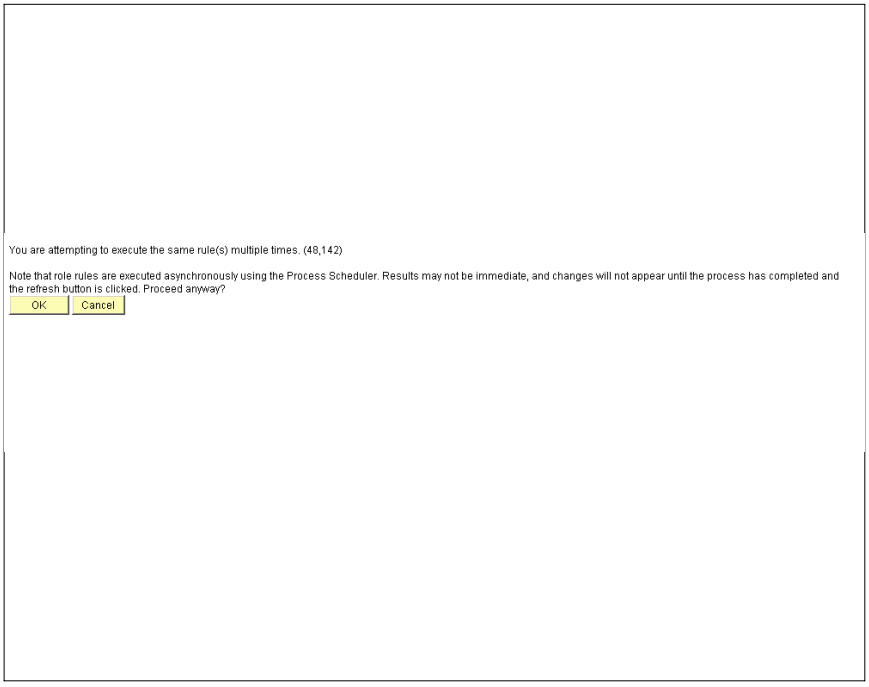


Figure 109. Confirmation pop-up

7. Click **OK**. The Dynamic Role Test Results page (**Figure 110**) is displayed.

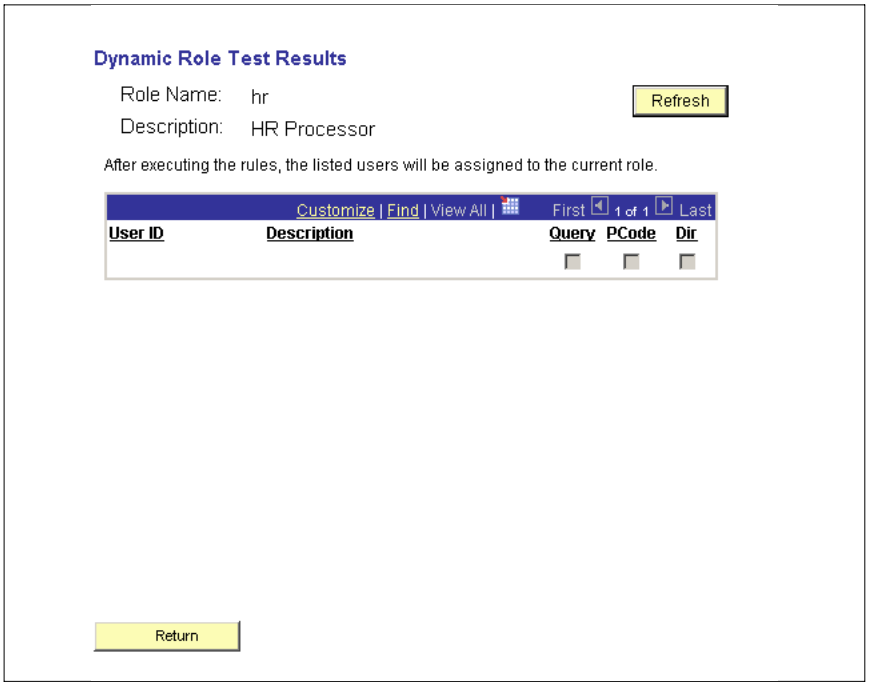


Figure 110. Dynamic Role Test Results page

8. Complete the fields as follows:

Role Name

This field is populated based upon the search criteria entered.

Description

This field is populated based upon the search criteria entered.

Note: After executing the rules, the listed users will be assigned to the current role.

User ID

This field is populated with the user IDs assigned to the role name.

Description

This field is populated with the description of the user IDs assigned to the role name.

Query

Check this box if applicable.

PCode

Check this box if applicable.

Dir

Check this box if applicable.

9. Click **Refresh** to refresh the page.
10. Click **Return**. The Dynamic Role Rules page (**Figure 108**) is displayed.

Password Configuration

This section contains the following topics:

Password Controls

Forgotten Password Email Text

Forgotten Password Hint

Delete Forgotten Password Hint

Password Controls

The Password Controls option is used to set the requirements for a user's password.

To set requirements for a password:

1. Select the***People Tools*** menu group

2. Select the***Security*** menu .

3. Select the ***Password Configuration*** menu item.

4. Select the ***Password Controls*** component. The Password Controls page (**Figure 111**) is displayed.

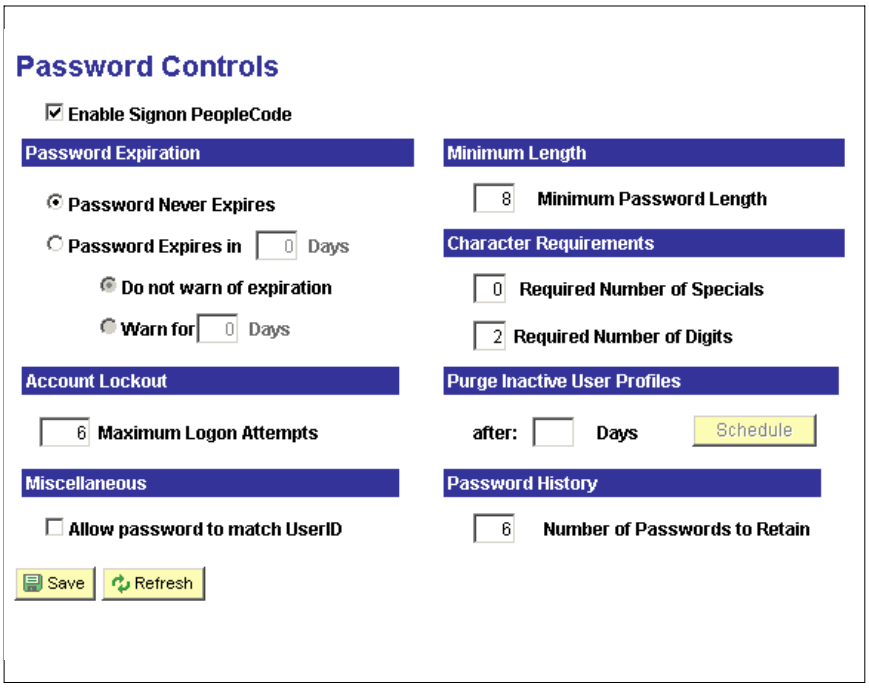


Figure 111. Password Controls page

5. Complete the fields as follows

Enable Signon PeopleCode

This box defaults to **`Checked`**. Uncheck if applicable.

Password Never Expires

This option defaults to **`Selected`**. Deselect if applicable.

Password Expires In

Select this option if applicable. When this option is select the days field is activated. Enter the number of days when the password should expire.

Do Not Warn Of Expiration

This option defaults to **`Selected`**. Deselect if applicable.

Warn For

Select this option if applicable. When this option is select the days field is activated. Enter the number of days when the warning for the password expiration should display.

Maximum Logon Attempts

Enter the number of logon attempts before the user is locked out.

Allow Password To Match UserID

Check this box to allow the user's password to match their user ID

Minimum Password Length

Enter the minimum number of characters designated for the password length.

Required Number Of Specials

Enter the required number of special characters designated for the password.

Required Number Of Digits

Enter the required number of digits designated for the password.

Purge Inactive User Profiles/After

Enter the number of days for the user ID to be inactive before it is purged.

Number Of Passwords To Retain

Enter the number of passwords to be retained in history.

6. Click **Save** to save the information. This function must be performed prior to selecting **Schedule**.

7. Click **Schedule**. The Find An Existing Value tab - Purge Inactive User Profiles page (**Figure 43**) is displayed. For more information about Purge Inactive User Profiles, refer to the Purge Inactive User Profiles section of this procedure manual.

Forgotten Password Email Text

This option allows the user to create the text contained in an email to be used when a password is forgotten.

To establish email text for a forgotten password:

1. Select the***People Tools*** menu group
2. Select the***Security*** menu .
3. Select the ***Password Configuration*** menu item.
4. Select the ***Forgotten Password Email Text*** component. The Forgot My Password Email Text page (**Figure 112**) is displayed.

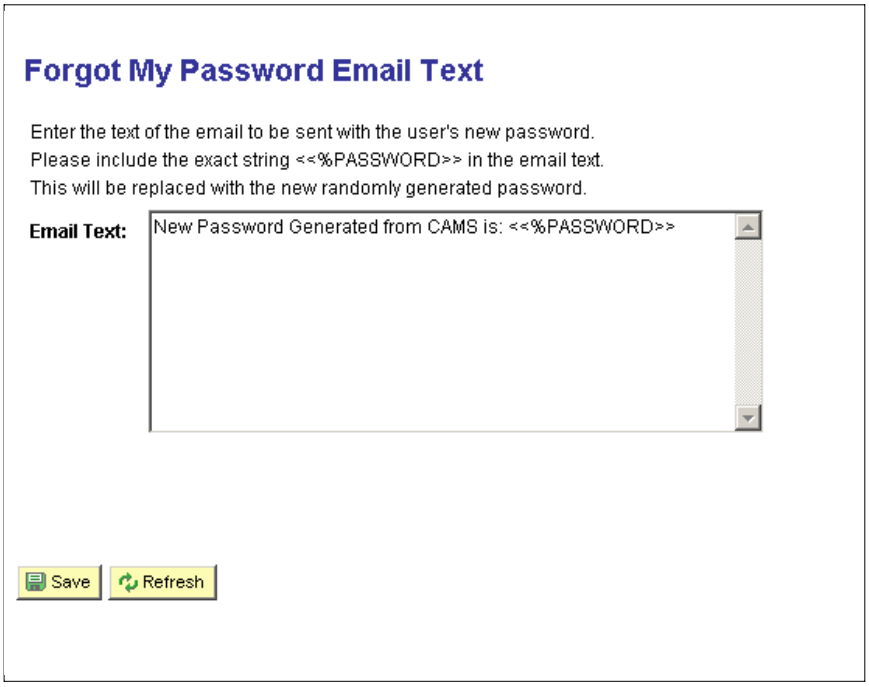


Figure 112. Forgot My Password Email Text page

5. Complete the fields as follows

Email Text

Enter the text of the email to be sent with the user's new password. Please include the exact string <<%PASSWORD>> in the email text. This will be replaced with the new randomly generated password.

6. Click **Save** to save the information.
7. Click **Refresh** to refresh the page.

Forgotten Password Hint

This option allows the user to create the hint to be used when a password has been forgotten (Challenge Questions).

To Create a challenge question:

1. Select the ***People Tools*** menu group.

2. Select the ***Security*** menu.

3. Select the ***Password Configuration*** menu item.

4. Select the ***Forgotten Password Hint*** component. The Find An Existing Value tab - Forgot My Password Hint page (**Figure 113**) is displayed.

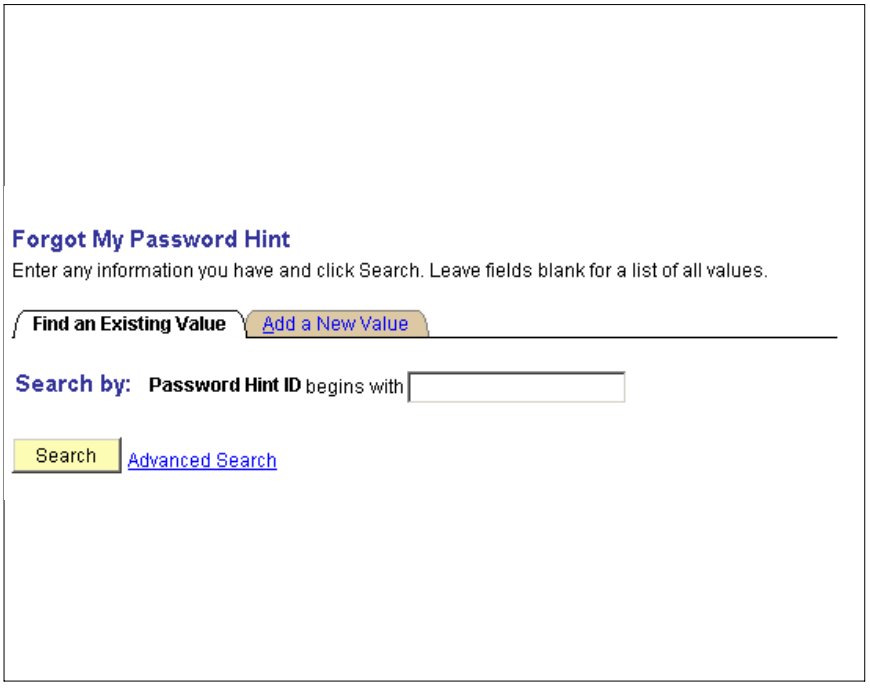


Figure 113. Find An Existing Value tab - Forgot My Password Hint page

5. Complete the fields as follows:

Search By/Password Hint ID/Begins With

Enter the password hint ID.

6. Click **Search**. The Forgot My Password Hint page (**Figure 115**) is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - Forgot My Password Hint page (**Figure 114**) is displayed.

Figure 114. Add A New Value tab - Forgot My Password Hint page

7. Complete the field as follows:

Password Hint ID

Enter the password hint ID to be added. Spaces are not allowed when typing the User ID. If you attempt to put spaces in the User ID, an error message will display.

8. Click **Add**. The Forgot My Password Hint page (**Figure 115**) is displayed.

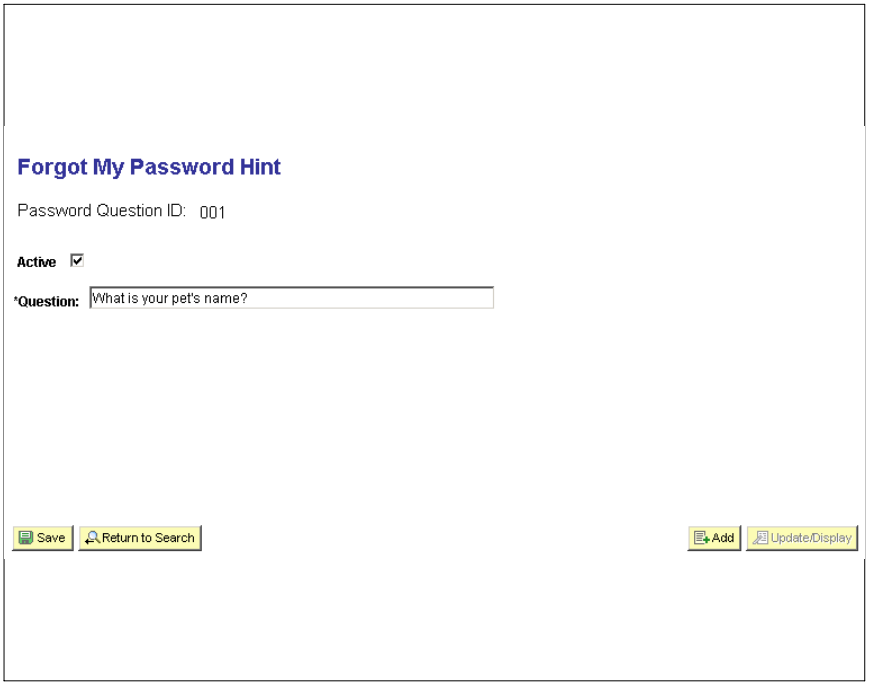


Figure 115. Forgot My Password Hint page

9. Complete the fields as follows:

Password Question ID

This field is populated based upon the search criteria entered

Active

This box is checked when a challenge question is established or added.

***Question**

This field is populated based upon the search criteria entered. Enter a challenge question when adding a new value.

10. Click **Save** to save the information.

11. Click **Add** to add an addtional challenge question.

    OR

    Click **Return To Search** to search for a challenge question.

    OR

    Click **Update Display** to return to the The Find An Existing Value tab - Forgot My Password Hint page (**Figure 113**). This option is activated only when adding a new challenge question.

Delete Forgotten Password Hint

This option allows the user to delet the hint to be used when a password has been forgotten (Challenge Questions).

To delete a challenge question:

1. Select the ***People Tools*** menu group.
2. Select the ***Security*** menu.
3. Select the ***Password Configuration*** menu item.
4. Select the ***Delete Forgotten Password Hint*** component. The Find An Existing Value tab - Delet Forgot My Password Hint page (**Figure 116**) is displayed.

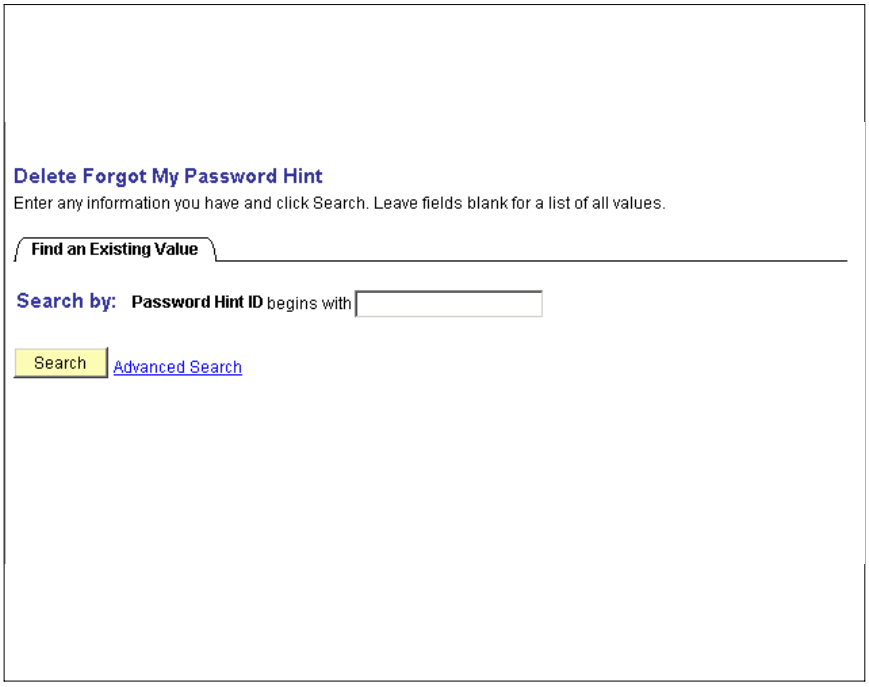


Figure 116. Find An Existing Value tab - Delete Forgot My Password Hint page

5. Complete the fields as follows:

Search By/Password Hint ID/Begins With

Enter the password hint ID.

6. Click **Search**. The Delete Forgot My Password Hint page (**Figure 117**) is displayed.

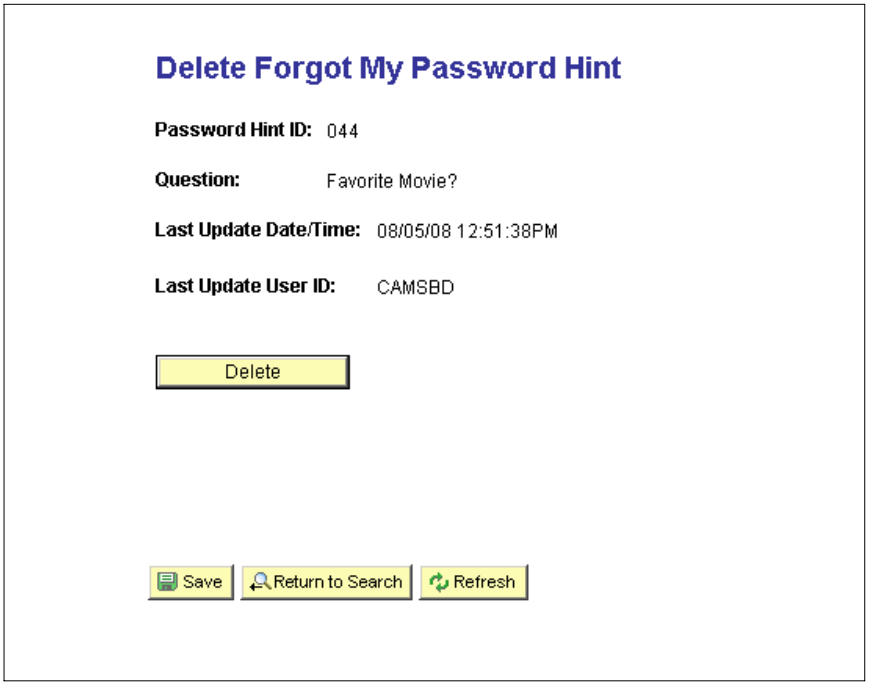


Figure 117. Delete Forgot My Password Hint page

7. Complete the fields as follows:

Password Hint ID

This field is populated based upon the search criteria entered

***Question**

This field is populated based upon the search criteria entered.

Last Update Date/Time

This field is populated based upon the last date and time the challenge question was updated.

Last Update User ID

This field is populated with the user ID that last udated the challenge question.

8. Click **Save** to save the information.
9. Click **Return To Search** to search for a challenge question.

   OR

   Click **Refresh** to refresh the page.

Security Objects

This section allows the user to maintain objects such as single signon and digital certificates.

This section contains the follwing topics:

User Profile Types

Tables to Skip

Security Links

Digital Signature

Single Signon

Signon Peoplecode

User Profile Types

Tables To Skip

Security Links

Digital Signature

Single Signon

Signon Peoplecode

Query Security

This section allows the user to define query security.

This section contains the following topics:

Query Access Manager

Query Access List Cache

Query Access Manager

Query Access List Cache

Common Queries

This section allows the user to maintain user IDs, roles, permission lists, and PTools object security queries.

Mass Change Operator Security

This section allows the user to set mass change operator security.

Tree Manager

The ***Tree Manager*** option is displayed when you select ***Tree Manager*** from the main menu.

This section contains the following topics:

Tree Manager

Tree Viewer

Tree Auditor

Tree Structure

Tree Utilities

Tree Manager

The ***Tree Manager*** option is used to view and modify a tree. This option has 2 tabs. You can Find An Existing value or Add A New Value.

To find an existing value on the Tree Manager page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Manager***. The Tree Manager page (Find An Existing Tree tab) (**Figure 118**) is displayed.

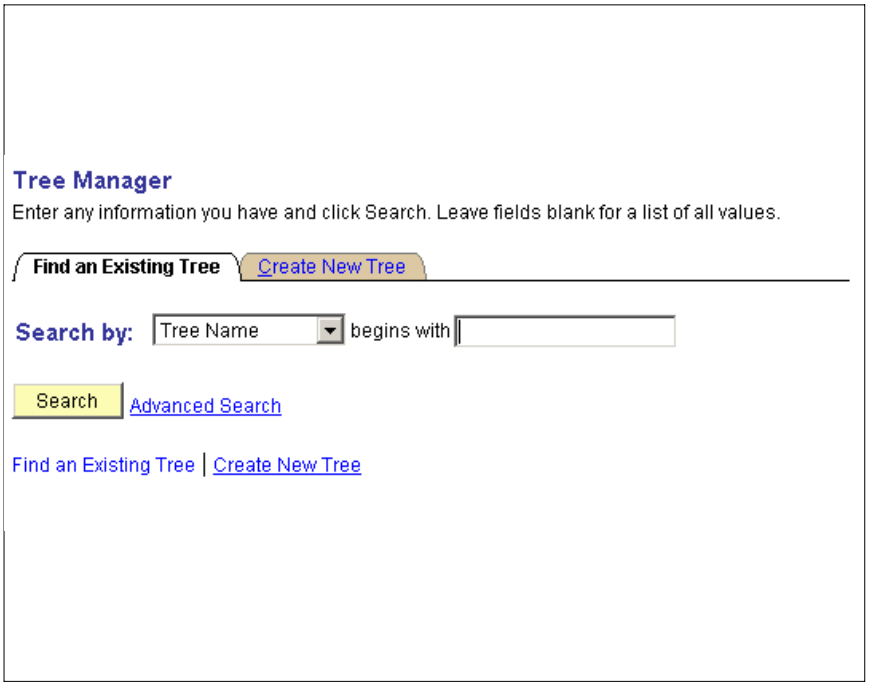


Figure 118. Tree Manager page (Find An Existing Tree tab)

3. Complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`Tree Name`**. For a list of valid values, see the **Tree Manager Search By Table**.

Begins With

Enter the applicable information for all selections in the Search By field except **`Effective Date`** and **`Valid Tree`**. If you select **`Effective Date`**, this field is replaced with **`=`**. If you select **`Valid Tree`**, a drop-down is displayed. The valid values for the drop-down are **`Saved As Draft`** and **`Saved As Valid Tree`**.

4. Click **Search**.

To add a new value on the Tree Manager page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Manager***. The Tree Manager page (Find An Existing Tree tab) is displayed.
3. Select the ***Create New Tree*** tab. The Tree Manager (Create New Tree tab) (**Figure 119**) is displayed.

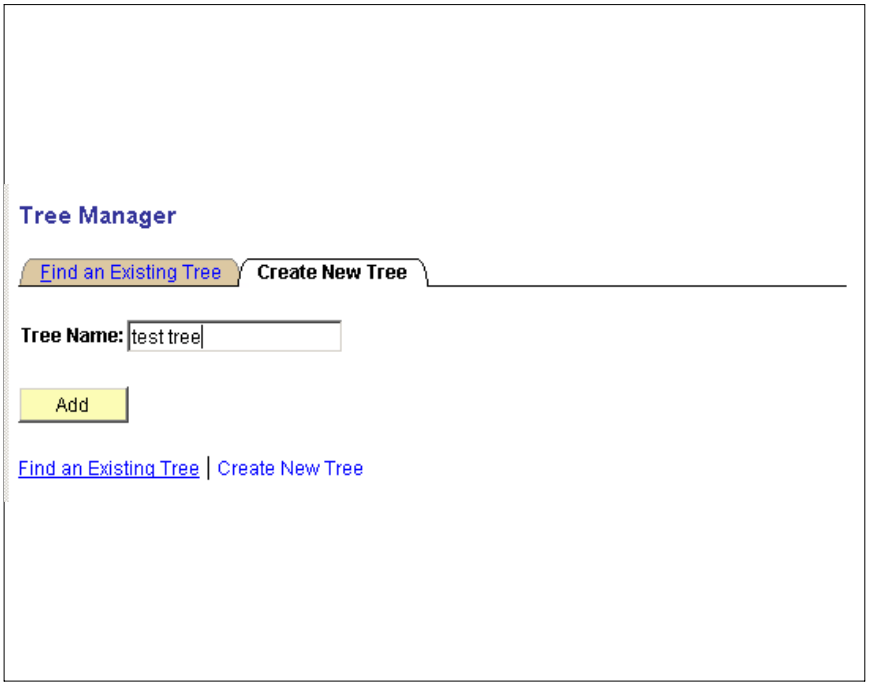


Figure 119. Tree Manager (Create New Tree tab)

4. Complete the Tree Name field as follows:

Tree Name

Enter the name of the tree being added.

5. Click **Add**. The Tree Definition And Properties page (**Figure 120**) is displayed.

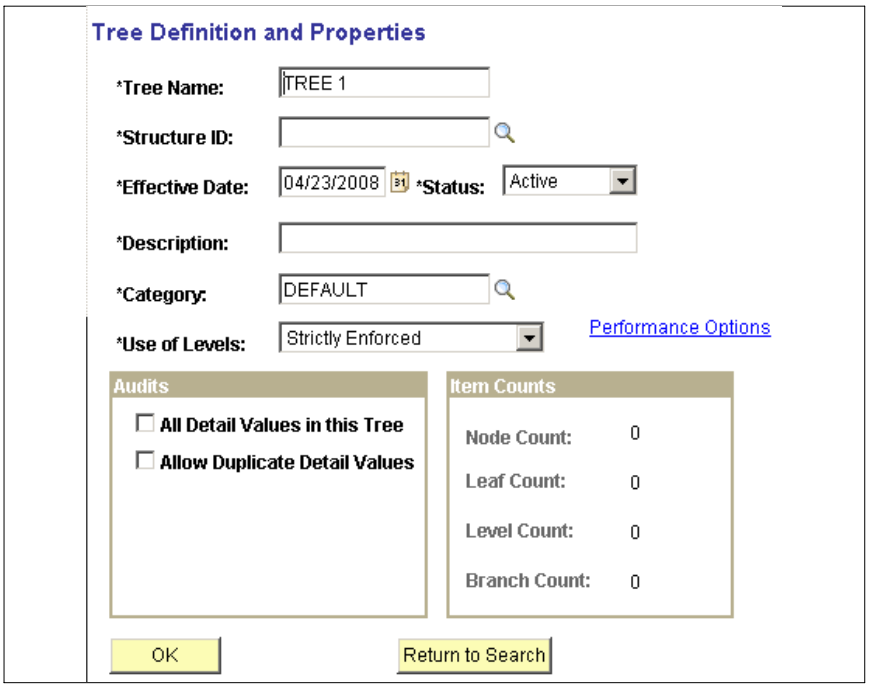


Figure 120. Tree Definition And Properties page

6. Complete the fields as follows:

Tree Name

This field is populated based upon the Tree Name entered on the Tree Manager page (Create New Tree tab).

Structure ID

Enter the applicable information or click the icon to select the applicable Structure ID.

Effective Date

Enter the applicable date or click the icon to select a date.

Status

Click the down arrow to select the applicable Status. Valid values are **`Active`**, **`Freeze`**, and **`Inactive`**. This field defaults to **`Active`**.

Description

Enter the description of the tree.

Category

Enter the applicable category or click the icon to select the category.

Use Of Levels

Click the down arrow to select the applicable level. Valid values are **`Level Not Used`**, **`Loosely Enforced`**, and **`Strictly Enforced`**. This field defaults to **`Strictly Enforced`**.

All Detail Values In This Tree

Click this field if applicable. This field is used for auditing purposes.

Allow Duplicate Detail Values

Click this field if applicable. This field is used for auditing purposes.

Node Count

This field is populated.

Leaf Count

This field is populated.

Level Count

This field is populated.

Branch Count

This field is populated.

7. Click **OK**. The Enter Root Node For Tree page (**Figure 121**) is displayed.

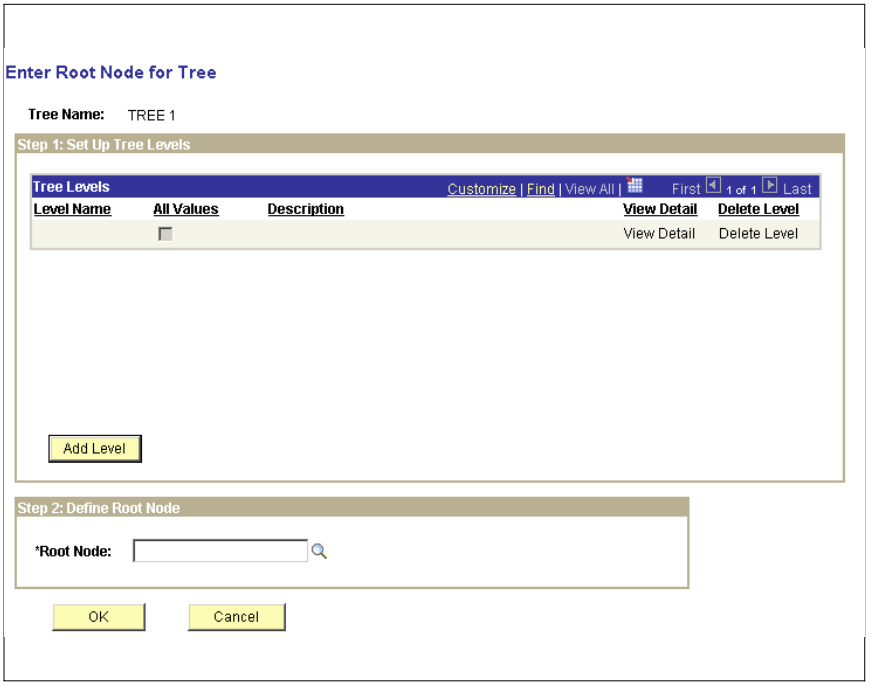


Figure 121. Enter Root Node For Tree page

OR

Click **Return To Search**. The Tree Manager page (Create New Tree tab) is displayed.

8. Complete the fields on the Enter Root Node For Tree page (**Figure 121**) as follows:

Tree Name

This field is populated based upon the Tree Name entered on the Tree Manager page (Create New Tree tab).

Level Name

Click this field to sort the column.

All Values

Click this field to sort the column.

Description

Click this field to sort the column.

View Detail

Click this field to sort the column.

Delete Level

Click this field to sort the column.

Root Node

Enter the applicable abbreviated Root Node or click the icon to select the applicable Root Node.

9. Click **Add Level**. The Tree Levels page (**Figure 122**) is displayed.

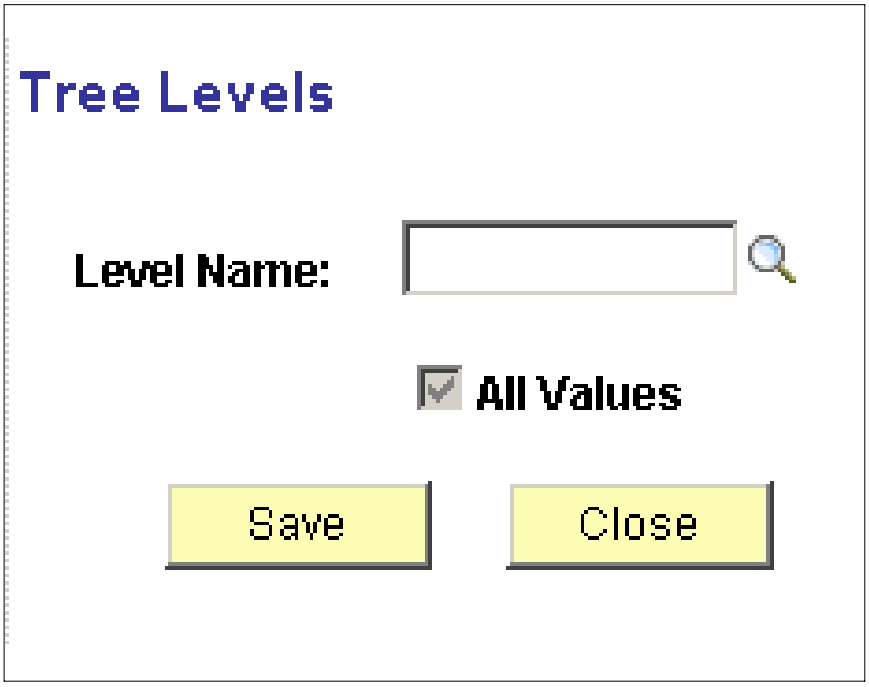


Figure 122. Tree Levels page

OR

Click **OK** after adding the applicable information.

OR

Click **Cancel** to return to the Tree Manager page (Create New Tree tab).

10. Complete the fields on the Tree Levels page as follows:

Level Name

Enter the applicable Level Name or click the icon to select the applicable Level Name.

All Values

This field is populated.

11. Click **Save** to save the data entered.

12. Click **Close** to close the page and return to the Enter Root Node For Tree page.

Tree Viewer

The ***Tree Viewer*** option is used to view and print the tree. This option has 1 tab. You can find an existing value.

To access the Tree Viewer option:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Viewer***. The Tree Viewer page (Find An Existing Value tab) (**Figure 123**) is displayed.

Figure 123. Tree Viewer page (Find An Existing Value tab)

3. Complete the fields on the Tree Viewer (Find An Existing Value tab) (**Figure 123**) as follows:

Search By

Click the down arrow to select the applicable Search By criteria. Valid values are **`Category`**, **`Description`**, **`Detail Field`**, **`Effective Date`**, **`Node Field`**, **`Set Control Value`**, **`Set ID`**, **`Tree Name`**, **`Tree Structure ID`**, and **`Valid Tree`**. This field defaults to **`Tree Name`**.

Begins With

Enter the applicable Begins With value.

4. Click **Search**. A list of applicable Tree Viewers is displayed.

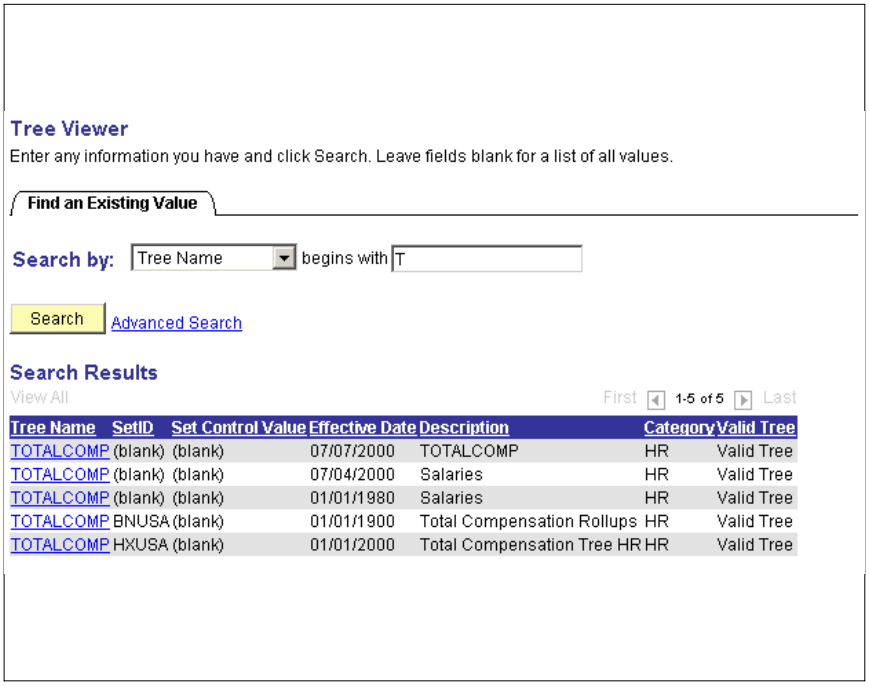


Figure 124. Tree Viewer (Find An Existing Value tab) Search Results page

5. Select the applicable Tree Name. The Tree Viewer page (**Figure 125**) is displayed.

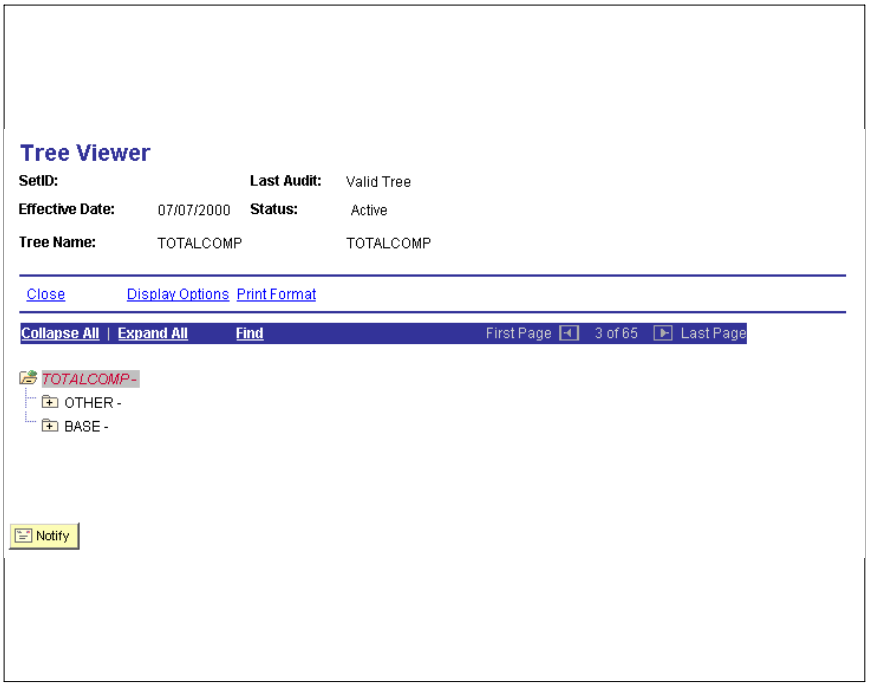


Figure 125. Tree Viewer page

Tree Auditor

The ***Tree Auditor*** option is used to find invalid or missing values. The ***Tree Auditor*** option contains the Report Manager and Process Monitor functions. This option contains 2 tabs. You can find an existing value or add a new value. For instructions on these functions, see **Report Functions**.

To find an existing value on the Auditor page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Auditor***. The Audit Tree page (Find An Existing Value tab) (**Figure 126**) is displayed.

Figure 126. Audit Tree page (Find An Existing Value tab)

3. On the Audit Tree page (Find An Existing Value tab) (**Figure 126**), complete the fields as follows:

Run Control ID Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

4. Click **Search**.

To add a new value on the Auditor page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Auditor***. The Audit Tree page (Find An Existing Value tab) (**Figure 126**) is displayed.

3. Select the ***Add A New Value Tab***. The Audit Tree page (Add A New Value tab) (**Figure 126**) is displayed.

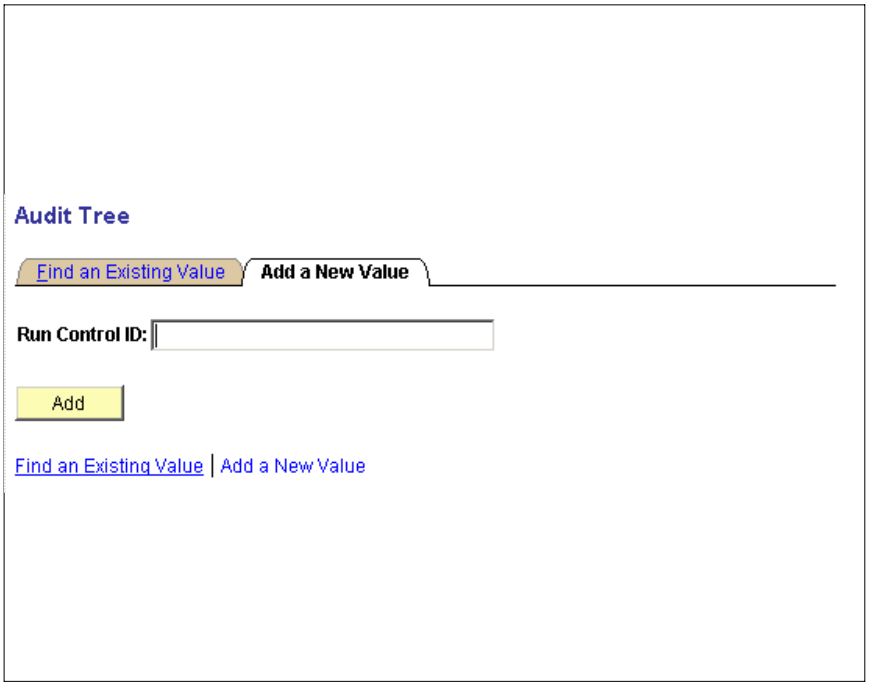


Figure 127. Audit Tree page (Add A New Value tab)

4. Complete the Run Control ID as follows:

Run Control ID

Enter the applicable information.

5. Click **Add**. The Tree Auditor page (**Figure 128**) is displayed.

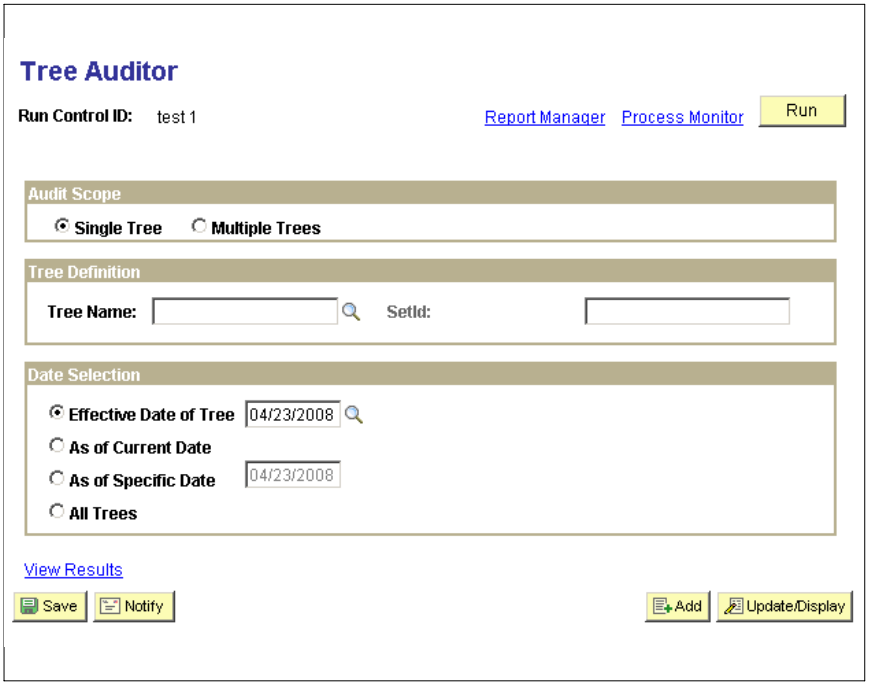


Figure 128. Tree Auditor page

6. On the Tree Auditor page (**Figure 128**), complete the fields as follows:

Run Control ID

This field is populated.

Single Tree

Click this field to select a single tree.

Multiple Trees

Click this field to select multiple trees.

Tree Name

Enter the applicable information or click the search icon to search for the applicable information.

Set ID

Click this field to select the applicable ID. The search icon is displayed after a selection is made in the Tree Name field.

Effective Date Of Tree

Click this field to enter the applicable effective date. The current date defaults in this field. You can click the search icon to search for the applicable date.

As Of Current Date

Click this field to select the applicable as of date. You cannot enter a date in this field.

As Of Specific Date

Click this field to enter a date. The current date defaults in this field. You can click the search icon to search for the applicable date. The search icon is displayed only if you select this field.

All Trees

Click this field to select All Tree. The default is the field blank.

7. Click **Save** to save the information.

   OR

   Click **Notify** to send an e-mail to another user.

   OR

   Click **Add** to return to the Add A New Value tab.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Tree Structure

The ***Tree Structure*** option is used to add and update tree structure information. This option has 2 tabs. You can find an existing tree structure or create a new tree structure.

To find an existing tree structure:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Structure***. The Tree Structure page (Find An Existing Tree Structure tab) (**Figure 129**) is displayed.

Figure 129. Tree Structure page (Find An Existing Tree Structure tab)

3. Complete the fields as follows:

Search By

Click the down arrow to select the applicable search by criteria. Valid values are **`Description`**, **`Tree Structure ID`**, and **`Tree Structure Type`**. This field defaults to **`Tree Structure ID`**.

Begins With

Enter the applicable information.

4. Click **Search**. A list of Search Results (**Figure 130**) is displayed.

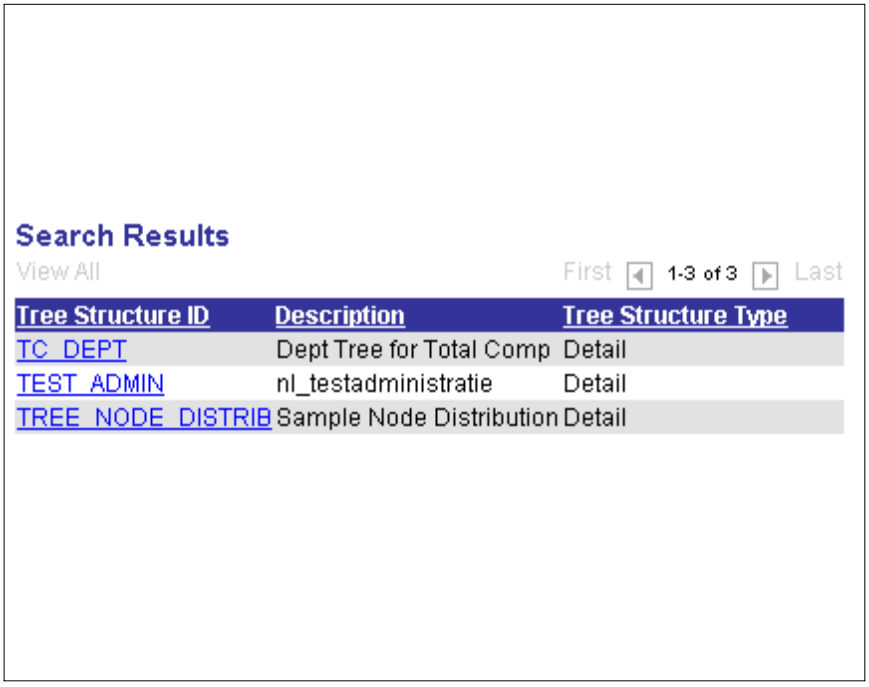


Figure 130. Tree Structure Search Results

To create a new tree structure

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Structure***. The Tree Structure page (Find An Existing Tree Structuire tab) (**Figure 129**) is displayed.

3. Select the ***Create A New Tree Structure*** tab. The Tree Structure page (Create A New Tree Structure tab) (**Figure 131**) is displayed.

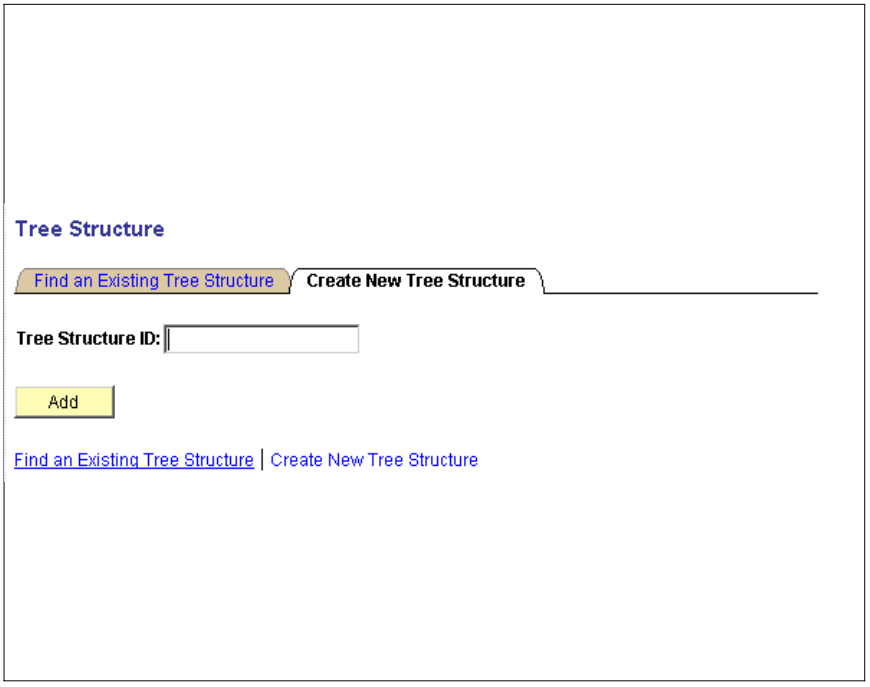


Figure 131. Tree Structure page (Create New Tree Structure tab)

4. Complete the fields as follows:

Tree Structure ID

Enter the applicable Tree Structure ID.

5. Click **Add**. The Tree Structure Properties page (**Figure 132**) is displayed.

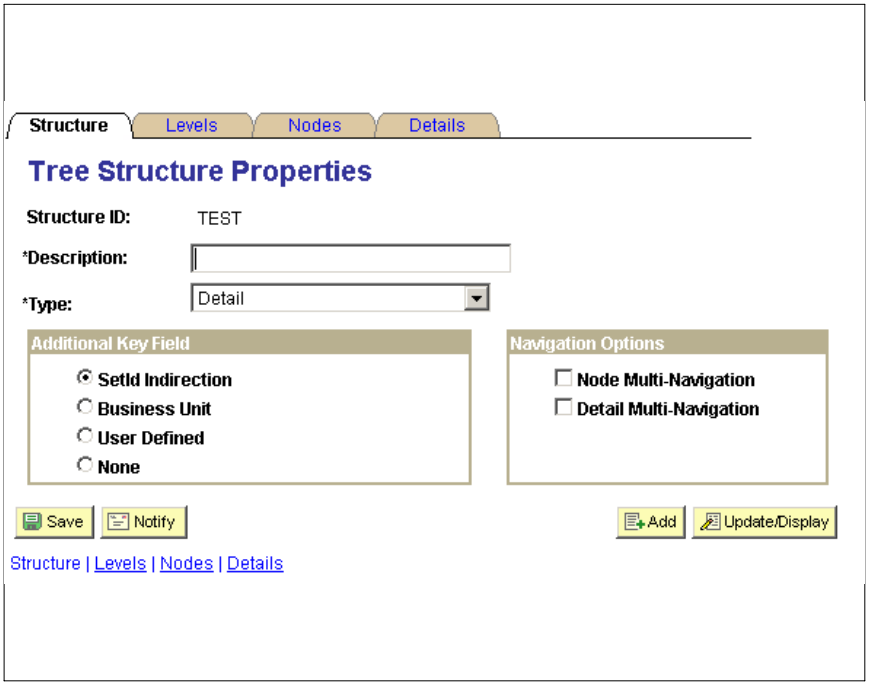


Figure 132. Tree Structure Properties page

To complete the Tree Structure Properties page:

1. After completing the fields on the Tree Structure page (Create A New Tree Structure tab) (**Figure 131**), click **Add**. The Tree Structure Properties page (**Figure 132**) is displayed.

2. Complete the fields on the Tree Structure Properties page (**Figure 132**) as follows:

Structure ID

This field is populated based upon the Tree Structure ID entered on the Tree Structure page (Create A New Tree Structure tab) (**Figure 131**).

Description

Enter the applicable description of the Structure ID.

Type

Click the down arrow to select the applicable type. Valid values are **`Detail`** and **`Summary`**. This field defaults to **`Detail`**.

SetID Indirection

Click this field to select SetID Indirection. The default is this field checked. If you select SetID Indirection, you cannot select Business Unit, User Defined, or None.

Business Unit

Click this field to select Business Unit. If you select Business Unit, you cannot select SetID Indirection, User Defined, or None.

User Defined

Click this field to select User Defined. If you select User Defined, you cannot select SetID Indirection, Business Unit, or None.

None

Click this field to select None. If you select None, you cannot select SetID Indirection, Business Unit, or User Defined.

Node Multi-Navigation

Click this field to select Node Multi-Navigation.

Detail Multi-Navigation

Click this field to select Detail Multi-Navigation.

3. Click **Save** to save the information.

   OR

   Click **Notify** to send an e-mail to another user.

   OR

   Click **Add** to return to the Add A New Value tab.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Tree Utilities

This section contains the following topics:

Copy/Delete Tree

Export Tree

Import Tree

Repair Tree

Repair Tree Reports

Copy/Delete Tree

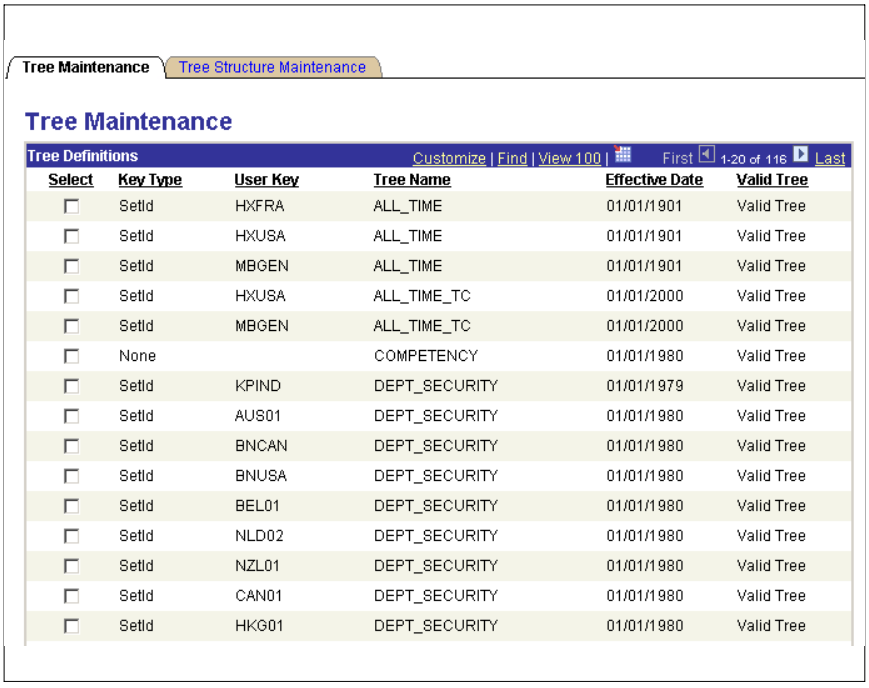
The ***Copy/Delete Tree*** option is used to copy, delete, and audit a tree(s). This option has 2 tabs−Tree Maintenance and Tree Structure Maintenance.

To use the Tree Maintenance page (Tree Maintenance tab):

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.

3. On the Tree Utilities menu (**Figure NO TAG**), select ***Copy/Delete Tree***. The Tree Maintenance page (Tree Maintenance tab) (**Figure 133**) is displayed.



Select	Key Type	User Key	Tree Name	Effective Date	Valid Tree
☐	SetId	HXFRA	ALL_TIME	01/01/1901	Valid Tree
☐	SetId	HXUSA	ALL_TIME	01/01/1901	Valid Tree
☐	SetId	MBGEN	ALL_TIME	01/01/1901	Valid Tree
☐	SetId	HXUSA	ALL_TIME_TC	01/01/2000	Valid Tree
☐	SetId	MBGEN	ALL_TIME_TC	01/01/2000	Valid Tree
☐	None		COMPETENCY	01/01/1980	Valid Tree
☐	SetId	KPIND	DEPT_SECURITY	01/01/1979	Valid Tree
☐	SetId	AUS01	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	BNCAN	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	BNUSA	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	BEL01	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	NLD02	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	NZL01	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	CAN01	DEPT_SECURITY	01/01/1980	Valid Tree
☐	SetId	HKG01	DEPT_SECURITY	01/01/1980	Valid Tree

Figure 133. Tree Maintenance page (Tree Maintenance tab)

4. On the Tree Maintenance page (**Figure 133**), complete the fields as follows:

Select

Click this field to select the applicable line.

Key Type

This field is populated. You can click this field to sort by Key Type.

User Key

This field is populated. You can click this field to sort by User Key.

Tree Name

This field is populated. You can click this field to sort by Tree Name.

Effective Date

This field is populated. You can click this field to sort by Effective Date.

Valid Tree

This field is populated. You can click this field to sort by Valid Tree.

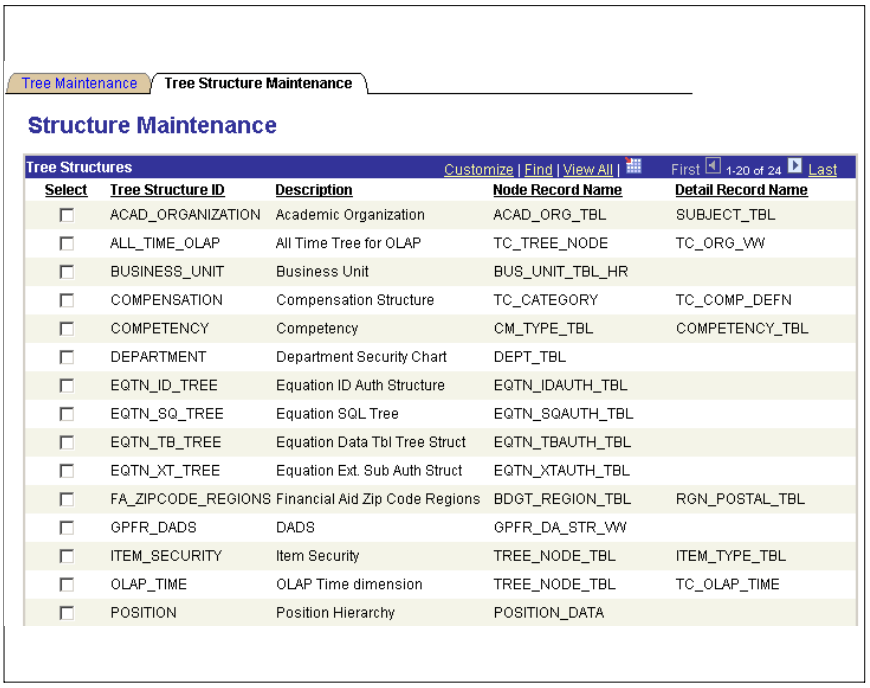
5. Click **Perform Audits**, **Copy**, **Delete**, or **View** as applicable.

To use the Structure Maintenance page (Tree Structure Maintenance tab):

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.

3. On the Tree Utilities menu (**Figure NO TAG**), select ***Copy/Delete Tree***. The Structure Maintenance page (Tree Structure Maintenance tab) (**Figure 134**) is displayed.



Select	Tree Structure ID	Description	Node Record Name	Detail Record Name
☐	ACAD_ORGANIZATION	Academic Organization	ACAD_ORG_TBL	SUBJECT_TBL
☐	ALL_TIME_OLAP	All Time Tree for OLAP	TC_TREE_NODE	TC_ORG_VW
☐	BUSINESS_UNIT	Business Unit	BUS_UNIT_TBL_HR	
☐	COMPENSATION	Compensation Structure	TC_CATEGORY	TC_COMP_DEFN
☐	COMPETENCY	Competency	CM_TYPE_TBL	COMPETENCY_TBL
☐	DEPARTMENT	Department Security Chart	DEPT_TBL	
☐	EQTN_ID_TREE	Equation ID Auth Structure	EQTN_IDAUTH_TBL	
☐	EQTN_SQ_TREE	Equation SQL Tree	EQTN_SQAUTH_TBL	
☐	EQTN_TB_TREE	Equation Data Tbl Tree Struct	EQTN_TBAUTH_TBL	
☐	EQTN_XT_TREE	Equation Ext. Sub Auth Struct	EQTN_XTAUTH_TBL	
☐	FA_ZIPCODE_REGIONS	Financial Aid Zip Code Regions	BDGT_REGION_TBL	RGN_POSTAL_TBL
☐	GPFR_DADS	DADS	GPFR_DA_STR_VW	
☐	ITEM_SECURITY	Item Security	TREE_NODE_TBL	ITEM_TYPE_TBL
☐	OLAP_TIME	OLAP Time dimension	TREE_NODE_TBL	TC_OLAP_TIME
☐	POSITION	Position Hierarchy	POSITION_DATA	

Figure 134. Structure Maintenance page (Tree Structure Maintenance tab)

4. Complete the fields as follows:

Select

Click this field to select the applicable line.

Tree Structure ID

This field is populated. You can click this field to sort by Tree Structure ID.

Description

This field is populated. You can click this field to sort by Description.

Node Record Name

This field is populated. You can click this field to sort by Node Record Name.

Detail Record Name

This field is populated. You can click this field to sort by Detail Record Name.

5. Click **Copy**, **Delete**, or **View** as applicable.

Export Tree

The ***Export Tree*** option is used to export a tree to a file. This option has 2 tabs. You can find an existing value or add a new value.

To find an existing value on the Export Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Export Tree***. The Export Tree page (Find An Existing Value tab) (**Figure 135**) is displayed.

Figure 135. Export Tree page (Find An Existing Value tab)

4. On the Export Tee page (Find An Existing Value tab) (**Figure 135**), complete the fields as follows:

Search By

This field is populated.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the tree to be exported is case sensitive.

5. Click **Search**.

To add a new value on the Export Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Export Tree***. The Export Tree page (Find An Existing Value tab) (**Figure 135**) is displayed.
4. Select the ***Add A New Value*** tab. The Export Tree page (Add A New Value tab) (**Figure 136**) is displayed.

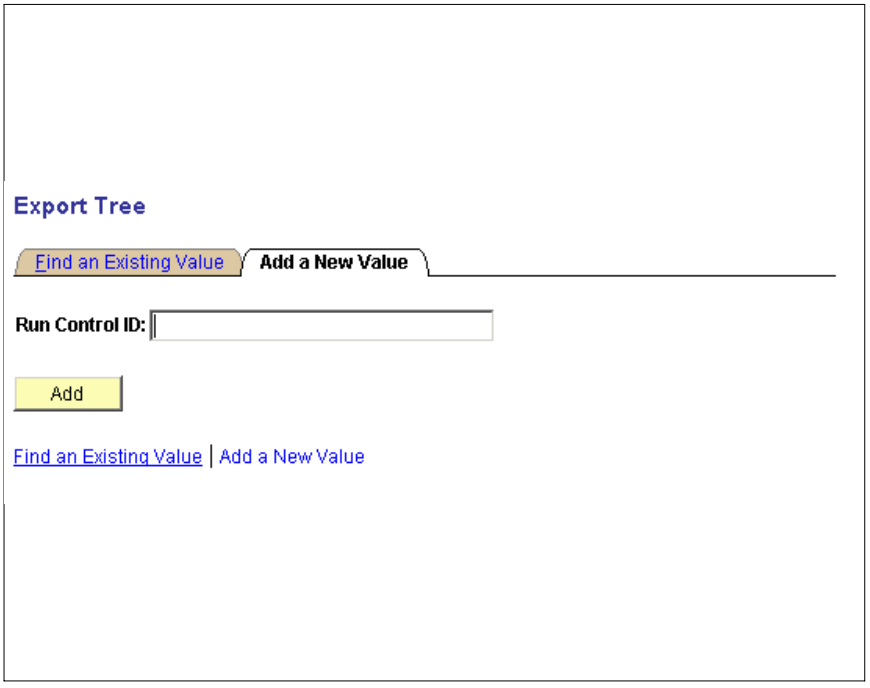


Figure 136. Export Tree page (Add A New Value tab)

5. Complete the fields as follows:

Run Control ID

Enter the applicable information.

6. Click **Add**. The Tree Export page (**Figure 137**) is displayed.

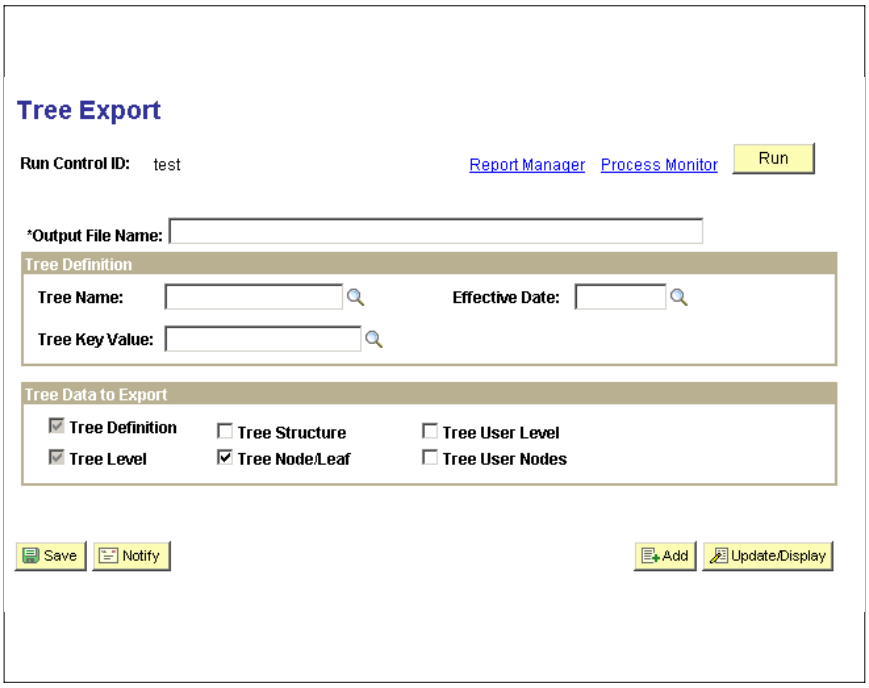


Figure 137. Tree Export page

7. On the Tree Export page (**Figure 137**), complete the fields as follows:

Run Control ID

This field is populated.

Output File Name

Enter the applicable information.

Tree Name

Enter the applicable information or click the search icon to search for the applicable information.

Tre Key Value

Enter the applicable information or click the search icon to search for the applicable information.

Effective Date

Enter the applicable information or click the search icon to search for the applicable information.

Tree Definition

This field is populated.

Tree Structure

Click this field to select a tree structure.

Tree User Level

Click this field to select a tree user level.

Tree Level

This field is populated.

Tree Node/Leaf

Click this field to select a tree node/leaf.

Tree User Nodes

Click this field to select a tree user node.

8. Click **Save** to save the information.

   OR

   Click **Notify** to send an e-mail to another user.

   OR

   Click **Add** to return to the Add A New Value tab.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Import Tree

The ***Import Tree*** option is used to import a tree from a flat file. This field has 2 tabs. You can find an existing value or add a new value.

To find an existing value on the Import Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Import Tree***. The Import Tree page (Find An Existing Value tab) (**Figure 138**) is displayed.

Figure 138. Import Tree (Find An Existing Value tab)

4. On the Import Tree (Find An Existing Value tab) (**Figure 138**), complete the fields as follows:

Search By

This field is populated.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

5. Click **Search**.

To add a new value on the Import Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Import Tree***. The Import Tree page (Find An Existing Value tab) (**Figure 138**) is displayed.
4. Select the ***Add A New Value*** tab. The Import Tree page (Add A New Value tab) (**Figure 139**) is displayed.

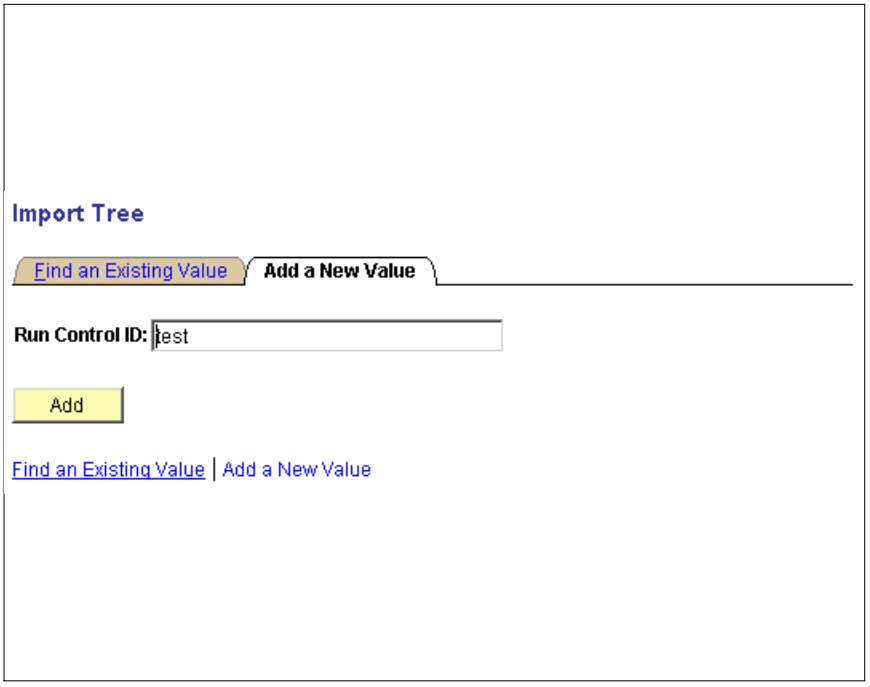


Figure 139. Import Tree page (Add A New Value tab)

5. On the Import Tree page (Add A New Value tab) (**Figure 139**), complete the fields as follows:

Run Control ID

Enter the applicable information.

6. Click **Add**. The Tree Import page (**Figure 140**) is displayed.

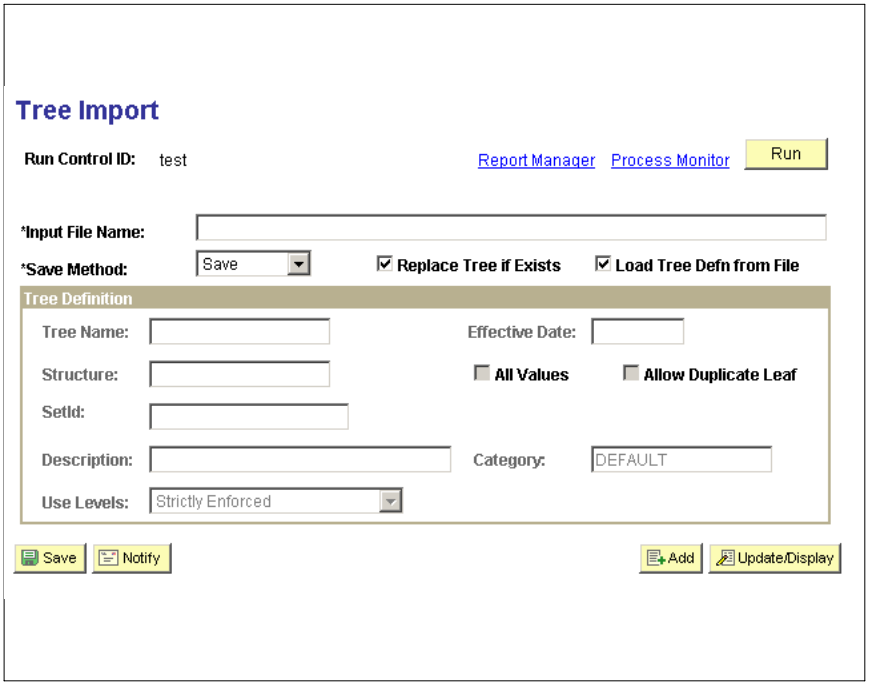


Figure 140. Tree Import page

7. On the Tree Import page (**Figure 140**), complete the fields as follows:

Run Control ID

This field is populated.

Input File Name

Enter the applicable information.

Save Method

Click the down arrow to select the applicable save method desired. Valid values are **`Save`** and **`Save Draft`**. This field defaults to **`Save`**.

Replace Tree If Exists

Click this field if you want an existing tree replaced. The default is this field checked.

Load Tree Defn From File

Click this field to load the tree definition from a file. The default is this field checked.

Tree Name

This field is populated. You cannot enter in this field.

Effective Date

This field is populated. You cannot enter in this field.

Structure

This field is populated. You cannot enter in this field.

All Values

This field is populated. You cannot enter in this field.

Allow Duplicate Leaf

This field is populated. You cannot enter in this field.

Set ID

This field is populated. You cannot enter in this field.

Description

This field is populated. You cannot enter in this field.

Category

This field is populated. You cannot enter in this field.

Use Levels

This field is populated. You cannot enter in this field.

8. Click **Save** to save the information.

   OR

   Click **Notify** to send an e-mail to another user.

   OR

   Click **Add** to return to the Add A New Value tab.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Repair Tree

The ***Repair Tree*** option is used to audit and repair tree utilities. This option has 2 tabs. You can find an existing value or add a new value.

To find an existing value on the Repair Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.

3. On the Tree Utilities menu (**Figure NO TAG**), select ***Repair Tree***. The Repair Trees page (Find An Existing Value tab) (**Figure 141**) is displayed.

Figure 141. Repair Trees page (Find An Existing Value tab)

4. Complete the fields as follows:

Search By

This field is populated. This field defaults to **`Run Control ID`**.

Begins With

Enter the applicable information.

Case Sensitive

Click this box if the Role Name is case sensitive.

5. Click **Search**.

To add a new value on the Repair Tree page:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.

2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.

3. On the Tree Utilities menu (**Figure NO TAG**), select ***Repair Tree***. The Repair Trees page (Find An Existing Value tab) (**Figure 141**) is displayed.

4. Select the ***Add A New Value*** tab. The Repair Trees page (Add A New Value tab) (**Figure 142**) is displayed.

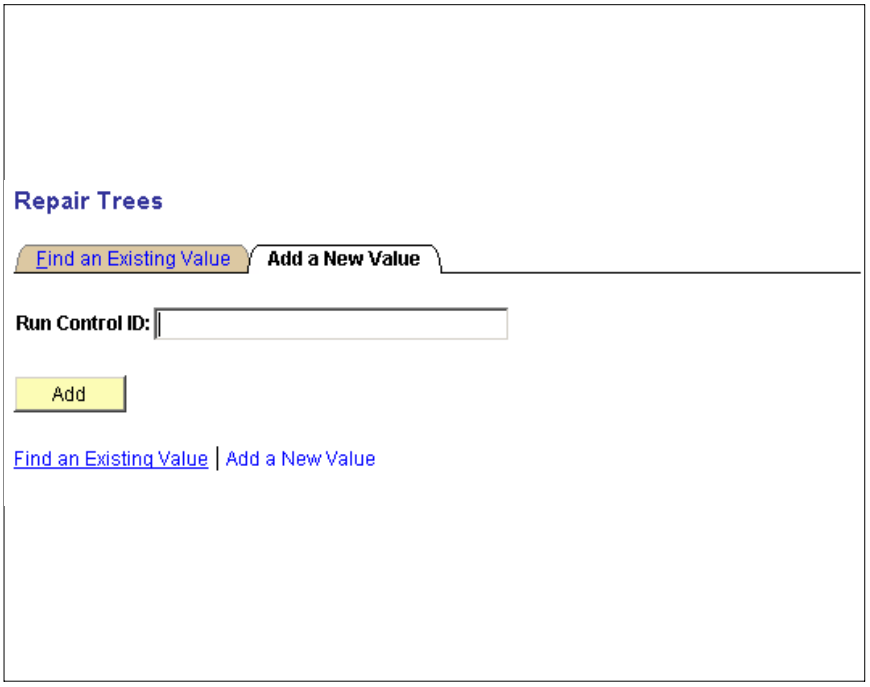


Figure 142. Repair Trees page (Add A New Value tab)

5. Complete the Run Control ID field as follows:

Run Control ID

Enter the applicable information.

6. Click **Add**. The Repair Tree page (**Figure 143**) is displayed.

Figure 143. Repair Tree page

7. Complete the fields on the Repair Tree page (**Figure 143**) as follows:

Run Control ID

This field is populated.

Tree Utility

Click the down arrow to select the applicable tree utility. Valid values are **`Correct Level Numbers`**, **`Correct Parent Node Numbers`**, **`Delete Orphan Tree Objects`**, **`Remove Tree Branches`**, **`Remove Tree Reservations`**, **`Reset Tree Node Gaps`**, **`Tree Audits`**, and **`Update Tree Table Statistics`**. This field defaults to **`Tree Audits`**.

Single Tree

Select this field if the audit is pertaining to a single tree.

Multiple Trees

Select this field if the audit is pertaining to multiple trees.

Tree Name

Enter the applicable tree name or click the icon to search for a tree name.

Set ID

Enter the applicable set ID or click the icon to search for the set ID.

_____

Effective Date Of Tree

Click this field to enter an effective date. If you click this field a search icon is displayed. The default is this field blank with a populated date.

As Of Current Date

Click this field to select the current date.

As Of Specific Date

Click this field to enter a specific date. If you click this field a search icon is displayed. The default is this field blank with the current date displayed.

All Trees

Click this field to select all trees.

8. Click **Save** to save the information.

   OR

   Click **Notify** to send an e-mail to another user.

   OR

   Click **Add** to return to the Add A New Value tab.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Repair Tree Reports

The ***Repair Tree Reports*** option is used to review results from the ***Repair Tree*** option. This option has 1 tab. You can find an existing value.

To create repair tree reports:

1. On the main menu, select ***Tree Manager***. The Manage Tree menu (**Figure NO TAG**) is displayed.
2. On the Manage Tree menu (**Figure NO TAG**), select ***Tree Utilities***. The Tree Utilities menu (**Figure NO TAG**) is displayed.
3. On the Tree Utilities menu (**Figure NO TAG**), select ***Repair Tree Reports***. The Repair Tree Reports page (Find An Existing Value tab) (**Figure 144**) is displayed.

Figure 144. Repair Tree Reports page (Find An Existing Value tab)

4. On the Repair Tree Reports (Find An Existing Value tab) (**Figure 144**), complete the fields as follows:

Search By

Click the down arrow and make the applicable selection. This field defaults to **`Run Control ID`**. Valid values are **`Run Control ID`** and **`Process Instance`**.

Begins With

Enter the applicable information.

5. Click **Search**.

Distributed Security

Figure 145.

Part 3.

Tables

This part contains the following sections:

EmpowHR Setup Tables (HD)

EmpowHR Set Up Tables

EmpowHR is a relational database. A relational database is a series of tables linked by key fields. The advantage of a relational database is that data is entered into a table once and it will automatically populate related fields. This saves time and decreased potential data entry errors.

Tables are the foundation of the database. Each table is composed of columns and rows like a spreadsheet. The columns in each table are the records and contain the entries that you make in each field.

Column (Field)

EmplID	Name	Street	City	State
100	Mouse, Anna	897 Calvary	Arlington	VT
101	Chevy, Car	325 Car Dr.	Rockville	MC

Each table has a unique name and is linked by key fields to create the relational database. Foundation tables are updated by the system administrator only. Whenever actions are processed, records are changed/created in the database.

This section contains the following tables:

Accounting Station Codes
Agency USF
Automatic Action Msgs
Award Actions
Bank Table
Bargaining Unit Table USF
Charities Table
City Table
County Table
Departments USF
Event Change Table
FEHB Plans
FEHB Vendors
Geographic Location
Legal Authority
Nature of Action Table
NOA/Legal Authority 1
NFC Master Field Table
Official Position Titles USF
Org Structure Level 2
Org Structure Level 3
Org Structure Level 4
Org Structure Level 5
Org Structure Level 6
Org Structure Level 7
Org Structure Level 8
Personnel Action Rqst Rmks
Personnel Office ID
Salary Grades USF
Salary Limits
Salary Plan
Sub-Agency
Tree Manager
Unions USF
Union Dues Table

Accounting Station Codes

To enter an Accounting Station Code:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Accounting Station Codes*** component. The ***Find An Existing Value*** tab - Award Accounting Station Codes page(**Figure 146**) is displayed.

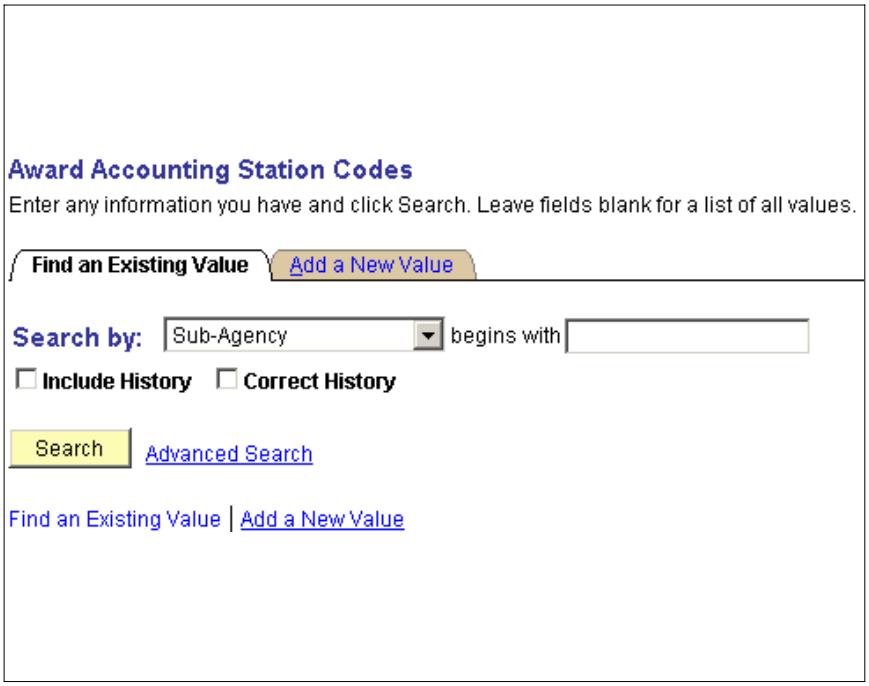


Figure 146. Find An Existing Value tab - Award Accounting Station Codes page

3. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **`Accounting Station Code`**, **`City`**, **`State`**, and **`Sub Agency`**.

Begins With

Enter the data that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Actng Stn Codes tab page(**Figure 148**) is displayed.

OR

Click the ***Add A New Value*** tab - Award Accounting Station Codes page. The Add A New Value tab - Award Accounting Station Codes page(**Figure 147**) is displayed.

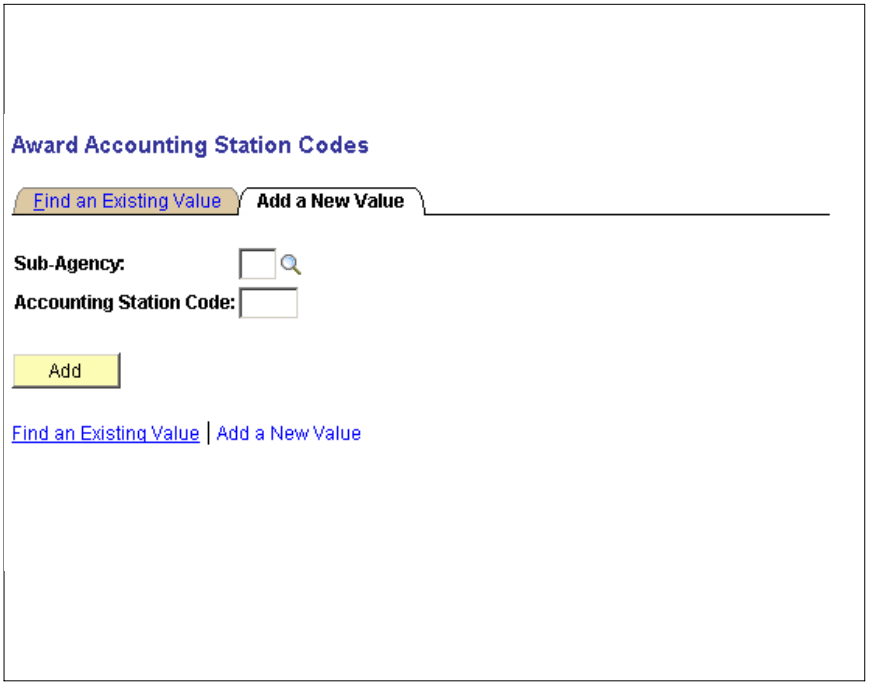


Figure 147. Add A New Value tab - Award Accounting Station Codes page

5. Complete the fields as follows:

Sub-Agency

Enter the sub-agency to be added (2 position agency) or select data by clicking the search icon.

Accounting Station Code

Enter the accounting station code for the sub-agency.

6. Click **Add**. The Actng Stn Codes tab page(**Figure 148**) is displayed

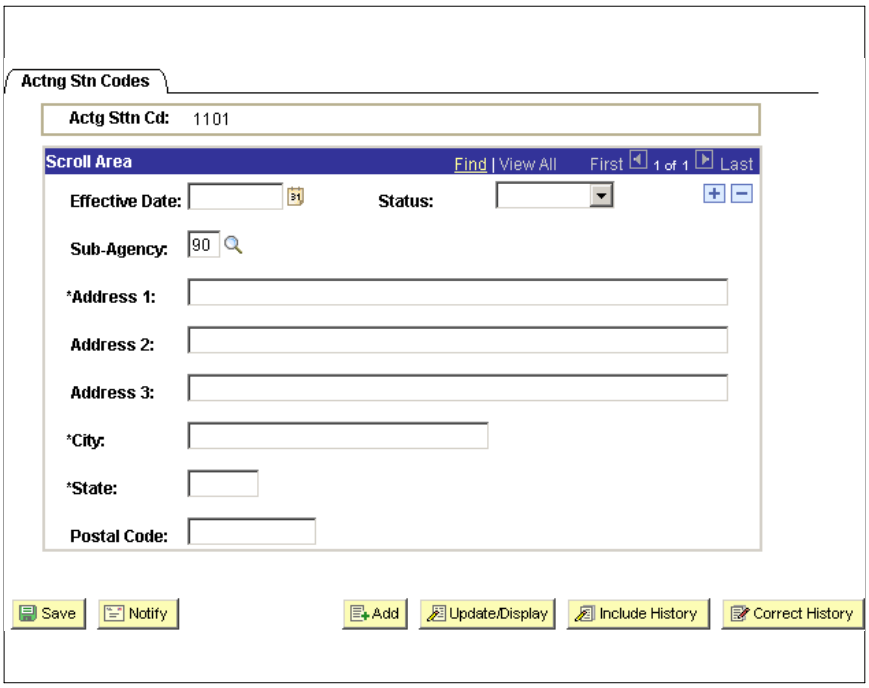


Figure 148. Actng Stn Codes tab page

7. Complete the fields as follows:

Actg Stn Cd

This field is populated from the search or add pages.

Effective Date

Enter the effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

Status

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Sub-Agency

Enter the applicable 2 position sub agency (agency code) or select data by clicking the search icon.

***Address 1**

Enter the first line of the accounting station address.

Address 2

Enter the second line of the accounting station address if applicable.

Address 3

Enter the third line of the accounting station address if applicable.

***City**

Enter the city of the accounting station

***State**

Enter the state of the accounting station.

Postal Code

Enter the zip code of the accounting station.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an accounting station code.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an accounting station code.

Agency USF

The Agency USF menu can also be found by selecting the ***Set Up HRMS*** menu group, ***Foundation Tables*** menu, ***Organization Agency USF*** component.

To enter an Agency USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Agency USF*** component. The ***Find An Existing Value*** tab - Agency USF page(**Figure 149**) is displayed.

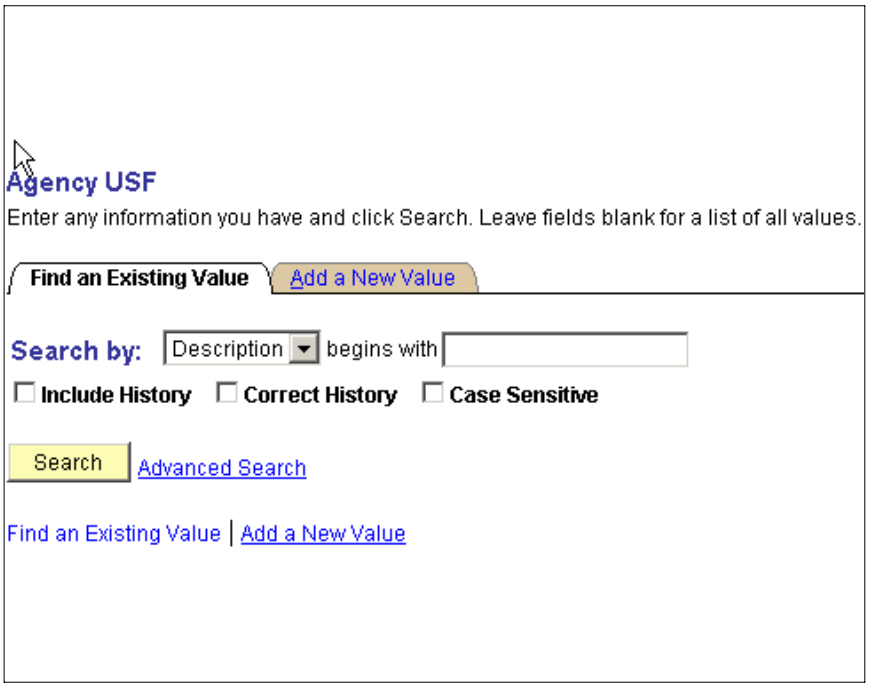


Figure 149. Find An Existing Value tab - Agency USF page

3. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **`Agency`** and **`Description`**.

Begins with

Enter the data that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

Case Sensitive

Click this field if the information is case sensitive.

4. Click **Search**. The Agency Location tab - Agency USF page(**Figure 151**) is displayed.

OR

Click the ***Add A New Value*** tab. The Agency USF Add A New Value tab (**Figure 150**) is displayed.

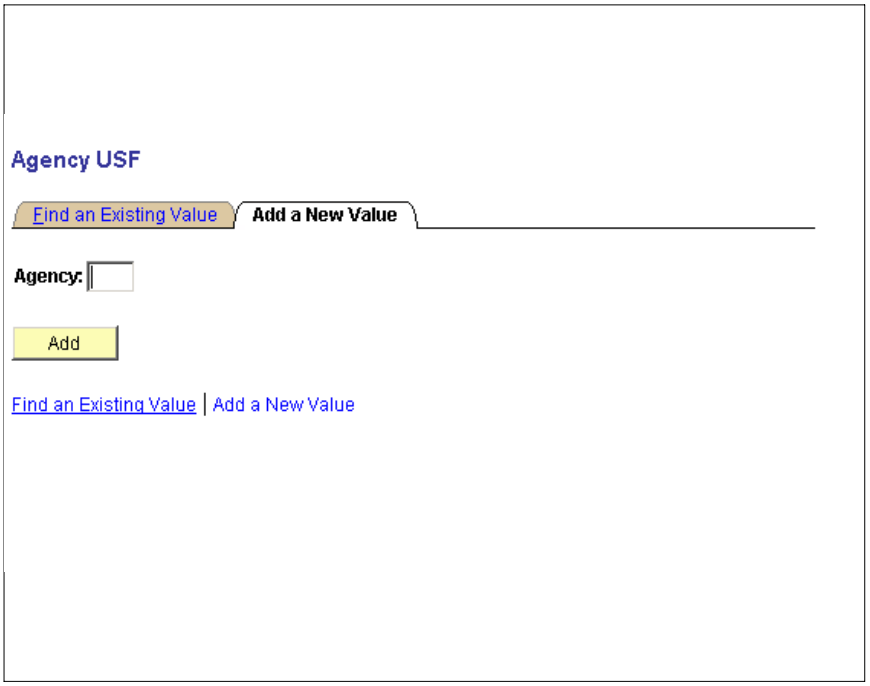


Figure 150. Agency USF Add A New Value tab

5. Complete the fields as follows:

Agency

Enter the agency to be added.

6. Click **Add**. The Agency Location tab - Agency USF page(**Figure 151**) is displayed.

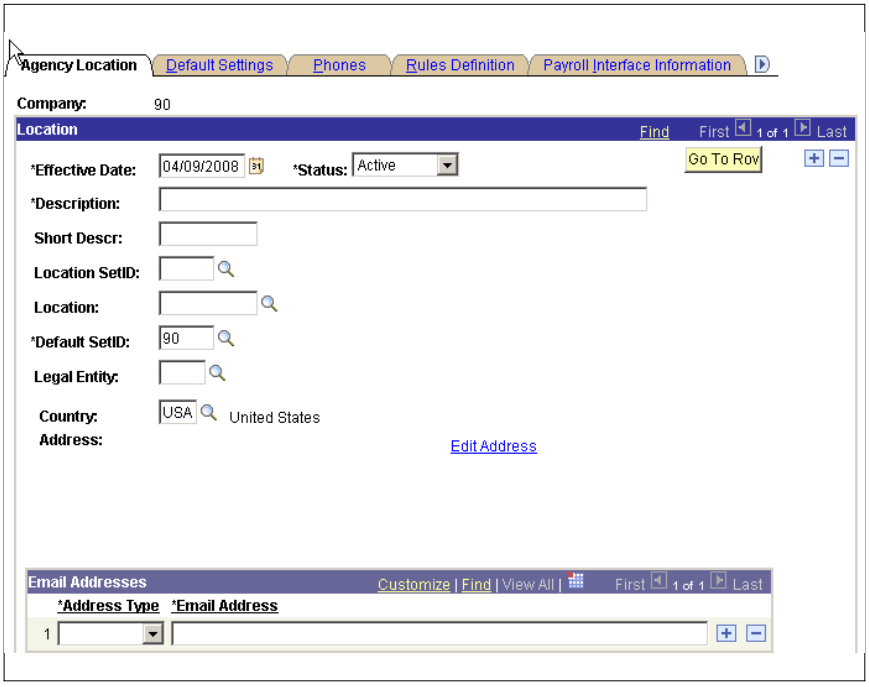


Figure 151. Agency Location tab - Agency USF page

7. Complete the fields as follows:

Company

This field is populated based on the agency selected in the search criteria.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

***Status**

This field is populated based on the status of the transaction. Valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Description**

Enter the description of the agency location.

Short Description

Enter the short description of the agency location.

Location SetID

Enter the agency location SetID or select data by clicking the search icon.

***Default SetID**

Enter the default 2 position SetID (agency code) or select data by clicking the search icon.

Location

Enter the agency location or select data by clicking the search icon.

Legal Entity

Enter the applicable information.

Country

This field defaults to **`USA`**. To change, select data by clicking the search icon.

***Address Type**

Enter the address type or select data from the drop-down list. The valid values are **`Admin`**, **`HR`**, **`Legal`**, and **`Main`**.

***Email Address**

Enter the email address for the agency location. Additional Address Types can be entered by clicking the **`+`**. To delete an address type click the **`–`**.

8. Click the ***Edit Address*** link. The Edit Address page(**Figure 152**) is displayed.

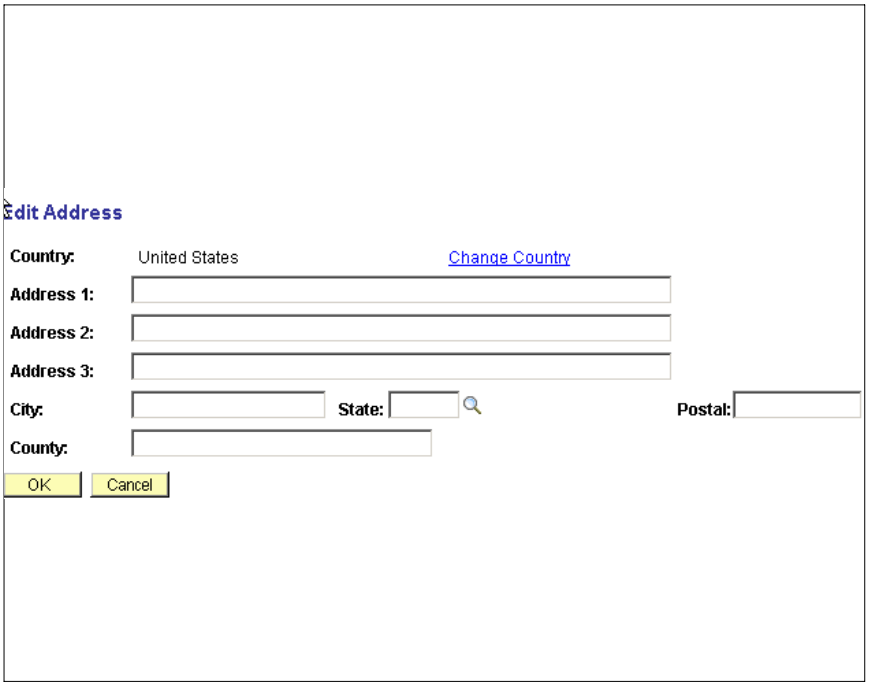


Figure 152. Edit Address page

9. Complete the fields as follows:

Country

This field is populated.

Address 1

Enter the first line of the address.

Address 2

Enter the second line of the address if applicable.

Address 3

Enter the third line of the address if applicable.

City

Enter the city.

State

Enter the state or select data by clicking the search icon.

Postal Code

Enter the zip code.

County

Enter the county.

10. Click **OK**. The information edited is saved. The Agency Location tab - Agency USF page(**Figure 151**) is displayed.

OR

Click **Cancel**. The original information is shown. The Agency Location tab - Agency USF page(**Figure 151**) is displayed.

OR

Click the ***Change Country*** link. The Look Up Country page(**Figure 153**) is displayed.

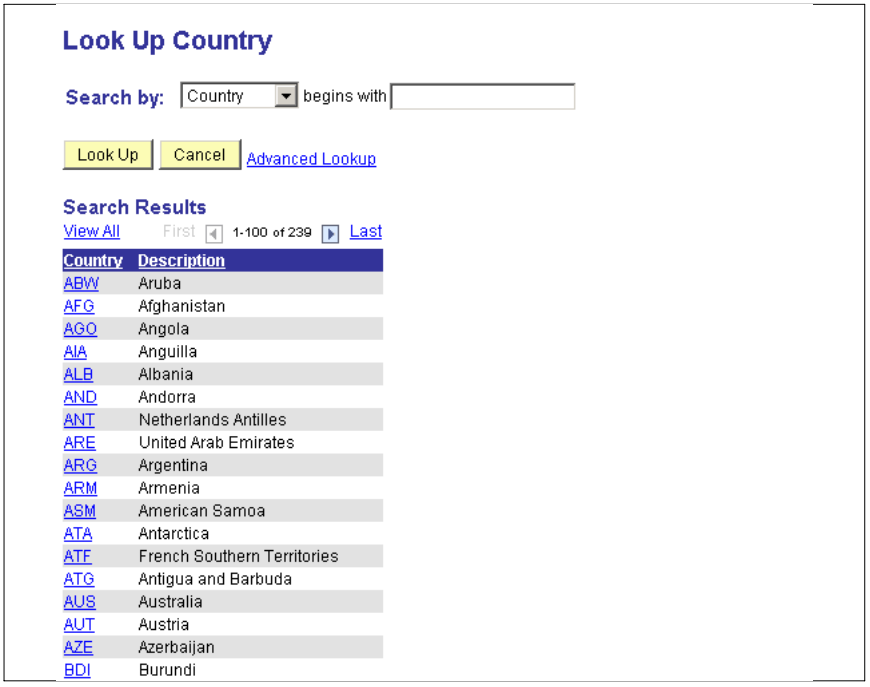


Figure 153. Look Up Country page

11. Complete the fields as follows:

Search By

Select data from the drop-down list. The valid values are **`Country`** and **`Description`**. This field defaults to **`Country`**.

Begins With

Enter the applicable data based the the selected search critera.

12. Click **Look Up**. The search results are displayed.

13. Select the applicable country. The Edit Address page(**Figure 152**) is displayed.

OR

Click **Cancel**. The original information is shown. The Edit Address page(**Figure 152**) is displayed.

14. Click **OK**. The Agency Location tab - Agency USF page(**Figure 151**) is displayed.

15. Click the ***Default Settings*** tab. The Default Settings tab - Agency USF page(**Figure 154**) is displayed.

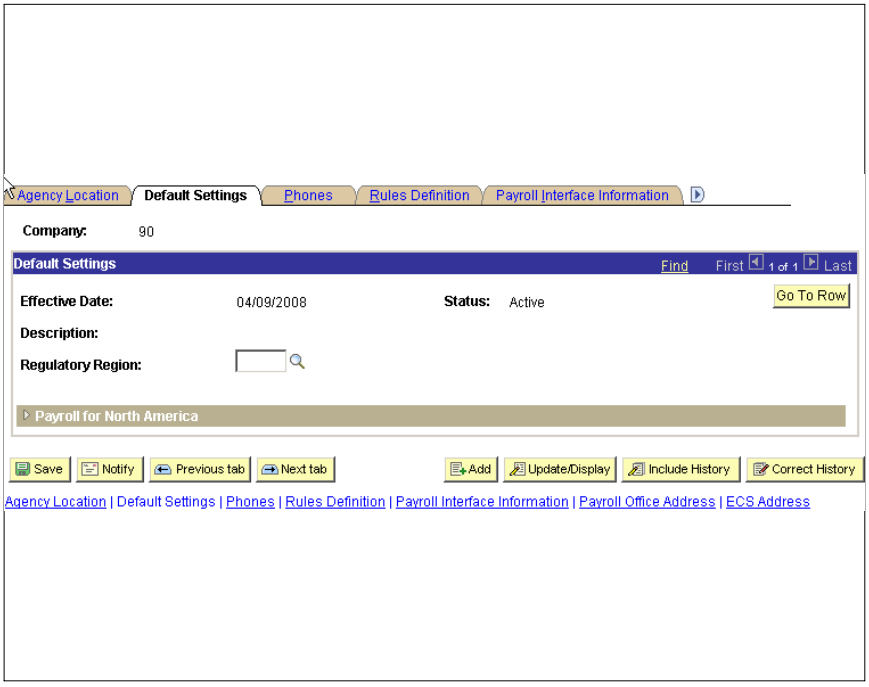


Figure 154. Defaults Setting tab - Agency USF page

16. Complete the field as follows:

Company

This field is populated based on the agency selected in the search criteria.

Effective Date

This field is populated based on the data entered on the Agency Location tab.

Status

This field is populated based on the data selected on the Agency Location tab.

Regulatory Region

Enter the applicable information or select data by clicking the search icon.

17. Click the **< Payroll For North America** arrow. The Expanded Default Settings page (**Figure 155**) is displayed.

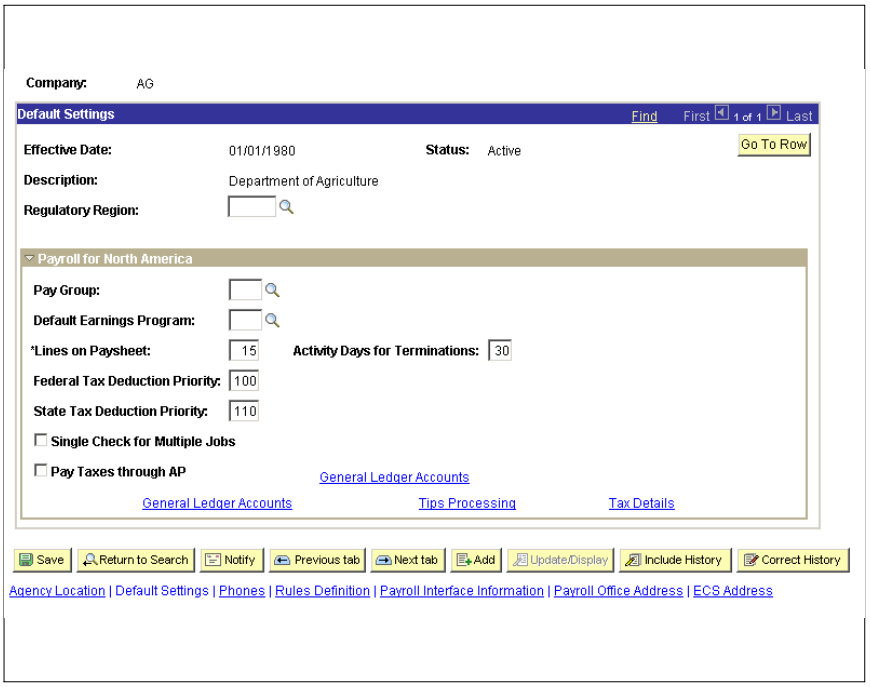


Figure 155. Expanded Default Settings page

18. Complete the fields as follows:

Pay Group

Enter the applicable information or select data by clicking the search icon.

Default Earnings Program

Enter the applicable information or select data by clicking the search icon.

***Lines on Paysheet**

Enter the 3 position number of lines on a paysheet.

Activity Days For Termination

Enter the number of days.

Federal Tax Deduction Priority

Enter the 3 position federal tax deduction.

State Tax Deduction Priority

Enter the 3 position state tax deduction.

Single Check For Muliple Jobs

Check this box if applicable.

Pay Taxes Through AP

Check this box if applicable.

19. Click the ***General Ledger Accounts*** link. The General Ledger Liability Accts page(**Figure 156**) is displayed.

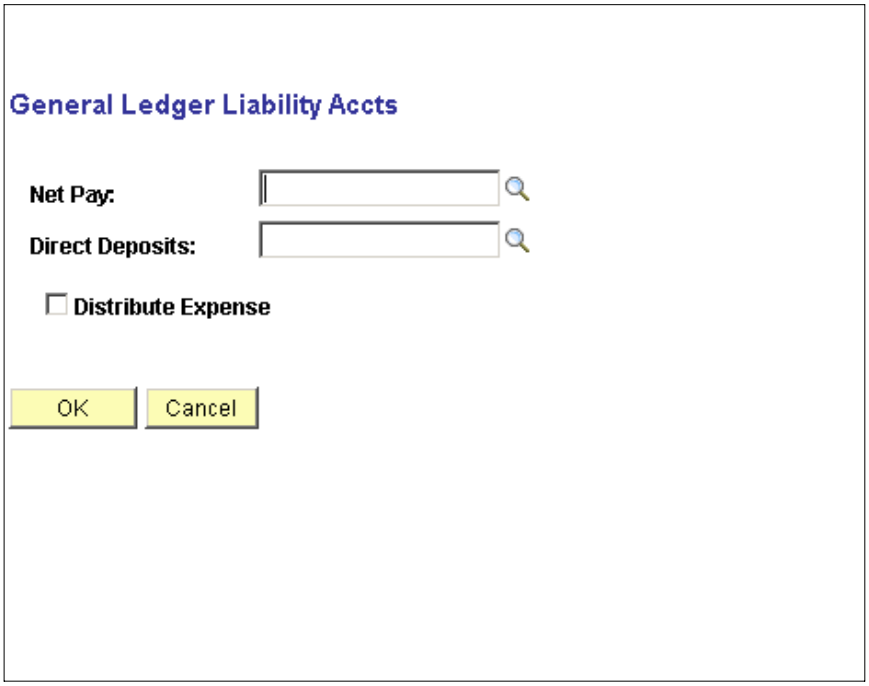


Figure 156. General Ledger Liability Accts page

20. Complete the fields as follows:

Net Pay

Enter the net pay or select data by clicking the search icon.

Direct Deposits

Enter the direct deposits or select data by clicking the search icon

Distribute Expenses

Check this box if applicable.

21. Click **OK**. The information edited is saved. The Expanded Default Settings page (**Figure 155**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page (**Figure 155**) is displayed.

22. Click the ***General Ledger Accounts*** link. The General Ledger Liability Accts page (**Figure 157**) is displayed.

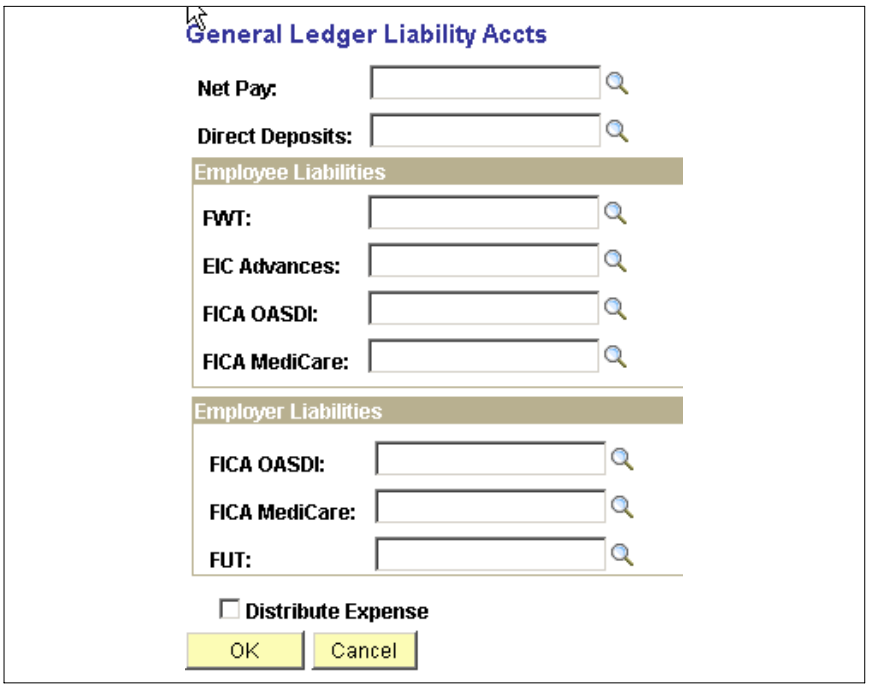


Figure 157. General Ledger Liability Accts page

23. Complete the fields as follows:

Net Pay

Enter the net pay or select data by clicking the search icon.

Direct Deposits

Enter the direct deposits or select data by clicking the search icon.

Employee Liabilities/FWT

Enter the employee liabilities/FWT or select data by clicking the search icon.

Employee Liabilities/EIC Advances

Enter the employee liabilities/earned income credit advances or select data by clicking the search icon.

Employee Liabilities/FICA OASDI

Enter the employee liabilities/FICA OASDI tax or select data by clicking the search icon.

Employee Liabilities/FICA MediCare

Enter the employee liabilities/FICA Medicare or select data by clicking the search icon.

Employer Liabilities/FICA OASDI

Enter the employee liabilities/FICA OASDI tax or select data by clicking the search icon.

Employer Liabilities/FICA MediCare

Enter the employee liabilities/FICA Medicare or select data by clicking the search icon.

Employer Liabilities/FUT(Federal Unemployment Tax)

Enter the employee liabilities/FUT tax or select data by clicking the search icon.

Distribute Expense

Check this box if applicable.

24. Click **OK**. The information edited is saved. The Expanded Default Settings page (**Figure 155**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page (**Figure 155**) is displayed.

25. Click the ***Tips Processing*** link. The Tips Processing page(**Figure 158**) is displayed.

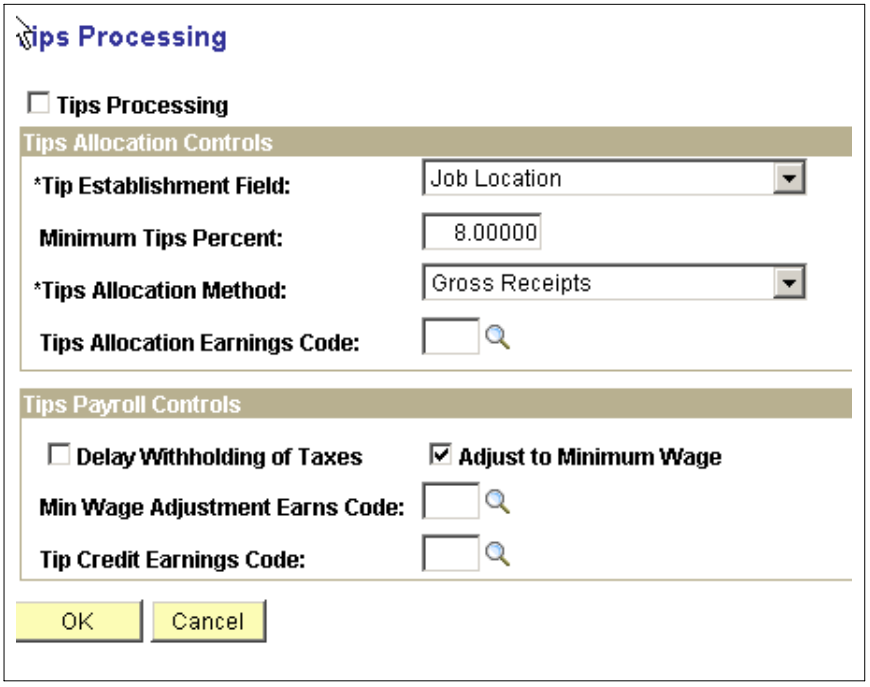


Figure 158. Tips Processing page

26. Complete the fields as follows:

Tips Processing

Check this box if applicable.

***Tip Establishment Field**

This field defaults to **`Job Location`**. To change the default, select data from the drop-down list. Valid values are as follows:

Tip Establishment Field Values
Job Business Unit
Job Company
Job Dept ID
Job Location
Pay Earnings Bus Unit
Pay Earnings Company
Pay Earnings Dept ID

Minimum Tips Percent

This field defaults to **`8.00000`**. Change the data if applicable.

***Tips Allocation Method**

This field defaults to **`Gross Receipts`**. To change the default, select data from the drop-down list. Valid values are **`Good Faith(Custom)`**, **`Hours Worked`**, and **`Gross Receipts`**.

Tips AllocationEarnings Code

Select data by clicking the search icon.

Delay Withholding Of Taxes

Check this box if applicable.

Adjust to Minimum Wage

This field is checked. Uncheck this box if applicable.

Min Wage Adjustment Earns Code

Enter the applicable information or select data be clicking the search icon.

Tip Credit Earnings Code

Select data by clicking the search icon.

27. Click **OK**. The information edited is saved. The Expanded Default Settings page (**Figure 155**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page (**Figure 155**) is displayed.

28. Click the ***Tax Details*** link. The Tax Details page(**Figure 159**) is displayed.

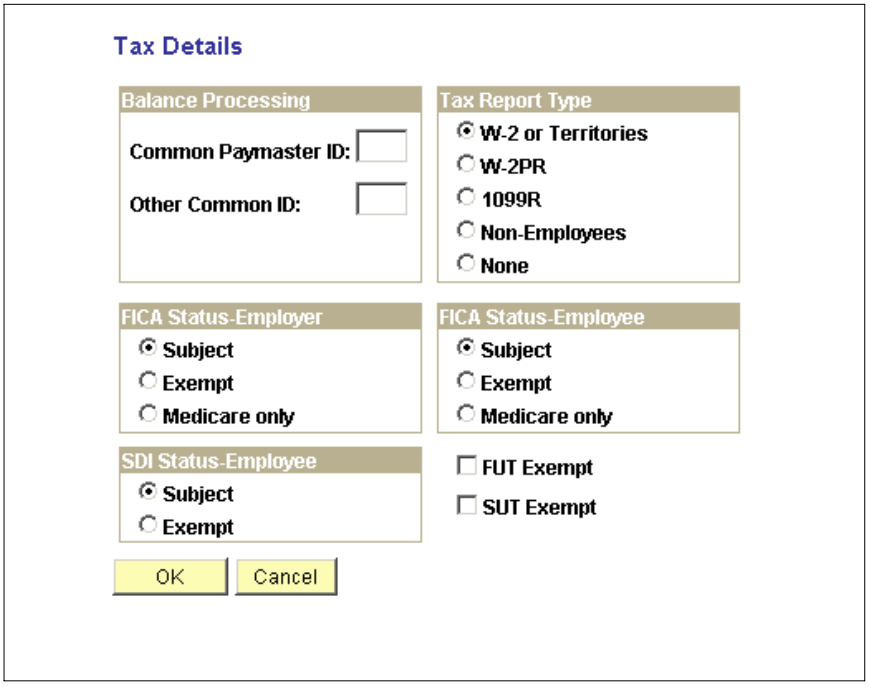


Figure 159. Tax Details page

29. Complete the fields as follows:

Common Paymaster ID

Enter the applicable information.

Other Common ID

Enter the applicable information.

FICA Status-Employer/Subject

This box is checked. Uncheck this box if applicable.

FICA Status-Employer/Exempt

Check this box if applicable.

FICA Status-Employer/ Medicare Only

Check this box if applicable.

SDI Status-Employee/ Subject

This box is checked. Uncheck this box if applicable.

SDI Status-Employee/ Exempt

Check this box if applicable.

Tax Report Type/W-2 or Territories

This box is checked. Uncheck this box if applicable.

Tax Report Type/W-2PR

Check this box if applicable.

Tax Report Type/1099R

Check this box if applicable.

Tax Report Type/Non-Employees

Check this box if applicable.

Tax Report Type/None

Check this box if applicable.

FICA Status-Employee/Subject

This box is checked. Uncheck this box if applicable.

FICA Status-Employee/ Exempt

Check this box if applicable.

FICA Status-Employee/ Medicare Only

Check this box if applicable.

FUT Exempt (Federal Unemployment Tax)

Check this box if applicable.

SUT Exempt (State Unemployment Tax)

Check this box if applicable.

30. Click **OK**. The information is saved.The Expanded Default Settings page (**Figure 155**) is displayed.

OR

Click **Cancel**. The original information is shown. The Expanded Default Settings page (**Figure 155**) is displayed.

31. Click the ***Phones*** tab. The Phones tab - Agency USF page(**Figure 160**) is displayed.

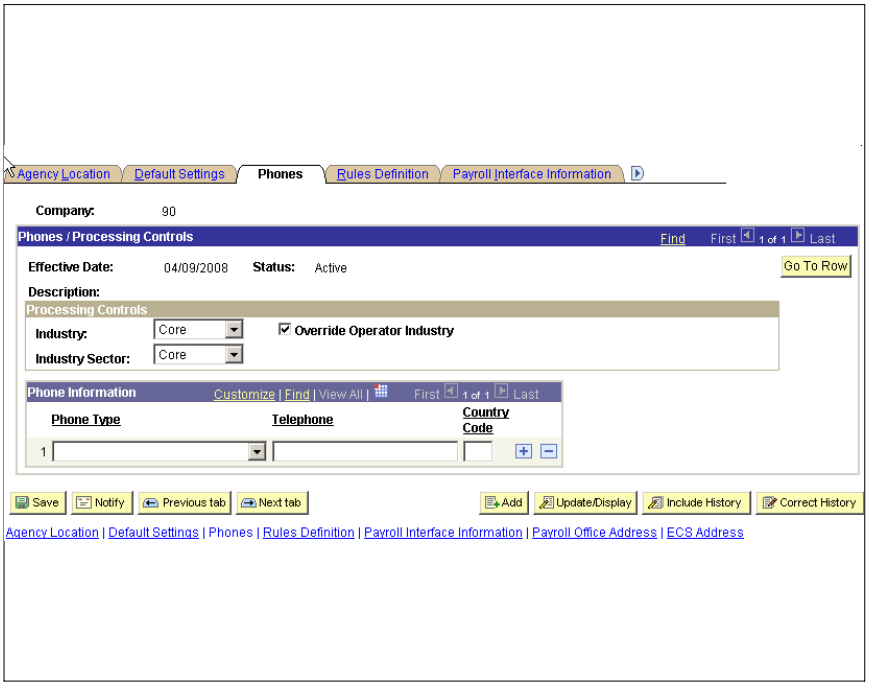


Figure 160. Phones tab - Agency USF page

32. Complete the fields as follows:

Industry

This field defaults to **`Core`**. To change, select data from the drop-down list. Valid values are listed below.

Industry Values
Core
Education
Fin Sus
Government
Health Cre
Retail
Transport
Utilities

Industry Sector

This field defaults to **`Core`**. To change, select data from the drop-down list. Valid values are listed below.

Industry Sector Values
Core Public Sct
Core
US Federal

Phone Type

Enter the applicable information or select data from the drop-down list. Valid values are listed below.

Phone Type Values
Business
Campus
Dormitory
Fax
Flexiplace Phone
Home
Mobile
Other
Pager 1
Pager 2
Telex

Telephone

Enter the applicable telephone number.

Country Code

Enter the applicable country code.

33. Click the ***Rules Definition*** tab. The Rules Definition tab - Agency USF page(**Figure 161**) is displayed.

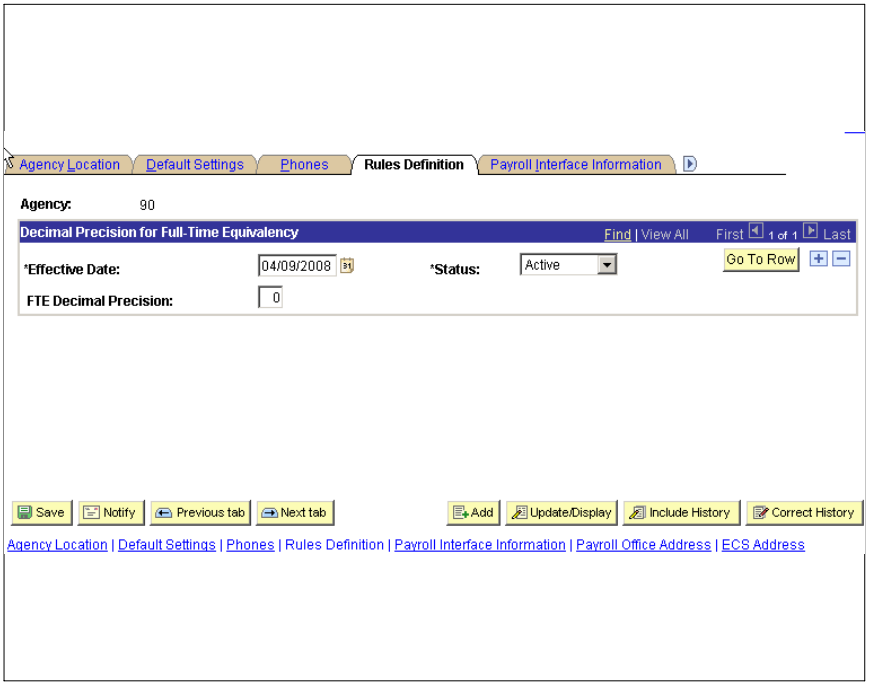


Figure 161. Rules Definition tab

34. Complete the fields as follows:

Agency

This field is populated.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** a nd **`Inactive`**.

FTE Decimal Precision

Enter the applicable information.

35. Click the ***Payroll Interface Information*** tab. The Payroll Interface Information tab - Agency USF page(**Figure 162**) is displayed.

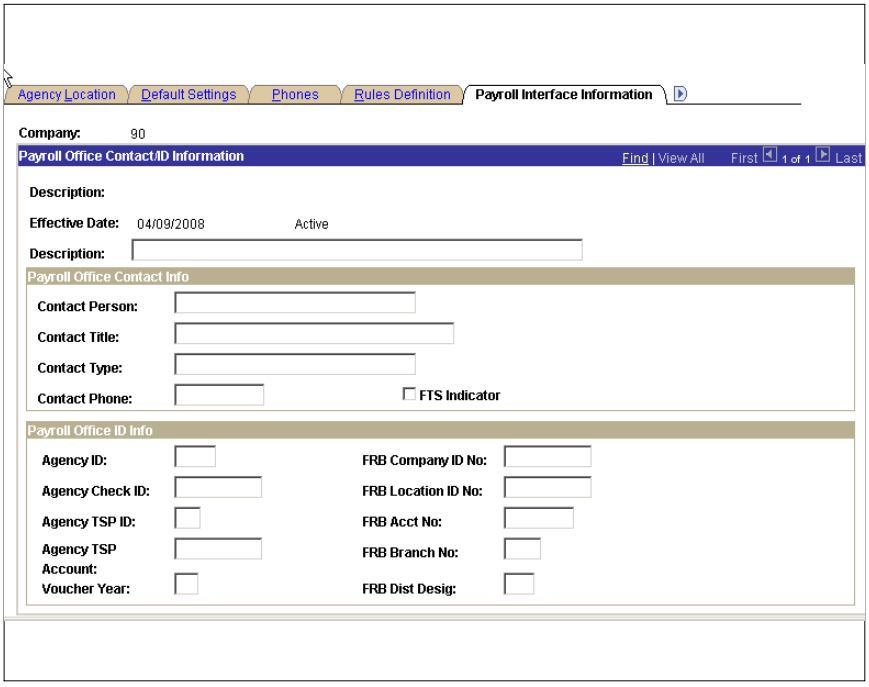


Figure 162. Payroll Interface tab - Agency USF

36. Complete the fields as follows:

Company

This field is populated based on the agency selected in the search criteria.

Effective Date

This field is populated.

Description

Enter the applicable information.

Contact Person

Enter the contact person for the payroll interface.

Contact Title

Enter the title of the contact person for the payroll interface.

Contact Type

Enter the type of contact for the payroll interface.

Contact Phone

Enter the contact's phone number.

FTS Indicator

Check this box if FTS is applicable.

Agency ID

Enter the Agency ID

FRB Company ID No

Enter the applicable information.

Agency Check ID

Enter the applicable information.

FRB Location ID No

Enter the applicable information.

Agency TSP ID

Enter the applicable information.

FRB Acct No

Enter the applicable information.

Agency TSP Account

Enter the applicable information.

FRB Branch No

Enter the applicable information.

Voucher Year

Enter the applicable information.

FRB Dist Desig

Enter the applicable information.

37. Click the ***Payroll Office Address*** tab. The Payroll Office Address tab - Agency USF page(**Figure 163**) is displayed.

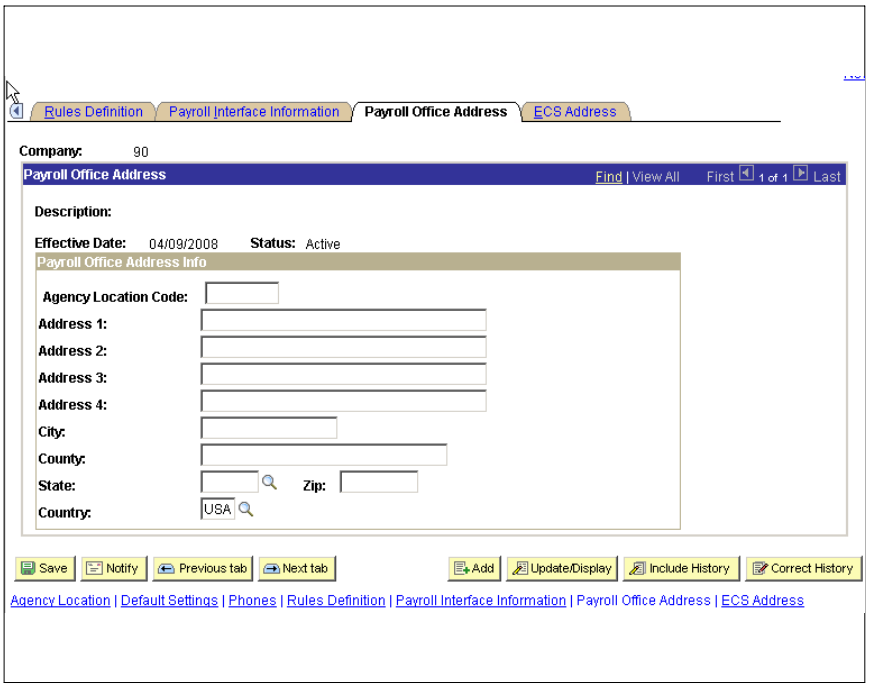


Figure 163. Payroll Office Address tab

38. Complete the fields as follows:

Company

This field is populated based on the agency selected in the search criteria.

Effective Date

This field is populated.

Status

This field is populated.

Agency Location Code

Enter the location of the payroll office.

***Address 1**

Enter the first line of the payroll office address.

Address 2

Enter the second line of the payroll office address if applicable.

Address 3

Enter the third line of the payroll office address if applicable.

Address 4

Enter the fourth line of the payroll office address if applicable.

City

Enter the city of the payroll office.

State

Enter the state of the payroll office or select data by clicking the search icon.

Zip

Enter the zip code of the payroll office.

Country

Enter the country or select data by clicking the search icon.

39. Click the ***ECS Address*** tab. The ECS Address tab - Agency USF page (**Figure 164**) is displayed.

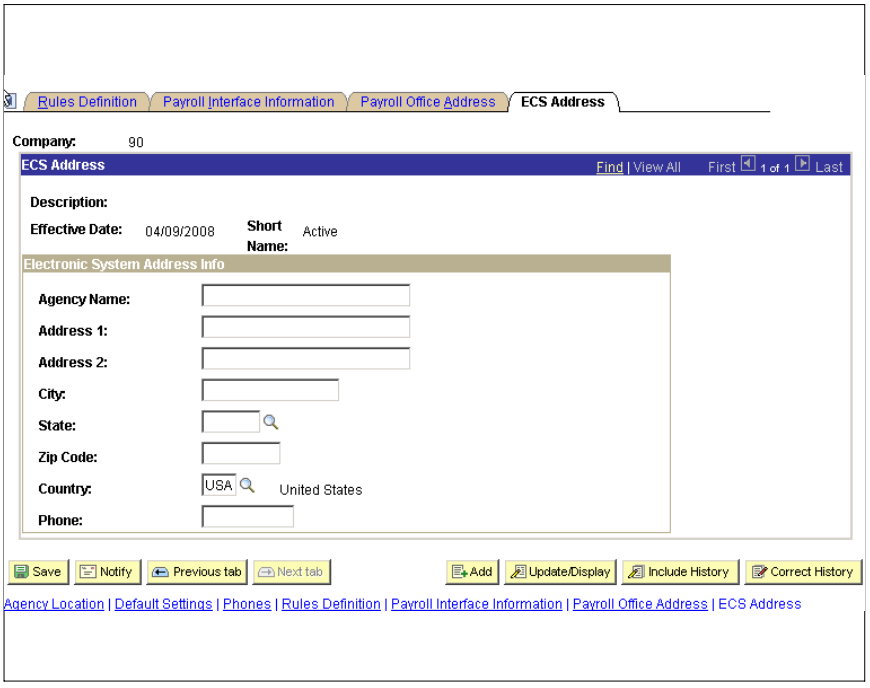


Figure 164. ECS Address tab - Agency USF page

40. Complete the fields as follows:

Company

This field is populated based on the agency selected in the search criteria.

Effective Date

This field is populated.

Status

This field is populated.

Agency Name

Enter the applicable information.

Address 1

Enter the first line of the address.

Address 2

Enter the second line of the address if applicable.

City

Enter the city.

State

Enter the state or select data by clicking the search icon.

Zip Code

Enter the zip code.

Country

This field defaults to **USA**. To change, select data by clicking the search icon.

Phone

Enter the phone number.

41. Click **Save**. This option will save the document.

OR

Click **Notify** to notify next individual in the workflow.

OR

Click **Previous Tab** to view the data on the previous tab.

OR

The **Next Tab** is only available when there is another tab to select.

OR

Click **Add** to add the data.

OR

Click **Update/Display** to update the data entered.

OR

Click **Include History** to include historical data.

OR

Click **Correct History** to correct history.

Automatic Action Msgs

To enter an Automatic Action Msgs:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Automatic Action Msgs*** component. The Automatic Action Messages Table tab page (**Figure 165**) is displayed.

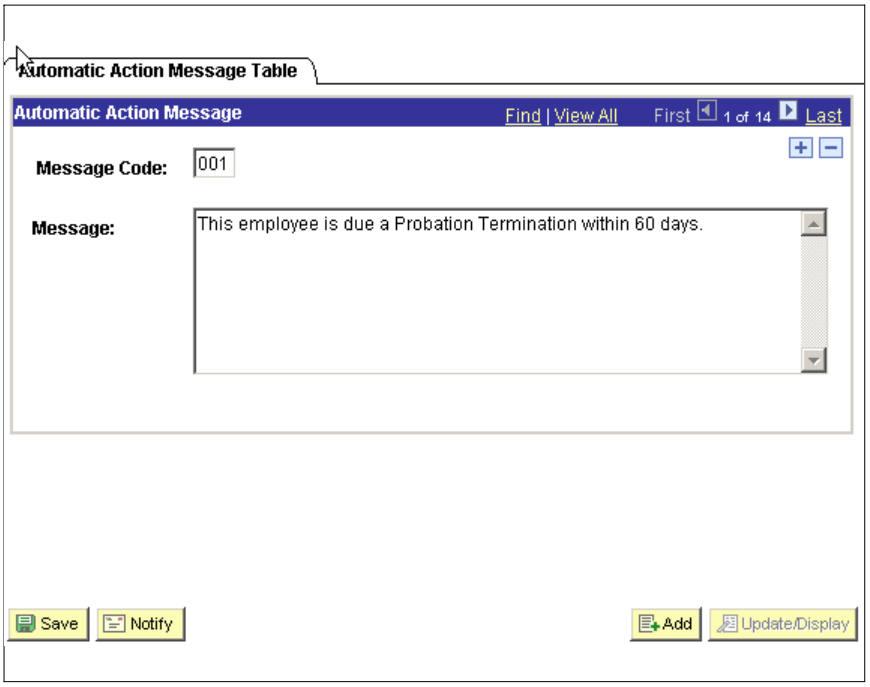


Figure 165. Automatic Action Message Table tab page

3. Complete the fields as follows:

Message Code

Enter the 3 position message code.

Message

Enter the descriptive message that corresponds to the message code.

4. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notifythe next individual in the workflow.

   OR

   Click **Add** to add an additional data.

   OR

   Click **Update/Display** to clear the display.

Award Actions

To enter an Award Action:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Award Actions*** component. The ***Find An Existing Value*** tab - Award Actions page (**Figure 166**) is displayed.

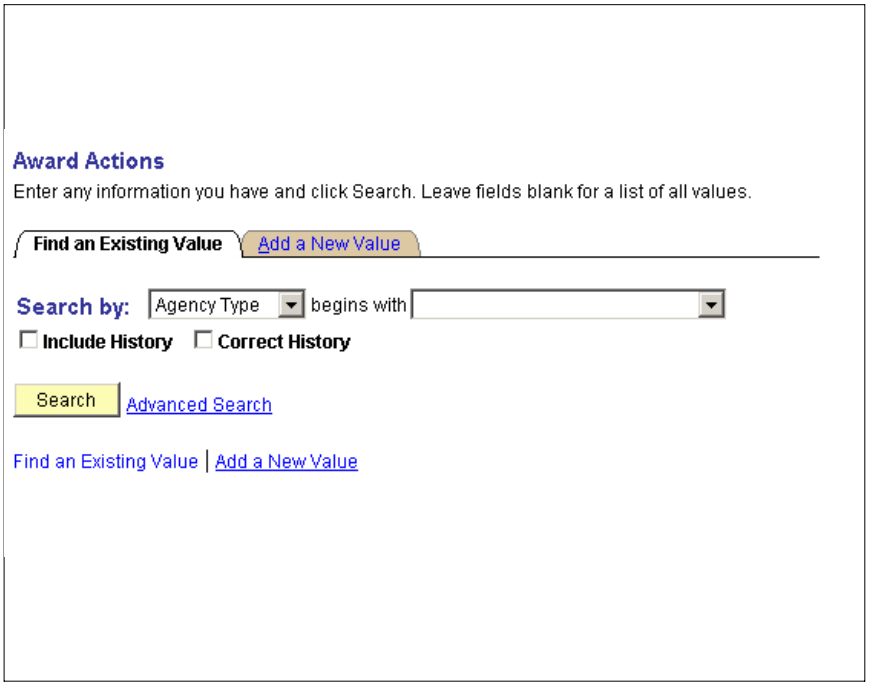


Figure 166. Award Actions Find An Existing Value tab

3. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **`Action`**, **`Agency Type`**, and **`Reason Code`**.

Begins With

Select data from the drop-down list. The valid values are **County**,**Federal**, **Gov Accountability Office**, and **LOC**.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Award Action Data tab page (**Figure 168**) is displayed.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Award Actions page (**Figure 166**) is displayed.

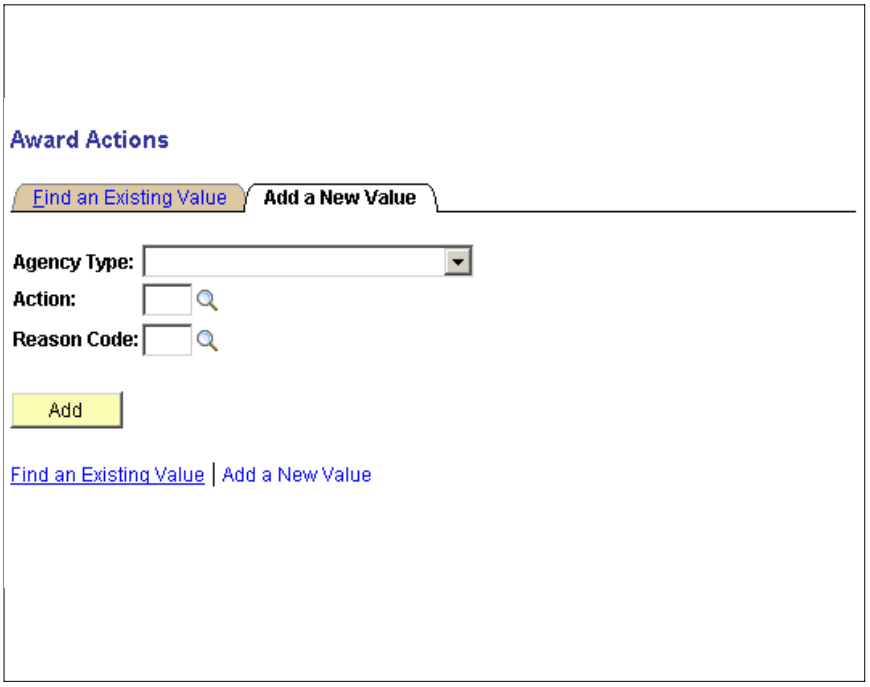


Figure 167. Add A New Value tab - Award Actions page

5. Complete the fields as follows:

Agency Type

Select data from the drop-down list. The valid values are **County**, **Federal**, **Gov Accountability Office**, and **LOC**.

Action

Enter the applicable date or search by clicking the search icon.

Reason Code

Enter the applicable date or search by clicking the search icon.

6. Click **Add**. The Award Action Data tab page (**Figure 168**) is displayed.

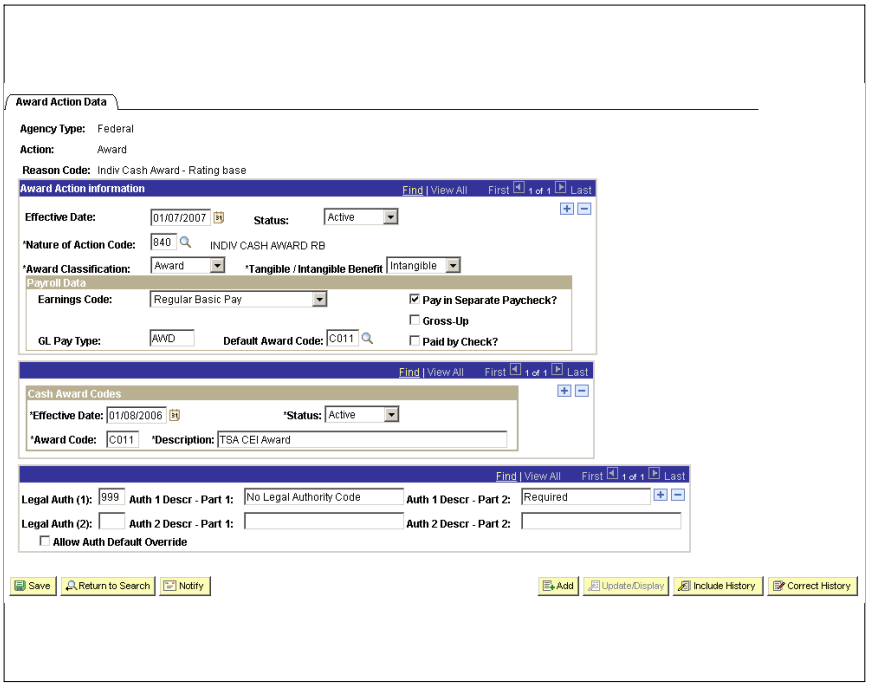


Figure 168. Award Action Data tab page

7. Complete the fields as follows:

Agency Type

This field is populated based on the search critera entered.

Action

This field is populated based on the search critera entered.

Reason Code

This field is populated based on the search critera entered.

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

Status

This field is populated based on the status of the transaction. Valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Nature of Action Code**

Enter the 3 position NOA code or select data by clicking the search icon.

***Award Classificiation**

Enter the award classification or select data from the drop-down list. The valid values are **Award** and **Bonus**.

***Tangible/Intangible Benefit**

Enter the applicable information or select data from the drop-down list. The valid values are **Tangible** and **Intangible**, and **N/A**.

Earnings Code

Enter the earnings code or select data from the drop-down list. The values of the drop-down list vary based on the search criteria entered on the Find and Existing Value or Add A New Value tab and the NOA selected.

Pay in Separate Paycheck?

Check this box if applicable.

Gross-Up

Check this box if applicable.

GL Pay Type

The pay type is populated.

Default Award Code

Enter the default award code or search data by clicking the search icon.

Pay by Check?

Check this box if applicable.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. Valid values are **Active**,**Freeze** and **Inactive**.

***Award Code**

Enter the applicable award code.

***Description**

Enter the narrative description of the award code.

Legal Auth (1)

Enter the 3 position legal authority for the NOA

Auth 1 Descr-Part 1

Enter the description for the legal authority 1.

Auth 1 Descr-Part 2

Enter the description for the legal authority 1 (ex: Required, Not Required).

Legal Auth (2)

Enter the legal authority for the NOA

Auth 2 Descr-Part 1

Enter the description for the legal authority 2.

Auth 2Descr-Part 2

Enter the description for the legal authority 2 (ex: Required, Not Required).

Allow Auth Default Override

Check this box if applicable.

8. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an award action code.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for an award action code.

Bank Table

To enter a Bank Table:

1. Select the ***EmpowHR Setup Tables (HD)*** on the menu.
2. Select the ***Bank Table*** component. The ***Find An Existing Value*** tab -Bank Table page (**Figure 169**) is displayed.

Figure 169. Find An Existing Value tab - Bank Table page

3. Complete the fields as follows:

Search By

Select data from the drop-down list. The valid values are **`Bank Name`** and **`Bank ID`**.

Begins with

Enter the data that corresponds with the Bank Name or Bank ID.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Bank Table page (**Figure 171**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Bank Table page (**Figure 170**) is displayed.

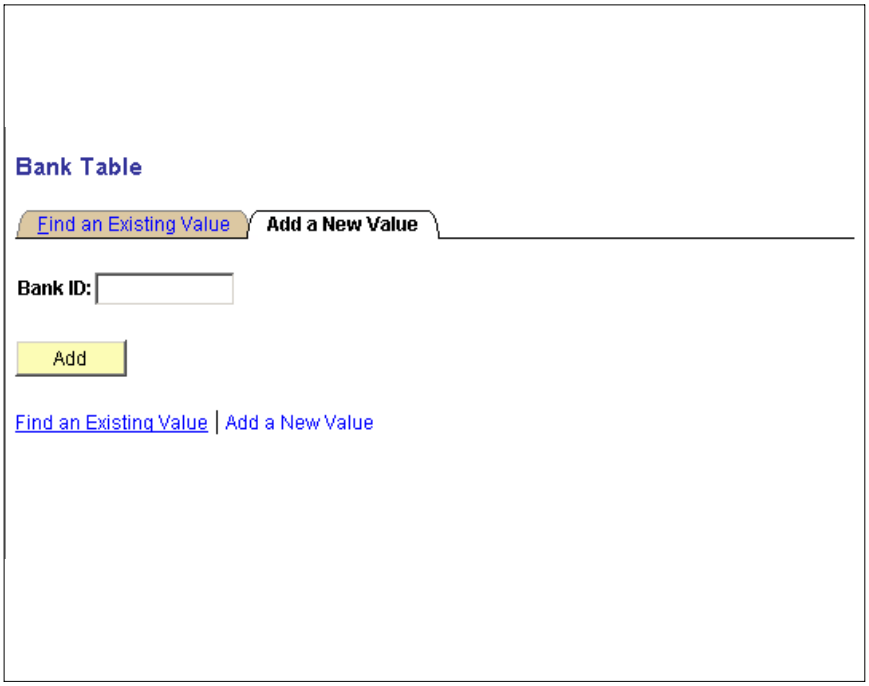


Figure 170. Add A New Value tab - Bank Table

5. Complete the fields as follows:

Bank ID

Enter the 9 position Bank ID number.

6. Click **Add**. The Bank Table page (**Figure 170**) is displayed. The data that is displayed on the page is based on the information entered on the Find An Existing Value and the Add A New Value tab.

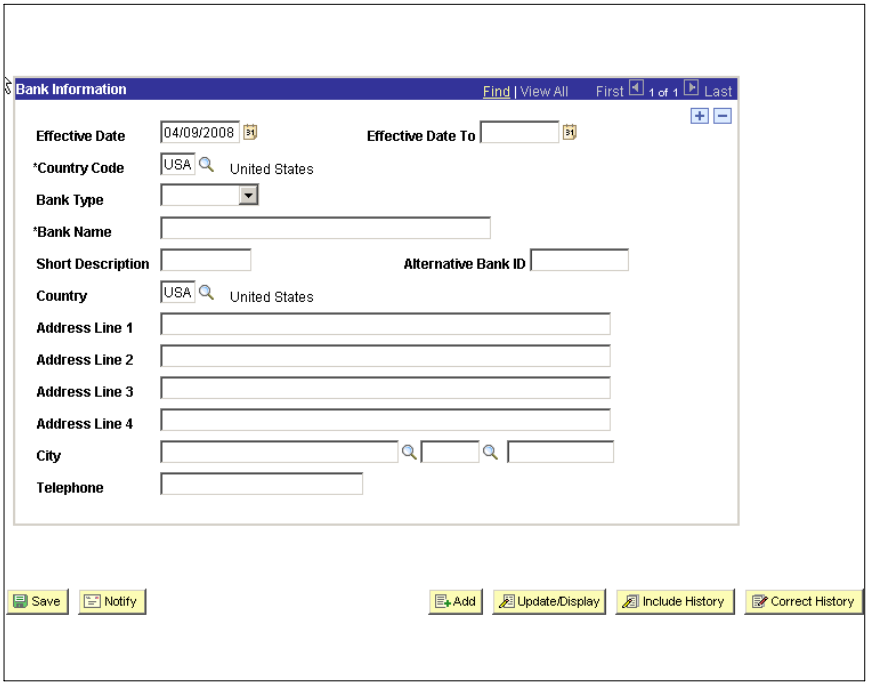


Figure 171. Bank Table page

7. Complete the fields as follows:

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

Effective Date To

Enter the applicable effective date of the entry or select a date from the calendar icon.

***Country Code**

This field defaults to **USA**. Change data by clicking the search icon.

***Bank Type**

Enter the applicable data or select data from the drop-down list. The valid values are listed below:

Bank Type Values
Commercial
Community
General

Bank Type Values
Post Bank
Savings

Bank Name

Enter the name of the bank.

Short Description

Enter the short name of the bank.

Country

This field defaults to **USA**. Change data by clicking the search icon.

Address Line 1

Enter the first line of the address.

Address Line 2

Enter the second line of the address if applicable.

Address Line 3

Enter the third line of the address if applicable.

Address Line 4

Enter the forth line of the address if applicable.

City

Enter the city or select data by clicking the search icon.

State

Enter the state or select data by clicking the search icon.

Postal code

Enter the zip code.

Telephone

Enter the telephone number of the bank.

8. Click **Save**. This option will save the document.

OR

Click **Notify** to send information to the next individual in the workflow.

OR

Click **Add** to add a bank code.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a bank code.

Bargaining Unit Table USF

To enter a Bargaining Unit:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Bargaining Unit Table USF*** component. The ***Find An Existing Value*** tab - Bargaining Unit Table page (**Figure 172**) is displayed.

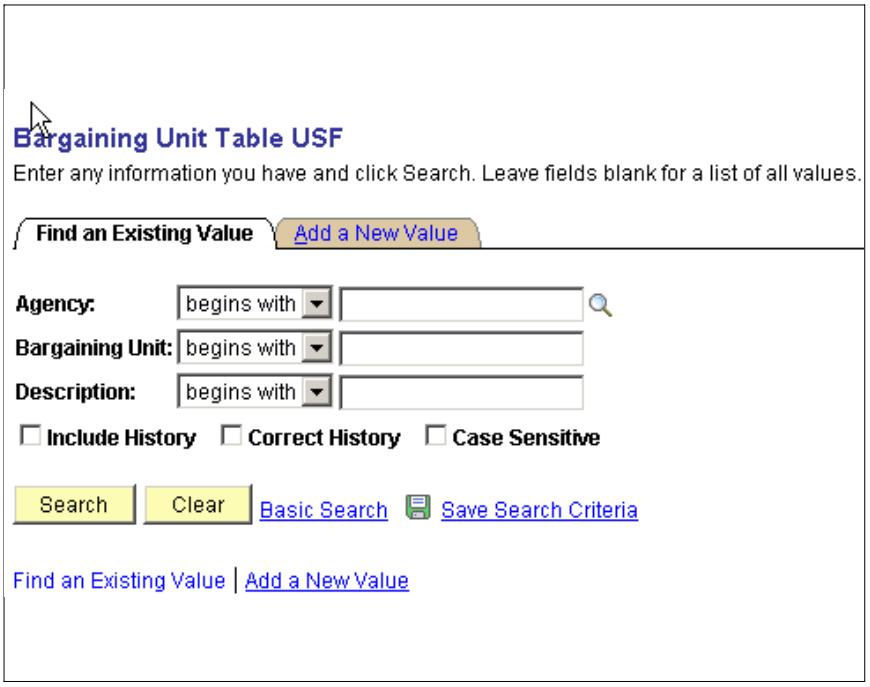


Figure 172. Find An Existing Value tab - Bargaining Unit Table USF

3. Complete the fields as follows:

Agency

Click the down arrow to choose a search criteria.

Bargaining Unit

Click the down arrow to choose a search criteria.

Description

Click the down arrow to choose a search criteria.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

Case Sensitive

Click this field if the information is case sensitive.

4. Click **Search**. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 174**) is displayed.

   OR

   Click **Clear** to clear the entry on the page. Another entry can be made at this time.

   OR

   Click the ***Add A New Value*** tab. The Add A New Value tab - Bargaining Unit Table USF page (**Figure 173**) is displayed.

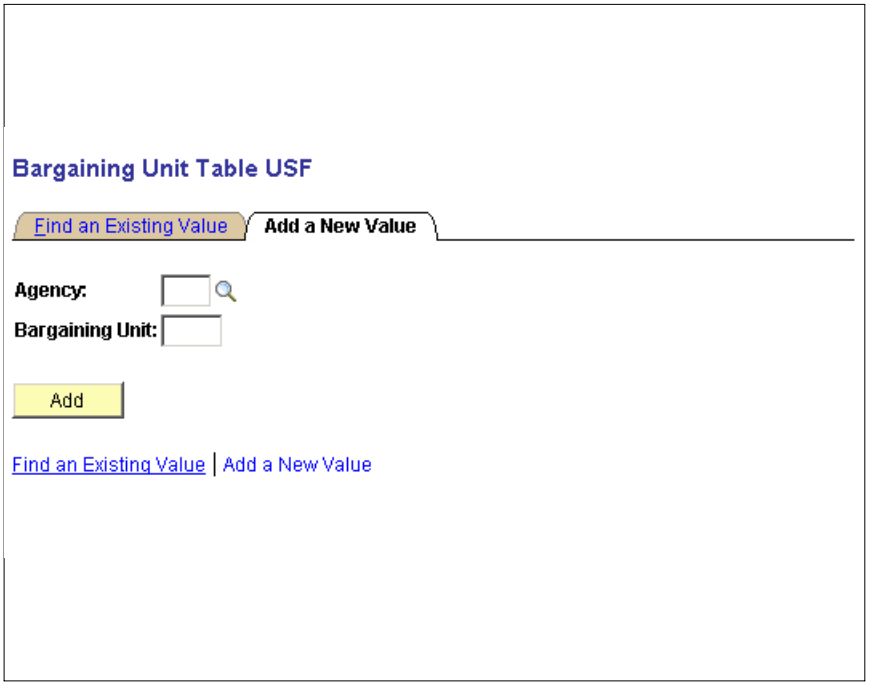


Figure 173. Bargaining Unit Table USF Add A New Value tab

5. Complete the fields as follows:

Agency

Enter the agency for the bargaining unit or select data by clicking the search icon.

Bargaining Unit

Enter the bargaining unit for the agency.

6. Click **Add**. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 174**) is displayed. The data that is displayed on the page is based on the information entered on the Find An Existing Value and the Add A New Value tab.

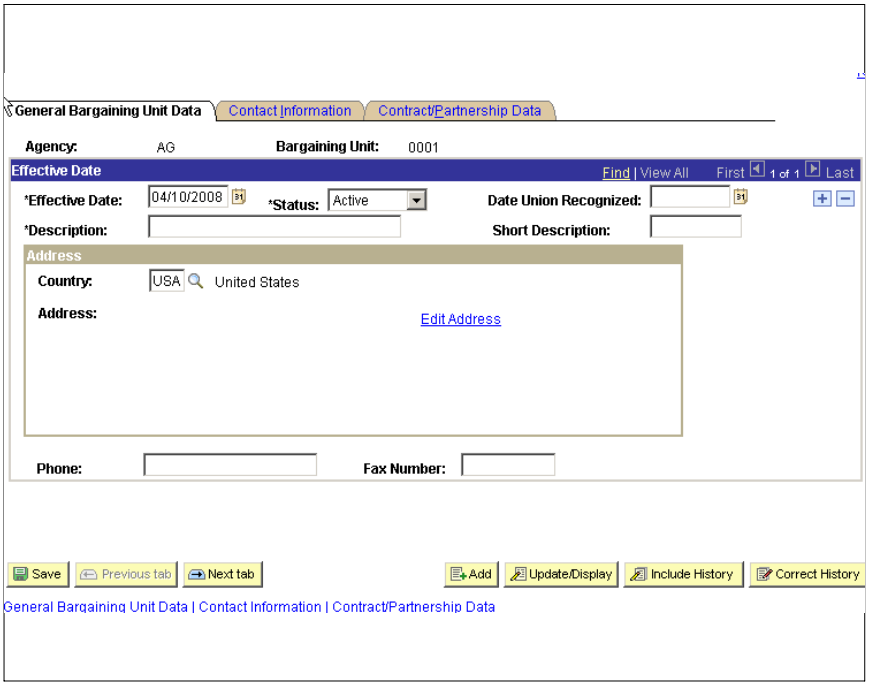


Figure 174. General Bargaining Unit Data tab - Bargaining Unit Table USF page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

***Status**

Enter the status or select data from the drop-down list. The valid values are **`Active`**, **`Inactive`**, and **`Freeze`**.

Date Union Recognized

Enter the applicable date or select a date from the calendar icon.

***Description**

Enter the description of the bargaining unit.

Short Description

Enter the short description of the bargaining unit.

Country

This field defaults to **USA**. Change data by clicking the search icon.

Phone

Enter the phone number of the bargaining unit.

Fax Number

Enter the fax number of the bargaining unit.

8. Click ***Edit Address*** link. The Edit Address page (**Figure 175**) is displayed.

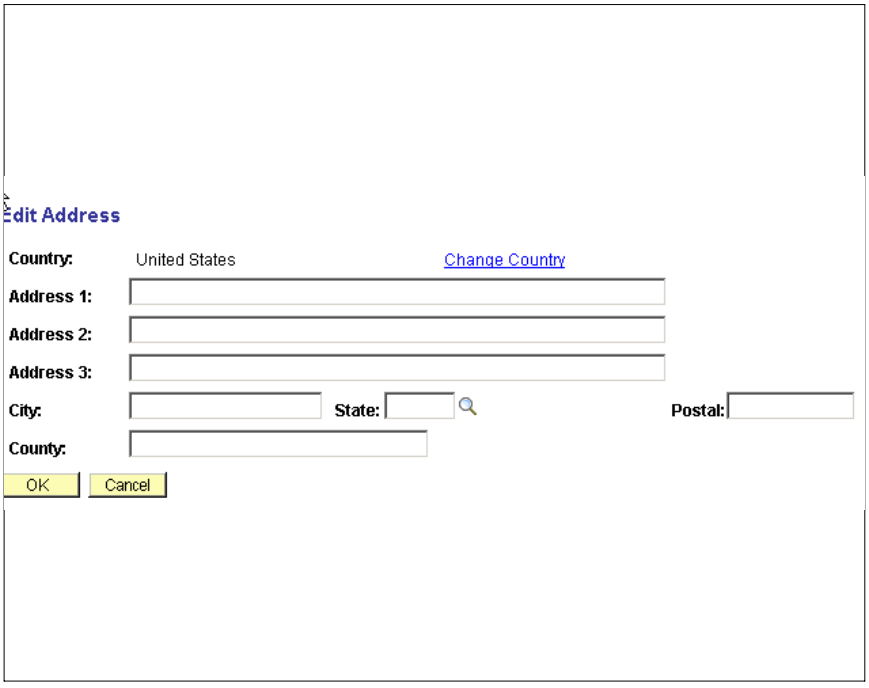


Figure 175. Edit Address page

Country

This field is populated with United States.

Address 1

Enter or edit the first line of the bargaining unit address

Address 2

Enter or edit the second line of the bargaining unit address if applicable.

Address 3

Enter or edit the third line of the bargaining unit address if applicable.

City

Enter the city.

State

Enter the state or select data by clicking the search icon.

Postal

Enter the zip code.

County

Enter the county.

9. Click **OK**. The information on the edit address page will be saved. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 174**) is displayed.

   OR

   Click **Cancel**. The General Bargaining Unit Data tab - Bargaining Unit Table USF page (**Figure 174**) is displayed.

10. Select the ***Contact Information*** tab. The Contact Information tab - Bargaining Unit Table USF page (**Figure 176**) is displayed.

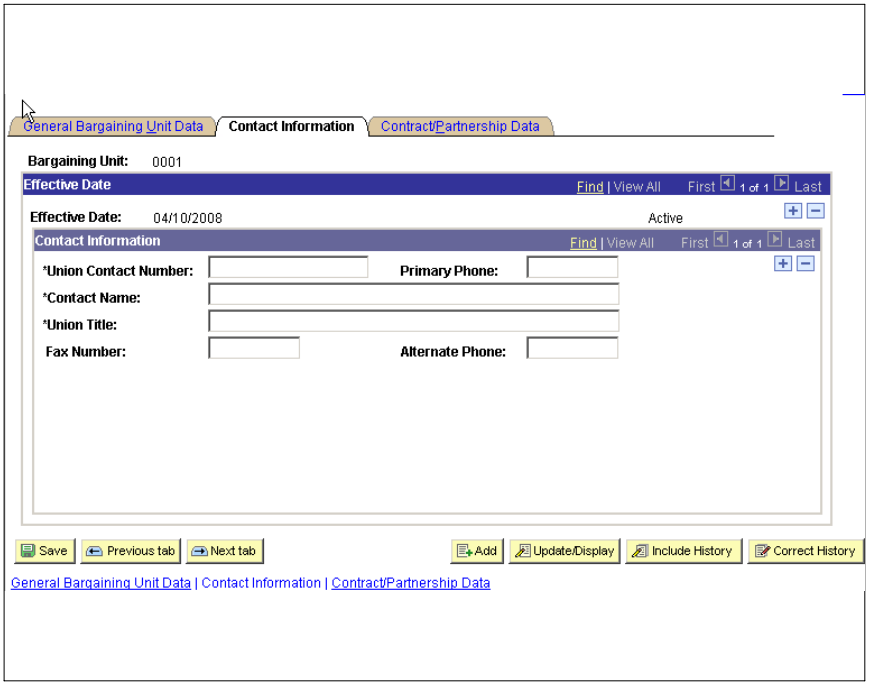


Figure 176. Contact Information tab - Bargaining Unit Table USF page

11. Complete the fields as follows:

Bargaining Unit

This field is populated based on the search criteria entered.

Effective Date

This field is populated based on the effective date entered on the General Bargaining Unit Data tab (**Figure 174**).

Status

This field is system-generated based on the status selected on the General Bargaining Unit Data tab (**Figure 174**).

***Union Contact Number**

Enter the union contact number.

Primary Phone

Enter the primary phone number of the bargaining unit.

***Contact Name**

Enter the contact name of the bargaining unit.

***Union Title**

Enter the title of the contact name.

Fax Number

Enter the fax number of the contact name.

Alternate Phone

Enter the alternate phone number of the contact name.

12. Click the ***Contract/Partnership Data*** tab. The Contract/Partnership Data tab - Bargaining Unit Table USF page (**Figure 177**) is displayed.

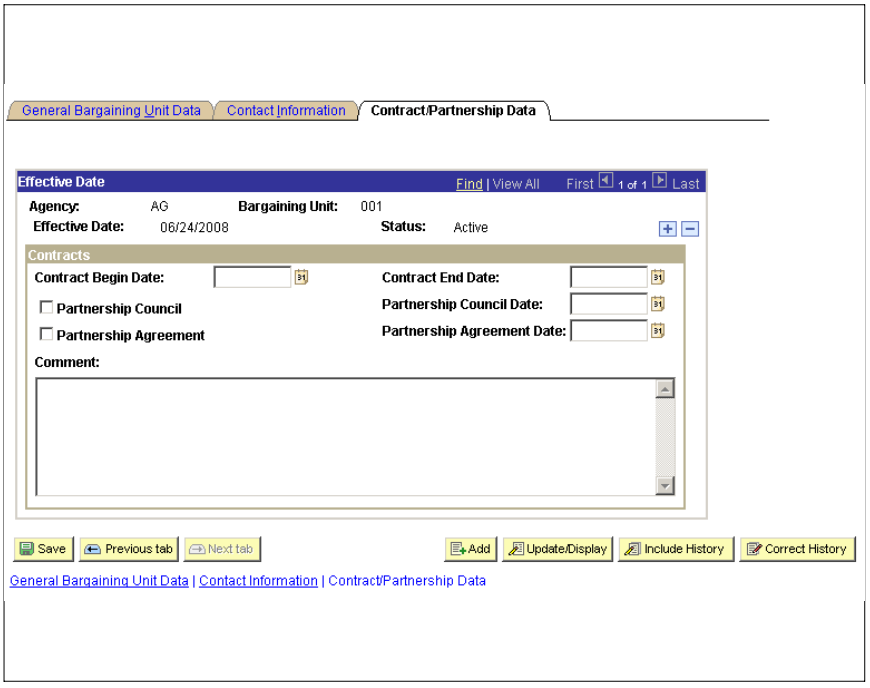


Figure 177. Contract/Partnership Data tab - Bargaining Unit Table page

13. Complete the fields as follows:

Agency

This field is populated based on the search criteria entered.

Bargaining Unit

This field is populated based on the search criteria entered.

Effective Date

This field is populated based on the effective date entered on the General Bargaining Unit Data tab (**Figure 174**).

Status

This field is populated based on the status selected on the General Bargaining Unit Data tab (**Figure 174**).

Contract Begin Date

Enter the data the bargaining contract begins or select a date from the calendar icon.

Contract End Date

Enter the data the bargaining contract ends or select a date from the calendar icon.

Partnership Council

Check the box if applicable.

Partnership Council Date

If the Partnership Council box is checked, enter the partnership date or select a date from the calendar icon.

Partnership Agreement

Check the box if there is a partnership agreement.

Partnership Agreement Date

If the Partnership Agreement box is checked, enter the partnership agreement data or select a date from the calendar icon.

Comment

Enter the applicable comments.

14. Click **Save**. This option will save the document.

OR

Click **Previous Tab** to access the previous tab.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add a bargaining unit.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a bargaining unit.

Charities Table

To enter a Charities Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Charities Table*** component. The ***Find An Existing Value*** tab -Charities Table page (**Figure 178**) is displayed.

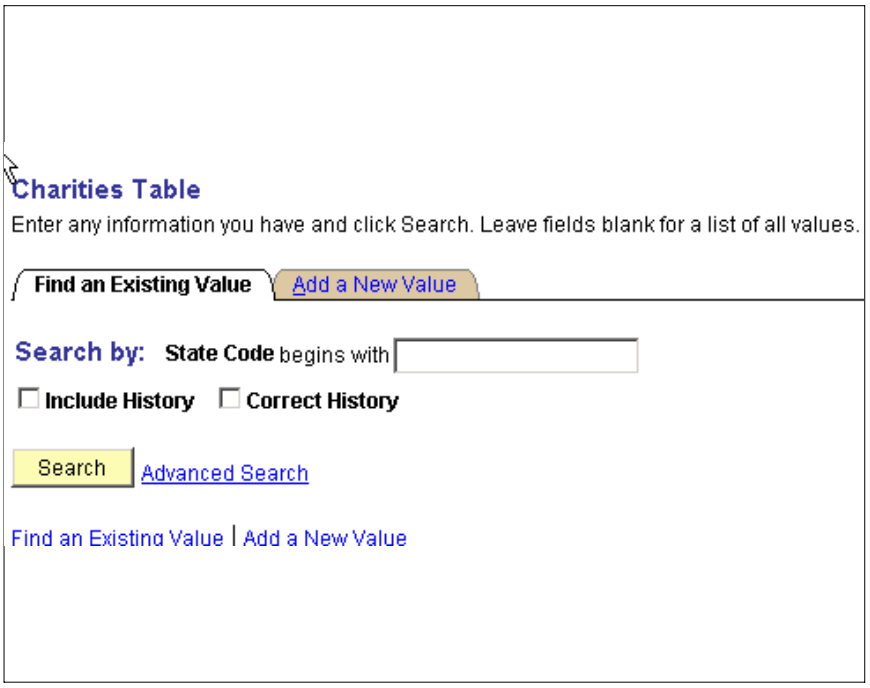


Figure 178. Find An Existing Value tab -Charities Table page

3. Complete the fields as follows:

State Code Begins With

Enter the state code.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Charities Table tab page (**Figure 178**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab -Charities Table page (**Figure 178**) is displayed.

Figure 179. Add A New Value tab - Charties Table

5. Complete the fields as follows:

State Code Begins With

Enter the 2-position state code.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

6. Click **Add**. The Charities Table tab page (**Figure 179**) is displayed. The data that is displayed on the tab is based on the information entered on the Find An Existing Value and the Add A New Value tab.

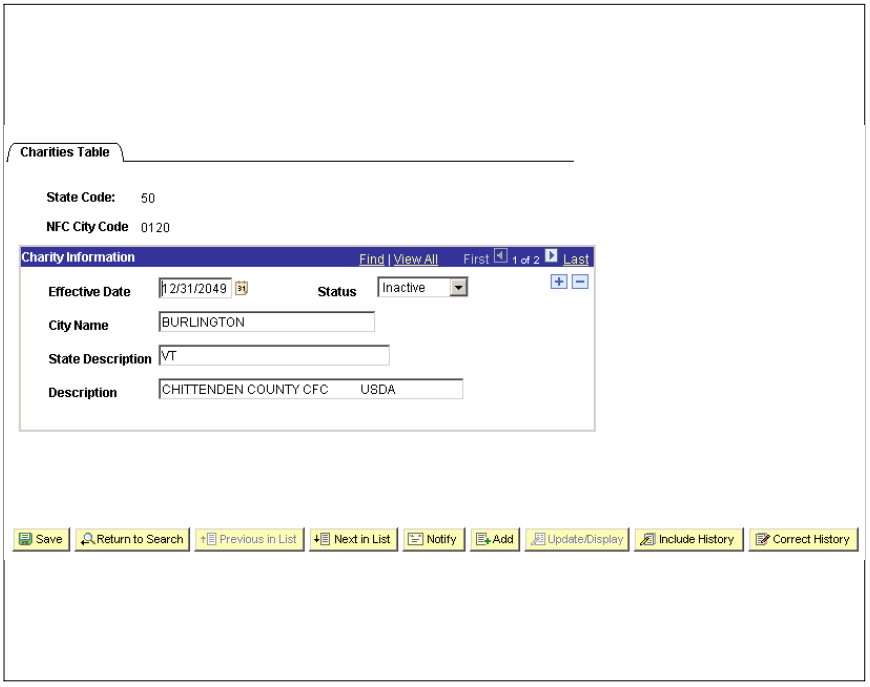


Figure 180. Charities Table tab

7. Complete the fields as follows:

State Code

This field is populated based on the search criteria entered.

NFC City Code

This field is populated based on the state code entered.

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

Status

Enter the status or select data from the drop-down list. Valid values are **`Active`**, **`Inactive`**, and **`Freeze`**.

City Name

Enter the name of the city for the charity.

State Description

Enter the state description name for the charity.

Description

Enter the description of the charity.

8. Click **Save**. This option will save the document.

   OR

   Click **Return To Search** to search for another charity.

   OR

   Click **Notify** to notify next individual in the workflow.

   OR

   Click **Next In List** to access the next charity entered.

   OR

   Click **Add** to add a charity.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for a charity.

City Table

To enter or modify a City Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***City Table*** component. The ***Find An Existing Value*** tab - City Information page (**Figure 181**) is displayed.

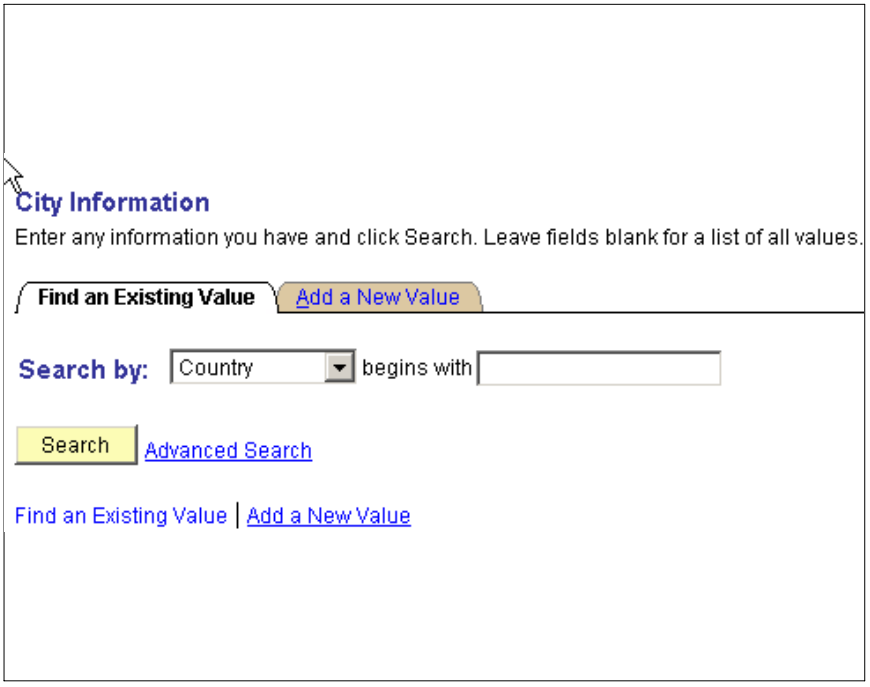


Figure 181. Find An Existing Value tab - City Information

3. Complete the field as follows:

Search By:

Enter the applicable information for the search. Valid values are **`Country`**, **`Location`**, and **`Code.`**

Begins With

Enter the information that corresponds to the Search By value.

4. Click **Search**. The City Information tab page (**Figure 183**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab -City Information page (**Figure 182**) is displayed.

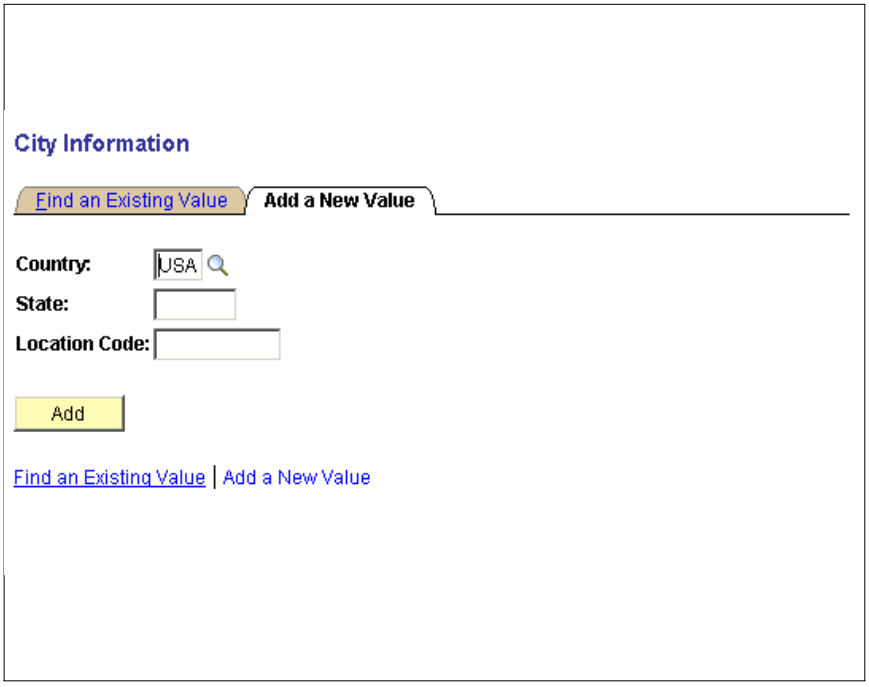


Figure 182. Add A New Value tab - City Information

5. Complete the fields as follows:

Country

This field defaults to **USA**. Change the data by clicking the search icon.

State

Enter the 2 position numeric state code.

Location Code

Enter the numeric location code.

6. Click **Add**. The City Information tab page (**Figure 183**) is displayed.

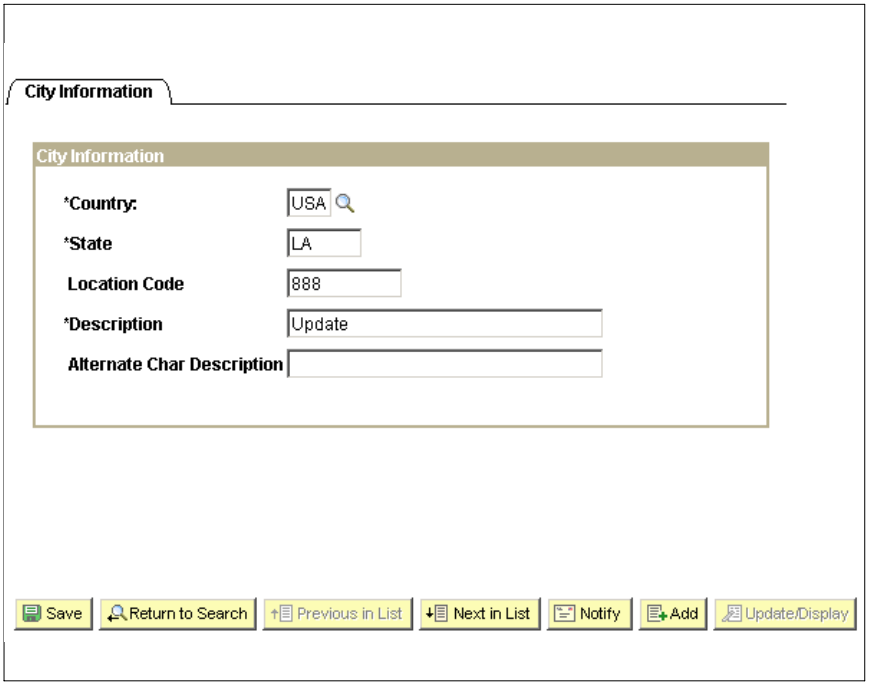


Figure 183. City Information tab page

***Country**

This field defaults to **USA**. Change the country or search data by clicking the search icon.

***State**

This field defaults to the state entered on the Find An Existing Value or Add A New Value tabs. Change the numeric state code if applicable.

Location Code

This field defaults to the location code entered on the Find An Existing Value or Add A New Value tabs. Change the 4-position numeric location code if applicable.

***Description**

Enter the location description.

Alternate Char Description

Enter the alternate location description.

7. Click **Save**. This option will save the document.

   OR

   Click **Return To Search** to search for another charity.

   OR

Click **Next In List** to access the next charity entered.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add a charity.

County Table

To enter a County Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***County Code*** component. The ***Find an Existing Value*** tab - County Information page (**Figure 184**) is displayed.

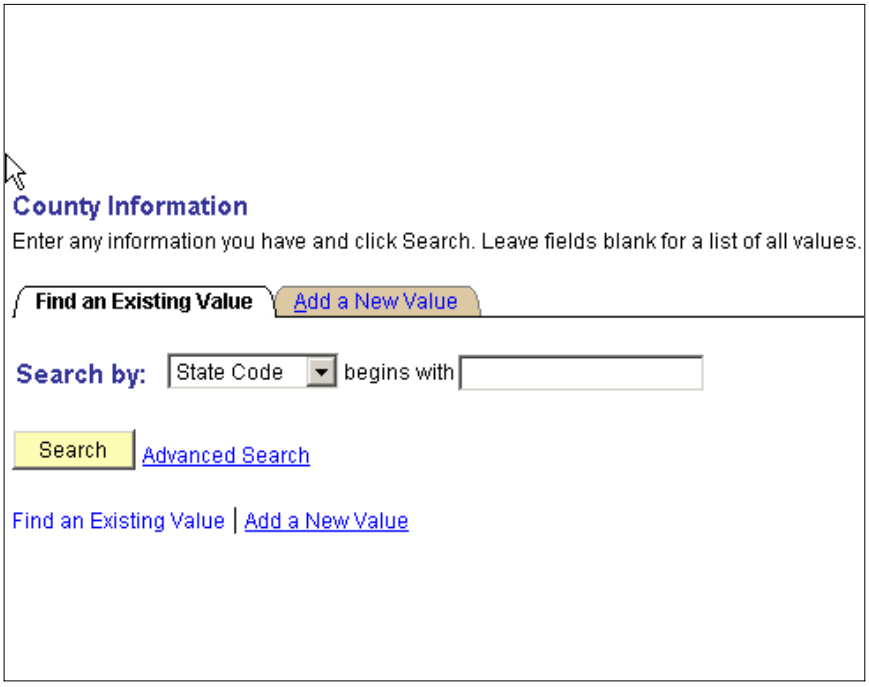


Figure 184. Find An Existing Value tab - County Information

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are **`State Code`**, and **`County Code`**.

Begins With

Enter the information that corresponds to the Search By value.

4. Click **Search**. The County Information page (**Figure 186**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab -County Information page (**Figure 185**) is displayed.

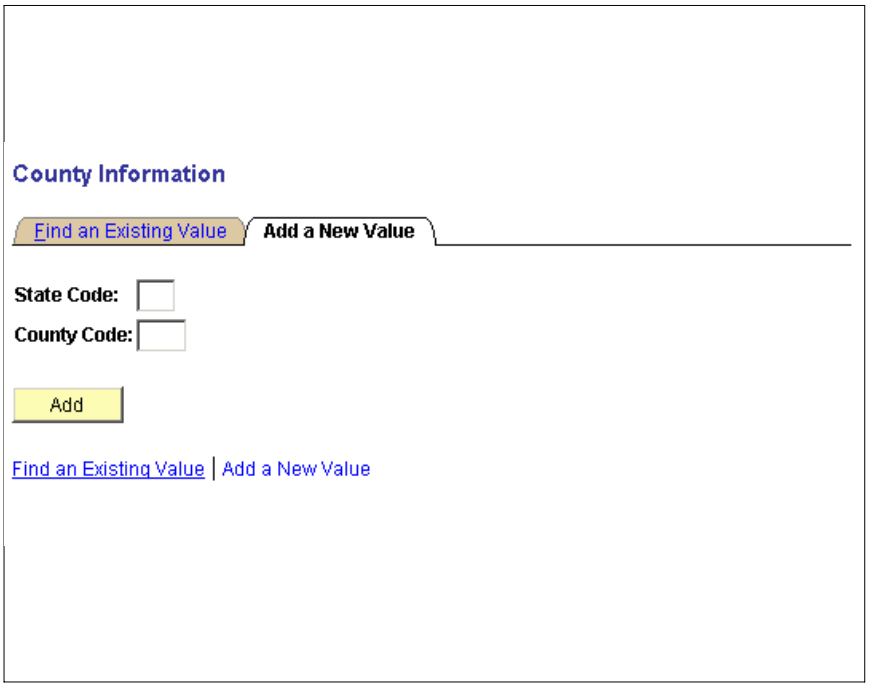


Figure 185. Add A New Value tab - County Information

5. Complete the fields as follows:

State Code

Enter the 2 position state code to be added.

County Code

Enter the county code to be added.

6. Click **Add**. The County Information page (**Figure 186**) is displayed

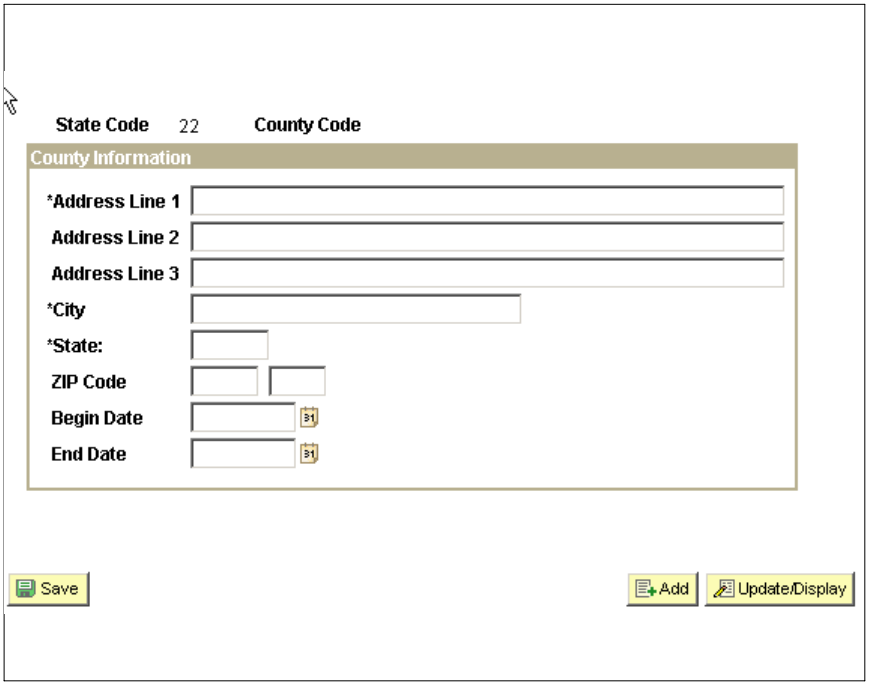


Figure 186. County Information page

7. Com plete the fields as follows:

State Code

This field is populated based on the search criteria entered.

County Code

This field is populated based on the search criteria entered.

***Address 1**

Enter the first line of the address.

Address 2

Enter the second line of the address if applicable.

Address 3

Enter the third line of the address if applicable.

***City**

Enter the city.

***State**

Enter the state.

Zip Code

Enter the zip code.

Begin Date

Enter the date the address information begins or select a date from the calendar icon.

End Date

Enter the date the address information ends or select a date from the calendar icon.

8. Click **Save**. This option will save the document.

   OR

   Click **Add** to add city information.

   OR

   Click **Update/Display** to clear the display.

Departments USF

To enter a Departments USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Departments USF*** component. The ***Find an Existing Value*** tab -Departments USF page (**Figure 187**) is displayed.

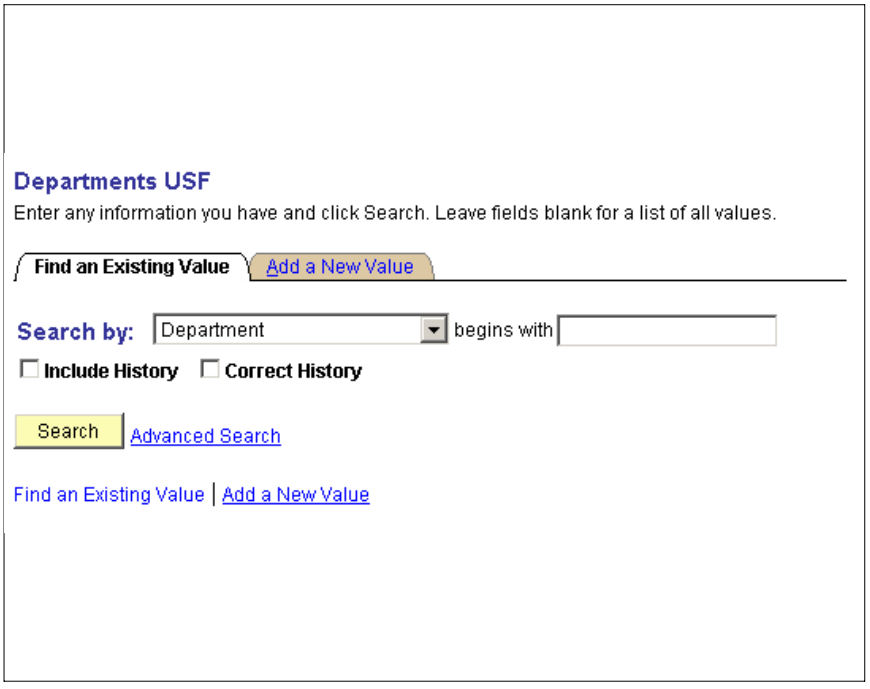


Figure 187. Find An Existing Value tab - Departments USF page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. Valid values are listed below.

Search By Values
Set ID
Agency
Department
Description
Location Set ID
Organizational Structure Code 2nd level
Organizational Structure Code 3rd level
Organizational Structure Code 4th level
Organizational Structure Code 5th level
Organizational Structure Code 6th level
Organizational Structure Code 7th level
Organizational Structure Code 8th level

Begins With

This field defaults to the information entered on the Find An Existing Value. Change if applicable.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Departmental Table tab page (**Figure 189**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab -Departments USF page (**Figure 188**) is displayed.

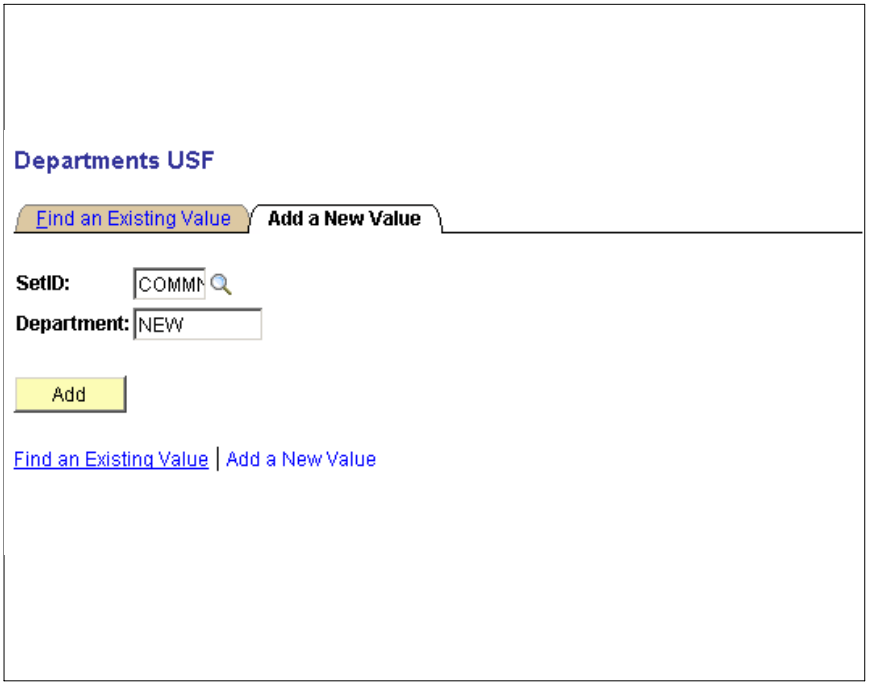


Figure 188. Add A New Value tab - Departments USF

5. Complete the fields as follows:

Set ID

This field defaults to **Comm**. Change data by clicking the search icon

Department

This field defaults to **New** and corresponds to the Add A New Value option selected.

6. Click **Add**. The Department Table tab - Departments USF page (**Figure 189**) is displayed.

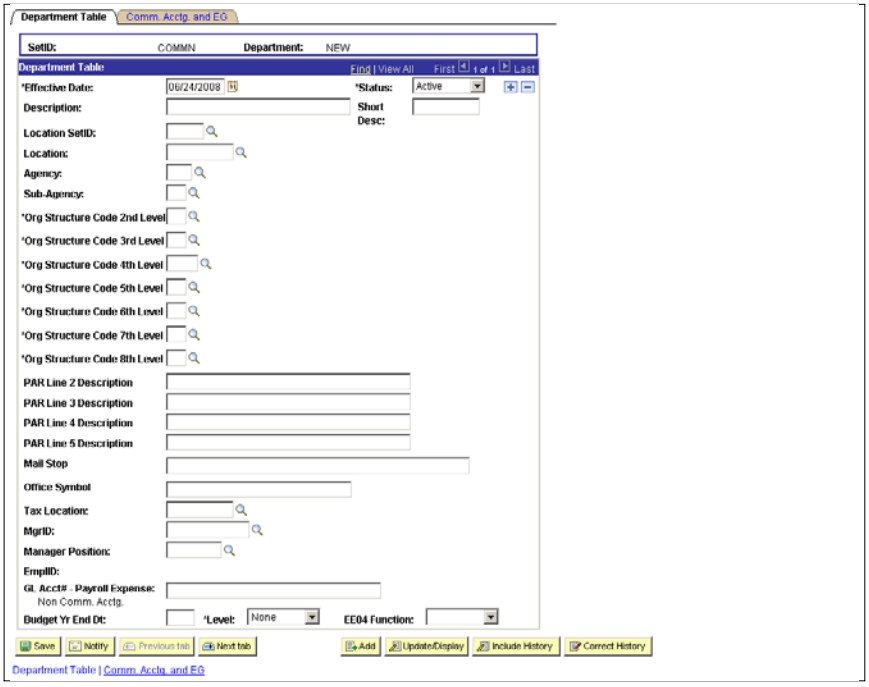


Figure 189. Department Table tab - Departments USF page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter the applicable effective date of the entry or select a date from the calendar icon.

***Status**

Select the applicable status. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Description

Enter the narrative description for the agency.

Short Desc

Enter the narrative short description for the agency

Location SetID

Enter the pay plan for the agency location SetID or select data by clicking the search icon.

Location

Enter the location of the department or select data by clicking the search icon.

Agency

Enter the 2 position department or select data by clicking the search icon.

Sub-Agency

Enter the agency code for the department or select data by clicking the search icon.

***Org Structure Code 2nd Level**

Enter the 2nd level organization code or select data by clicking the search icon.

***Org Structure Code 3rd Level**

Enter the 3rd level organization code or select data by clicking the search icon.

***Org Structure Code 4th Level**

Enter the 4th level organization code or select data by clicking the search icon.

***Org Structure Code 5th Level**

Enter the 5th level organization code or select data by clicking the search icon.

***Org Structure Code 6th Level**

Enter the 6th level organization code or select data by clicking the search icon.

***Org Structure Code 7th Level**

Enter the 7th level organization code or select data by clicking the search icon.

***Org Structure Code 8th Level**

Enter the 8th level organization code or select data by clicking the search icon.

PAR Line 2 Description

Enter the applicable narrative for the field.

PAR Line 3 Description

Enter the applicable narrative for the field.

PAR Line 4 Description

Enter the applicable narrative for the field.

PAR Line 5 Description

Enter the applicable narrative for the field.

Mail Stop

Enter the applicable mail stop for the department.

Office Symbol

Enter the applicable narrative for the field.

Tax Location

Enter the applicable information or select data by clicking the search icon.

Mgr ID

Enter the applicable information or select data by clicking the search icon.

Manager Position

Enter the applicable information or select data by clicking the search icon.

EmplID

This field is populated.

GL Acct#-Payroll Expense

Enter the applicable narrative for the field.

Budget Yr End Date

Enter the 4 position date.

***Level**

This field defaults to **`None`**. Change the data if applicable or select data from the drop-down list. Valid values are listed below.

Level Values
None
Department
Job Code
Line Item
Position

Enter the applicable information or select data from the drop-down list.

EE04 Values
Comm Dvlp
Correctns
Empl Secur
Financ Admin
Fire Prtct
Health
Hosp/Sanat
Housing
Narl Rsrc
Not Countd
Other
Police Prt
Publ Welfare
Sanit/Sewg
Strts/Hwys
Util/Trans

8. Click the **Comm. Acctg. and EG** tab. The Comm. Acctg. And EG tab - Departments USF page (**Figure 190**) is displayed.

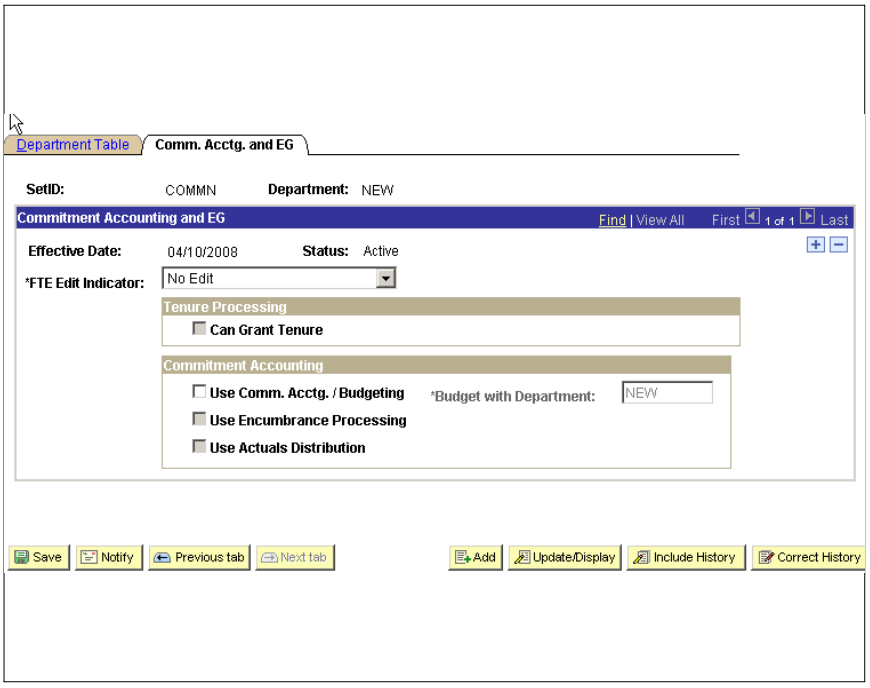


Figure 190. Comm. Acctg. And EG tab - Departments USF page

9. Complete the fields as follows:

SetID

This field is populated based on the search criteria.

Department

This field is populated based on the search criteria.

***Effective Date**

This field is populated based on the effective date selected on the Department Table tab (**Figure 189**)

***Status**

This field is populated based on the status selected on the Department Table tab (**Figure 189**).

***FTE Edit Indicated**

This field defaults to **`No Edit`**. Change the data by selecting data from the drop-down list. The valid values are **`No Edit`**, **`Error`**, and **`Warning`**.

Can Grant Tenure

Check this box if applicable.

Use Comm. Acctg./Budgeting

Check this box if applicable.

***Budget With Department**

This field is populated based on the status of the table.

Use Encumbrance Processing

Check this box if applicable.

Use Actuals Distribution

Check this box if applicable.

10. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Previous Tab**. The previous tab is displayed.

OR

Click **Add** to add city information.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for city information.

Event Change Table

To enter an Event Change Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Event Change Table*** component. The ***Find An Existing Value*** tab - Event Change Table page (**Figure 191**) is displayed.

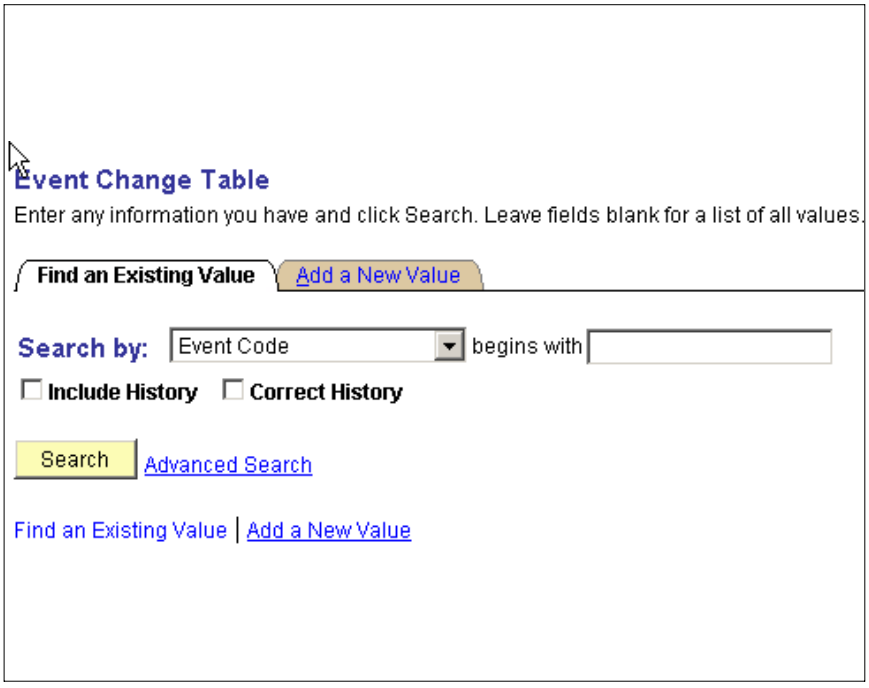


Figure 191. Find An Existing Value tab - Event Change Table page

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are **`Event Code`**, **`Description`**, **`Event Change Code`**, and **`Status As Of Effective Date`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Event Change Table page (**Figure 193**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Event Change Table page (**Figure 191**) is displayed.

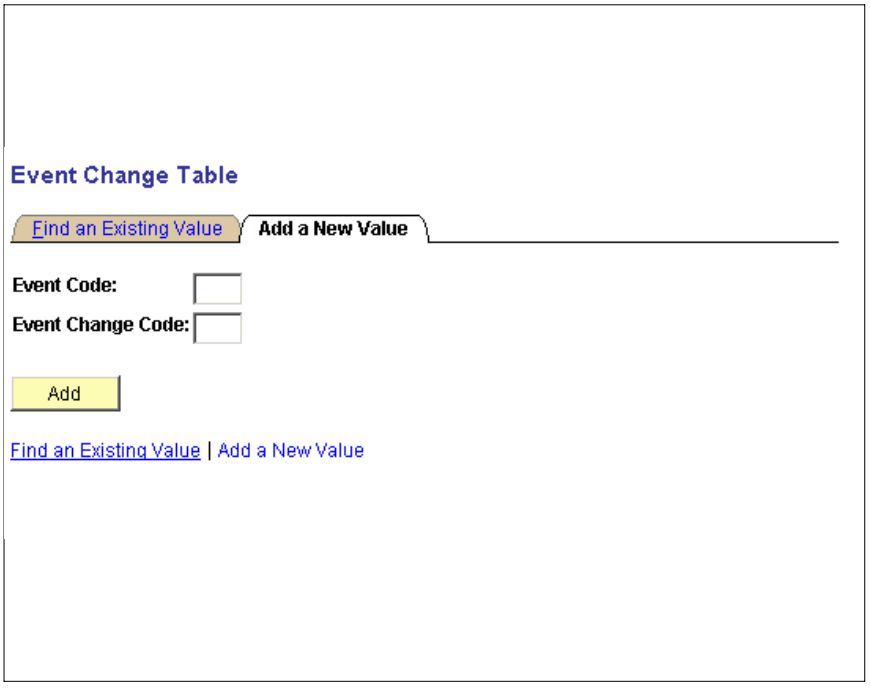


Figure 192. Add A New Value tab - Event Change Table page

5. Complete the fields as follows:

Event Code

Enter the event code to be added.

Event Change Code

Enter the event change code to be added.

6. Click **Add**. The Event Change Table page (**Figure 193**) is displayed

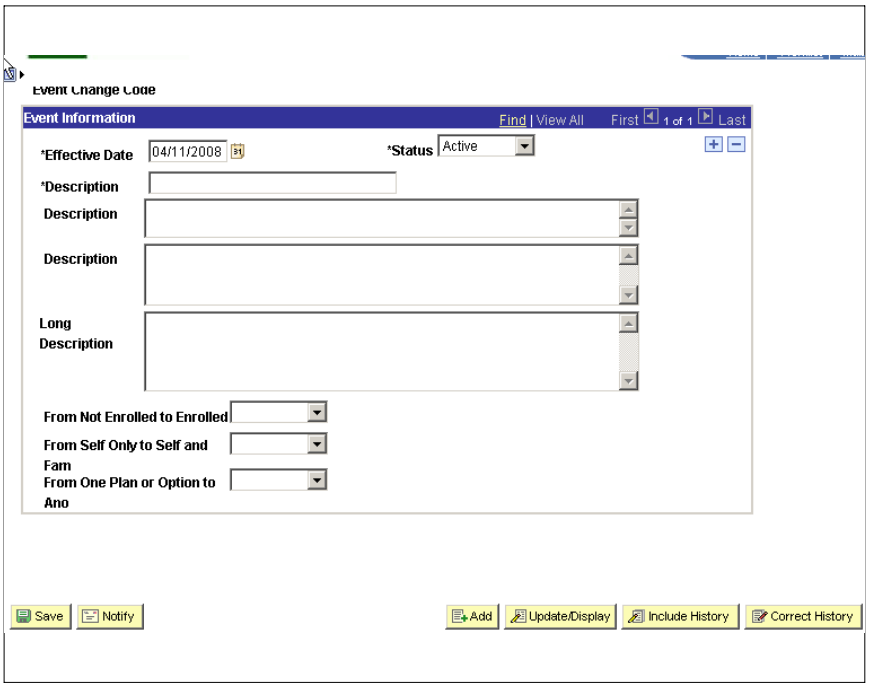


Figure 193. Event Change Table page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Description**

Enter the event description.

Description

Enter the narrative description.

Description

Enter the narrative description.

Long Description

Enter the narrative description.

From Not Enrolled To Enrolled

Enter the applicable information or select data from the drop-down list. The valid values are **`Yes`**, **`No`**, **`Reenroll`**, and **`N/A`**.

From Self Only To Self And Fam

Enter the applicable information or select data from the drop-down list. The valid values are **`Yes`**, **`No`**, **`Reenroll`**, and **`N/A`**.

From One Plan Or Option To Ano

Enter the applicable information or select data from the drop-down list. The valid values are **`Yes`**, **`No`**, **`Reenroll`**, and **`N/A`**.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an event change.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an event change.

FEHB Plans

To enter an FEHB Plan:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***FEHB Plan*** component. The ***Find An Existing Value*** tab -FEHB Plans page (**Figure 194**) is displayed.

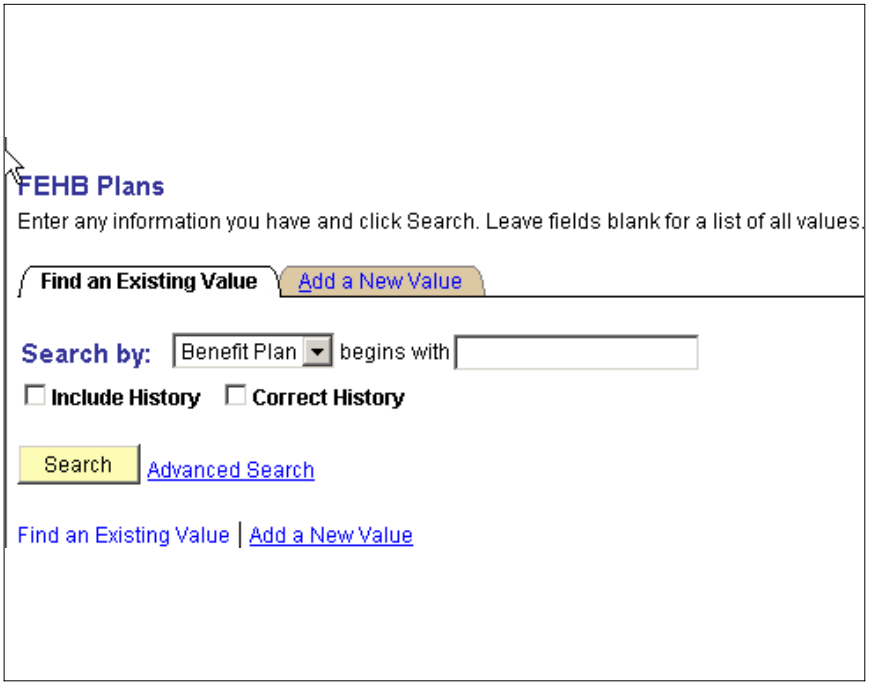


Figure 194. Find An Existing Value tab - FEHB Plans page

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are **`Benefit Plan`**, and **`Description`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Health Benefit Plans tab page (**Figure 196**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value - FEHB Plans page (**Figure 195**) is displayed.

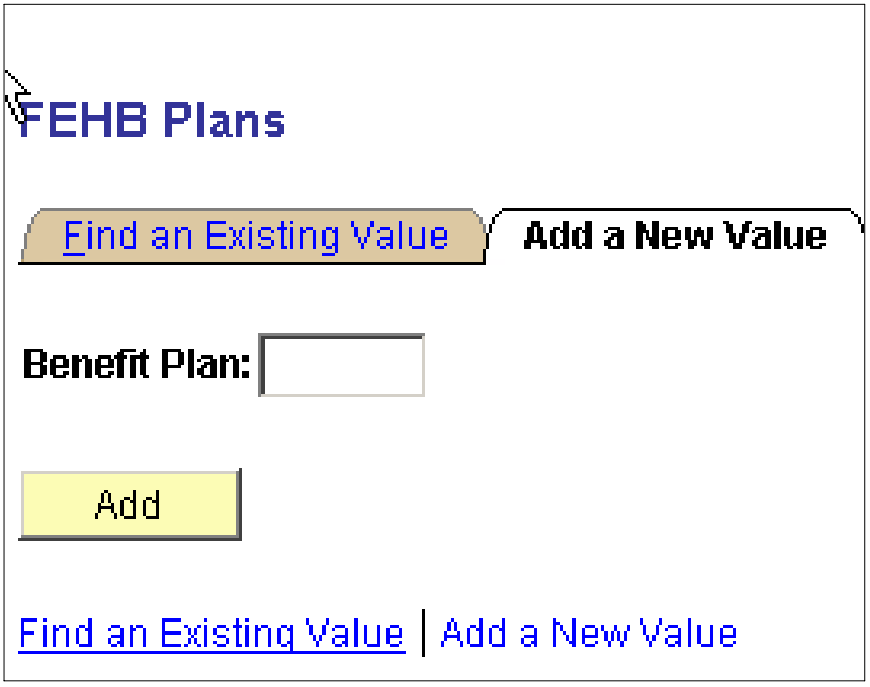


Figure 195. FEHB Plans page

5. Complete the fields as follows:

Benefit Paln

Enter the Benefit Plan code to be added.

6. Click **Add**. The Health Benefit Plans tab page (**Figure 196**) is displayed.

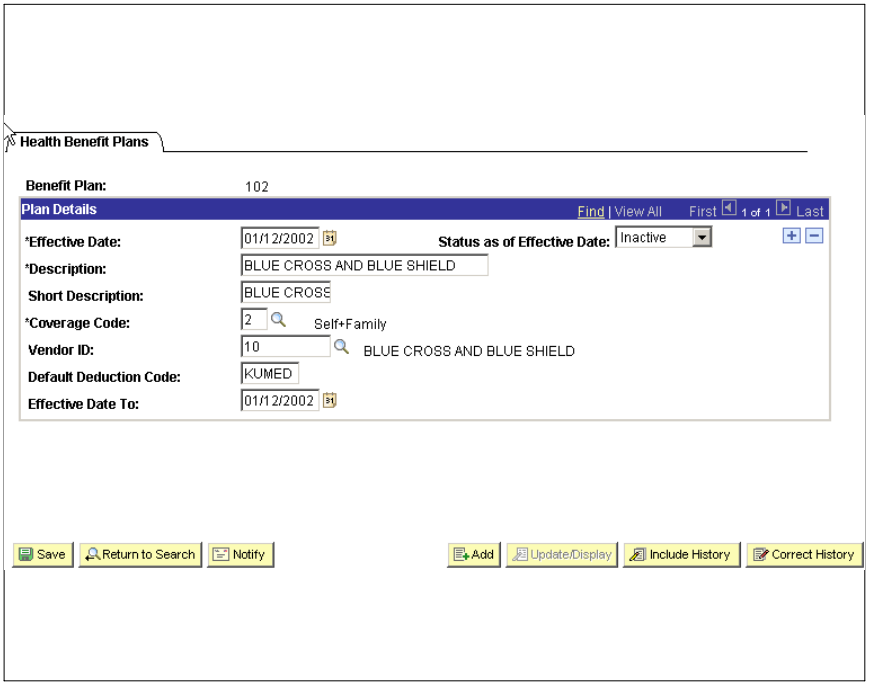


Figure 196. Health Benefit Plans tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**,**`Freeze`** and **`Inactive`**.

***Description**

Enter the health plan description.

Short Description

Enter the narrative short description of the health plan.

***Coverage Code**

Enter the coverage code or select data by clicking the search icon.

Venfor ID

Enter the Vendor ID or select data by clicking the search icon.

Default Deduction Code

Enter the applicable information.

Effective Date To

Enter the applicable date or select a date from the calendar icon.

8. Click **Save**. This option will save the document.

   OR

   Click **Return To Search** to search for a health plan.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional health plan.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for a health plan.

FEHB Vendors

To enter a FEHB Vendor:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***FEHB Vendors*** component. The ***Find An Existing Value*** tab- EHB Vendors page (**Figure 197**) is displayed.

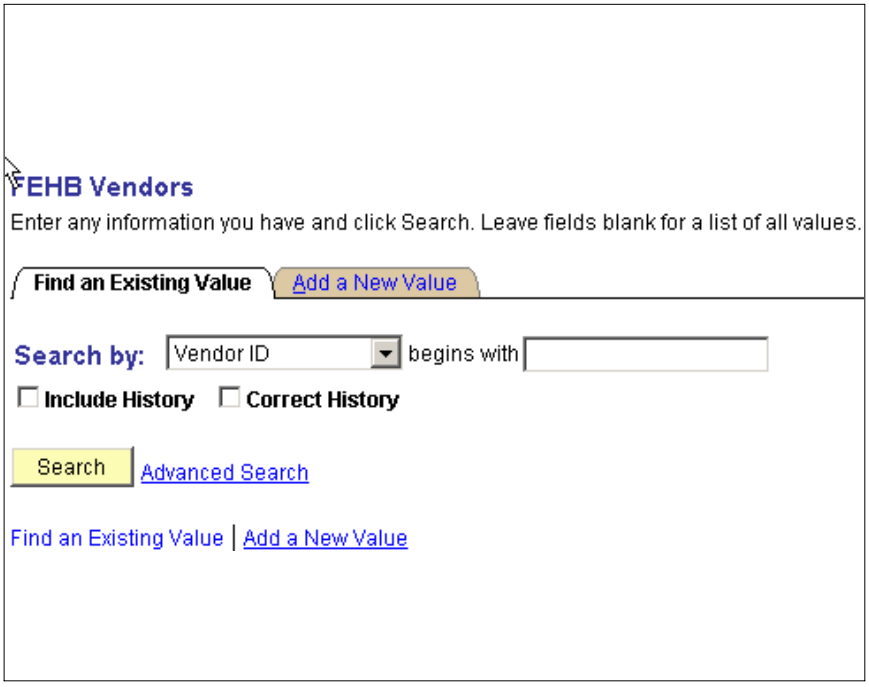


Figure 197. Find an Existing Value tab - FEHB Vendors page

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are **`Vendor ID`**, and **`Short Vendor Name`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Health Plan Vendors tab page (**Figure 199**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - FEHB Vendors page (**Figure 197**) is displayed.

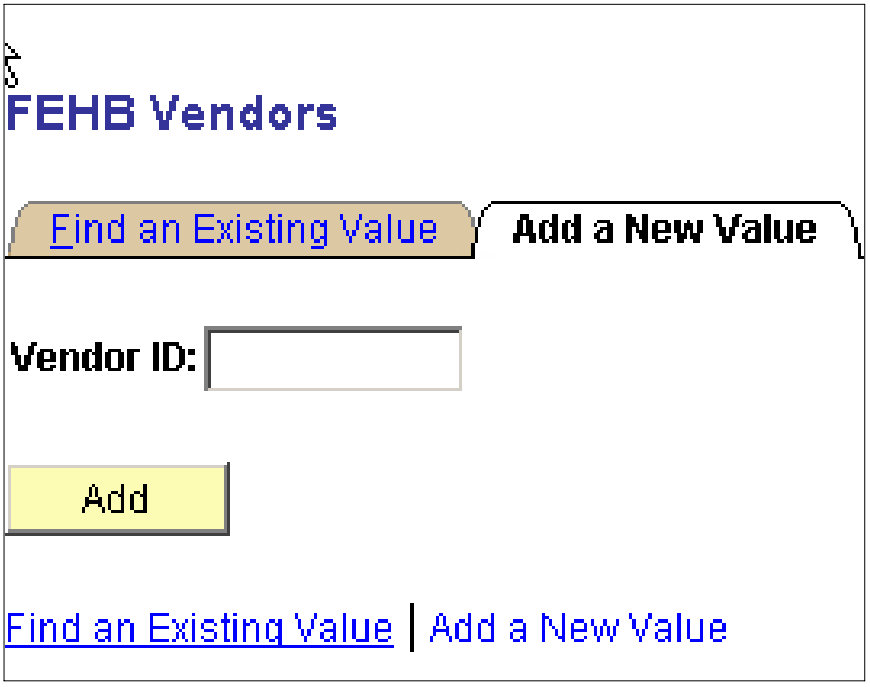


Figure 198. Add A New Value - FEHB Vendors page

5. Complete the fields as follows:

Vendor ID

The field name is populated from the Search By value selected. Enter the information to be added. (Vendor ID, Short Vendor Name)

6. Click **Add**. The Health Plan Vendor tab page (**Figure 199**) is displayed.

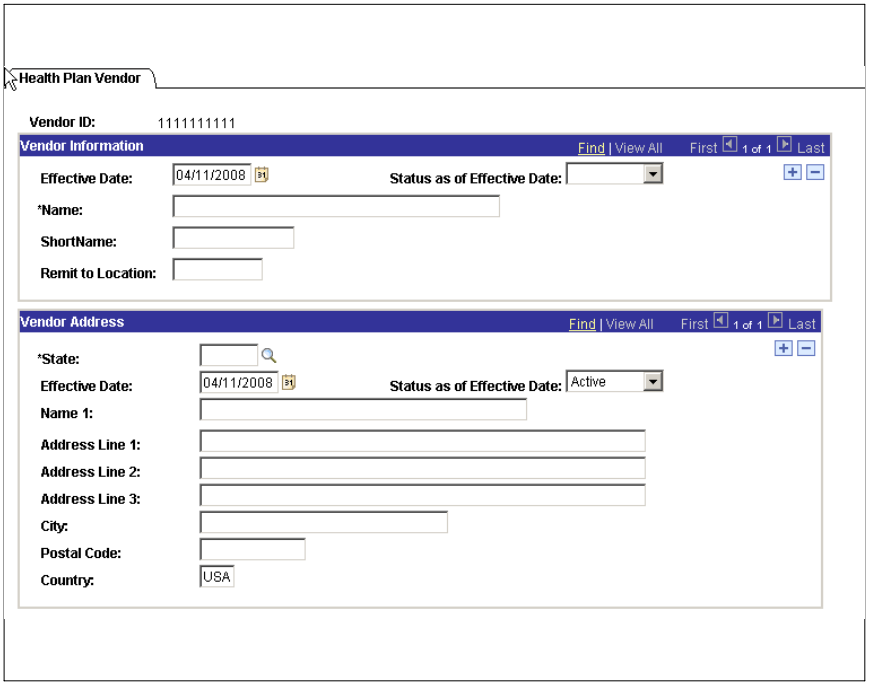


Figure 199. Health Plan Vendor tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

Status As Of Effective Date

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Name**

Enter the health plan vendor name.

Short Name

Enter the narrative short description of the health plan vendor.

Remit To Location

Enter the 2 position alpha state code for the health plan vendor location.

***State**

Enter the state of the health plan vendor.

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

Status As Of Effective Date

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.

Name 1

Enter the name of the health plan vendor.

Address Line 1

Enter the first line of the health plan vendor address.

Address Line 2

Enter the second line of the health plan vendor address if applicable.

Address Line 3

Enter the third line of the health plan vendor address if applicable.

City

Enter the city of the health plan vendor.

Postal code

Enter the zip code of the health plan vendor.

Country

This field defaults to **`USA`**. Change if applicable.

8. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional health plan vendor.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a health plan vendor.

Geographic Location

To enter a Geographic Location:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Geographic Location*** component. The ***Find An Existing Value*** tab - Geographic Location page (**Figure 200**) is displayed.

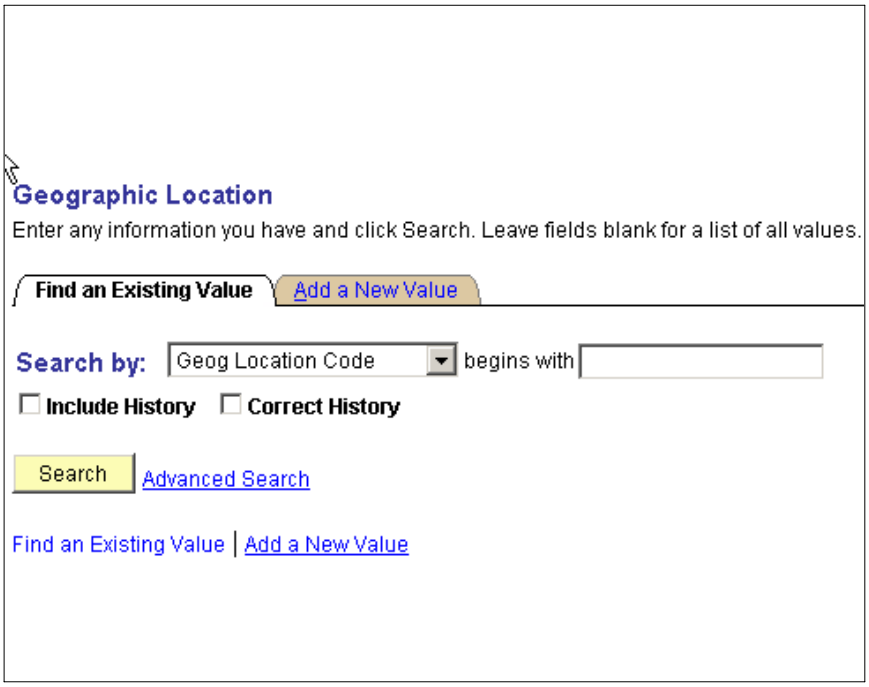


Figure 200. Find An Existing Value tab - Geographic Location page

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are `City`, `County`, `Geog Location Code`, and `State/Country Description`.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Geographic Location tab page (**Figure 201**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Geographic Location page is displayed.

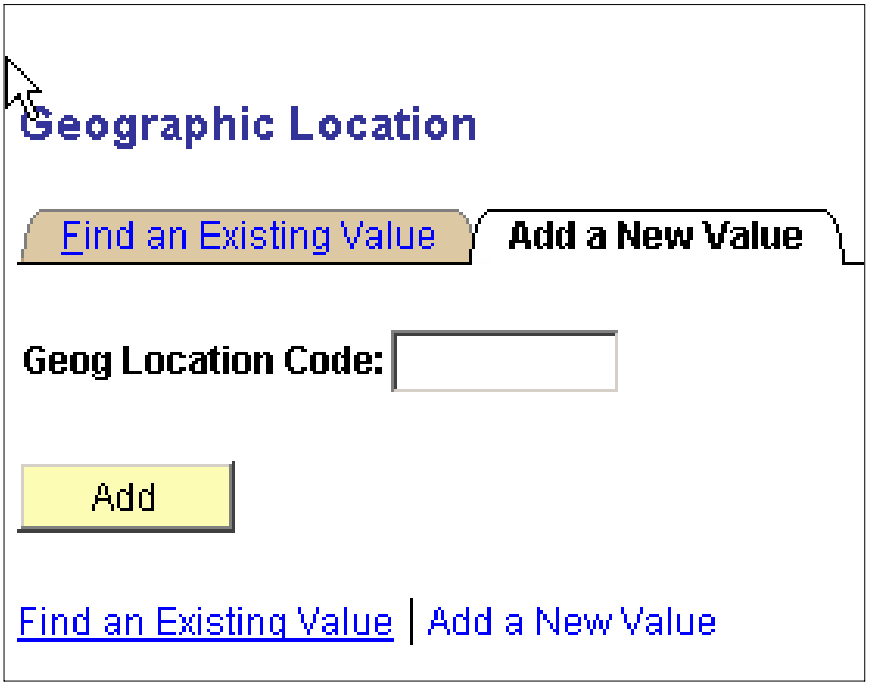


Figure 201. Add A New Value tab - Geographic Location page

5. Complete the fields as follows:

Geog Location Code

The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Geographic Location tab page (**Figure 202**) is displayed.

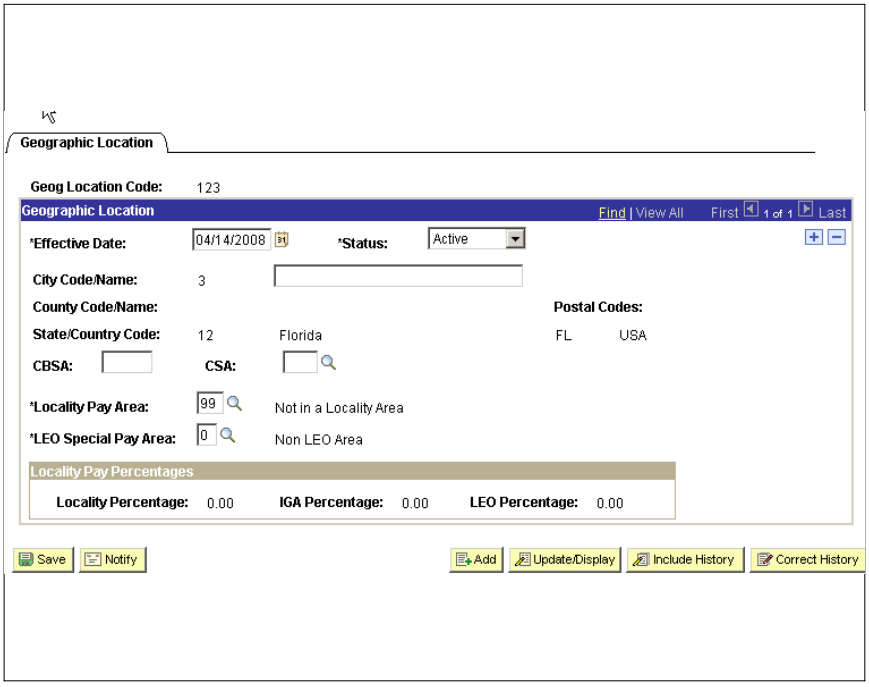


Figure 202. Geographic Location tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

City Code/Name

Enter the city code name.

Country Code Name

Enter the country code name.

State/Country Code

Enter the state/country code.

CBSA

Enter the applicable information.

CSA

Enter the 2 position number CSA number or select data by clicking the search icon.

Postal Codes

This field is populated.

***Locality Pay Area**

Enter the 2 position numeric locality pay area or select data by clicking the search icon.

LEO Special Pay Area

Enter the 1 position numeric LEO special pay area or search data by clicking the search icon.

Locality Percentage

Enter the applicable percentage.

IGA Percentage

Enter the applicable percentage.

LEO Percentabe

Enter the applicable percentage.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional geographic location code.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for a geographic location code.

Legal Authority

To enter a Legal Authority:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Legal Authority*** component. The ***Find An Existing Value*** tab -Legal Authority page (**Figure 203**) is displayed.

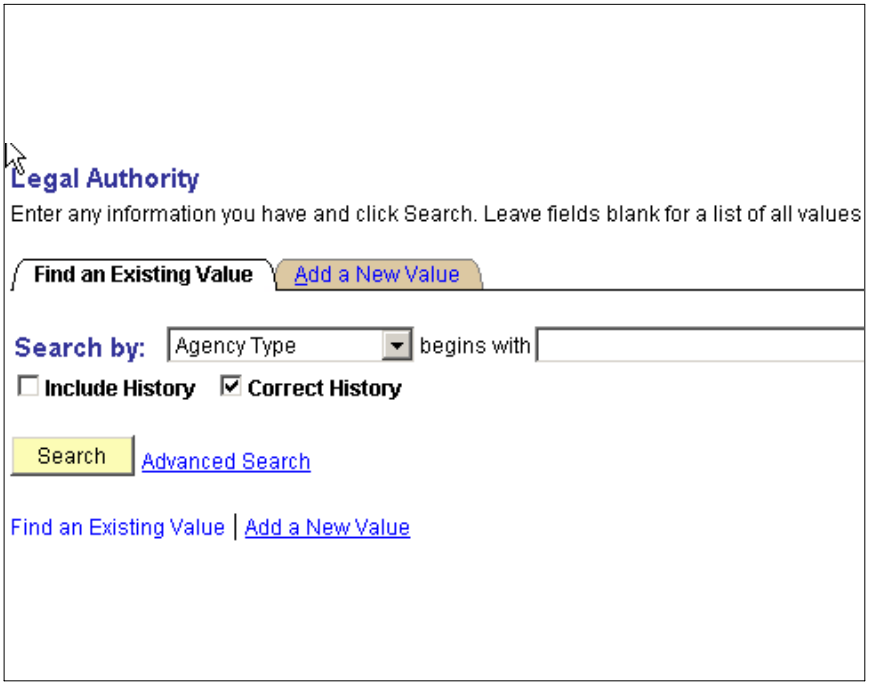


Figure 203. Find An Existing Value tab - Legal Authroity page

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency Type`** and **`Legal Authority Code`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Legal Authority tab page (**Figure 203**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Legal Authority page (**Figure 204**) is displayed.

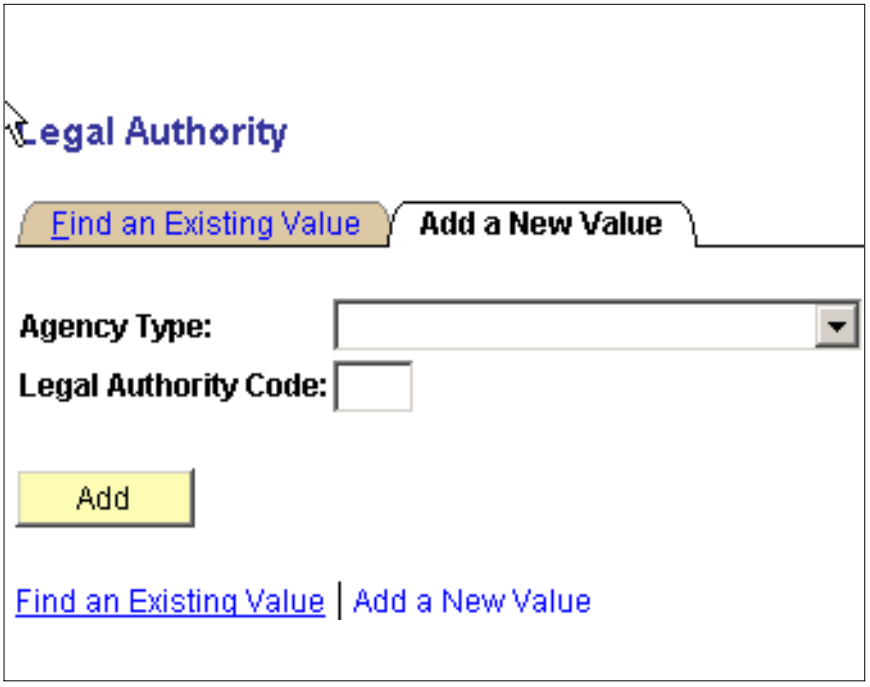


Figure 204. Add A New Value tab - Legal Authority page

5. Complete the fields as follows:

Agency Type

The field name is populated from the Search By value selected. Enter the information to be added. The valid values are as follows:

Agency Type Values
County
Federal
Gov Accountability Office
Library Of Congress

Legal Authority Code

Enter the legal authority code.

6. Click **Add**. The Legal Authority Table tab page (**Figure 205**) is displayed.

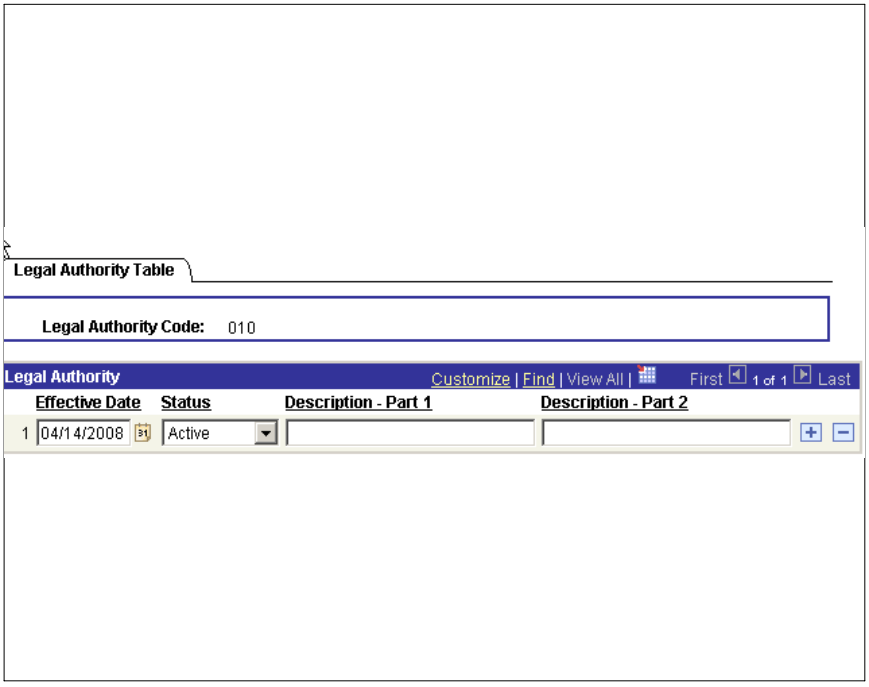


Figure 205. Legal Authority Table tab page

7. Complete the fields as follows:

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

Status

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Desccription-Part 1

Enter the description of the legal authority.

Description-Part 2

Enter the description of the legal authority.

8. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional Legal Authority Code.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a legal authority code.

Nature Of Action Table

To enter a Nature Of Action:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Nature Of Action Table*** component. The ***Find An Existing Value*** tab -Nature Of Action Table page (**Figure 206**) is displayed.

Figure 206. Find an Existing Value tab - Nature Of Action Table page

3. Complete the fields as follows:

Search By:

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency Type`**, **`Action`**, and **`Nature Of Action`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Nature Of Action Table tabpage (**Figure 207**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Nature Of Action Table page (**Figure 208**) is displayed.

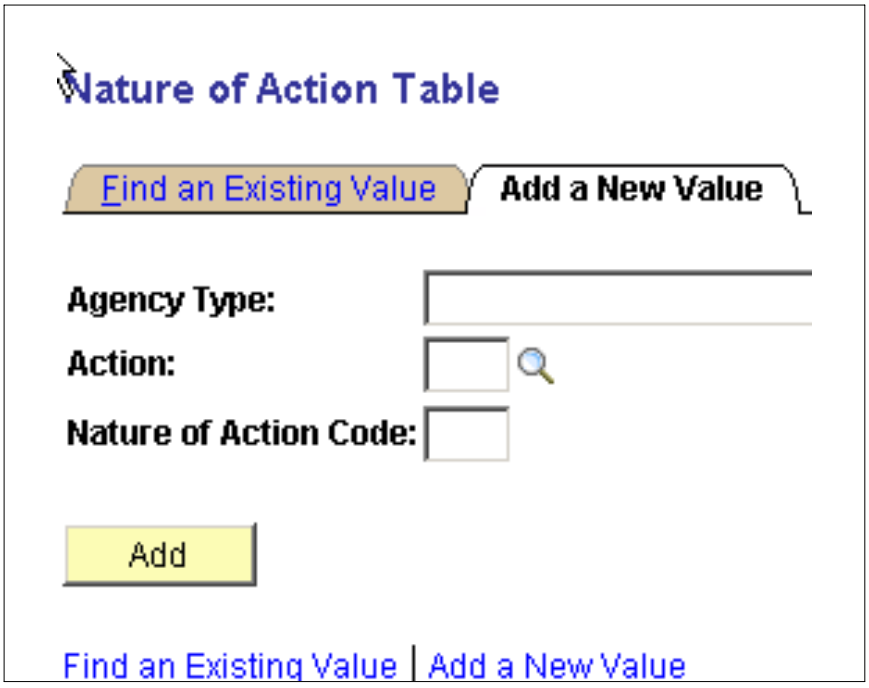


Figure 207. Add A New Value tab - Nature Of Action Table page

5. Complete the fields as follows:

Agency Type

The field name is populated from the Search By value selected. Enter the information to be added. The valid values are as follows:

Agency Type Values
County
Federal
Gov Accountability Office
Library Of Congress

Action Search

Enter the 3 alpha position action or search by clicking the search icon.

Nature Of Action Code

Enter the 3 numeric position nature of action or search by clicking the search icon.

6. Click **Add**. The Nature of Action Table tab page (**Figure 208**) is displayed.

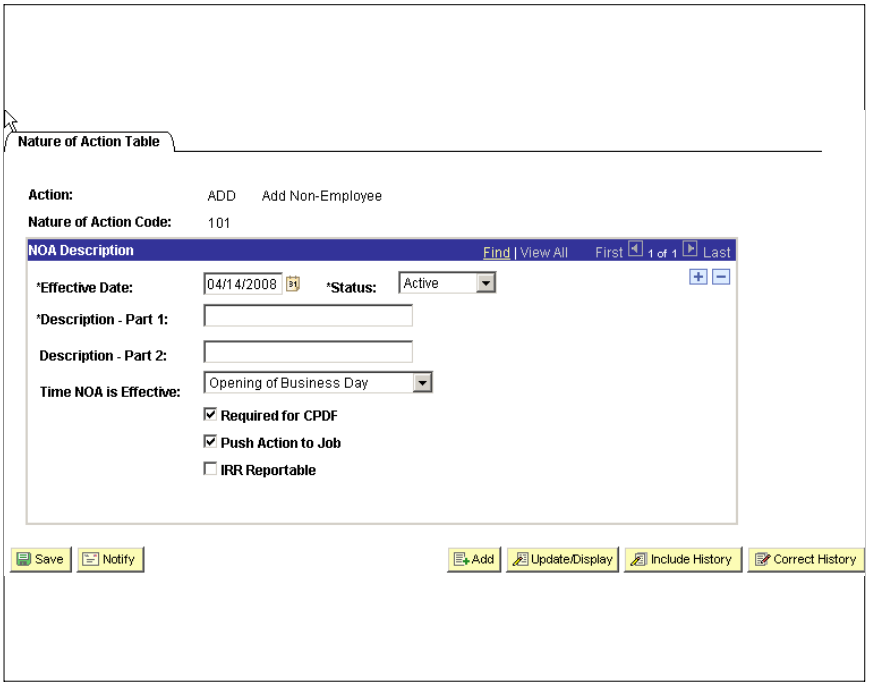


Figure 208. Nature Of Action Table tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.

***Desccription-Part 1**

Enter the description of the nature of action.

Description-Part 2

Enter the description of the nature of action.

Time NOA Is Effective

Enter the time the NOA is effective. The valid values are **`Opening Of Business Day`** and **`Close Of Business`**.

Required For CPDF

This box is checked. Uncheck this box if applicable.

Push Action To Job

This box is checked. Uncheck this box if applicable.

IRR Reportable

Check this box if applicable.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Nature Of Action.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for a Nature Of Action.

NOA/Legal Authority 1

To enter a NOA/Legal Authority:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***NOA/Legal Authority 1*** component. The ***Find An Existing Value*** tab - NOA/Legal Authority 1 page (**Figure 209**) is displayed.

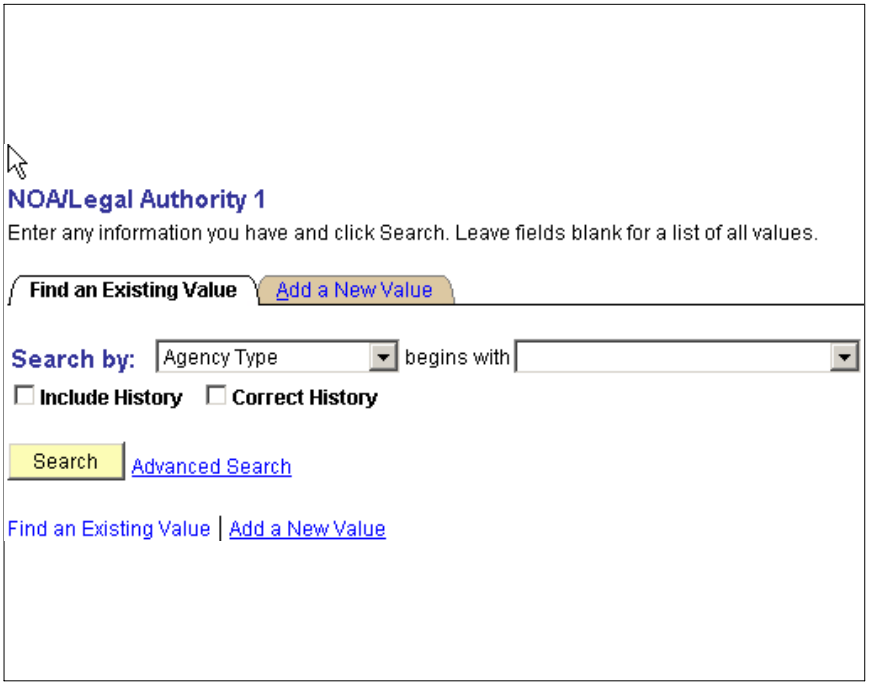


Figure 209. Find An Existing Value tab - NOA/Legal Authority 1 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency Type`**, **`Nature Of Action Code`**, and **`Legal Authority Code`**.

Begins With

Enter the information that corresponds to the Search By value or select data from the drop-down list.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The NOA/Legal Authority 1 tab page (**Figure 210**) is displayed.

   OR

   Click ***Add A New Value***. The Add A new Value tab - NOA/Legal Authority 1 page (**Figure 211**) is displayed.

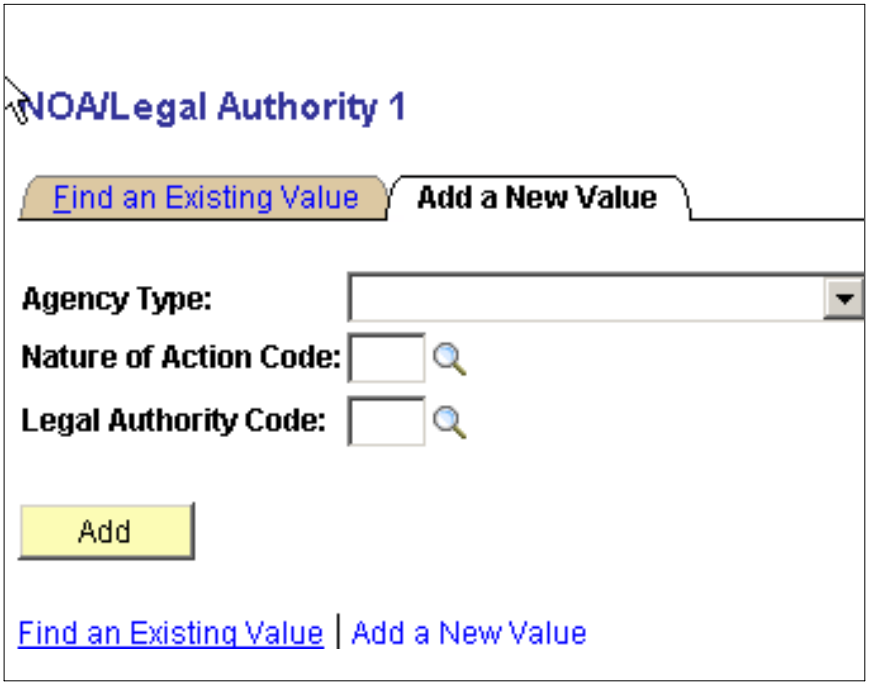


Figure 210. Add A New Value tab - NOA/Legal Authority 1 page

5. Complete the fields as follows:

Agency Type

The field name is populated from the Search By value selected. Enter the information to be added or select data from the drop-down list. The valid values are as follows:

Agency Type Values
County
Federal
Gov Accountability Office
Library Of Congress

Nature Of Action Code

Enter the 3 numeric position nature of action code or search by clicking the search icon.

Legal Authority Code

Enter the legal authority code or search by clicking the search icon.

6. Click **Add**. The NOA/Legal Authority Table tab page (**Figure 211**) is displayed.

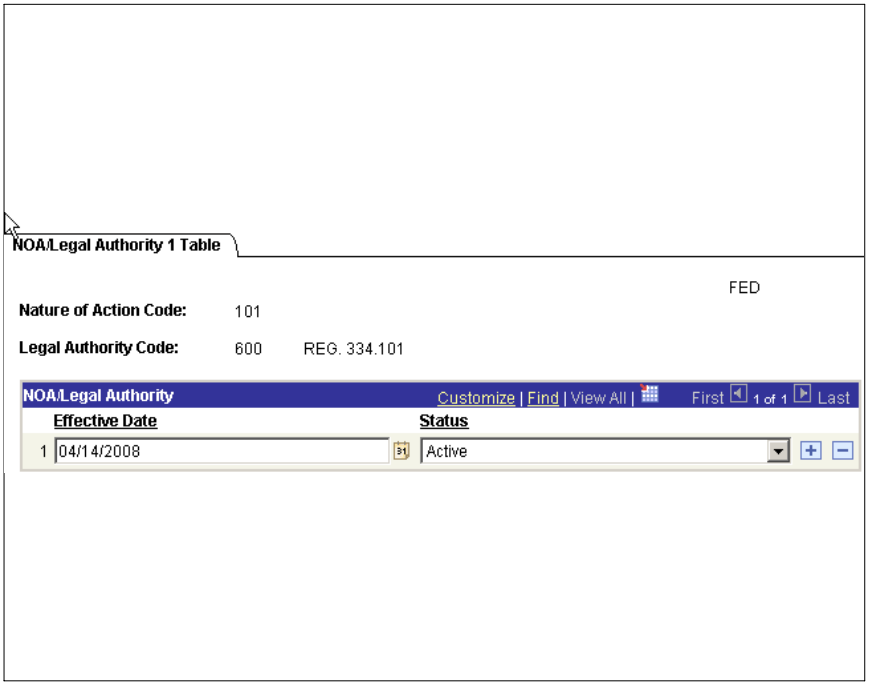


Figure 211. NOA/Legal Authority 1 Table tab page

7. Complete the fields as follows:

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field ispopulated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

8. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional NOA/Legal Authority 1.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for an NOA/Legal Authority 1.

NFC Master Field Table

To enter an NFC Master Field Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***NFC Master Field Table*** component. The ***Find An Existing Value*** tab -NFC Master Field Table page (**Figure 212**) is displayed.

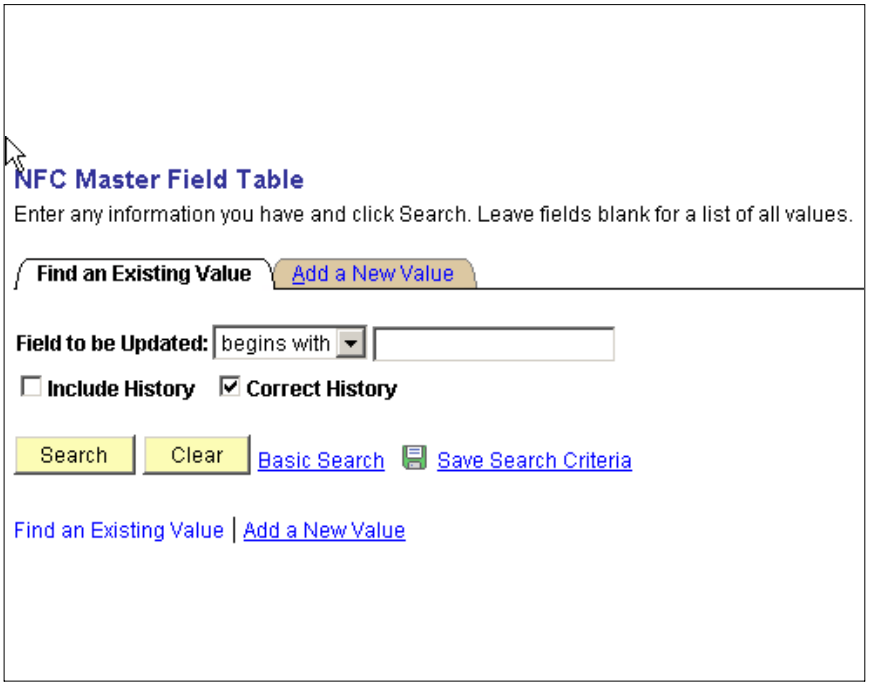


Figure 212. Find An Existing Value tab - NFC Master Field Table page

3. Complete the fields as follows:

Field To Be Updated

Enter the applicable master record field.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The NFC Master Field Table tab page (**Figure 213**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - NFC Master Field Table page (**Figure 213**) is displayed.

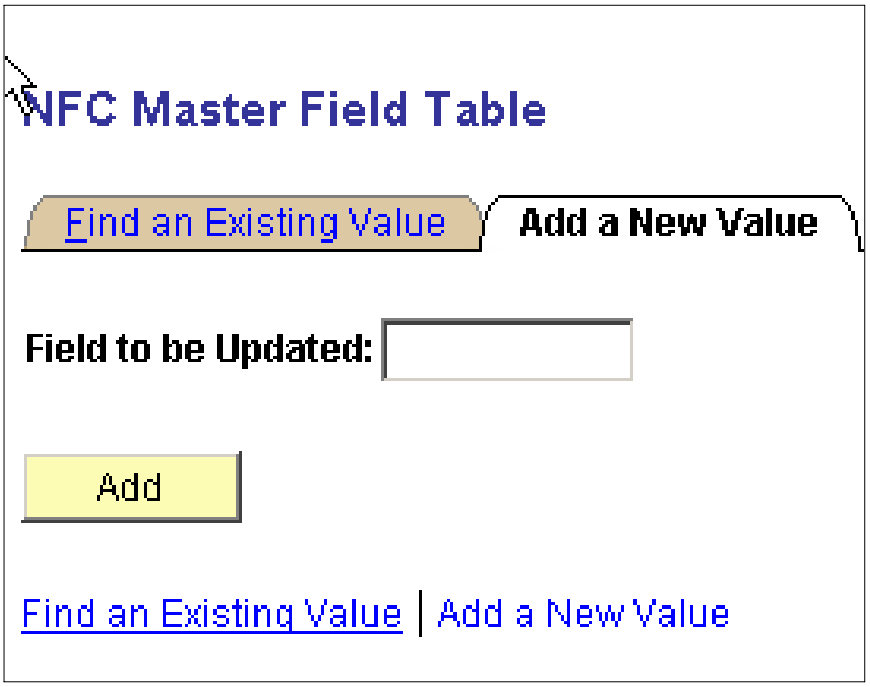


Figure 213. Add A new Value tab - NFC Master Field Table page

5. Complete the fields as follows:

Field To Be Updated

Enter the master field to be added.

6. Click **Add**. The NFC Master Field Table tab page (**Figure 214**) is displayed.

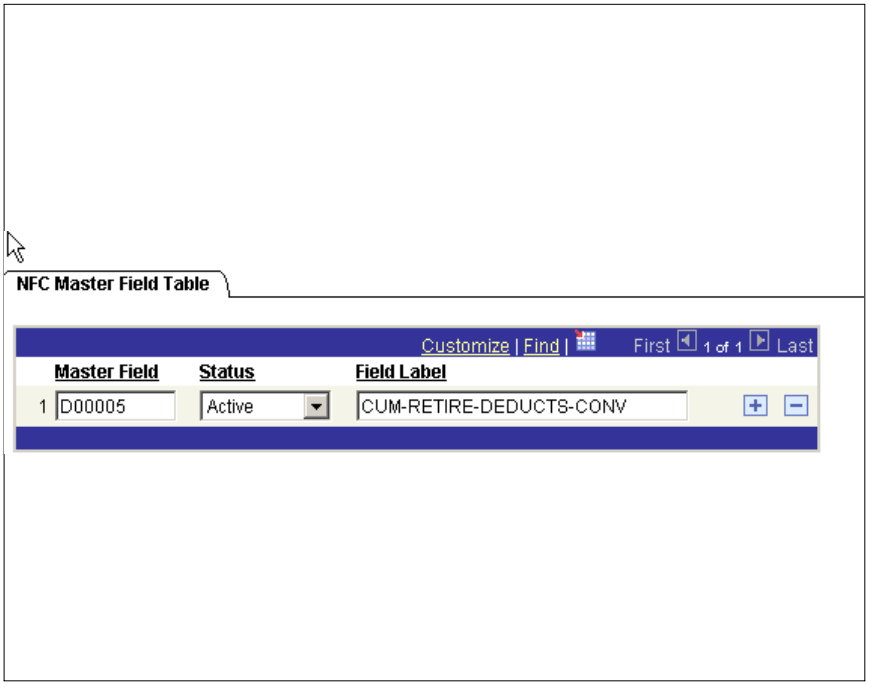


Figure 214. NFC Master Field Table tab page

7. Complete the fields as follows:

Master Field

This field is populated from the Find An Existing Value or Add A New Value page.

Status

This field is populated based on the status of the transaction. The valid values are **`Active`** and **`Inactive`**.

Field Label

This field is populated from the master field block or add information if the master field block is being added for the first time.

8. Click **Save**. This option will save the document.

OR

Click **Return To Search** to search.

OR

Click **Next In List** to view the next NFC Master Field Table entry.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional NFC Master Field Table.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for an NFC Master Field Table.

Official Position Titles USF

To enter an Official Position Titles USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Official Position Titles USF*** component. The ***Find An Existing Value*** tab -Official Position Titles USF page (**Figure 215**) is displayed.

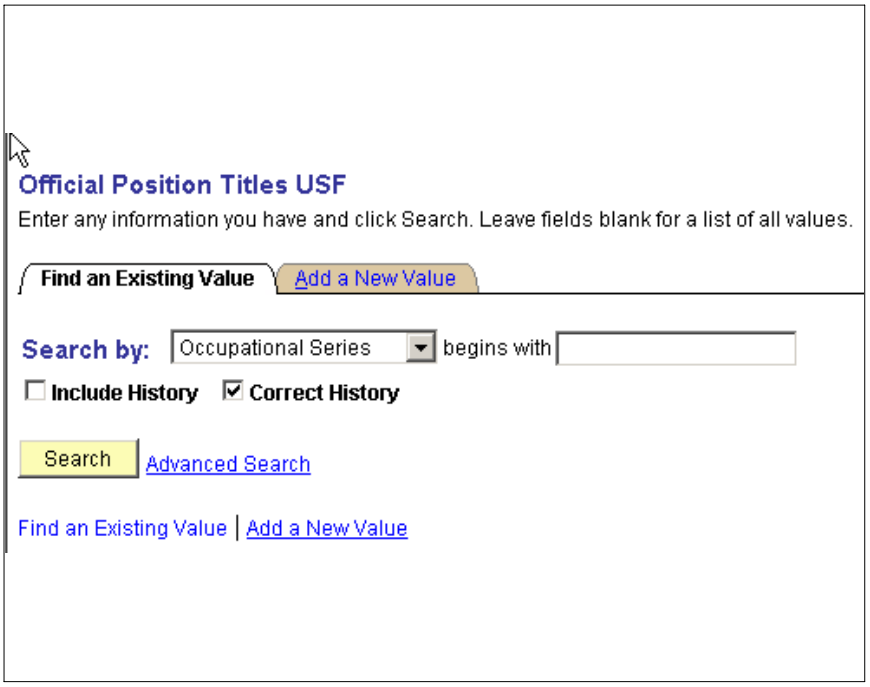


Figure 215. Find An Existing Value tab - Official Position Titles USF page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are `Occupational Series`, `Description`, and `Official Posn Title Code`.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Official Position Titles USF tab page (**Figure 216**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Official Position Titles USF page (**Figure 216**) is displayed.

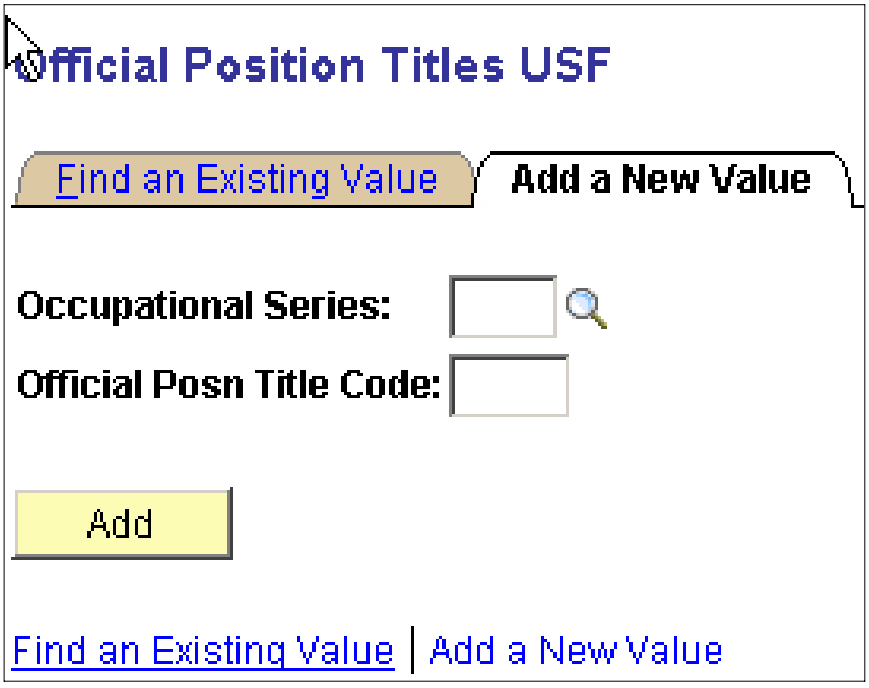


Figure 216. Add A New Value tab - Official Position Titles USF page

5. Complete the fields as follows:

Occupational Series

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Official Posn Title Code

Enter the 4 numeric official position title code.

6. Click **Add**. The Position Title Codes tab page (**Figure 217**) is displayed.

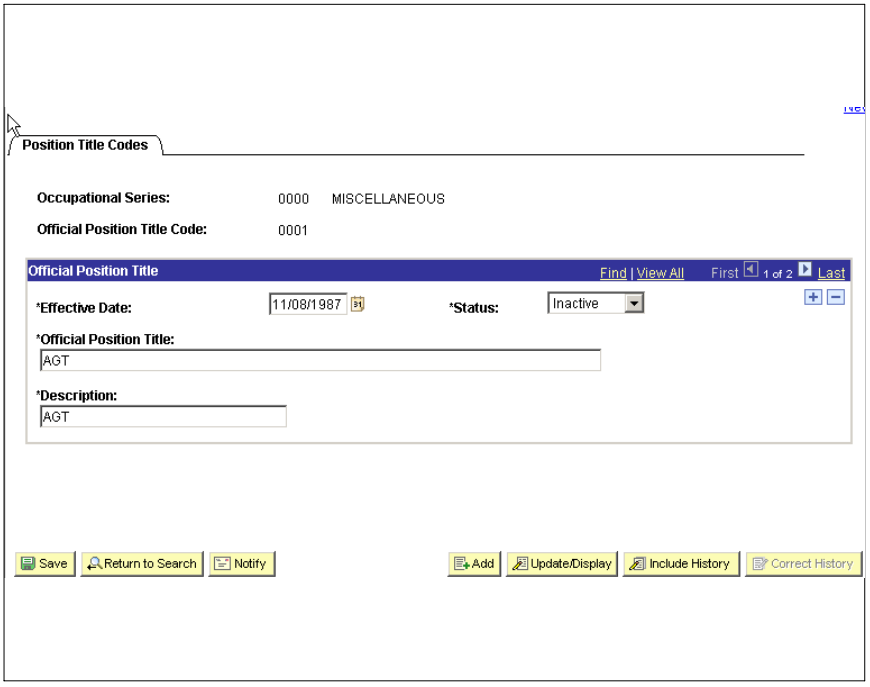


Figure 217. Position Title Codes tab page

7. Complete the fields as follows:

Effective Date

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

Status

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Official Position Title**

This field is populatedfrom the Official Position Title code.

***Description**

This field is populated from the Official Position Title code.

8. Click **Save**. This option will save the document.

OR

Click **Return To Search** to search.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add a position title code.

OR

Click **Update** to update a position title code.

Org Structure Level 2

To enter an Organizational Structure Level 2:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 2*** component. The ***Find An Existing Value*** tab - Org Stru Lvl 2 page (**Figure 218**) is displayed.

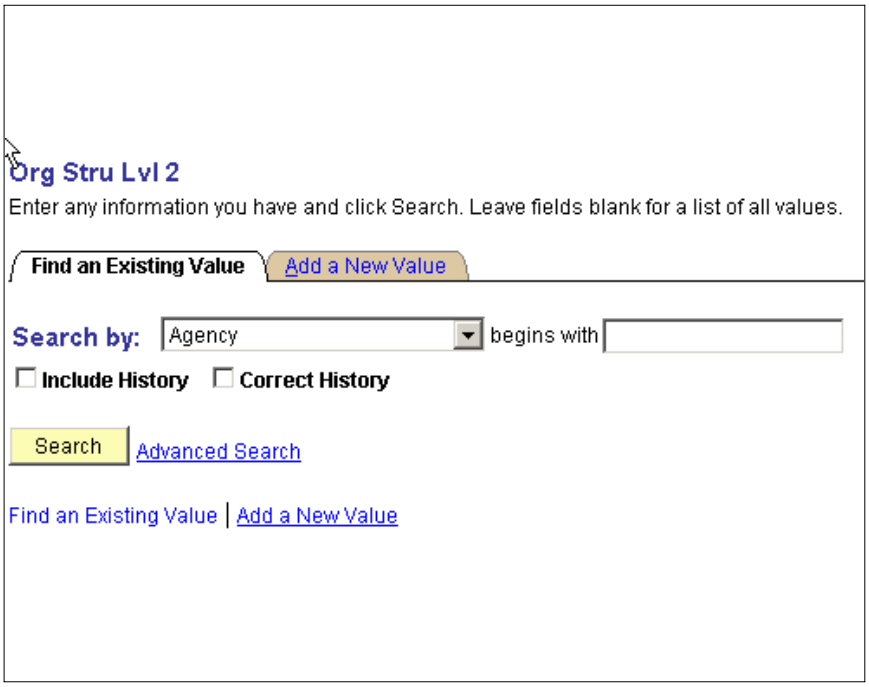


Figure 218. Find An Existing Value tab - Org Stru Lvl 2 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency`**, **`Description`**, **`Org Structure Code 2nd Level`**, and **`Sub-Agency`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 2 tabpage (**Figure 219**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab -Org Stru Lvl 2 page (**Figure 219**) is displayed.

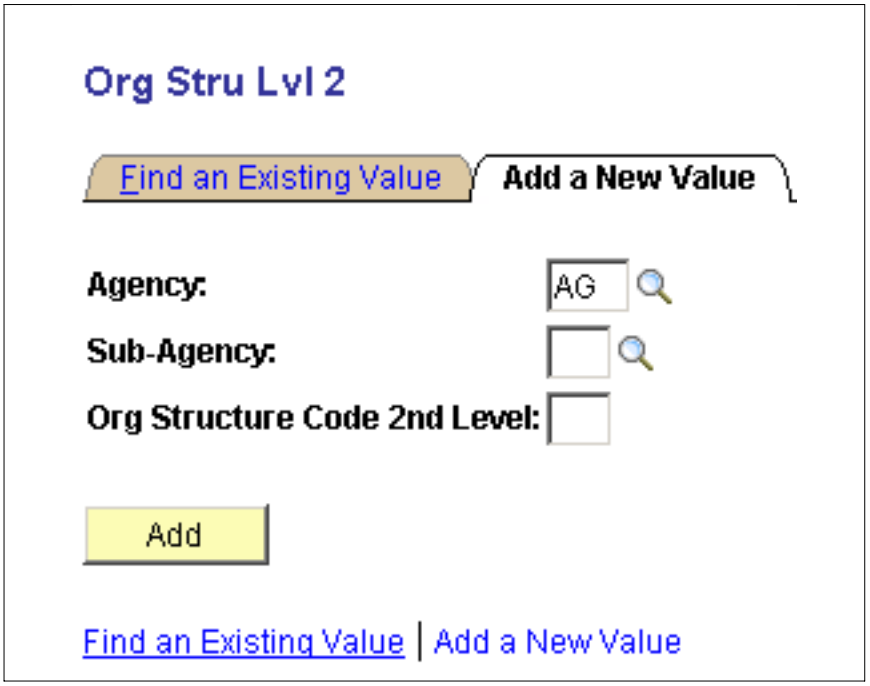


Figure 219. Add A New Value tab - Org Stru Lvl 2 page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 2 page (**Figure 220**) is displayed.

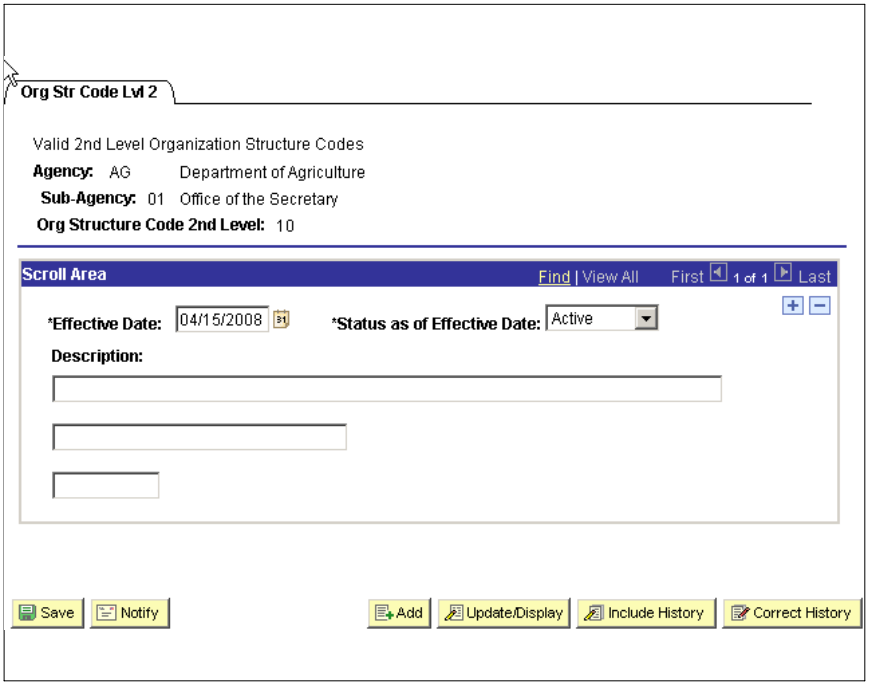


Figure 220. Org Str Code Lvl 2 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**

Description

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

OR

Click **Return To Search** to search for another Organizational Structure Code Level 2.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional Organizational Structure Code Level 2.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for an Organizational Structure Code Level 2.

Org Structure Level 3

To enter an Organizational Structure Level 3:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 3*** component. The ***Find An Existing Value*** tab - Org Stru Lvl 3 page (**Figure 221**) is displayed.

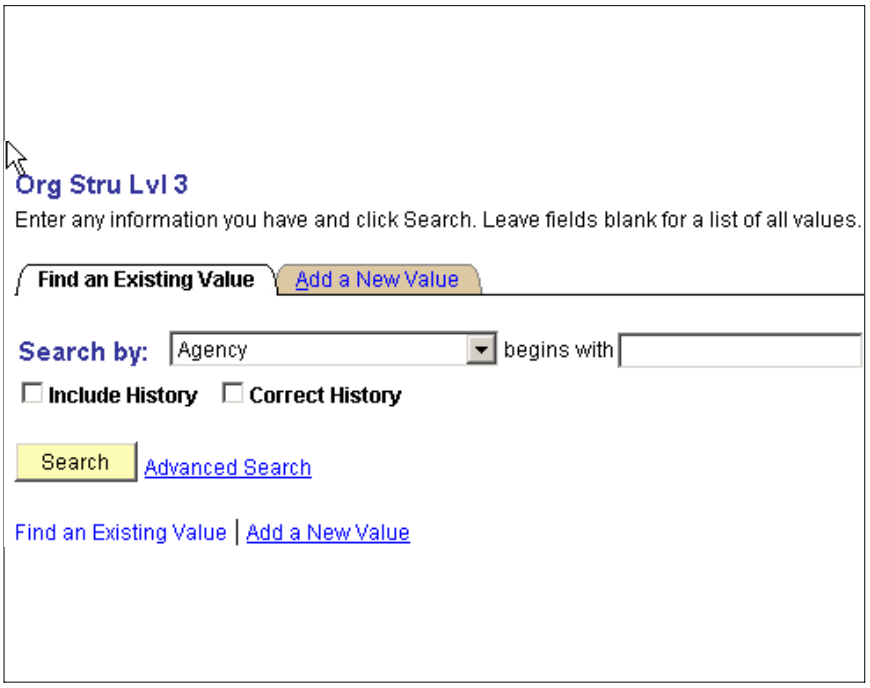


Figure 221. Find An Existing Value tab - Org Stru Lvl 3 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data by clicking the search icon. The valid values are **`Agency`**, **`Sub-Agency`**, **`Org Structure 2nd Level`**, **`Org Structure 2nd Level`**, **`Org Structure 3rd Level`**, and **`Description`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 3 tab page (**Figure 222**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value - Org Stru Lvl 3 page (**Figure 222**) is displayed.

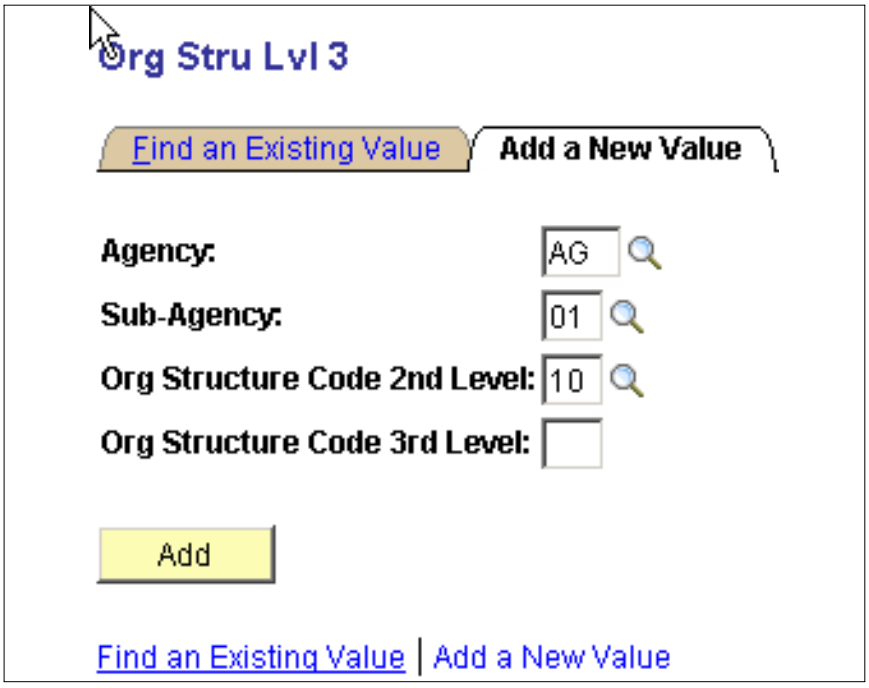


Figure 222. Add A New Value tab - Org Stru Lvl 3 page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select data by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level

The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 3 tab page (**Figure 223**) is displayed.

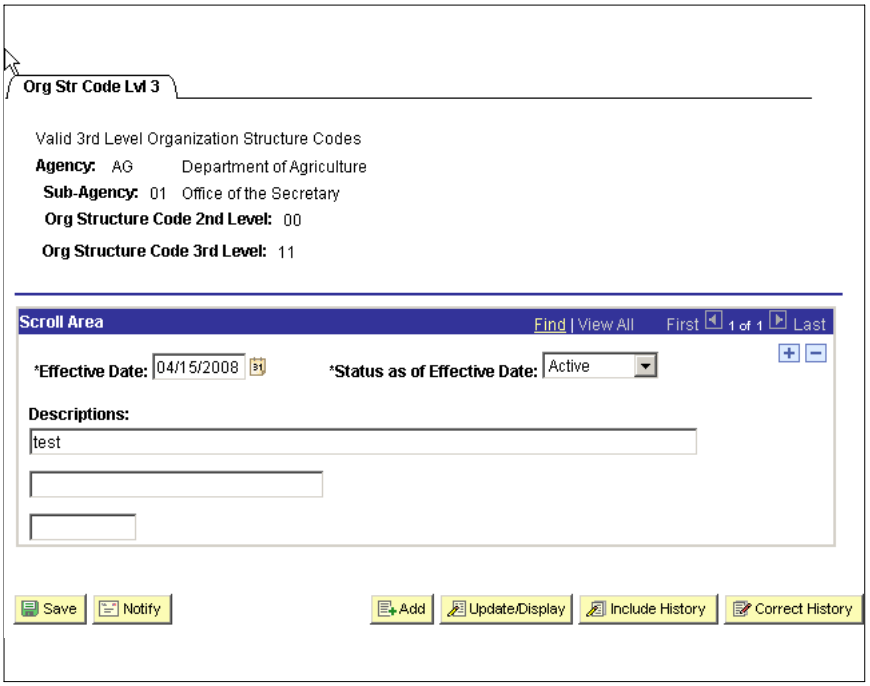


Figure 223. Org Str Code Lvl 3 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Description

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Organization Structure Code Level 3.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an Organization Structure Code Level 3.

Org Structure Level 4

To enter an Organizational Structure Level 4:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 4*** component. The ***Find An Existing Value*** tab -Org Stru Lvl 4 page (**Figure 224**) is displayed.

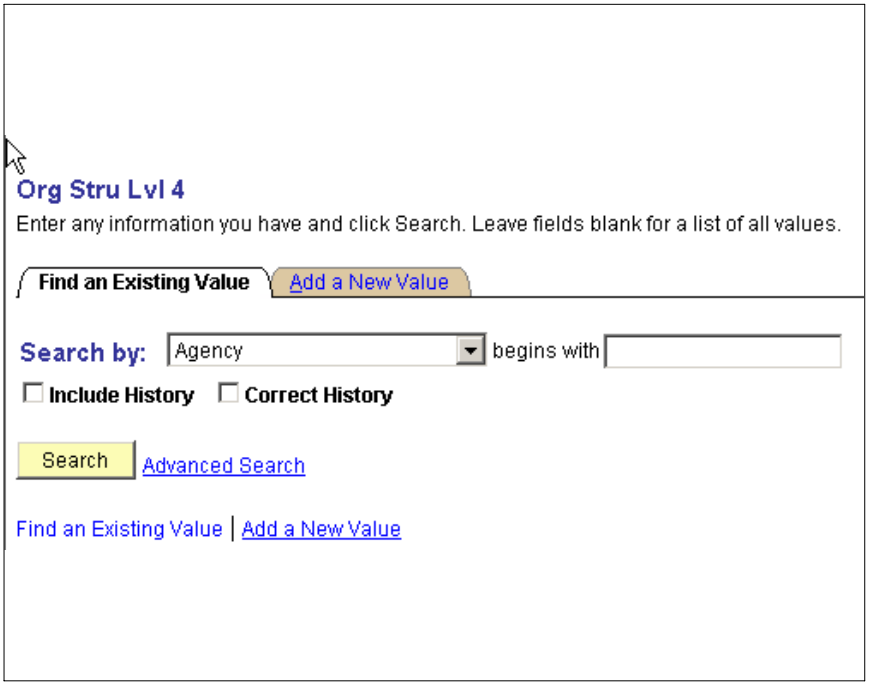


Figure 224. Find An Existing Value tab - Org Stru Lvl 4 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency`**, **`Sub-Agency`**, **`Org Structure 2nd Level`**,**`Org Structure 3rd Level`**, **`Org Structure Code 4th Level`**, and **`Description`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 4 tab page (**Figure 225**) is displayed.

   OR

   Click ***Add A New Value***. The Add A new Value tab - Org Stru Code Lvl 4 page (**Figure 225**) is displayed.

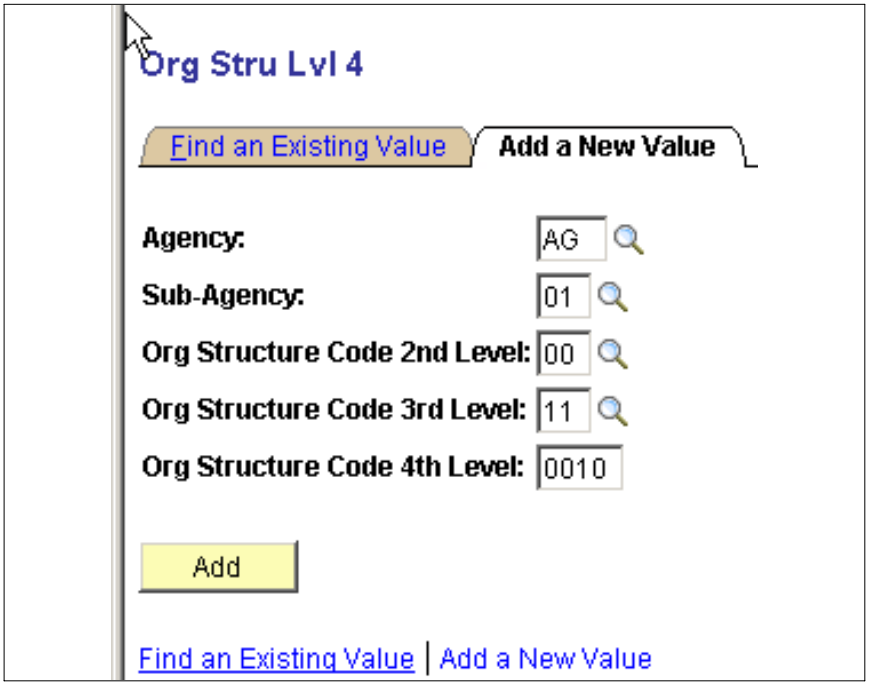


Figure 225. Add A new Value tab - Org Stru Lvl 4 page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 4th Level

The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 4 tab page (**Figure 226**) is displayed.

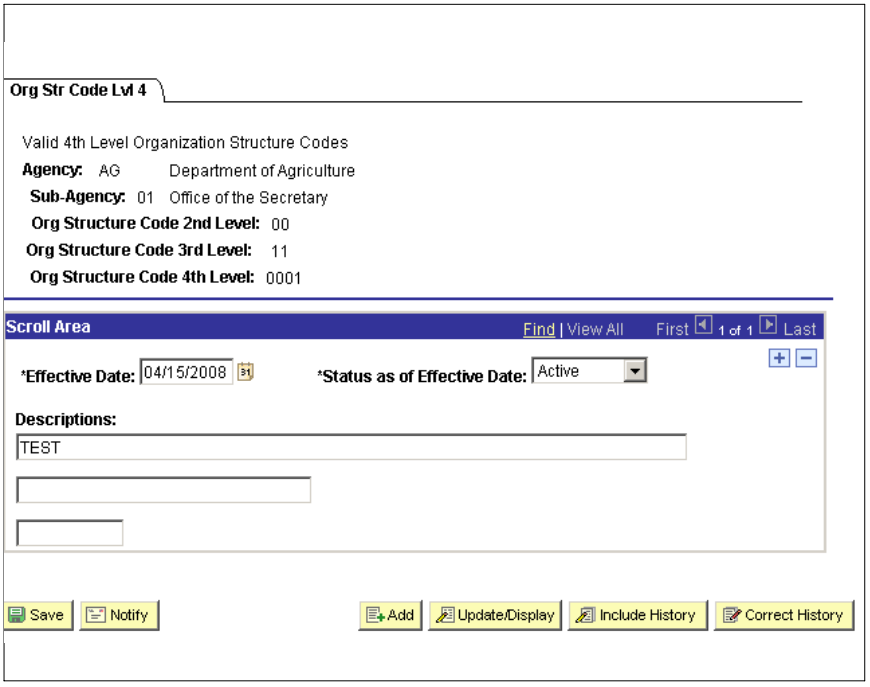


Figure 226. Org Str Code Lvl 4 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Description

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional Organization Structure Code Level 4.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for an Organization Structure Code Level 4.

Org Structure Level 5

To enter an Organizational Structure Level 5:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 5*** component. The ***Find An Existing Value*** tab -Org Stru Lvl 5 page (**Figure 227**) is displayed.

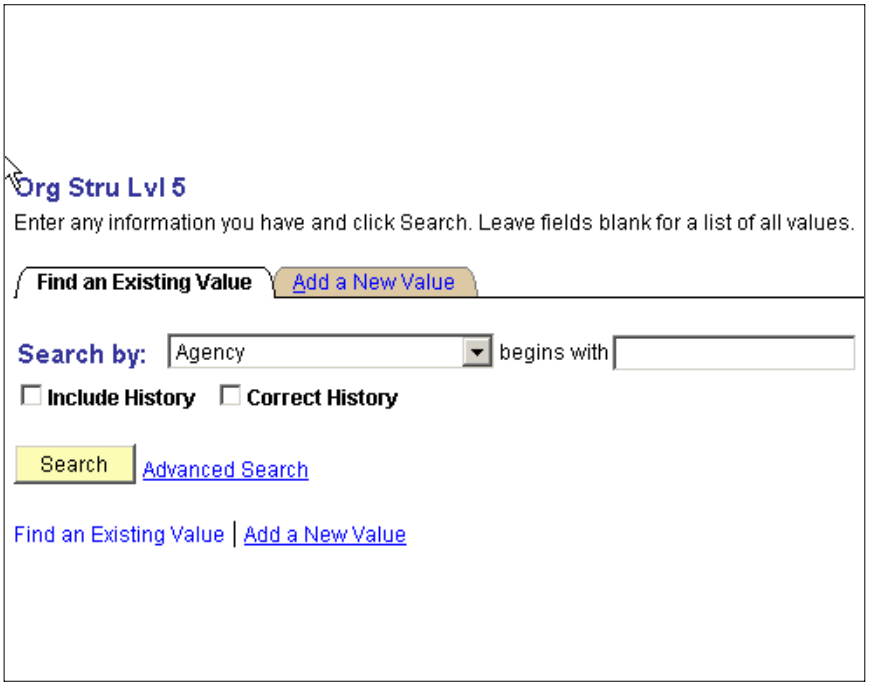


Figure 227. Find An Existing Value tab - Org Stru Lvl 5 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency`**, **`Sub-Agency`**, **`Org Structure 2nd Level`**, **`Org Structure 3rd Level`**, **`Org Structure 4th Level`**,**`Org Structure Code 5th Level`**, and **`Description`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 5 tab page (**Figure 228**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 5 page (**Figure 228**) is displayed.

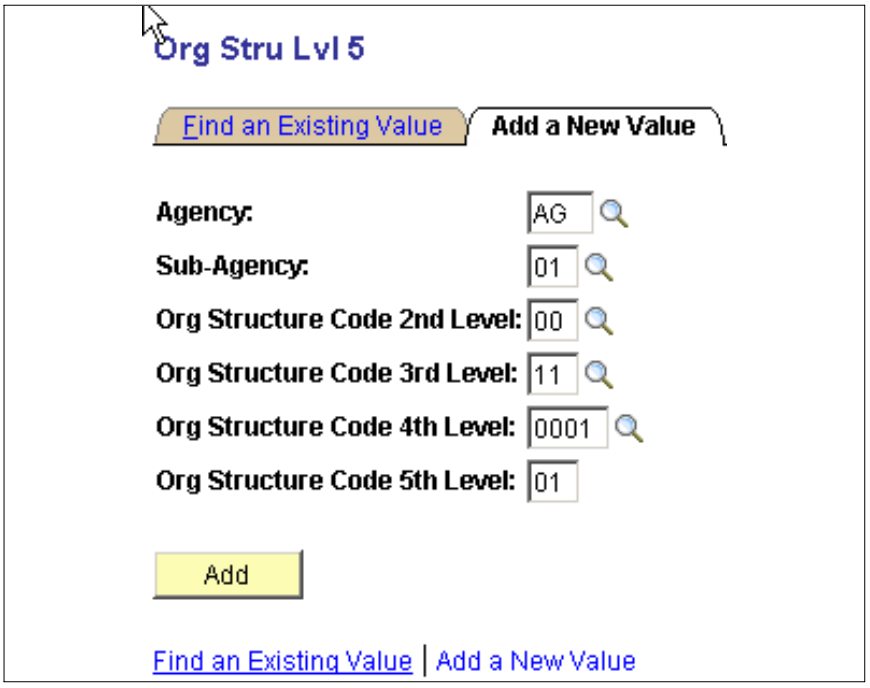


Figure 228. Add A New Value tab - Org Stru Lvl 5 page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 4th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 5th Level

The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Org Str Code Lvl 5 tab page (**Figure 229**) is displayed.

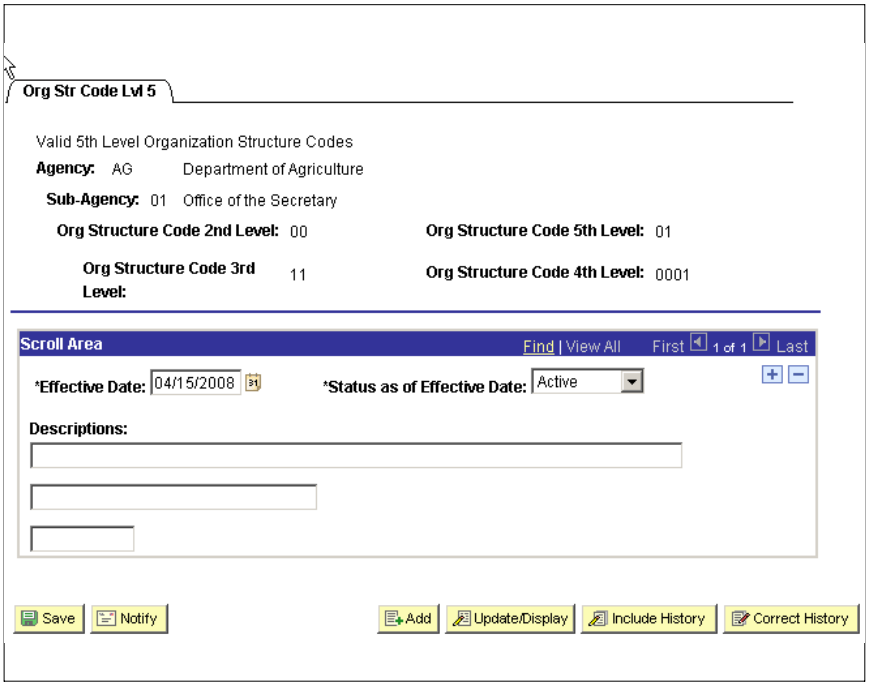


Figure 229. Org Str Code Lvl 5 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Description

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Organization Structure Code Level 5.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an Organization Structure Code Level 5.

Org Structure Level 6

To enter an Organizational Structure Level 6:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 6*** component. The ***Find An Existing Value*** tab - Org Stru Lvl 6 page (**Figure 230**) is displayed.

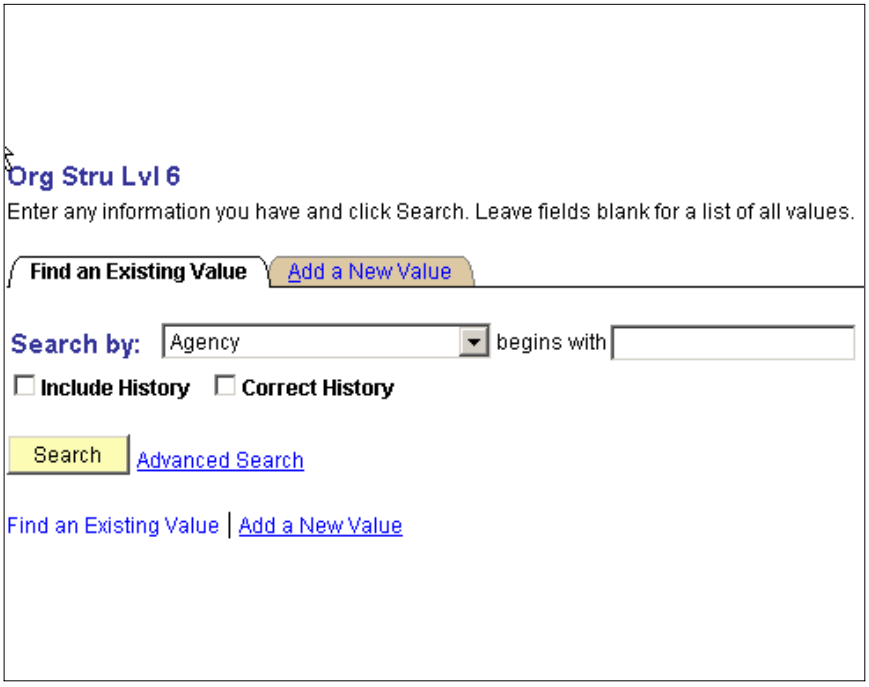


Figure 230. Find An Existing Value tab - Org Stru Lvl 6 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency`**, **`Sub-Agency`**, **`Org Structure 2nd Level`**, **`Org Structure 3rd Level`**, **`Org Structure 4th Level`**, **`Org Structure Code 5th Level`**, **`Org Structure Code 6th Level`**, and **`Description`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 6 tab page (**Figure 231**) is displayed.

OR

Click ***Add A New Value***. The Add A new Value tab - Org Stru Code Lvl 6 page (**Figure 231**) is displayed.

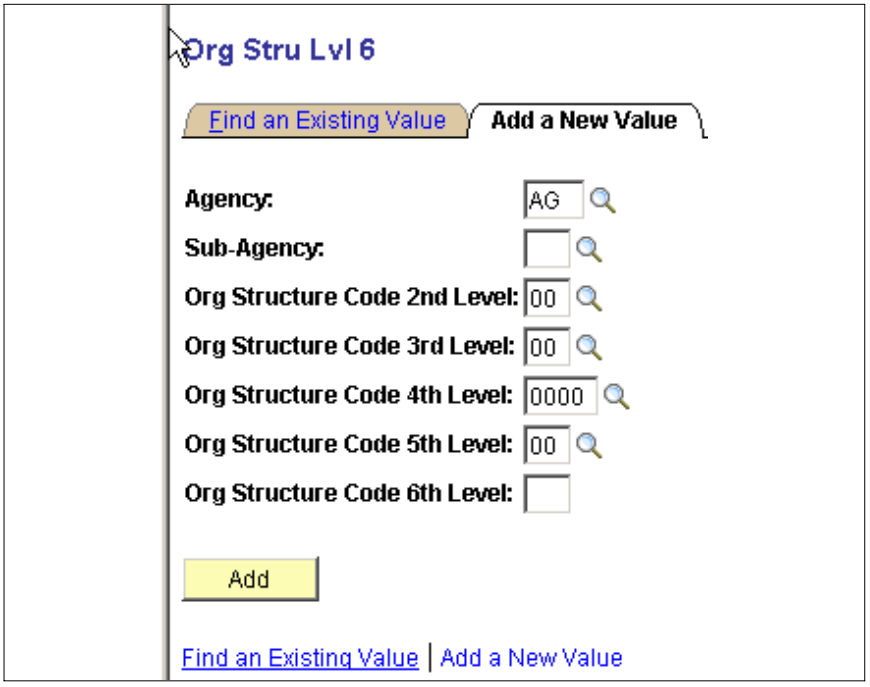


Figure 231. Add a New Value tab - Org Stru Lvl 6 page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 4th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 5th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 6th Level

The field name is populated from the Search By value selected. Enter the applicable information to be added.

6. Click **Add**. The Org Str Code Lvl 6 tab page (**Figure 232**) is displayed.

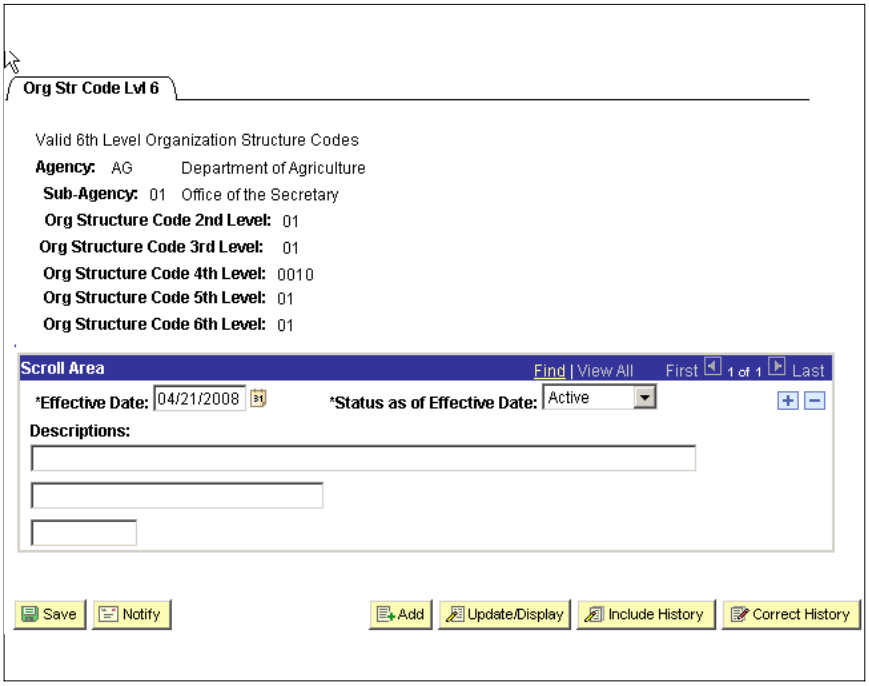


Figure 232. Org Str Code Lvl 6 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Description

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to search for another Organization Structure Code Level 6.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Organization Structure Code Level 6.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an Organization Structure Code Level 6.

Org Structure Level 7

To enter an Organizational Structure Level 7:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Org Structure Level 7*** component. The ***Find An Existing Value*** tab - Org Stru Lvl 7 page (**Figure 233**) is displayed.

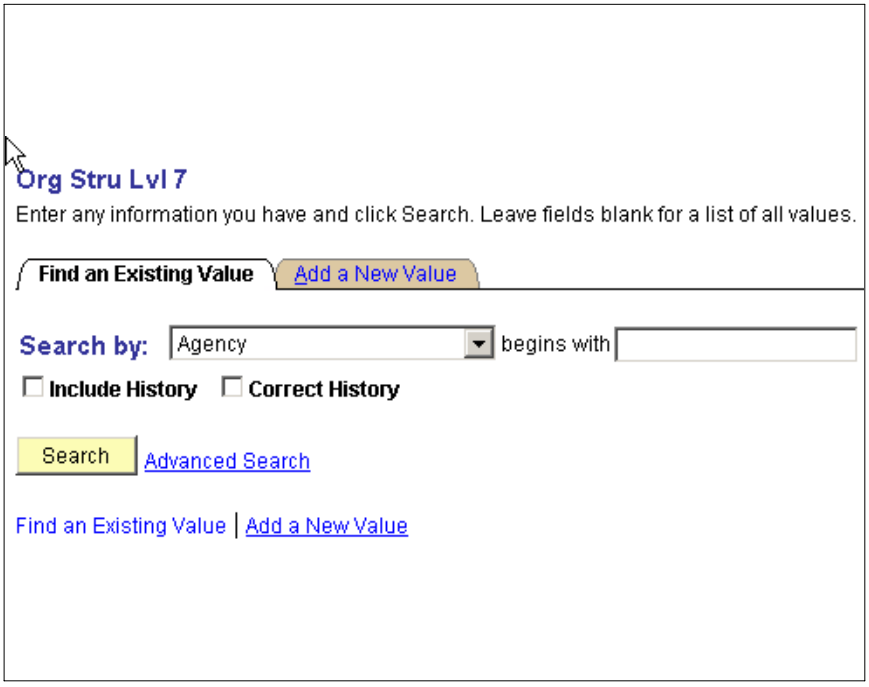


Figure 233. Find An Existing Value tab - Org Stru Lvl 7 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency`**, **`Sub-Agency`**, **`Org Structure 2nd Level`**, **`Org Structure 3rd Level`**, **`Org Structure 4th Level`**, **`Org Structure Code 5th Level`**, **`Org Structure Code 6th Level`**, **`Description`**, and **`Org Structure Code 7th Level`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 7 tab page (**Figure 234**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 7 page (**Figure 234**) is displayed.

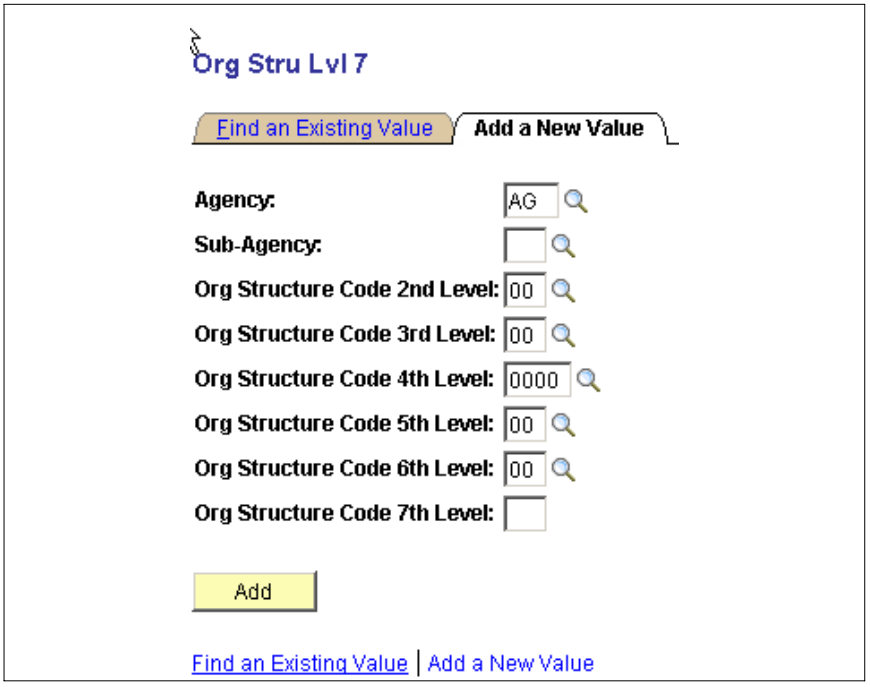


Figure 234. Add A New Value tab - Org Stru Lvl 7 page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 4th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 5th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 6th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 7th Level

The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Org Str Code Lvl 7 tab page (**Figure 235**) is displayed.

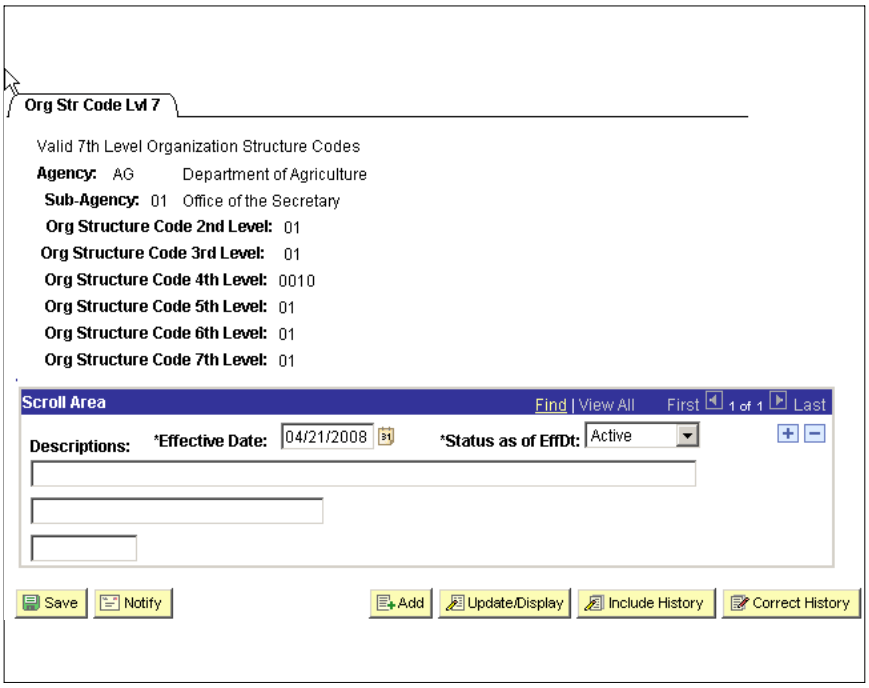


Figure 235. Org Str Code Lvl 7 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Descriptions

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Organizational Structure Code Level 7.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an Organizational Structure Code Level 7.

Org Structure Level 8

To enter an Organizational Structure Level 8:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Org Structure Level 8*** component. The ***Find An Existing Value*** tab - Org Stru Lvl 8 page (**Figure 236**) is displayed.

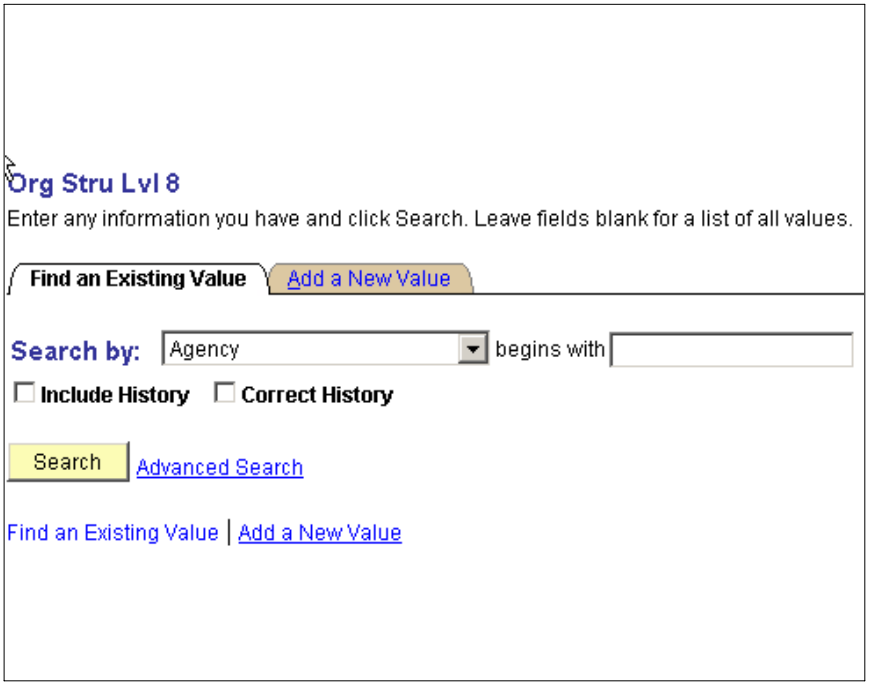


Figure 236. Find An Existing Value tab - Org Stru Lvl 8 page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Agency`**, **`Sub-Agency`**, **`Org Structure 2nd Level`**, **`Org Structure 3rd Level`**, **`Org Structure 4th Level`**, **`Org Structure Code 5th Level`**, **`Org Structure Code 6th Level`**, **`Description`**, **`Org Structure Code 7th Level`**, and **`Org Structure Code 8th Level`**.

Begins With

Enter the information that corresponds to the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Org Str Code Lvl 8 tab page (**Figure 237**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Org Stru Code Lvl 8 page (**Figure 237**) is displayed.

Figure 237. Org Stru Lvl 8 tab page

5. Complete the fields as follows:

Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Sub−Agency

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 2nd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 3rd Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 4th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 5th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 6th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 7th Level

The field name is populated from the Search By value selected. Enter the information to be added or select by clicking the search icon.

Org Structure Code 8th Level

The field name is populated from the Search By value selected. Enter the information to be added.

6. Click **Add**. The Org Str Code Lvl 8 tab page (**Figure 238**) is displayed.

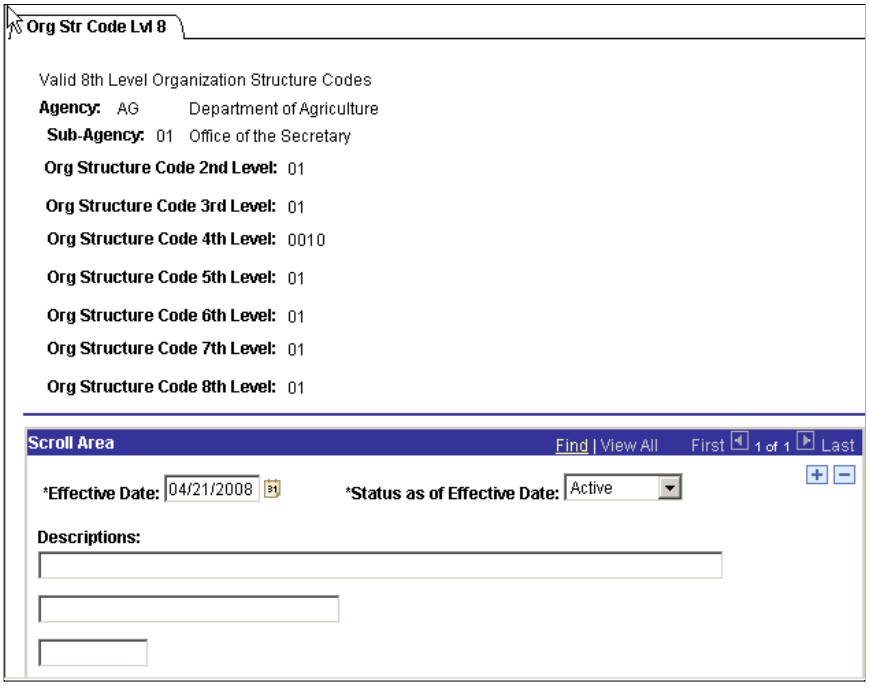


Figure 238. Org Str Code Lvl 8 tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Descriptions

Enter the description of the organization structure. When tab is used to advance to the next line, the data entered on the first line will populate the next 2 lines. The data can be changed by clicking in the applicable line and entering a description.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Organizational Structure Code Level 8.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for an Organizational Structure Code Level 8.

Personnel Action Rqst Rmks

To enter Personnel Action Request Remarks:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Personnel Action Rqst Rmks*** component. The ***Find An Existing Value*** tab - Personnel Action Rqst Rmks page (**Figure 239**) is displayed.

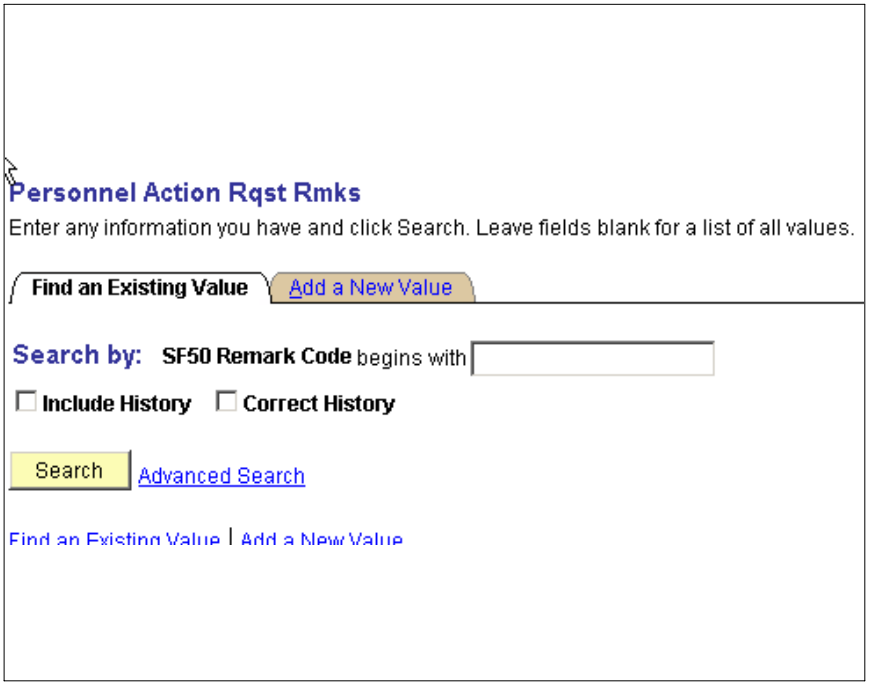


Figure 239. Find An Existing Value tab - Personnel Action Rqst Rmks page

3. Complete the fields as follows:

Search By: SF50 Remark Code Begins With

Enter the applicable remark code.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The PAR Remarks Table tab page (**Figure 240**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - PAR Remarks Table page (**Figure 240**) is displayed.

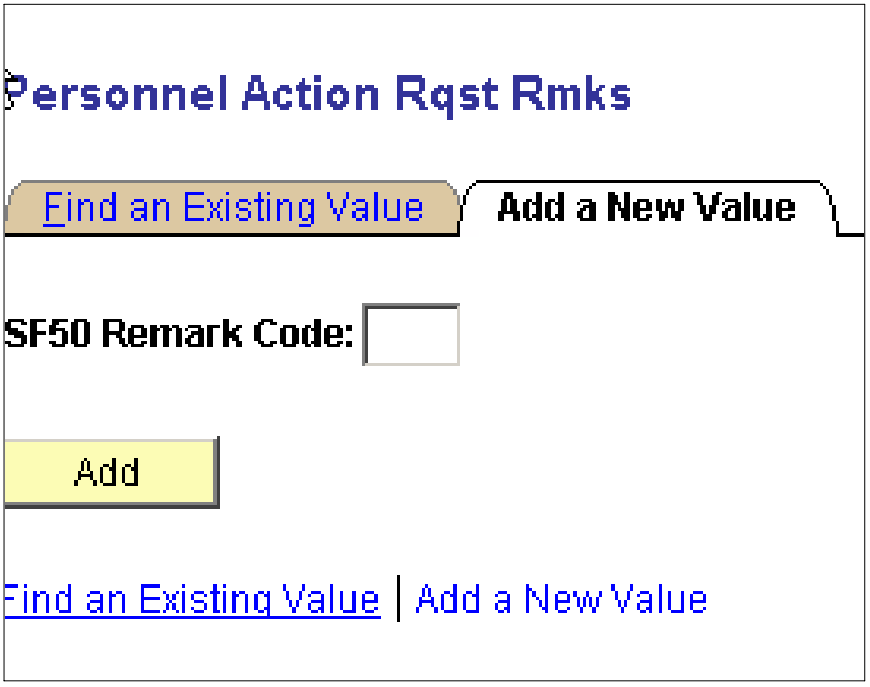


Figure 240. Add A New Value tab - Personnel Action Rqst Rmks page

5. Complete the field as follows:

SF50 Remark Code

Enter the SF50 remark code to be added.

6. Click **Add**. The Personnel Action Rqst Rmks tab page (**Figure 241**) is displayed.

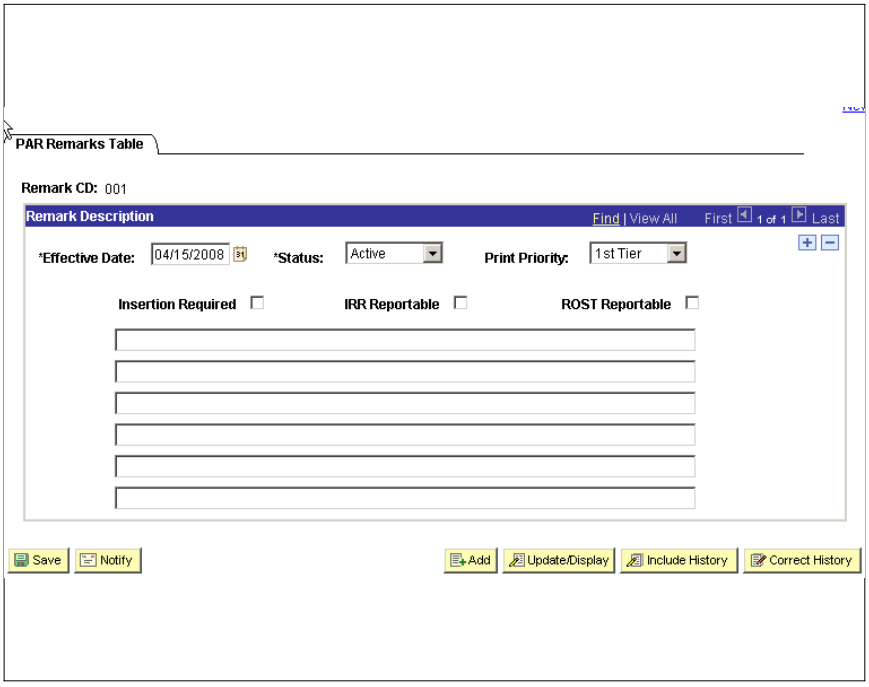


Figure 241. PAR Remarks Table tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Print Priority

Enter the print priority or select data from the drop-down list. The valid values are **`1st Tier`** and **`2nd Tier`**.

Insertion Required

Check this box if applicable.

IRR Reportable

Check this box if applicable.

Rost Reportable

Check this box if applicable.

Note: Information can be added on 5 lines available.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Personnel Action Request Remark.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for a Personnel Action Request Remark

Personnel Office ID

To enter an Personnel Office ID:

1. Select ***EmpowHR Setup Tables (HD)*** menu group.

2. Select ***Personnel Office ID*** component. The ***Find An Existing Value*** tab -Personnel Office ID page (**Figure 242**) is displayed.

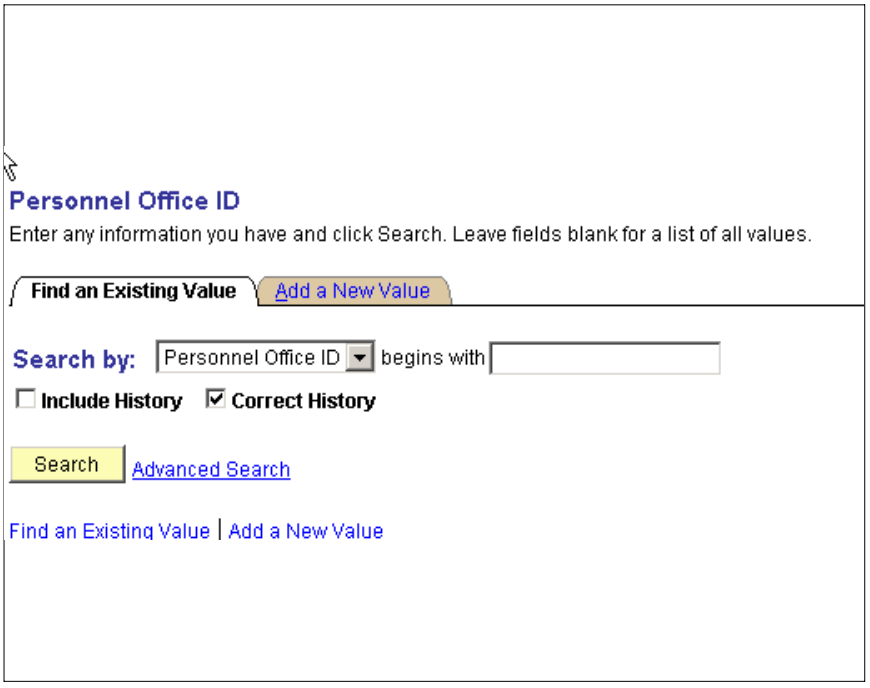


Figure 242. Find An Existing Value tab - Personnel Office ID page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Personnel Office ID`**, and **`Description`**.

Begins With

Enter the applicable information for the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Personnel Office ID Table tab page (**Figure 243**) is displayed.

   OR

   Click ***Add A New Value***. The Add a new Value tab - Personnel Office ID Table page (**Figure 243**) is displayed.

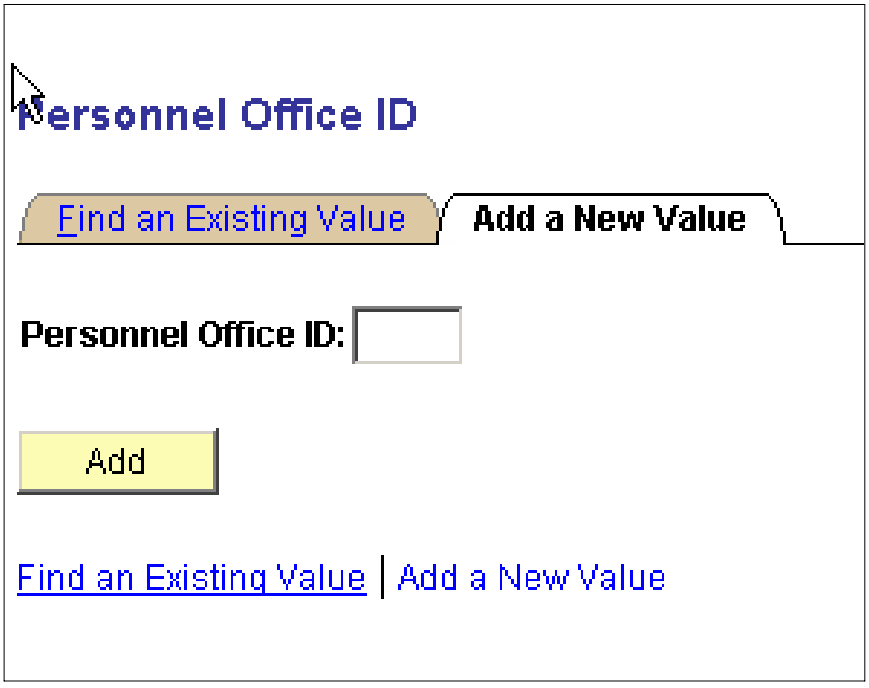


Figure 243. Add A New Value tab - Personnel Office ID page

5. Complete the field as follows:

Personnel Office ID

Enter the POI to be added.

6. Click **Add**. The Personnel Office ID Table tab - Personnel Office ID page (**Figure 244**) is displayed.

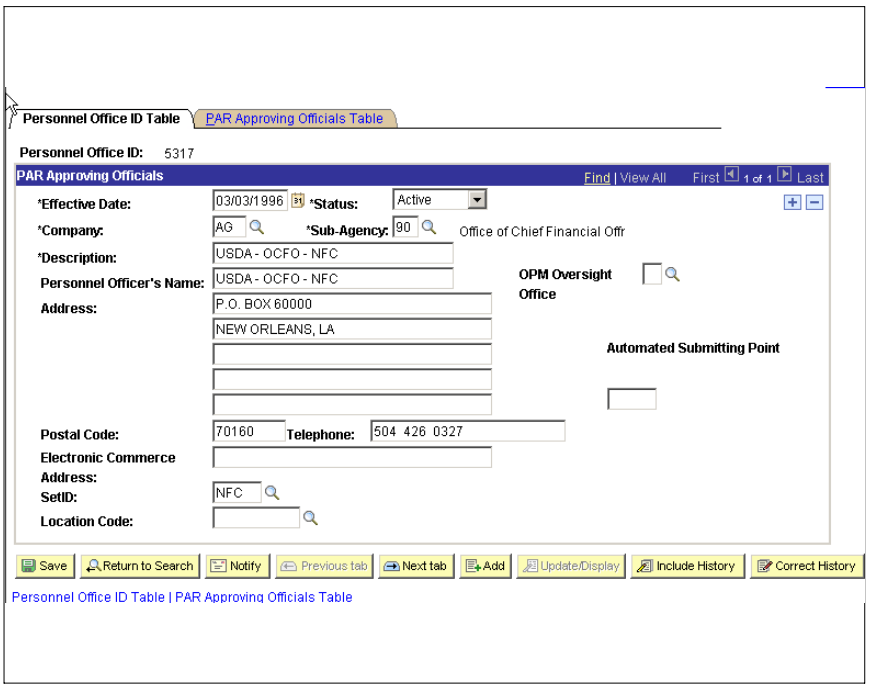


Figure 244. Personnel Office ID Tabel tab - Personnel Office ID page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Company**

Enter the 2 position company name or select data by clicking the search icon.

***Sub-Agency**

Enter the 2 position sub-agency or select data by clicking the search icon.

***Description**

Enter the description of the Company and the Sub-agency.

Personnel Officer's Name

Enter the applicable name.

Address

Enter the address for the personnel office.

Postal Code

Enter the zip code for the address.

Telephone

Enter the telephone number of the personnel office.

Electronic Commerce

Enter the applicable information.

Address Set ID

Enter the agency name that will have access to the personnel office information or select data by clicking the search icon.

Location Code

Enter the location code for the personnel office or select data by clicking the search icon.

OPM Overside Office

Enter the applicable information or select data by clicking the search icon.

Automated Submitting Point

Enter the applicable information.

8. Select the ***PAR Approving Officials Table*** tab. The PAR Approving Officials Table tab - Personnel Office ID page (**Figure 245**) is displayed.

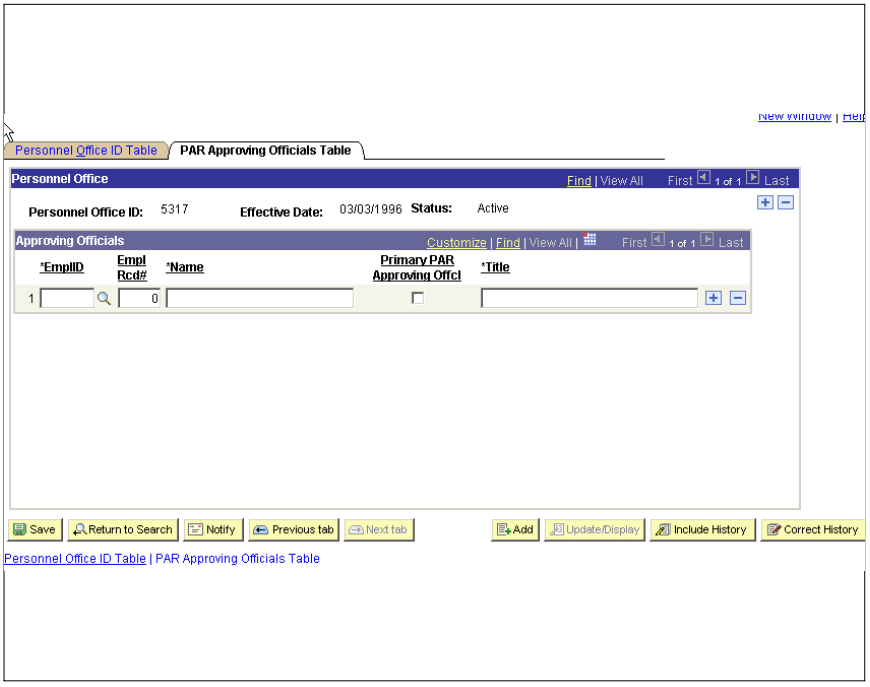


Figure 245. PAR Approving Officials Table tab - Personnel Office ID page

9. Complete the fields as follows:

***EmplID**

Enter the employee ID or select data by clicking the search icon.

Empl Rcd#

Enter the employee record number.

***Name**

Enter the approving official name.

Primary PAR Approving Officl

Check the approving official is the primary official.

***Title**

Enter the approving official's title.

10. Click **Save**. This option will save the document.

OR

Click **Return To Search** to search for another Personnel Office ID Table.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional Personnel Office ID.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a Personnel Office ID.

OR

Click **Previous Tab** to display the Personnel Office ID Table tab.

Salary Grades USF

To enter a Salary Grade USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Salary Grades USF*** component. The ***Find An Existing Value*** tab -Salary Grades USF page (**Figure 246**) is displayed.

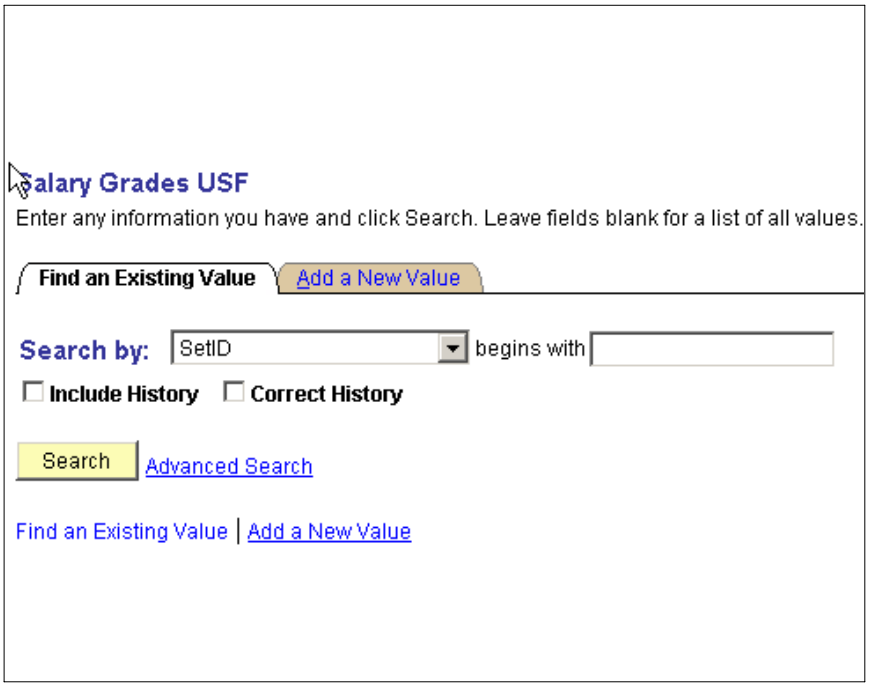


Figure 246. Find An Existing Value tab - Salary Grades USF page

3. Complete the fields as follows:

Search By

Enter the applicable search information or select data from the drop-down list. The valid values are **`Set ID`**, **`Description`**, **`Salary Administration Plan`**, and **`Salary Grade`**.

Begins With

Enter the applicable information for the Search By value.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Salary Grade Table tab - Salary Grade USF page (**Figure 247**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab − Salary Grades USF page (**Figure 247**) is displayed.

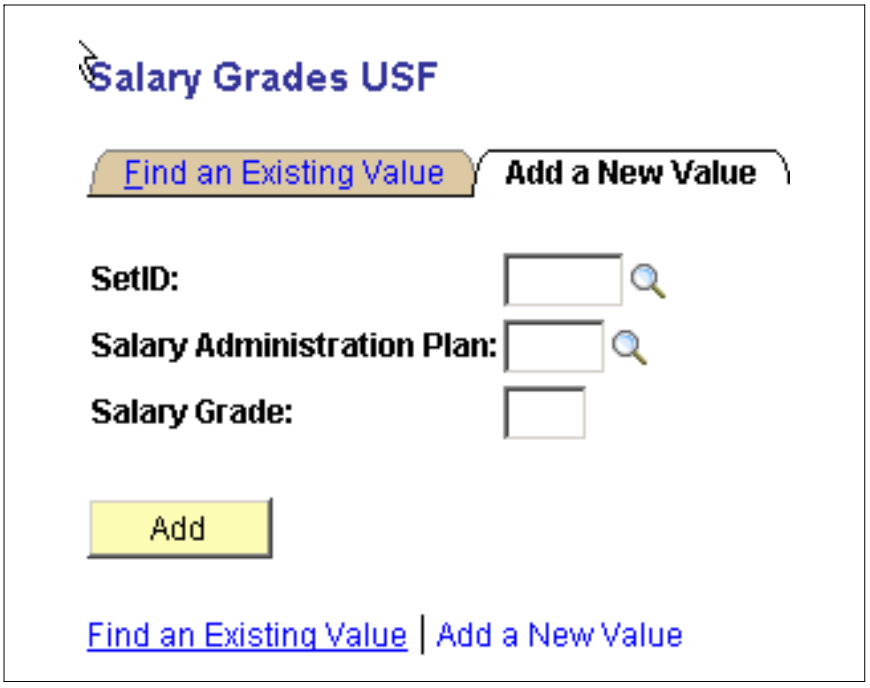


Figure 247. Add A new Value tab - Salary Grades USF page

5. Complete the field as follows:

SetID

Enter the SetID to be added or select data by clicking the search icon.

Salary Administration Plan

Enter the Salary Plan to be added or select data by clicking the search icon.

Salary Grade

Enter the applicable grade.

6. Click **Add**. The Salary Grade Table tab - Salary Grades USF page (**Figure 248**) is displayed.

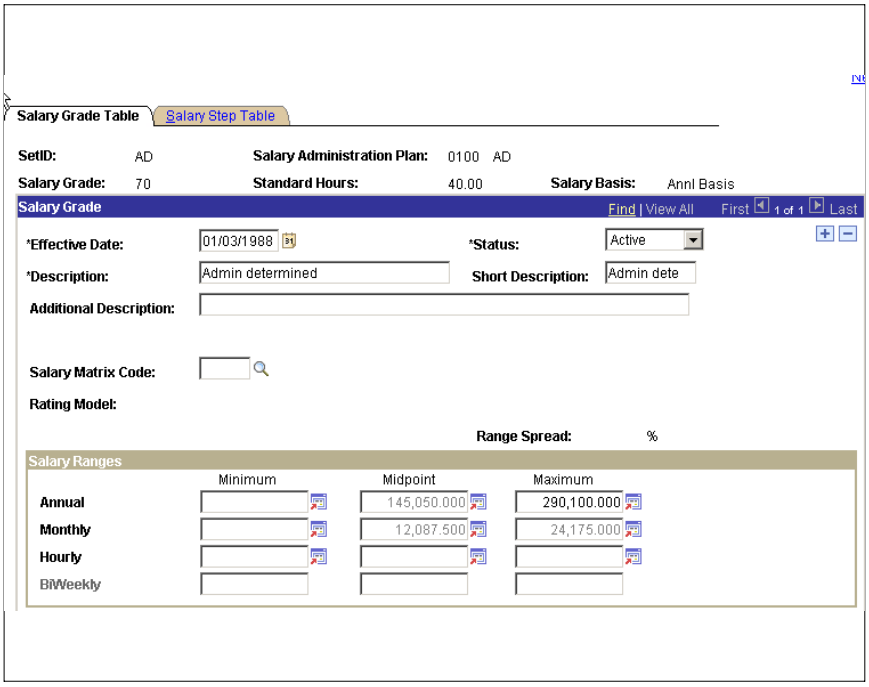


Figure 248. Salary Grade Table tab - Salary Grades USF page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Description**

Enter the applicable description.

Short Description

Enter the applicable short description.

Additional Description

Enter the description if applicable.

Rating Model

This field is populated.

Range Spread

This field is populated.

Salary Matrix Code

Enter the applicable code or select data by clicking the search icon.

Salary Ranges/Annual Minimum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Anuual Midpoint

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Annual Maximum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Monthly Minimum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Monthly Midpoint

This field is populated based on SetID entered. Select a currency by clicking the currency icon..

Salary Ranges/Monthly Maximum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Hourly Minimum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Hourly Midpoint

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Hourly Maximum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Biweekly Minimum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Biweekly Midpoint

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

Salary Ranges/Biweekly Maximum

This field is populated based on SetID entered. Select a currency by clicking the currency icon.

8. Click the ***US Federal*** icon. The Salary Grade Table tab - Salary Grades USF page (**Figure 249**) will expand.

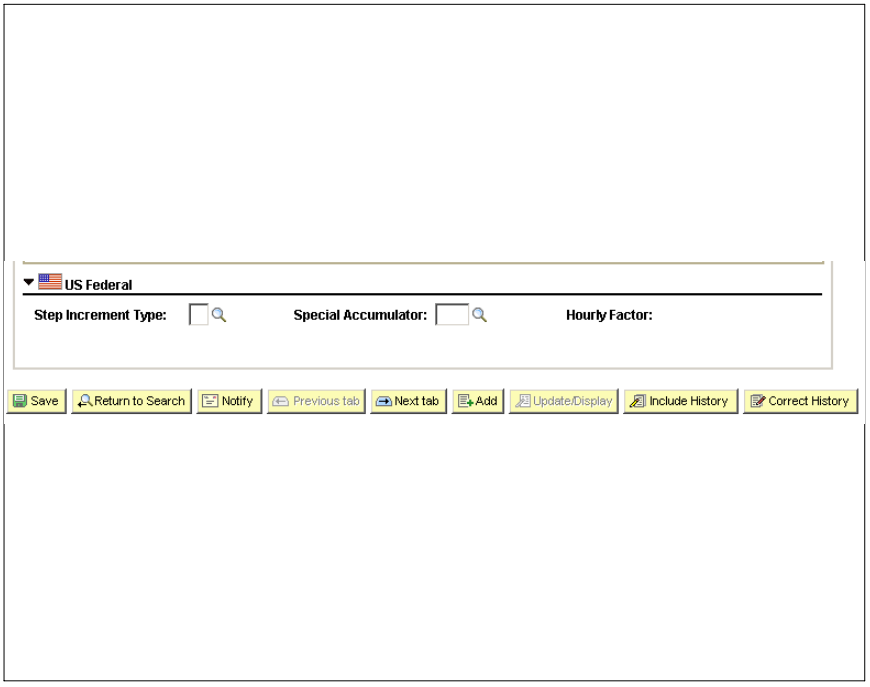


Figure 249. Salary Grade Table tab expanded - Salary Grades USF page

9. Complete the fields as follows:

Step Increment Type

Enter the applicable information or select data by clicking the search icon.

Special Accumulator

Enter the applicable information or select data by clicking the search icon.

Hourly Factor

This field is populated.

10. Select the ***Salary Step Table*** tab. The Salary Step Table tab - Salary Grades USF page (**Figure 250**) is displayed.

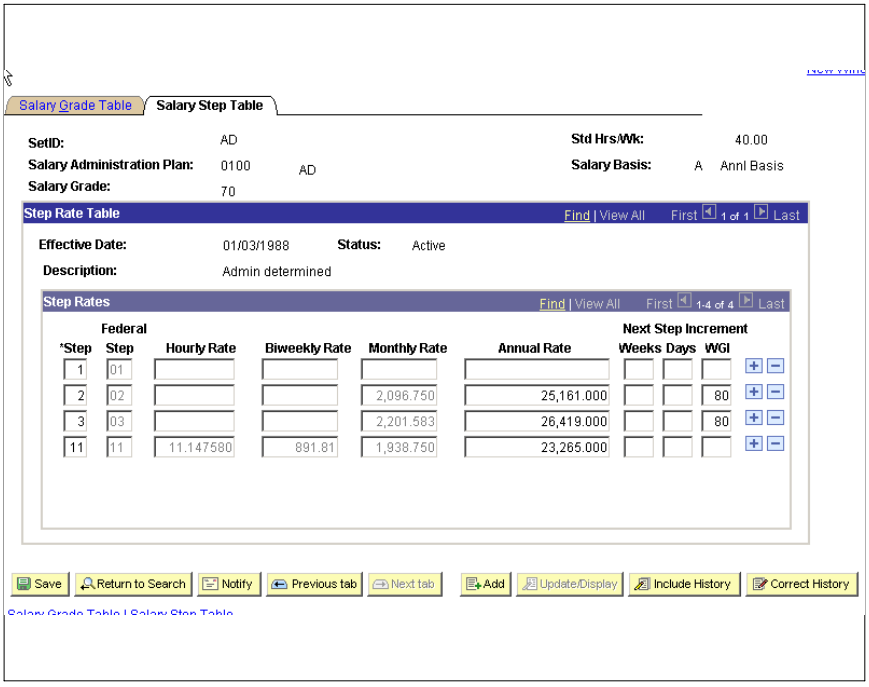


Figure 250. Salary Step Table tab - Salary Gardes USF page

11. Complete the fields as follows:

***Step**

Enter the applicable step.

Federal Step

Enter federal step that corresponds to each step value entered.

Hourly Rate

Enter the hourly rate that corresponds to each step value entered.

Biweekly Rate

Enter the biweekly rate that corresponds to each step value entered.

Monthly Rate

Enter the monthly rate that corresponds to each step value entered.

Annual Rate

Enter the annual rate that corresponds to each step value entered.

Next Step Increment/Weeks

Enter the number of weeks for the next step to be effective.

Next Step Increment/Days

Enter the number of days for the next step to be effective.

Next Step Increments/WGI

Enter the next step increments the next step to be effective

12. Click **Save**. This option will save the document.

    OR

    Click **Return To Search** to search for another Salary Grade.

    OR

    Click **Previous Tab** to revert to the previous tab.

    OR

    Click **Notify** to notify the next individual in the workflow.

    OR

    Click **Add** to add an additional SetID.

    OR

    Click **Update/Display** to clear the display.

    OR

    Click **Include History** to include the data entered into history.

    OR

    Click **Correct History** to correct history for a Salary Grade.

Salary Limits

To enter Salary Limits:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Salary Limits*** component. The ***Find An Existing Value*** tab -ES Salary Limits page (**Figure 251**) is displayed.

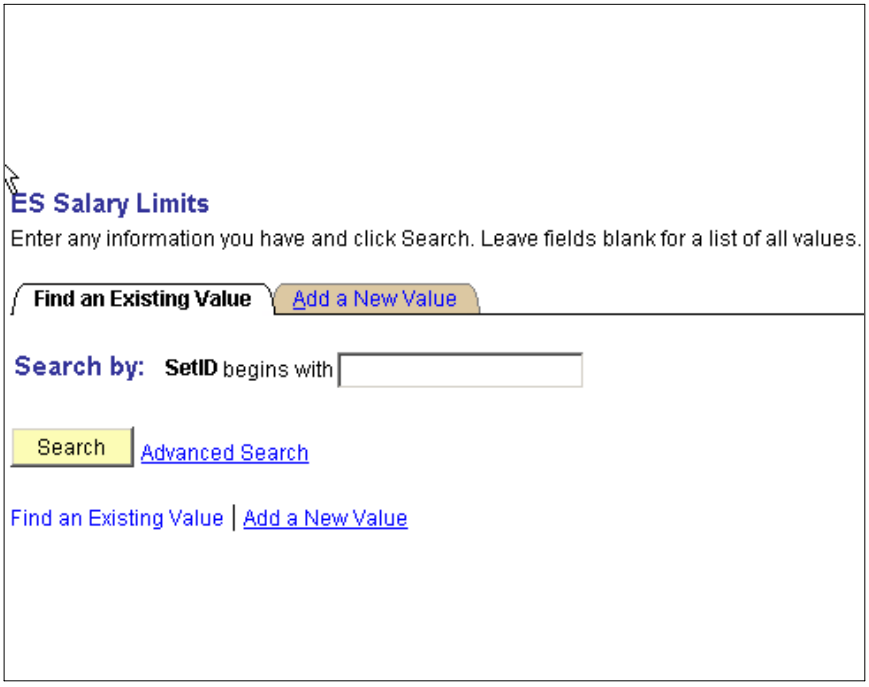


Figure 251. Find An Existing Value tab - ES Salary Limits page

3. Complete the fields as follows:

Search By: SetID Begins With

Enter the applicable information.

4. Click **Search**. The Senior Exec Sal Limit tab page (**Figure 253**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - ES Salary Limits page (**Figure 252**) is displayed.

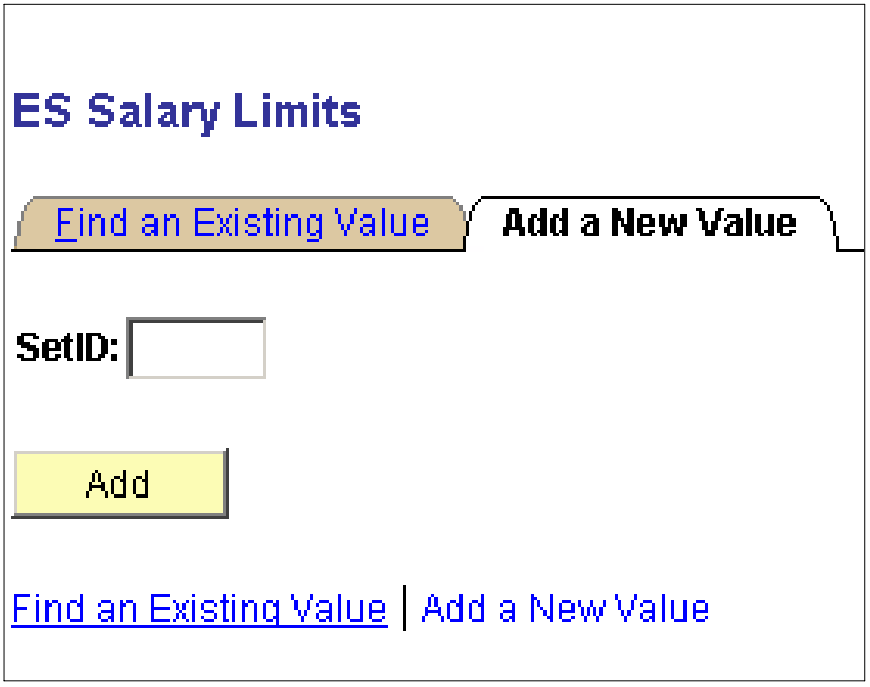


Figure 252. Add A new Value tab - ES Salary Limits page

5. Complete the field as follows:

SetID

Enter the SetID.

6. Click **Add**. The Senior Exec Sal Limit tab page (**Figure 253**) is displayed.

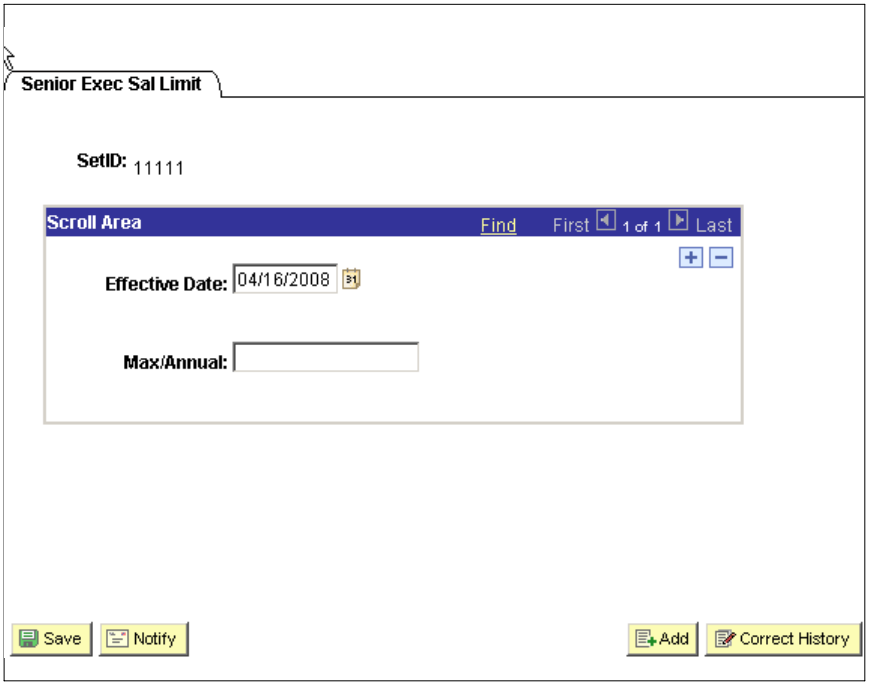


Figure 253. Senior Exec Sal Limit tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

Max/Annual

Enter the applicable maximum annual salary limit for the senior executive.

8. Click **Save**. This option will save the document.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add an additional Senior Executive Salary Limit.

   OR

   Click **Correct History** to correct history for a Senior Executive Salary Limit.

Salary Plan

To enter a Salary Plan:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.

2. Select the ***Salary Plan*** component. The ***Find An Existing Value*** tab -Salary Plan page (**Figure 254**) is displayed.

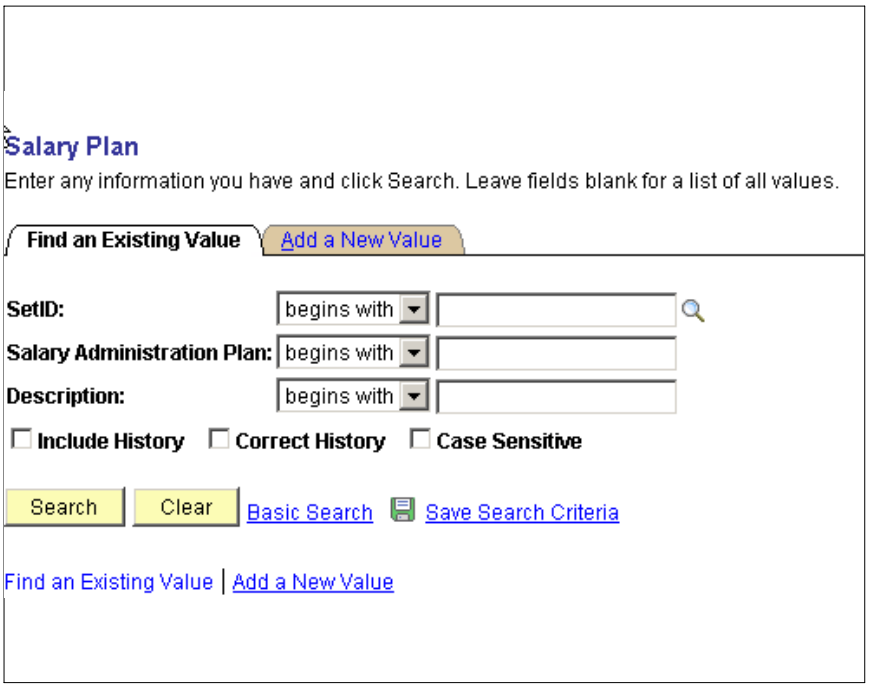


Figure 254. Find an Existing Value tab - Salary Plan page

3. Complete the fields as follows:

SetID

Enter the applicable information or select data by clicking the search icon.

Salary Administration Plan

Enter the applicable information.

Description

Enter the applicable information.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Salary Plan Table tab page (**Figure 256**) is displayed.

OR

Click ***Add A New Value***. The Add a New Value tab - Salary Plan page (**Figure 255**) is displayed.

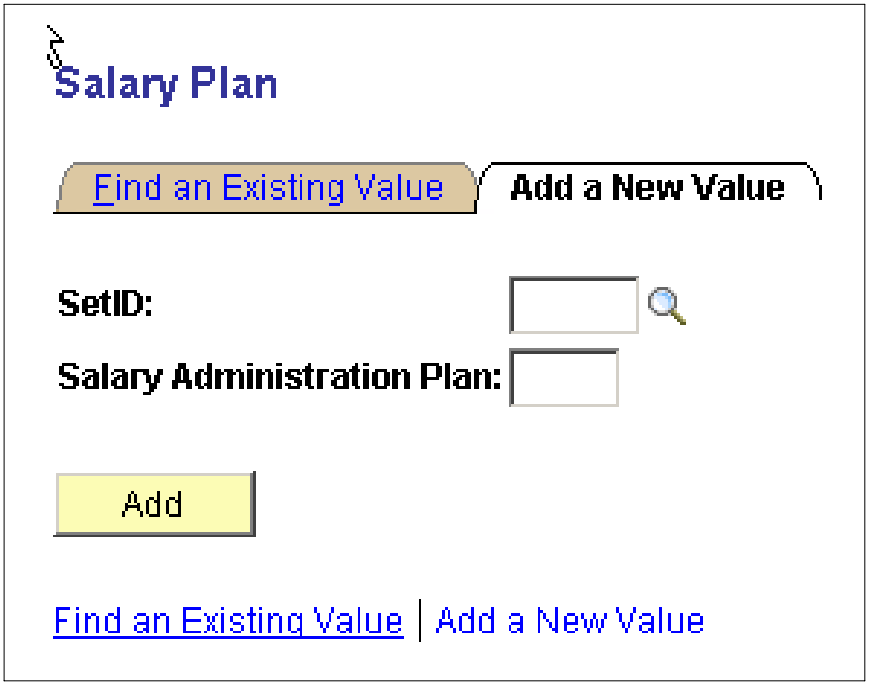


Figure 255. Add A New Value tab - Salary Plan page

5. Complete the field as follows:

SetID

Enter the SetID or select data by clicking the search icon.

Salary Administration Plan

Enter the applicable salary plan.

6. Click **Add**. The Salary Plan Table tab page (**Figure 256**) is displayed.

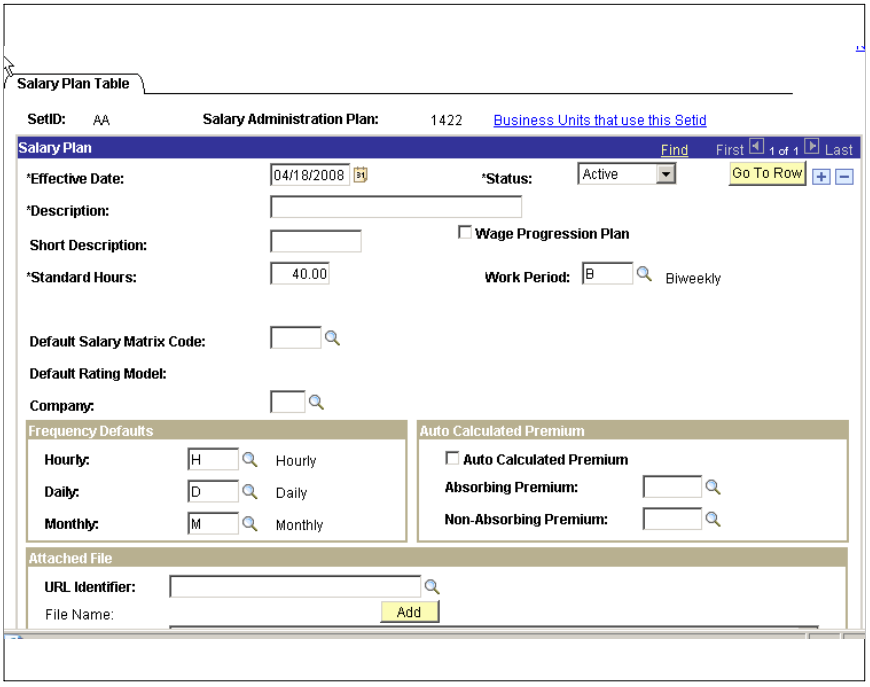


Figure 256. Salary Plan Table tab page

7. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Description**

Enter the applicable description.

Short Description

Enter the applicable short description.

Wage Progression Plan

Check this box if yes.

***Standard Hours**

Enter the applicable number of standard hours for the salary plan. (XXXXXXX.XX)

Work Period

This field is populated. Select data by clicking the search icon.

Work Period Alpha Code	Description
A	Annual
B	Biweekly
C	Contract
D	Daily
F	Every Four Weeks
M	Monthly
Q	Quarterly
S	Semi Monthly
W	Weekly

Default Salary Matrix Code

Enter the 5 position default salary matrix code or select a data by clicking the search icon.

Dafaul Rating Model

This field is populated.

Company

Enter the 2 position agency or select data by clicking the search icon.

Hourly

This field defaults to **H**.

Daily

This field defaults to **D**.

Monthly

This field defaults to **M**.

Auto Calculated Premimum

Check this box if the premium is automatically calculated.

Absorbing Premium

Enter the premium or select data by clicking the search icon.

Non-Absorbing Premimum

Enter the premium or select data by clicking the search icon.

URL Identifier

Enter the URL or select a data by clicking the search icon.

8. Click **Add**. The Attach File page (**Figure 257**) is displayed to attach a file to the URL.

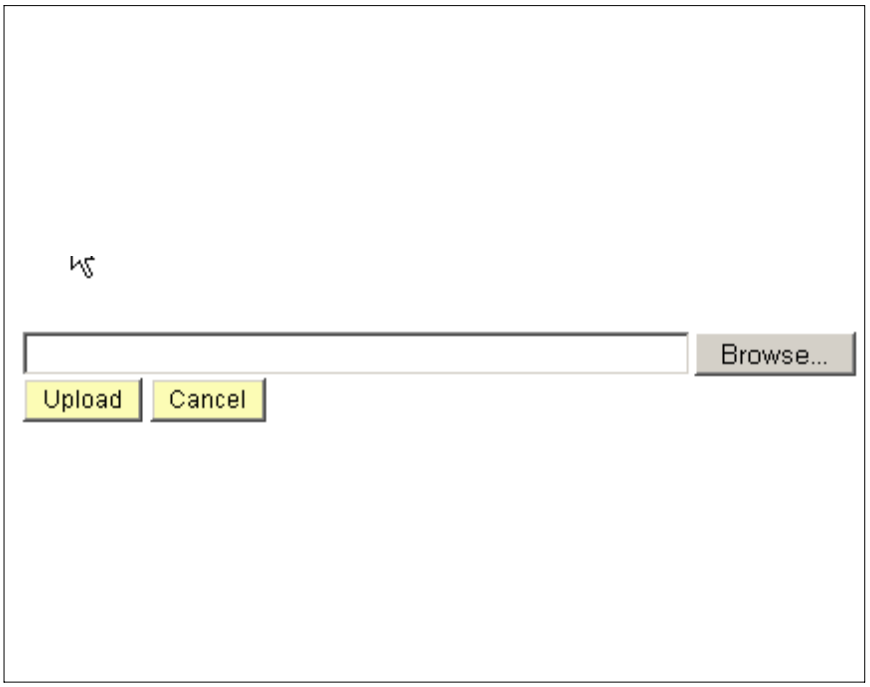


Figure 257. Attach File page

9. Click **Browse** and select a file name.

10. Click **Upload** to upload the file. The Salary Plan Table tab page is displayed.

    OR

    Click **Cancel** to return to the Salary Plan Table tab page without attaching a file

Long Description

Enter the long description of the attached file.

11. Click ***US Federal*** to expand the Salary Plan Table tab page (**Figure 258**).

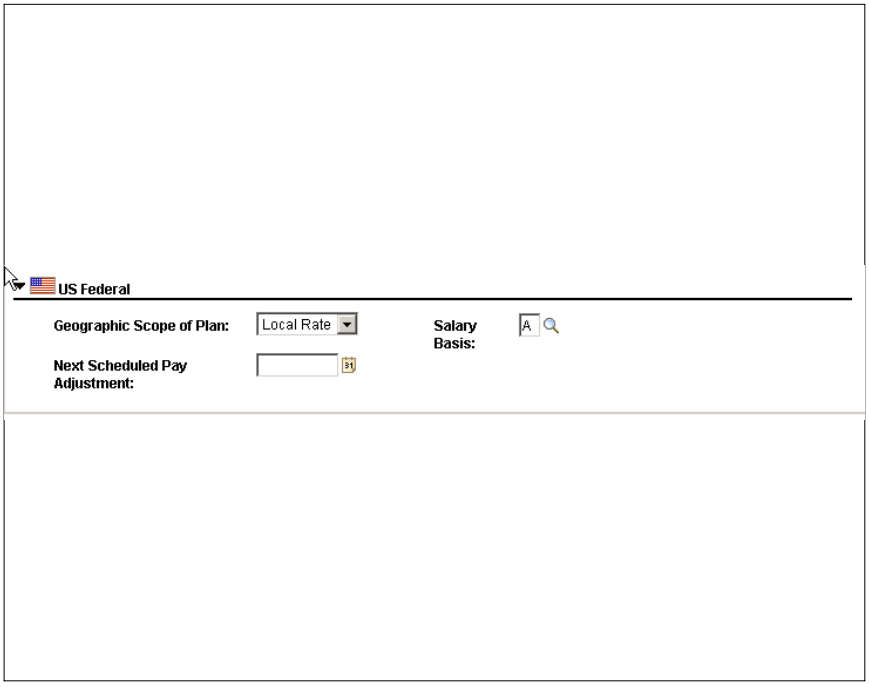


Figure 258. US Federal page

12. Complete the fields as follows:

Geographic Scope of Plan

Enter the scope for the salary plan. The valid values are **`Local Rate`**, **`Nat'l Rate`**, **`Reg Rate`**, and **`World Rate`**.

Salary Basis

Enter the 1 position salary base. The valid values are as follows:

Salary Basis Values	Description
A	Annual Basis
B	Biweekly Basis
D	Daily Basis
H	Hourly Basis
M	Monthly Basis

Next Scheduled Pay Adjustment

Enter the date for the next scheduled pay adjustment or select a date from the calendar icon.

13. Click **Save**. This option will save the document.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Add** to add an additional Senior Executive Salary Limit.

OR

Click **Correct History** to correct history for a Senior Executive Salary Limit.

OR

Click **Include History** to correct history for a Senior Executive Salary Limit.

Sub-Agency

To enter Sub-Agency information:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Sub-Agency*** component. The ***Find An Existing Value*** tab - Sub-Agency page (**Figure 259**) is displayed.

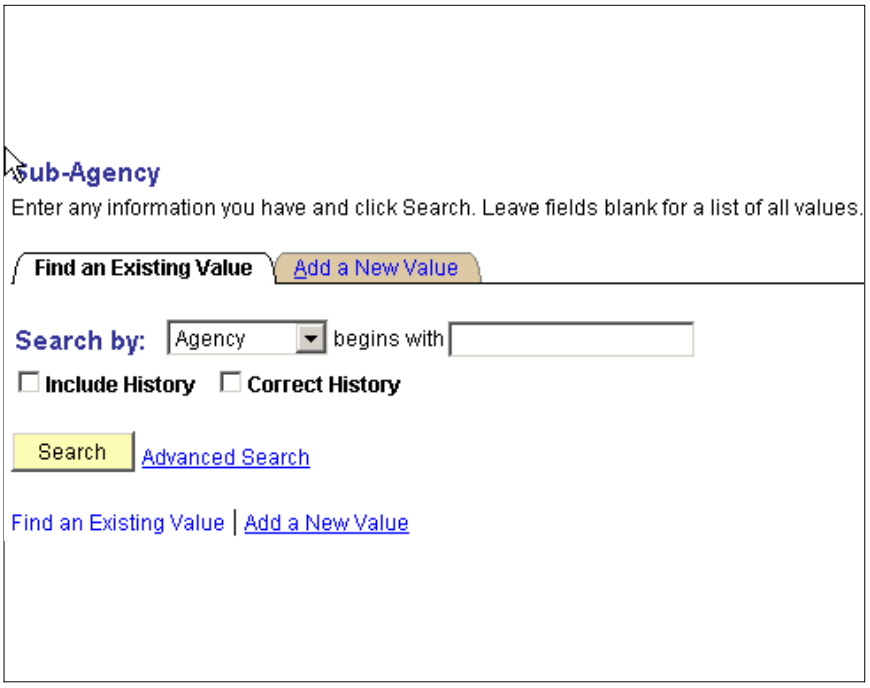


Figure 259. Find An Existing Value tab - Sub-Agency page

3. Complete the field as follows:

Search By:

Enter the applicable information for the search. The valid values are **`Agency`**, **`Description`** , and **`Sub-Agency`**.

Begins With

Enter the information that corresponds to the Search By value.

4. Click **Search**. The Sub-Agency Table page (**Figure 260**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Sub-Agency Table page (**Figure 260**) is displayed.

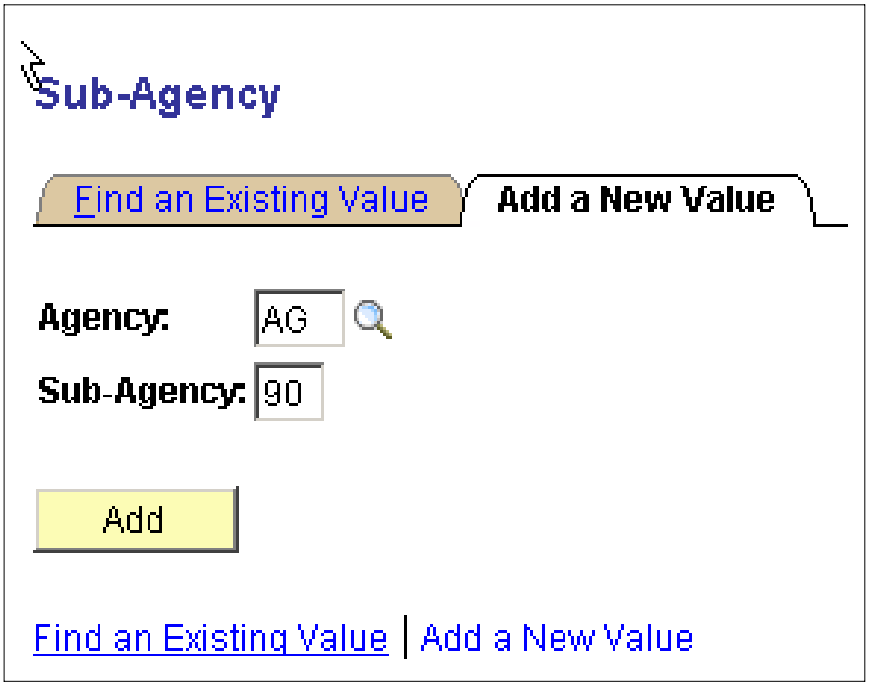


Figure 260. Add A New Value tab - Sub-Agency page

5. Complete the fields as follows:

Agency

Enter the agency (2 position department code) or search data by clicking the search icon.

Sub-Agency

Enter the sub-agency (2 position alpha/numeric agency code).

6. Click **Add**. The Sub-Agency Table tab page (**Figure 261**) is displayed.

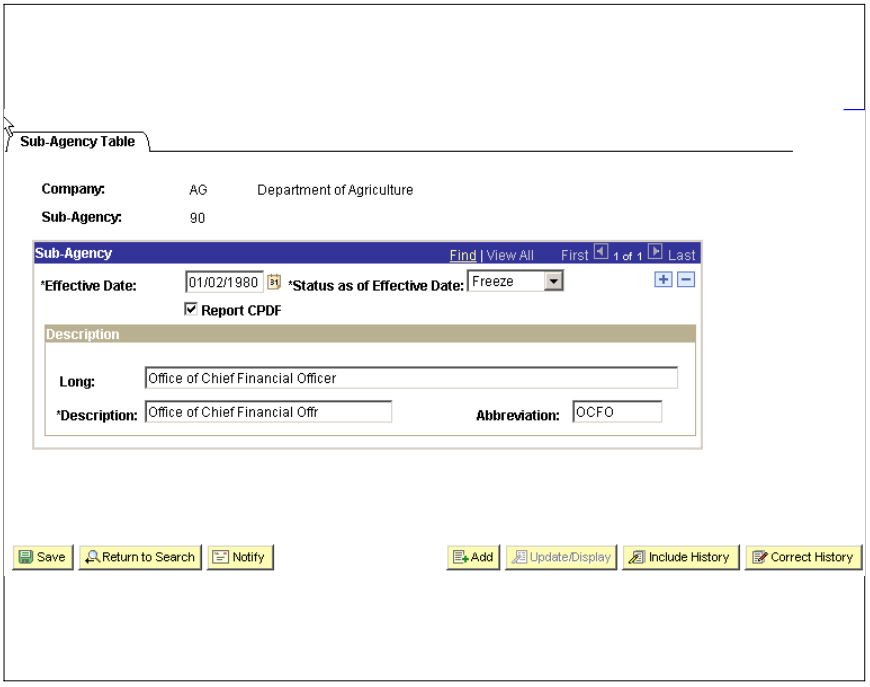


Figure 261. Sub-Agency Table tab page

7. Complete the fields as follows:

Company

This field is populated with the department 2 position acronym and the narrative name.

Sub-Agency

This fiels is populated with the 2 position agency code.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status As Of Effective Date**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Report CPDF

Check this box if applicable.

Long

Enter the long name for the sub-agency.

***Description**

Enter the description of the sub-agency.

Abbreviation

Enter the abbreviation for the sub-agency.

8. Click **Save**. This option will save the document.

   OR

   Click **Return To Search** to search for Sub-Agency Table information.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Add** to add city information.

   OR

   Click **Update/Display** to clear the display.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history for Sub-Agency information.

Tree Manager

To enter Tree Manager information:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Tree Manager*** component. The ***Find An Existing Value*** tab - Tree Manager page (**Figure 262**) is displayed.

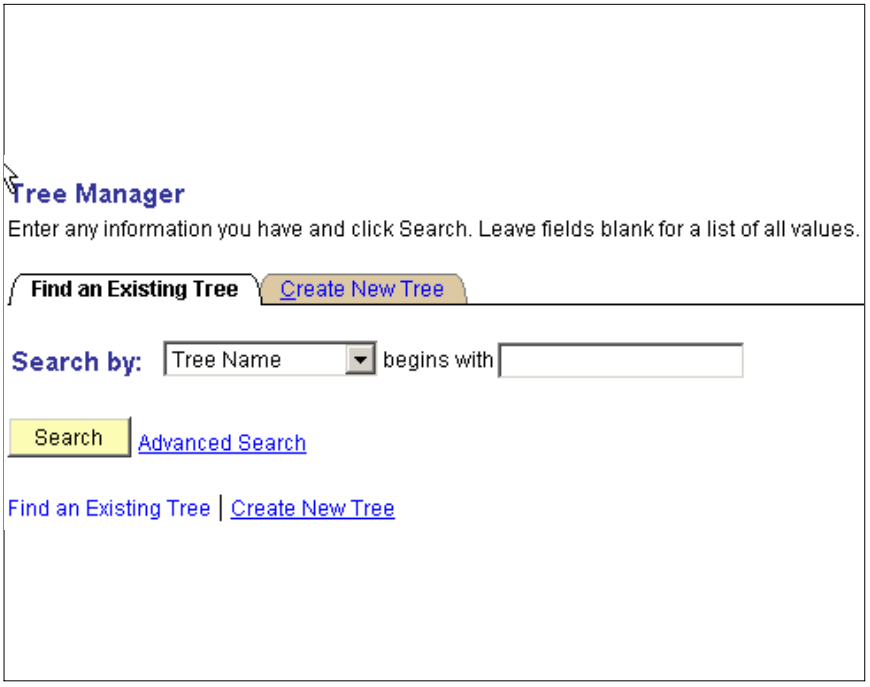


Figure 262. Find An Existing Value tab - Tree Manager page

3. Complete the field as follows:

Search By:

Enter the applicable information for the search. The valid values are as follows:

Search By Values
Tree Name
Category
Description
Detail Field
Effective Date
Node Field
Set Control Value
Set ID
Tree Branch
Tree Name
Tree Structure ID
Valid Tree

Begins With

Enter the information that corresponds to the Search By value.

4. Click **Search**. The Tree Definition and Properties page (**Figure 264**) is displayed.

OR

Click ***Add A New Value***. The Add A New Value tab - Tree Manager page (**Figure 263**) is displayed.

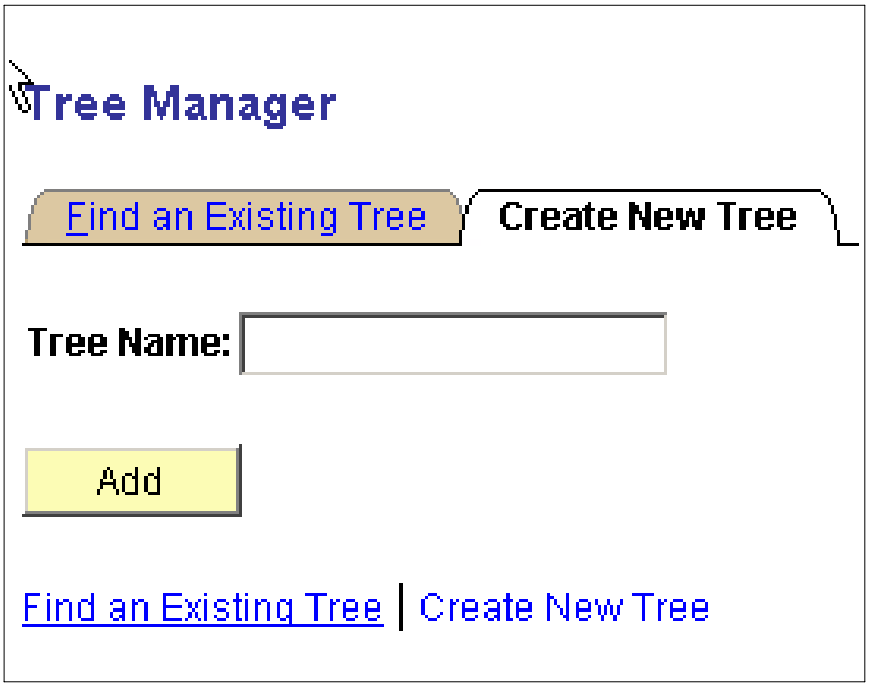


Figure 263. Add A New Value tab - Tree Manager page

5. Complete the fields as follows:

Tree Name

Enter the applicable name.

6. Click **Add**. The Tree Definition and Properties page (**Figure 264**) is displayed.

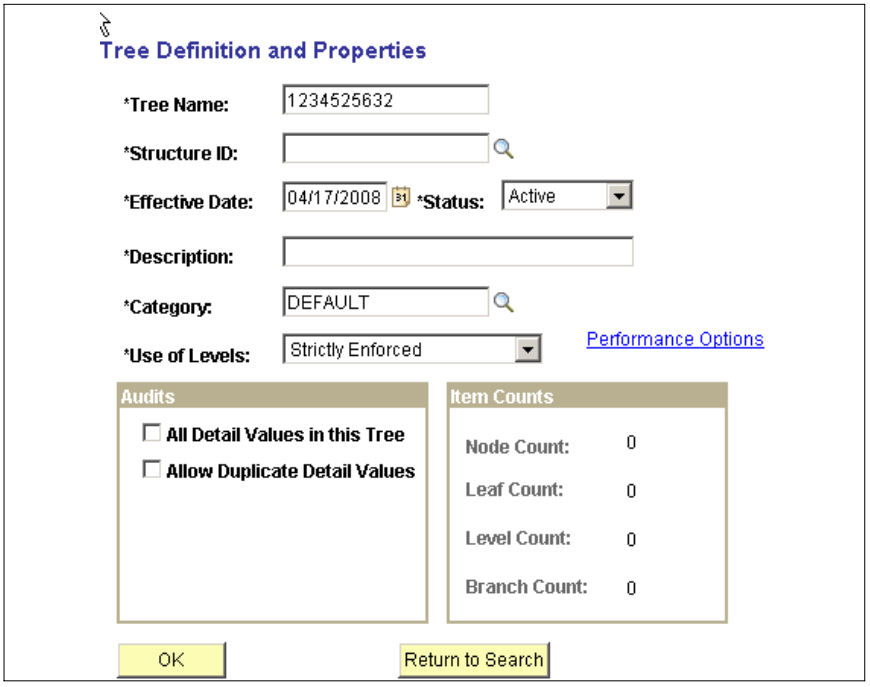


Figure 264. Tree Definiation And Properties page

7. Complete the fields as follows:

***Tree Name**

Enter the alpa/numeric tree name.

***Structure ID**

Enter the structure or select data by clicking the search icon.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populatedbased on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Description**

Enter the applicable description.

***Category**

Enter the category or select data by clicking the search icon.

***Use Of Levels**

Enter the category or select data by clicking the search icon. The valid values are **`Strictly Enforced`**, **`Loosely Enforced`**, and **`Level Not used`**.

All Detail Values In This Tree

Check this box if applicable.

Allow Duplicate Detail Values

Check this box if applicable.

8. Click **OK** to save the data.

   OR

   Click **Return To Search** to search for another Tree Manager.

9. Click the ***Performance Options*** link. The Performance Options page (**Figure 265**) is displayed.

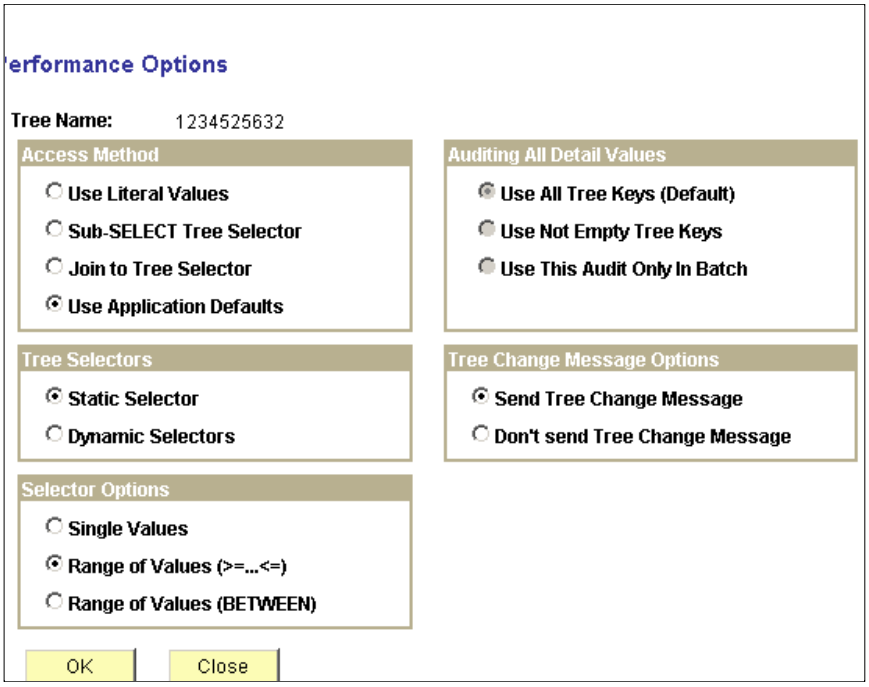


Figure 265. Performance Options page

10. Complete the fields as follows:

Use Literal Values

Check this box if applicable.

Sub-SELECT Tree Selector

Check this box if applicable.

Join To Tree Selector

Check this box if applicable.

Use Application Defaults

Check this checked. Check an alternate box if applicable.

Static Selector

Check this checked. Check an alternate box if applicable.

Dynamic Selectors

Check this box if applicable.

Single Values

Check this box if applicable.

Range OfValues (>=..<=)

Check this checked. Check an alternate box if applicable.

Range Of Values (BETWEEN)

Check this box if applicable.

Use All Tree Keys (Default)

Check this checked. Check an alternate box if applicable.

Use Not Empty Tree Keys

Check this box if applicable.

Use This Audit Only In Batch

Check this box if applicable.

Send Tree Change Message

Check this checked. Check an alternate box if applicable.

Don't Send Tree Change Message

Check this box if applicable.

11. Click **OK**. The Tree Definition And Properties page (**Figure 264**) is displayed.

    OR

    Click **Cancel**.The Tree Definition And Properties page (**Figure 264**) is displayed.

12. Click **Save**. This option will save the document.

    OR

    Click **Return To Search** to search for Sub-Agency Table information.

Unions USF

Use the Union Table to define codes and record data for unions to which agency employees belong. Your agency might need information on union employees for collective bargaining agreement, negotiations, grievance tracking, or pay step increases.

This section discusses how to:

- Set up general union details.
- Enter bargaining unit address information.
- Enter bargaining unit contact details.
- Enter bargaining unit partnership and steward data.
- Enter additional bargaining unit contact information.
- Enter allowable earnings codes for barding unit members.

To add or modify a Union USF:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Unions USF*** component. The ***Find An Existing Value*** tab - Unions USF page (**Figure 266**) is displayed.

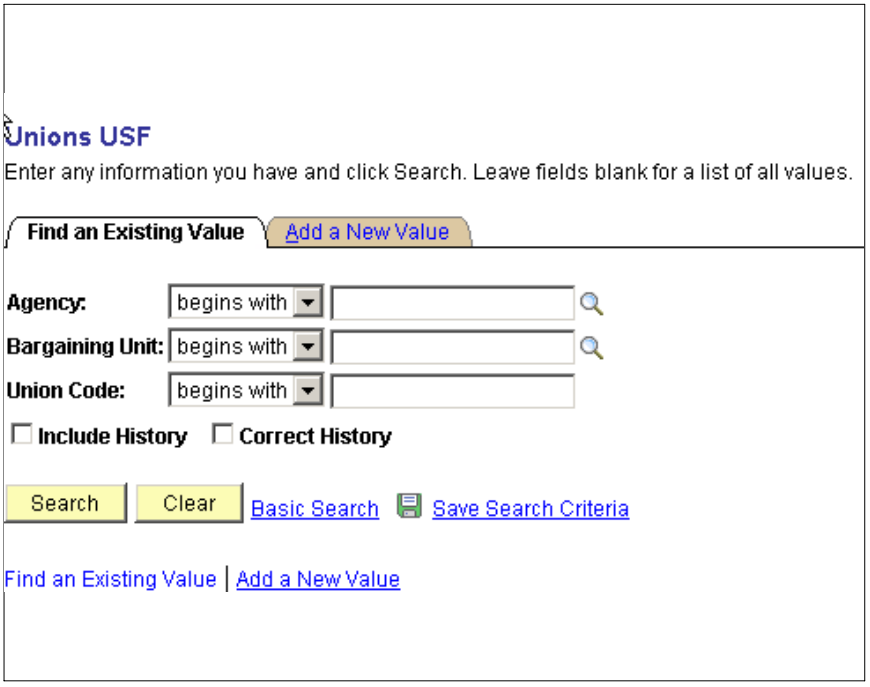


Figure 266. Find An Existing Value tab - Unions USF page

3. Complete the fields as follows:

Agency

Enter the agency or select data by clicking the search icon.

Bargaining Unit

Enter the bargaining unit or select data by clicking the search icon.

Union Code

Enter the union code or select data by clicking the search icon.

4. Click **Search**. The Union Address tab - Union USF page (**Figure 267**) is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Union USF page (**Figure 267**) is displayed.

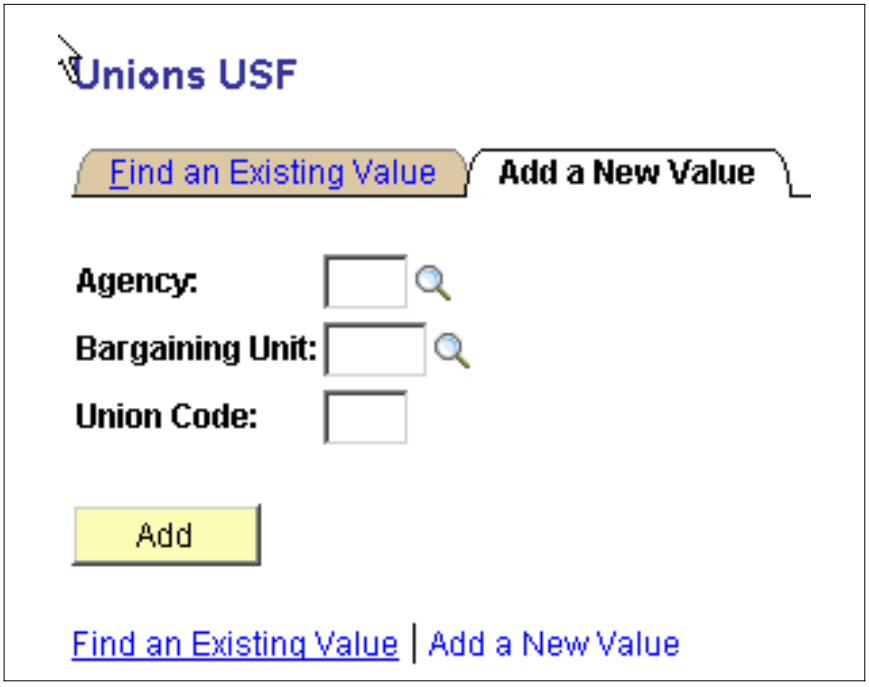


Figure 267. Add A New Value tab - Unions USF page

5. Complete the field as follows:

Agency

Enter the agency to be added or select data by clicking the search icon.

Bargaining Unit

Enter the bargaining unit to be added or select data by clicking the search icon.

Union Code

Enter the applicable code.

6. Click **Add**. The Union Address tab - Union USF page (**Figure 268**) is displayed.

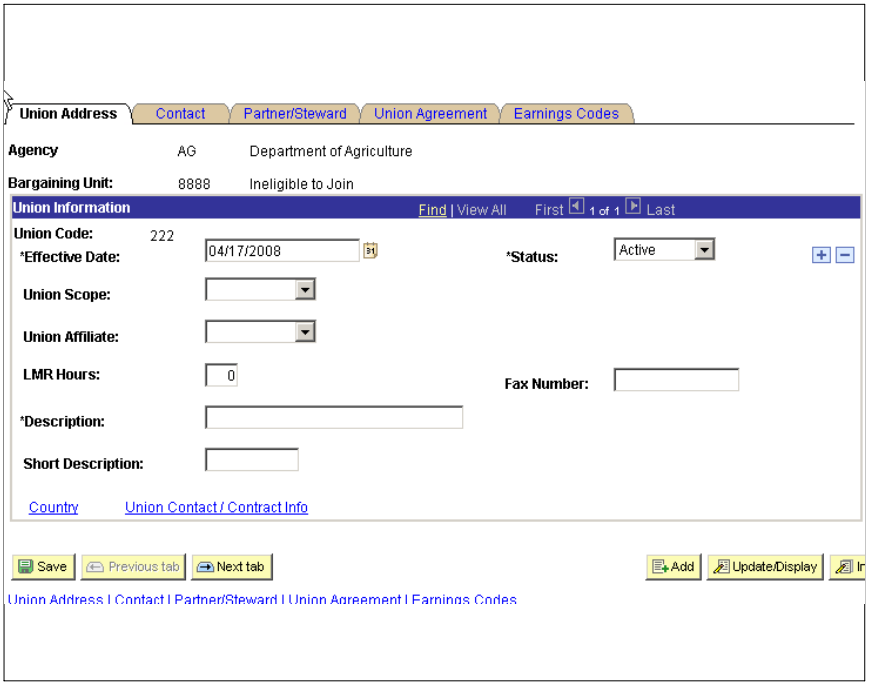


Figure 268. Union Address tab - Union USF page

7. Complete the fields as follows:

Agency

This field is populated with the 2 position department code and the narrative name of the department.

Bargaining Unit

This field is populated with the 4 position bargaining unit and the narrative name of the unit.

Union Code

This field is populated with the 3 position union code.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populatedbased on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

Union Scope

Enter the union scope or select data from the drop-down list. The valid values are **`Internatl`**, **`local`**, **`National`**, and **`Regional`**.

Union Affiliate

Enter the union affiliate type or select data from the drop-down list. The valid values are as follows:

Union Affiliate Values
AFGE
AFL-CIO
AFSME
Independent
NAGE
NAFFE
NTEU
Other

LMR (Labor Management Relations) Hours

Enter the labor management relations training hours required for union members or other personnel, if the information should be tracked.

***Description**

Enter the description.

Short Description

Enter the shot description.

Fax Number

Enter the FAX number for the union.

8. Click the ***Country*** link. The Union Address Information page (**Figure 269**) is displayed.

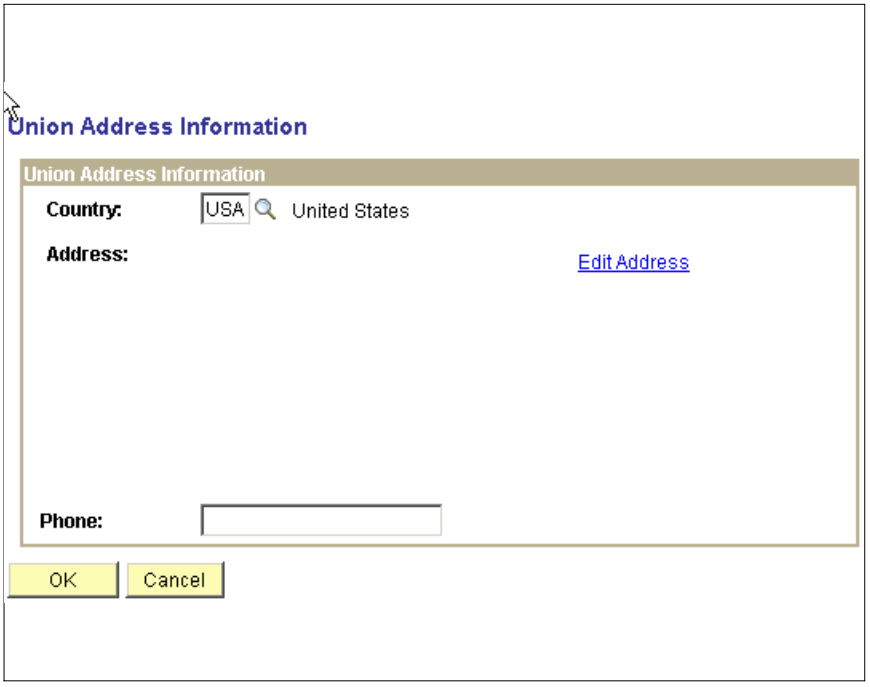


Figure 269. Union Address Information page

9. Complete the fields as follows:

Country

This field defaults to **USA**. Change data by clicking the search icon.

Address

This field is populated when an address has previously been added.

Phone

Enter the Phone number.

10. Click **OK**. The Union Address page (**Figure 268**) is displayed.

    OR

    Click **Cancel**. The Union Address page (**Figure 268**) is displayed with saving data entered.

11. Click the ***Edit Address*** link. The Edit Address page (**Figure 270**) is displayed.

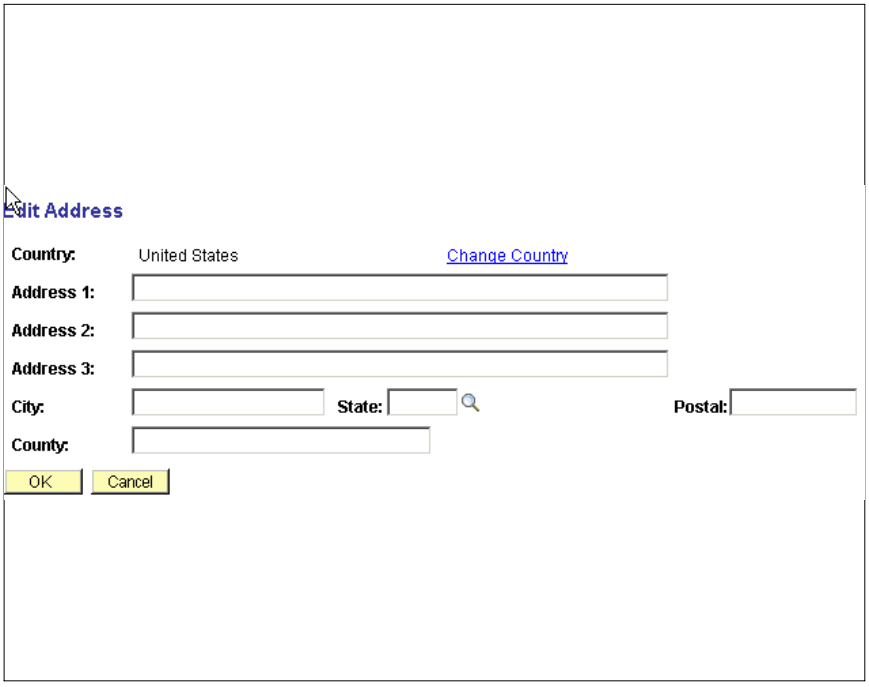


Figure 270. Edit Address page

12. Completed the fields as follows:

Country

This field is populated.

Address 1

Edit the first line of the address.

Address 2

Edit the second line of the address if applicable.

Address 3

Edit the third line of the address if applicable.

City

Edit the city.

State

Edit the state or select data by clicking the search icon.

Postal

Edit the zip code.

County

Edit the county.

13. Click **OK**. The information is saved. The Union Address Information page (**Figure 268**) is displayed.

    OR

    Click the ***Change Country*** link. The Change Country page is displayed.

    OR

    Click **Cancel** the original information is shown. The Union Address Information page (**Figure 268**) is displayed.

14. Click **OK** on the Union Address Information page. The Union Address page (**Figure 268**) is displayed.

    OR

    Click **Cancel** the original information is shown. The Union Address page (**Figure 268**) is displayed.

15. Click the ***Union Contact/Contract Info*** link. The Contact And Contract Info page (**Figure 271**) is displayed.

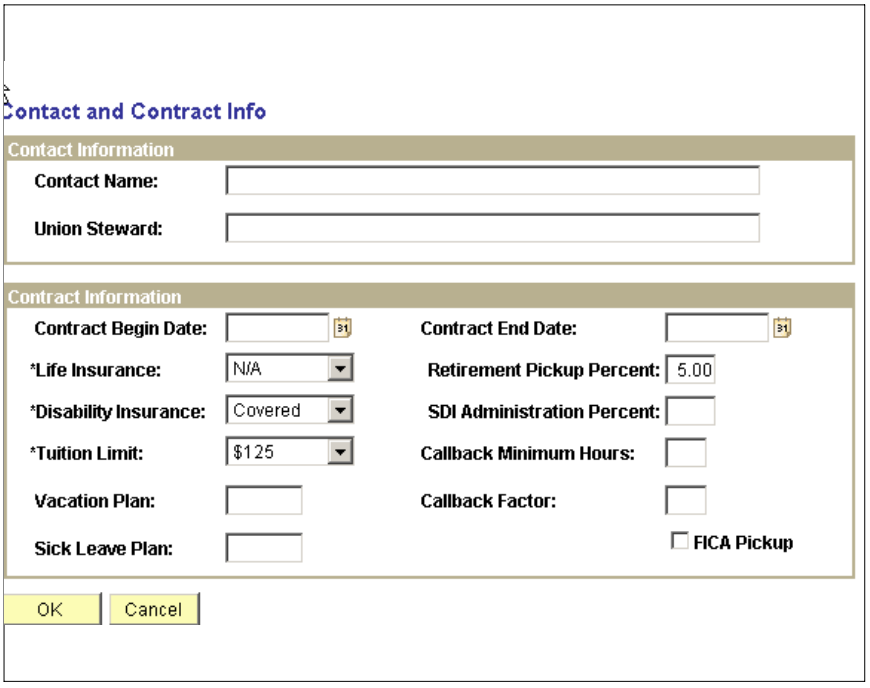


Figure 271. Contact And Contract Info page

16. Complete the fields as follows:

Contact Name

Enter the contact number for the bargaining unit.

Union Steward

Enter the union steward's name.

Contract Begin Date

Enter the date the contract begins or select a date from the calendar icon.

Contract End Date

Enter the date the contract ends or select a date from the calendar icon.

***Life Insurance**

Click the drop-down list to select the type of life insurance offered.

***Disability Insurance**

Click the drop-down list to select the type of disability insurance offered. The valid values are **`Covered`**, **`Cov < 1/1/80`**, and **`N/A`**.

***Tuition Limit**

Indicate the maximum amount of tuition provided each bargaining union member if any. Enter the applicable limit for tuition dollars or select data from the drop-down list. The valid values are **`$100`**, **`$125`**, **`$373.33`**, and **`None`**.

Vacation Plan

Enter the vacation plan that this union offers to its members.

Sick Leave Plan

Enter the applicable sick leave plan that the union offers to its memters.

Retirement Pickup Percent

Enter the applicable percent (XX.XX)

SDI (State Disability Percent) Administration Percent

Enter the percent (XX.XX) paid to the state disability insurance.

Callback Minimum Hours

Enter the callback minimum hours per day for which bargaining unit members get paid if they are called in to a job.

Callback Factor

Enter the rate at which bargaining unit member should be paid if they are called to a job.

FICA Pickup

Check this box if applicable.

17. Click **OK** on the Contact and Contract Info page. The Union Address page (**Figure 268**) is displayed.

    OR

    Click **Cancel** the original information is shown. The Union Address page (**Figure 268**) is displayed.

18. Select the the ***Contact*** tab. The Contact tab - Union USF page (**Figure 272**) is displayed.

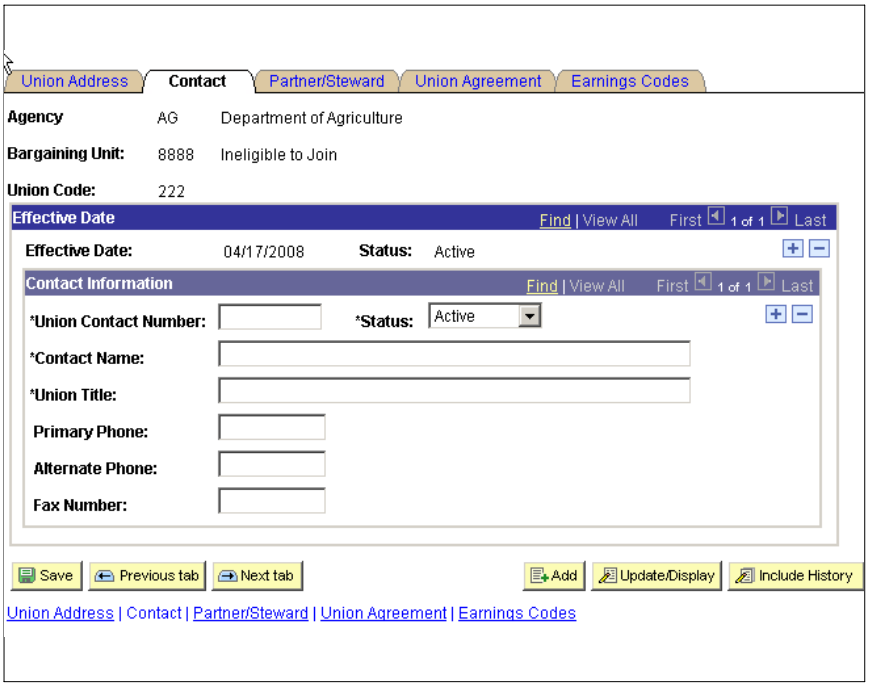


Figure 272. Contact tab - Union USF page

19. Complete the fields as follows:

Agency

This field is populated.

Bargaining Unit

This field is populated.

Union Code

This field is populated.

Effective Date

This field is populated.

Status

This field is populated.

***Union Contract Number**

Enter the contract number.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Contact Name**

Enter the contact name for the union.

***Union Title**

Enter the title of the contact.

Primary Phone

Enter the phone of the union contact.

Alternate Phone

Enter the alternate pone number of the union contact.

Fax Number

Enter the fax number of the union contact.

20. Click the ***Partner/Steward*** tab. The Partner Steward tab - Union USF page (**Figure 273**) is displayed.

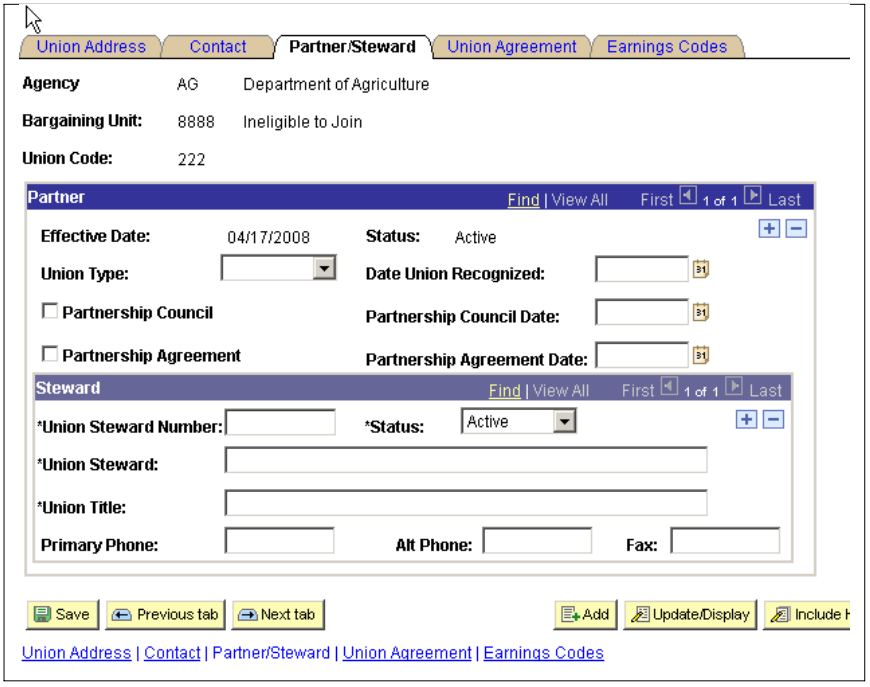


Figure 273. Partner/Steward tab - Union USF page

21. Complete the fields as follows:

Agency

This field is populated.

Bargaining Unit

This field is populated.

Union Code

This field is populated.

Effective Date

This field is populated.

Status

This field is populated.

Union Type

Enter the type of union. The valid values are **`Fed Govt`**, **`Other`**, **`Private`**, and **`Public`**.

Date Union Recognized

Enter the date the union was recognized or select a date from the calendar icon.

Partnership Council

Check the box if the union is a member of a partnership council.

Partnership Agreement

Check the box if this union has entered into a partnership agreement.

Partnership Council Date

If the union is or will be a member of a partnership council, enter the date this event took or will take place or select a date from the calendar icon.

Partnership Agreement Date

If this union is or will enter into a partnership agreement, enter the date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** and **`Inactive`**.

***Union Steward Number**

Enter the union steward number.

***Union Steward**

Enter the union steward name.

***Union Title**

Enter the union steward title.

Primary Phone

Enter the primary phone number of the union steward.

Alt Phone

Enter the alternate phone number of the union steward.

Fax

Enter the fax number of the union steward.

22. Click the ***Union Agreement*** tab. The Union Agreement tab - Union USF page (**Figure 274**) is displayed.

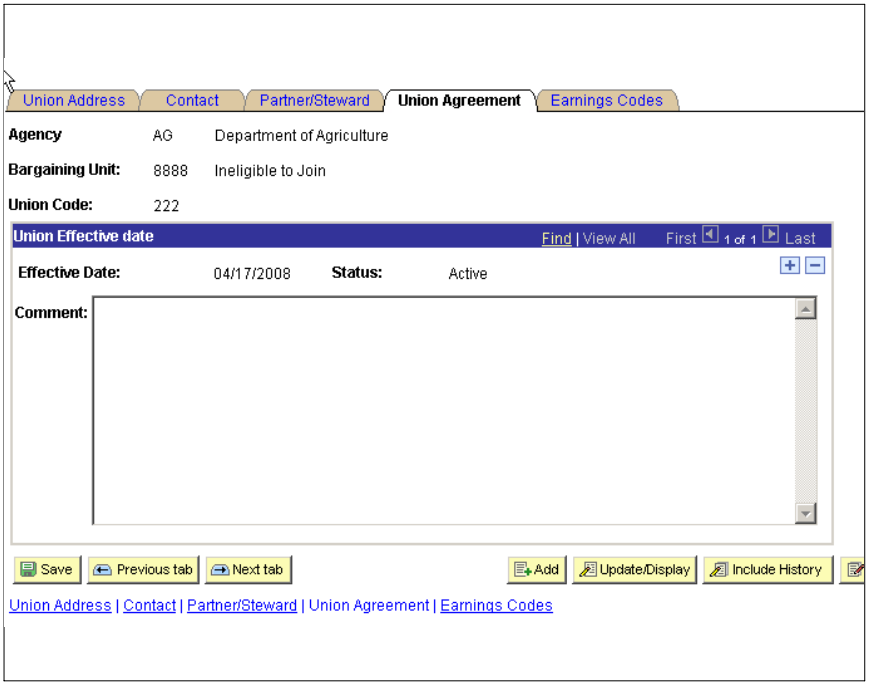


Figure 274. Union Agreement page

23. Complete the fields as follows:

Agency

This field is populated.

Bargaining Unit

This field is populated.

Union Code

This field is populated.

Effective Date

This field is populated.

Status

This field is populated.

Comment

Enter any union agreement comments.

24. Click the ***Earnings Codes*** tab. The Earnings Code tab - Union USF page (**Figure 275**) is displayed.

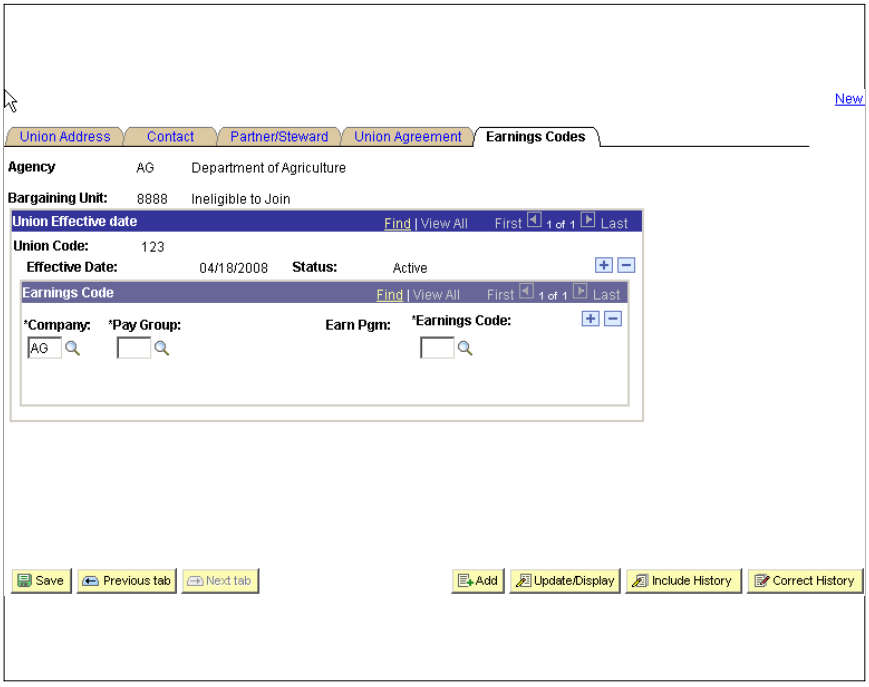


Figure 275. Union Agreement tab - Union USF page

25. Complete the fields as follows:

***Company**

Enter the company (department code) or select data by clicking the search icon.

***Pay Group**

Enter the pay group (agency) or select data by clicking the search icon.

***Earnings Code**

Enter the 3 position earnings code or select data by clicking the search icon.

26. Click **Save**. This option will save the document.

OR

Click **Previous Tab** to display the previous tab.

OR

Click **Add** to add an additional Union USF.

OR

Click **Update/Display** to clear the display.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a Union USF.

Union Dues Table

To enter a Union Dues Table:

1. Select the ***EmpowHR Setup Tables (HD)*** menu group.
2. Select the ***Union Dues Table*** component. The ***Find An Existing Value*** tab - Union Dues Table page (**Figure 276**) is displayed.

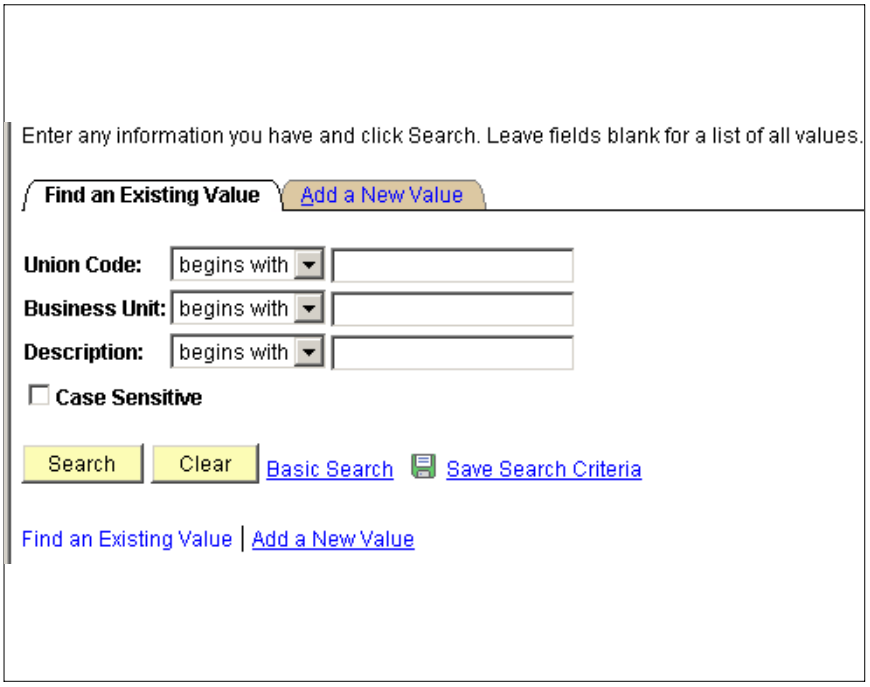


Figure 276. Find An Existing Value tab - Union Dues Table page

3. Complete the fields as follows:

Union Code: Begins With

Enter the union code.

Business Unit: Begins With

Enter the business unit.

Description

Enter the description.

4. Click **Search**. The Union Dues Table tab page (**Figure 277**) is displayed.

   OR

   Click **Clear** to clear the enter. The Union Dues Table page (**Figure 276**) is displayed.

5. Click ***Add A New Value***. The Add A New Value tab - Union Dues Table page (**Figure 277**) is displayed.

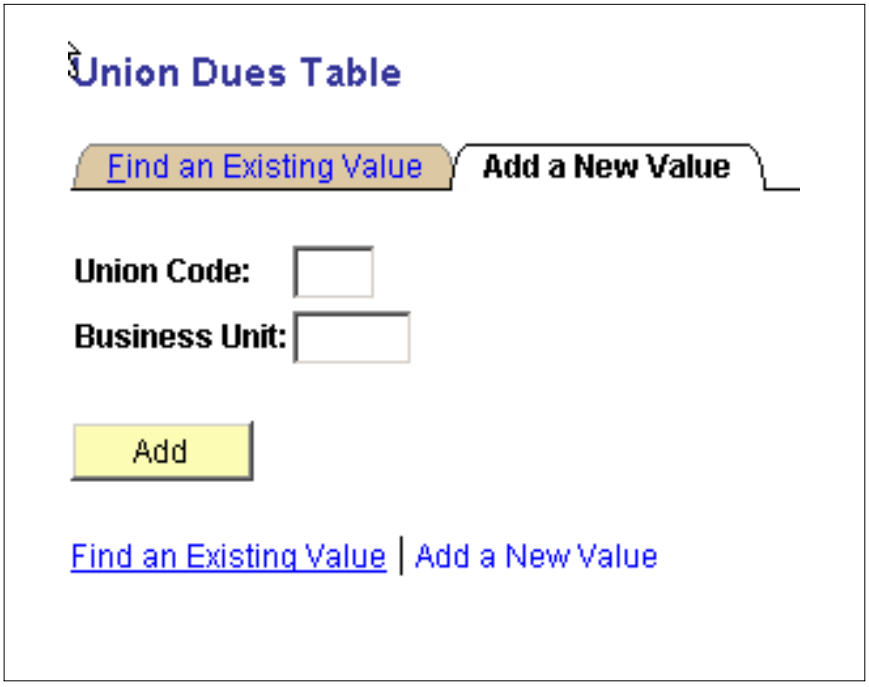


Figure 277. Add A New Value tab - Union Dues Table page

6. Complete the fields as follows:

Union Code

Enter the union code to be added.

Business Unit

Enter the business unit to be added.

7. Click **Add**. The Union Dues Table tab page (**Figure 278**) is displayed.

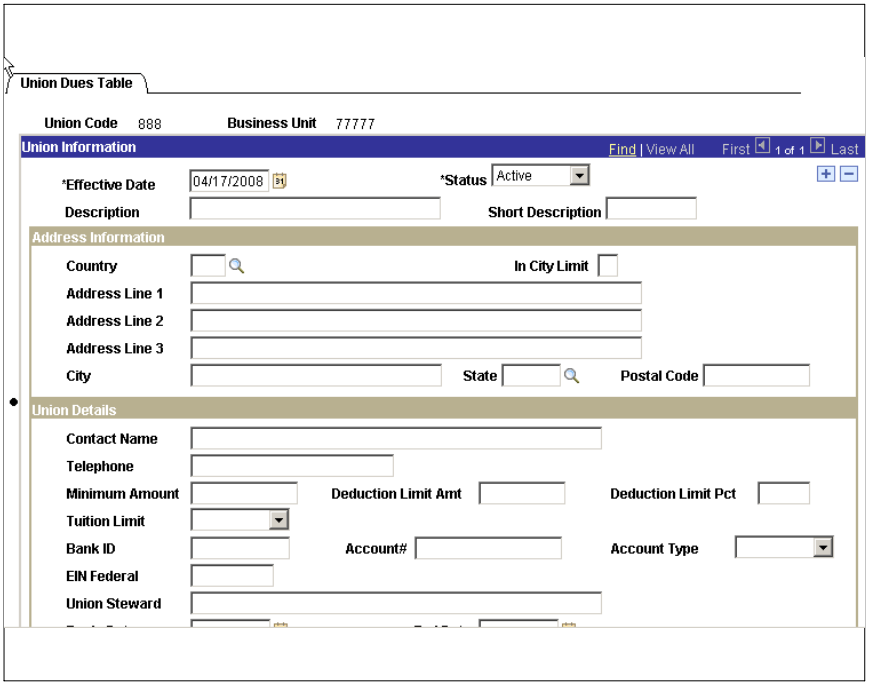


Figure 278. Union Dues Table page

8. Complete the fields as follows:

Union Code

This field is populated.

Business Unit

This field is populated

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Enter a date or select a date from the calendar icon.

***Status**

This field is populated based on the status of the transaction. The valid values are **`Active`**, **`Freeze`** a nd **`Inactive`**.

Description

Enter the description of the union dues.

Short Description

Enter the short description of the union dues.

Country

Enter the country or search data by clicking the search icon.

Address Line 1

Enter the first line of the address.

Address Line 2

Enter the second line of the address if applicable.

Address Line 3

Enter the third line of the address if applicable.

City

Enter the city.

State

Enter the state or select data by clicking the search icon.

Postal Code

Enter the zip code.

Contact Name

Enter the union or bargaining units contact name for the union dues.

Telephone

Enter the telephone number of the contact.

Mimimum Amount

Enter the minimum amount of union dues to be paid.

Deduction Limit Amt

Enter the deduction limit amount of union dues.

Deduction Limit Pct

Enter the deduction limit percent.

Tuition Limit

Enter the tuition limit amount. The valid values are **`$100`**, **`$125`**, **`$373.33`**, and **`N/A`**.

Bank ID

Enter the bank ID number where the union dues is deposited.

Account #

Enter the bank account number for the bank ID where the union dues is deposited.

Account Type

Enter the type of bank account for the deposit. The value values are listed below.

Account Type Values
Checking
Expense
Health
Issue Chk
Liability
N/A
Savings

EIN Federal

Enter the application identification number.

Union Steward

Enter the union steward's name.

Begin Date

Enter the union dues begin date or select a date from the calendar icon.

End Date

Enter the union dues end date or select a date from the calendar icon.

Ret Pkup %

Enter the applicable percent.

Certified

This box is checked.

9. Click **Save**. This option will save the document.

OR

Click **Refresh** to refresh the page.

OR

Click **Add** to add an additional Union Dues Table.

OR

Click **Include History** to include the data entered into history.

OR

Click **Correct History** to correct history for a Union Dues Table.

Part 4.

Position Management

This part is divided into the following sections:

Postion Management Introduction

Position Management Introduction

This section provides an overview of classification concepts introduced with the implementation of ***EmpowHR*** Position Management.

EmpowHR is a position-driven front−end system. Position Management is where all of the position information is either created or modified. Position Management is the process of assigning data to positions and moving employees in and out of those positions as appropriate. The data that is specific to each position is the basis for organizational planning, recruitment, and career planning. This is appropriate for federal positions as duties, responsibilities, pay, and other factors are determined by the position, not the incumbent.

Position Management can be used to attach detailed information, such as a job title, occupational series, and fund source to positions in the agency, and track the data regardless of whether employees fill those positions. Users can view job codes and maintain position information.

EmpowHR does not impact the documents and processes that management uses for submitting position action requests. Position Management is a tool for maintaining on-line Job Code and Position data and not a tool to replace management responsibility for submitting documents required for establishing Position Descriptions.

HR staff should inactivate/reactivate and abolish/unabolish Job Codes as appropriate. A new Job Code should be created in the system for a new position as needed. The application will maintain an accurate data history for Job Codes.

Information at the Job Code level defaults to the Position level, and information at the Position level defaults to the employee record.

Note: To correct a Job Code or a Position in suspense, click the **+** to add a new row. Make the appropriate corrections on the new row.

Position Management will display a ***Find An Existing Value*** tab. Data must be located in ***EmpowHR*** in order to enter in Position Management. Enter any one of the fields to search for data. For more information on the ***Find An Existing Value*** tab refer to the Basics - Find An Existing Value of this procedure. Position Management will also display a ***Add A New Value*** tab. This tab is used to add new information in Position Management. For more information on the ***Add A New Value*** tab refer to the Basics -Add A Value of this procedure.

This section contains the following topics:

Fair Act Inventory
Mass OIP Update
Organizational Position Titles
Job Codes
Position Information
Office Information Profile
Classification Standards USF
Vacant Positions
Occupational Series USF
Official Position Titles USF
Organizational Posn Titles USF
LC Classification Statuses

Fair Act Inventory

This section includes the following functional topics:

Function Code Setup
Function/Reason Code Setup
Competitive level Setup

Function Code Setup

To add or modify a Function Code:

1. Select the ***Position Management*** menu group.
2. Select the ***Fair Act Inventory*** menu.
3. Select the ***Function Code Setup*** component. The ***Find An Existing Value*** tab - Function code Setup page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
4. Click **Search**. The Function Code page (**Figure 279**) is displayed.

   OR

   Select the ***Add A New Value*** tab. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.
5. Click **Add**. The Function Code page (**Figure 279**) is displayed.

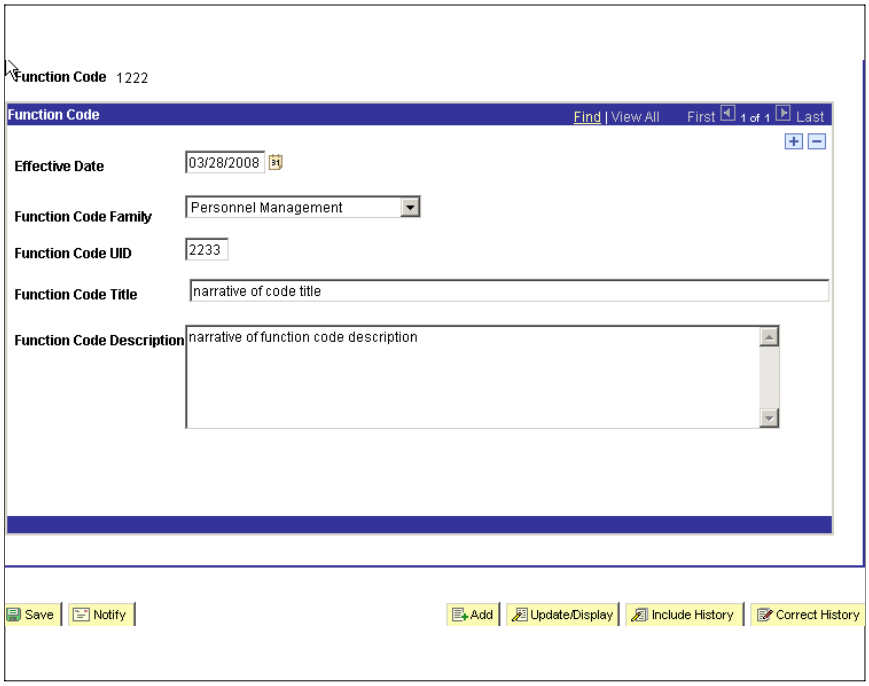


Figure 279. Function Code page

6. Complete the fields as follows:

Effective Date

Enter the applicable effective date or select a date from the calendar icon. This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information. Predate information to add historical data, or postdate information in order to enter before it actually goes into effect. When using effective dates, don't delete values, enter a new value with a current effective date.

Function Code Family

Select data from the drop-down list. The valid values are **`Personnel Management`** and **`Recurring Testing & Inspection`**.

Function Code UID

Enter the 4-position function code.

Function Code Title

Enter the narrative function code title.

Function Code Description

Enter the narrative for the function code description.

7. Click **Save**.

   OR

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

   OR

   Click **Add** to add an additional function code.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include the transaction in history.

   OR

   Click **Correct History** to correct the transaction in history.

Function-Reason Code Setup

To add or modify a Function-Reason Code:

1. Select the ***Position Management*** menu group.
2. Select the ***Fair Act Inventory*** menu.
3. Select the ***Function-Reason Code Setup*** component. The ***Find An Existing Value*** tab - Function-Reason Code Combo page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
4. Click **Search**. The Function Code Reason Code tab page (**Figure 280**) is displayed.

   OR

   Select the ***Add A New Value*** tab - Function-Reason Code Combo page. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.
5. Click **Add**. The Function Code Reason Code tab page (**Figure 280**) is displayed.

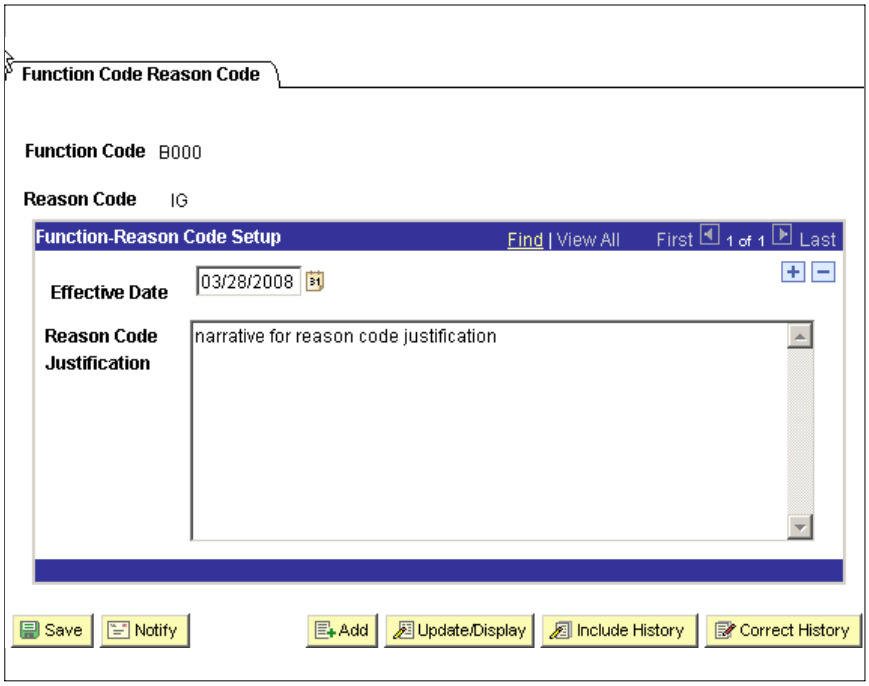


Figure 280. Function Code Reason Code tab - page

6. Complete the fields as follows:

Effective Date

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.

Reason Code Justification

Enter the reason code narrative justification.

7. Click **Save**.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional function code.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

Competitive Level Setup

To add or modify a Competitive Level Setup:

1. Select the ***Position Management*** menu group.
2. Select the ***Fair Act Inventory*** menu.
3. Select the ***Competitive Level Setup*** component. The ***Find An Existing Value*** tab - Competitive Level Code page. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
4. Click **Search**. The Competitive Level Code page (**Figure 281**) is displayed.

   OR

   Select the ***Add A New Value*** tab - Competitive Level Code page. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.
5. Click **Add**. Competitive Level Code page (**Figure 281**) is displayed.

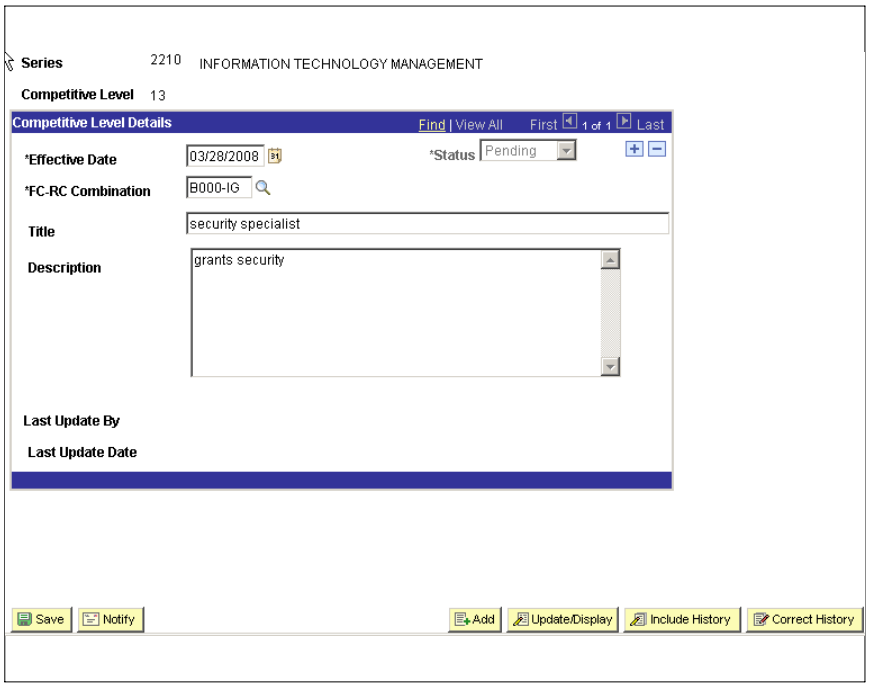


Figure 281. Competitive Level Code page

6. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a data from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.

***Status**

This field defaults to **`Pending`** when a competitive level is added. The Status will change when the **Save** button is selected.

***FC-RC Combinations**

Enter the applicable information or select by clicking on the search icon.

Title

Enter the description of the position in this field. This information appears on the incumbent's Job Date record.

Description

Enter the narrative description for the commutative level.

7. Click **Save**.

   OR

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

   OR

   Click **Add** to add an additional competitive level.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include the transaction in history.

   OR

   Click **Correct History** to correct the transaction in history.

Mass Office Information Profile (OIP) Update

To enter a Mass OIP Update:

1. Select the ***Position Management*** menu group.
2. Select the ***Mass OIP Update*** menu. The Mass OIP Update page (**Figure 282**) is displayed.

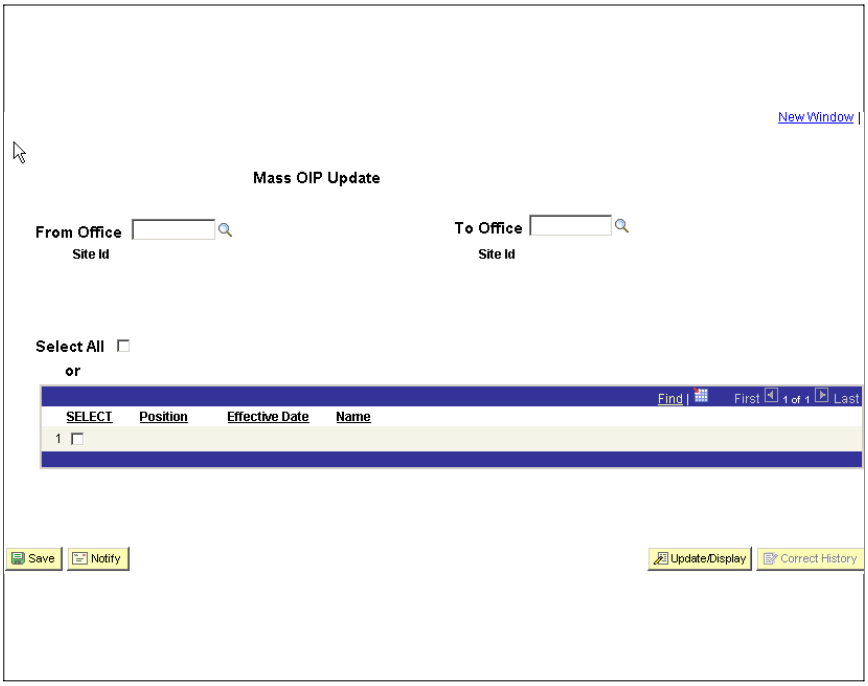


Figure 282. Mass OIP Update page

3. Complete the fields as follows:

From Office/Site ID

Enter the applicable information or select data by clicking on the search icon.

To Office/Site ID

Enter the applicable information or select data by clicking on the search icon.

Select All

Click this box to select all of the position in the list to be moved to a new Office/City ID.

OR

Select

Check the box beside the positions to be moved to a new Office/City ID.

4. Click **Save**.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Update/Display** to update the page.

OR

Click **Correct History** to correct the transaction in history.

Organizational Position Titles

To add or modify a Organizational Position Title:

1. Select the ***Position Management*** menu group.

2. Select the ***Organization Position Titles*** menu. The ***Find An Existing Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Organizational Position Title tab page (**Figure 283**) is displayed.

   OR

   Select the ***Add A New Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click **Add**. The Organizational Position Title tab page (**Figure 283**) is displayed.

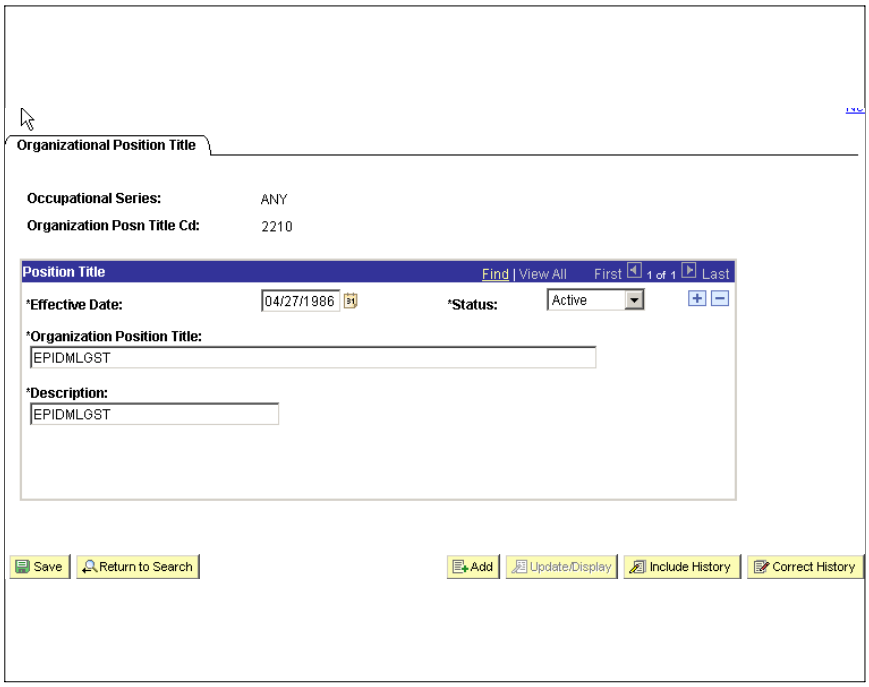


Figure 283. Organizatonal Position Title tab page

5. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.

***Status**

This field defaults to **`Active`**. Change the status if applicable. Additional valid values are **`Freeze`**, **`Inactive`**.

***Organization Position Title**

Enter the title of the position.

***Description**

Enter the description of the position.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another organizational position title.

   OR

   Click **Add** to add an additional organizational position title.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include the transaction in history.

   OR

   Click **Correct History** to correct the transaction in history.

Job Codes

Job Codes (Master Records) are templates within the application used for grouping similar positions in a logical manner. A single job code can have many positions; thus, many employees are linked. Many employees may share the same job code, even though they may have different positions and perform work in different administrative codes, locations and agencies. A job code is a unique code that is associated with a specific job in the organization.

Some of the information tracked at the job code level includes:

- Department Code
- Personnel Office ID
- Occupational Series
- Pay Plan
- Pay Table
- Grade

- Supervisory Status
- PATCO Code
- Functional Classification

This section contains the following functional topics:

Job Code Numbering

Adding A Job Code

Modifying A Job Code

Delete/Abolish/Inactivate/Reactivate An Existing Record

Adding A New Position

Modifying A Position

Job Code Numbering

The Job Code Number contains a six-digit number automatically assigned by the application when the job code information is saved. The user will never create this number.

Adding A Job Code

This section will explain how to add a new Job Code. Many fields will be populated with a default value, possibly requiring modification.

When setting up a new position you must always use an established Job Code or create a new Job Code. For more information regarding new positions and Job Codes, see the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

To add a Job Code:

1. Select the ***Position Management*** menu group.
2. Select the ***Job Code*** menu. The ***Add A New Value*** tab - Job Code USF page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.
3. Click **Add**. The Job Code Profile tab - Job Code USF page (**Figure 284**) is displayed.

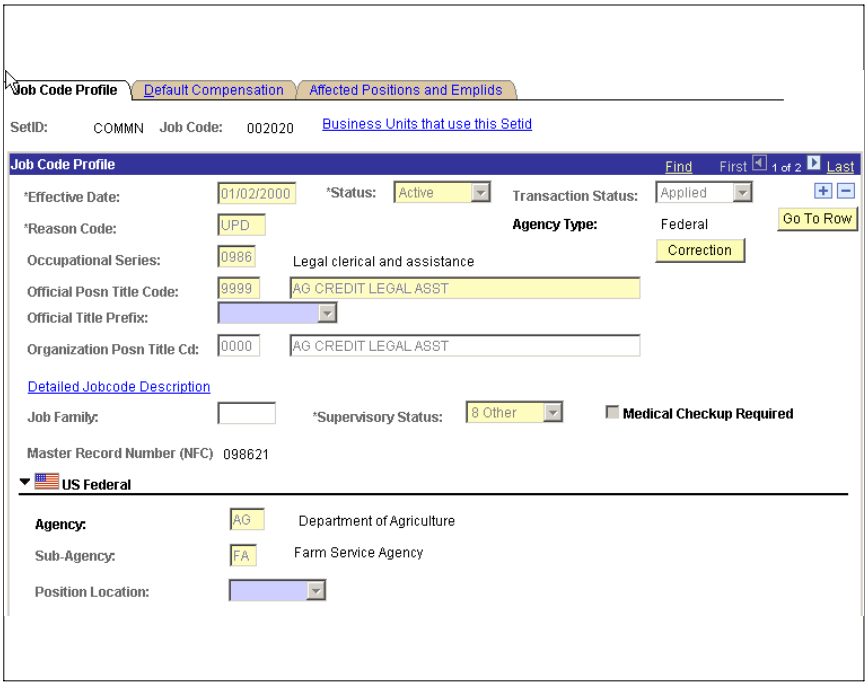


Figure 284. Job Code Profile tab - Job Code USF page

4. Complete the fields as follows:

***Effective Date**

Enter the effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; date that an action begins. It also determines when you can view and change the information. The date the Job Code was classified and should always be prior to the effective date of the Personnel action.

***Status**

This field defaults to **`Active`** and is the status of the Job Code. The valid values are **`Active`**, **`Freeze`**, **`Inactive`**.

Transaction Status

The transaction status reflects the status of the transaction being processed. For a new Job Code, the transaction status is **`In Progress`**.

***Reason Code**

Select the reason that supports the action taken or select data from the drop-down list. The valid values are as follows:

Reason Code Valid Value	Definition
INA	Inactivate an Existing Job Code
NEW	Add a New Job Code

REA	Reactivate an Inactive Job Code
UPD	Change an Existing Job Code

Agency Type

This field is populated from the ***EmpowHR*** logon page.

Occupational Series

Enter the applicable information in this field. All occupations with the federal government are listing in the Occupational Series Table. This field designates a grouping of positions similar in work and qualification requirement. They are designated by a title and a four digit number. Occupational Series can also be found in the Handbook of Occupational Group and Families located on the OPM Web site.

Official Title Prefix

Enter the applicable information or select data from the drop-down list. The valid values are **`Lead`**, **`Senior Supervisory`**.

Official Posn Title Code

Enter the applicable information in this field or search by clicking the search icon. If the search does not contain a code covering a specific official title, enter 9999 and type in the title. This field is a code number for the official title,; an official position title is the title of a position that is in accordance with the OPM position classification standard.

Job Family

Enter the applicable information in this field or search by clicking the search icon.

***Supervisory Status**

This field defaults to **`8 Other`** or select data from the drop-down list. The valid values are as follows:

Supervisory Code Valid Values	Definition
2	Supv/Mgr
4	SupvrCSRA
5	MgmtCSRA
6	Team Leader
8	Other

Medical Check Up Required

Check this box if the position requires a medical check up.

Master Record Number (NFC)

The record number is populated from the NFC Position Management System (PMSO).

***FLSA Status**

This field defaults to **Exempt**. Change the default by selecting data from the drop-down list. Other valid values are **Administrative**, **Executive**, **Management**, **No FLSA Required**, and **Nonexempt**.

U.S. Federal

This field is a **U. S. Federal** icon. Select this icon and the bottom half of the page will be displayed. Select this icon again the bottom half of the page is displayed again.

Agency

This field defaults to the agency entered when the job code was created. The agency is any Department or independent establishment of the Federal government that has the authority to hire employees in the competitive, excepted, and senior executive services.

Department

Enter the applicable information or select data from the drop-down list. This is the identification code that represents an organization.

SubAgency

Enter the applicable information in this field or search by clicking the search icon.

Position Location

Enter the applicable information or select data from the drop-down list. This is the location that this position is associated with. The valid values are **Field** and **Headquarters**.

POI

Enter the Personnel Office Identifier or search by clicking the search icon.

Pay Basis

Type the pay basis for the salary the employee is receiving for the position being held, which is fixed by law, regulation, or administrative action. The valid values are as follows:

Pay Basis Valid Values
Bi-Weekly
Per Annum

Pay Basis Valid Values
Fee Basis
Per Diem
Per Hour
Per Month
Piece Work
School Year
Semi-monthly
Without Compensation

- Must be blank for grade retention action.
- Must be **`BWeekly`** for special employee code 36.
- Must be **`BWeekly`**, **`Fee Basis`**, **`Per Month`**, or **`Piece Work`** for biweekly, monthly, piece work, and fee basis work schedules
- Must be **`Without Compensation`** for employees serving without compensation.

Fund Source

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Fund Source Valid Values
Appropriated Funds
External funds
Non-Appropriated Funds
Other Funds

Parenthetical Title

Enter the applicable information or select data from the drop-down list. This title is used as a suffix to the Official Position Title Code. The valid values are as follows:

Parenthetical Valid Values
Apprentice
Correctional
Data Transcribing
Foreman
General Foreman
Helper
Inspector
Instructor

Parenthetical Valid Values
Missing
Night
Office Automation
Steno/Office Automation
Stenography
Still In School
Supervisor
Trainee
Training Leader
Typing

PATCO Code (Professional, administrative, technical, clerical, other, blue collar code)

This field defaults to **`Professional`** and cannot be changed.

Functional Class

This field defaults to **`Not Applicable`**; change if applicable or select data from the drop-down list. The Functional Class denotes classification for describing certain types of work activities. This is required on certain series. For more information see OPM Introduction to the Position Classification Standards. The valid values are as follows:

Functional Class Valid Values
Not Applicable
Other
Planning
Production
Regulatory Enforcement/License
Research
Research/Contract/Grant Admin
Scientific/Technical Info
Standard & Specifications
Teaching/Training
Technical Assistance/Consult
Test and Evaluation
Clinical Practice/Counseling
Construction
Design
Development

Functional Class Valid Values
Instal/Operations/Maintenance
Management
Natural Resource Operations

IA Actions

Check this box if applicable.

Agency Use

Enter the applicable information.

Professional Category

Enter the applicable information or select data from the drop-down list. the valid values are as follows:

Professional Category Valid Values
Exp & Cons
Oth Profes
Prof Audi
Statutory
Wage Plan
Adm, Tec, Cl

Classification Standard

Enter the applicable information or search by clicking the search icon. Once you make a selection, the application will bring you back to the Classification Standard Job Code USF page.

Classifier

Enter the applicable information. This field is the last name of the individual classifying the position.

Date Classified

The date the position is classified. Enter the applicable date or select a date from the calendar icon.

Classification Authority

This field is populated with the authority used in the classification.

Classification Standard Code

Enter the classification standard code or search data by clicking the search icon.

Class Standard Issued Date

Enter the classification standard date or select a date from the calendar icon.

Early Retirement Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Foreign Po`**, **`Prim Pos`**, and **`Second Pos`**.

Target Grade

This is the ideal grade for the position. Enter the target grade for the position.

Classifiction Factor

This field is populated. The system displays the classification factors that are associated with the classification standard.

Factor Level

Enter a classification factor level for each classification factor that is associated with this classification standard or search by clicking the search icon.

Points

The system displays the points that are associated with the classification standard. The points are populated based on the factor level entered.

Weights

The weight is populated based on the factor level entered.

OPM Certification Number

Enter the OPM Certification number that is associated with this job code.

Salary Grade

The grade is populated.

Min Points

Enter the applicable information or search by clicking the search icon.

Max Points

Enter the applicable information or search by clicking the search icon.

Total Points

Determine the points by comparing each of these factory to ever other job in your organization. The greater the know-how, accountability, and problem solving for this job, the higher the points. Enter the applicable information or search by clicking the search icon.

Position Classfication Standards

Enter the position classification standards that are used. This information can be copied and pasted from your Classification Standard on-line.

5. Click the Detailed Job Code Description link. The Detailed Jobcode Description page (**Figure 285**) is displayed.

Figure 285. Detailed Jobcode Description page

6. Enter the job code description.

7. Click **OK** to save the description. The Job Code Profile tab - Job Code USF page (**Figure 284**) is displayed.

   OR

   Click **Cancel** to exit the page without saving. The Job Code Profile tab - Job Code USF page (**Figure 284**) is displayed.

8. Select the ***Default Compensation*** tab - Job Code USF page. The Default Compensation tab - Job Code USF page (**Figure 286**) is displayed.

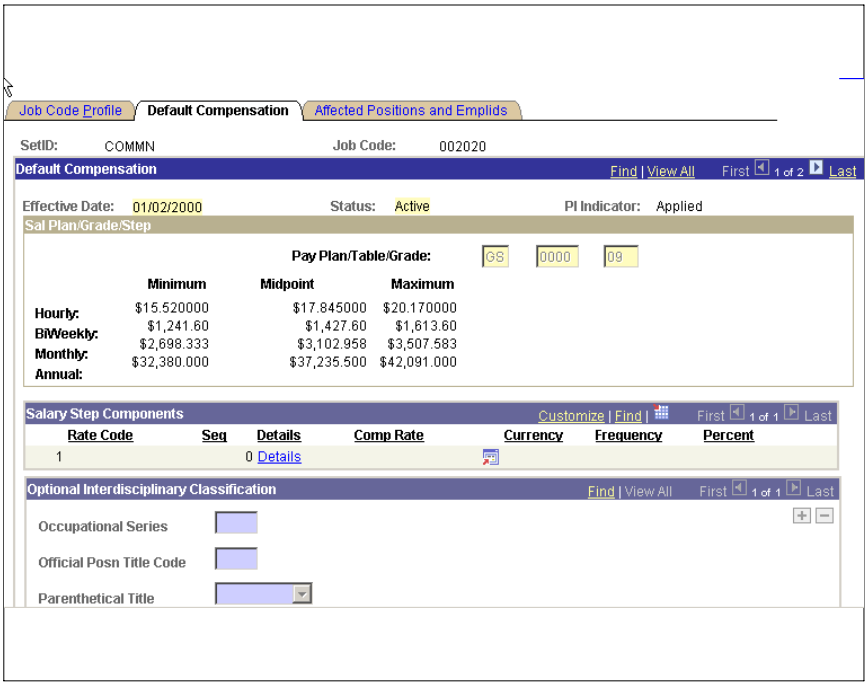


Figure 286. Default Compensation tab - Job Code USF page

9. Complete the fields as follows:

Set ID

This field is populated with the Department accessing the application.

Job Code

This field is populated with the job code number once the job code is created.

Effective Date

This date is populated from the Job Code tab.

Status

This field is the status of the transaction.

PI Indicator

Displays the transaction's status.

Hourly, BiWeekly, Monthly, And Annually

The salary is populated after tabbing out of the Pay Plan/Table/Grade field.

Minimum Salary

The salary is populated after tabbing out of the Pay Plan/Table/Grade field.

Midpoint Salary

The salary is populated after tabbing out of the Pay Plan/Table/Grade field.

Maximum Salary

The salary is populated after tabbing out of the Pay Plan/Table/Grade field.

Rate Code

Enter the applicable rate code.

Seq

This field is populated. This is the sequence number of the rate code if it is used more than once.

Details

This field is populated. Click the details button to open the Comp Rate Code Secondary page.

Comp Rate

This field is populated. The compensation rate, its currency and the frequency (for example: annually, weekly, or hourly) the comp rate will be paid.

Percent

This field is populated.

Occupational Series

Enter the applicable information in this field.

Official Posn Title Code

Enter the applicable information in this field. Search by clicking the search icon.

Parenthetical Title

Enter the parenthetical title or select data from the drop-down list. The valid values are as follows:

Parenthetical Title Valid Values
Apprntc
Foreman
Corrtnl
GForeman
Data Trns
Helper
InScl

Parenthetical Title Valid Values
Inspectr
Instrctr
Leader
Night
OA
Steno
Steno/OA
Suprvisr
Trainee
Trn Ldr
Typing

Interdisciplinary Code

Check this box if applicable.

Official Title Prefix

Enter the official title prefix or select data from the drop-down list. The valid values are **`LD`**, **`Senior`**, and **`Supvy`**.

Replaces Job Code

Enter the applicable information in this field.

Max Number Of IA

Enter the applicable information in this field.

Financial Disclosure Required

This field defaults to **`0`**. This field can be changed.

Promotion Plan

Check the box if applicable.

Not To Be Filled Concurrently

Check the box if applicable.

Driver License Required

Check the box if applicable.

Typing (25) Required

Check the box if applicable.

Physical Required

Check the box if applicable.

Typing (40) Required

Check the box if applicable.

Remarks

Enter the applicable remarks

***Not To Be Filled Concurrently**

Click the link to customize this field.

Language Required

Click the link to customize this field. this is the language spoken by the employee/applicant/non-employee.

Job Code Tracking

This block is used to reflect the activity for the job code.

Note: If the information on the Optional Disciplinary Classification section of the page was entered on the previous page, leave this section blank.

Note: Below are the fields available for the Library of Congress (LOC) only

Job Code

This block is used to enter text for the job code.

Not To Be Filled Concurrently

Check this box if the job is not to be filled concurrently with another position.

Driver's License Required

Check this box if a driver's license is required for this position.

Typping (25) Required

Check this box if typing is required at 25 words per minute for this position.

Typing (40) Required

Check this box if typing is required at 40 words per minute for this position.

Remarks

This block is used to enter any remarks for the positon.

Promotion Plan

Check this box if a promotion plan is in place for this position.

Max Number If IA

This block is used to enter text.

10. Select the ***Affected Positions and EmplIs*** tab - Job Code USF page (**Figure 287**) is displayed. This page is populated when the employees are hired in the positions.

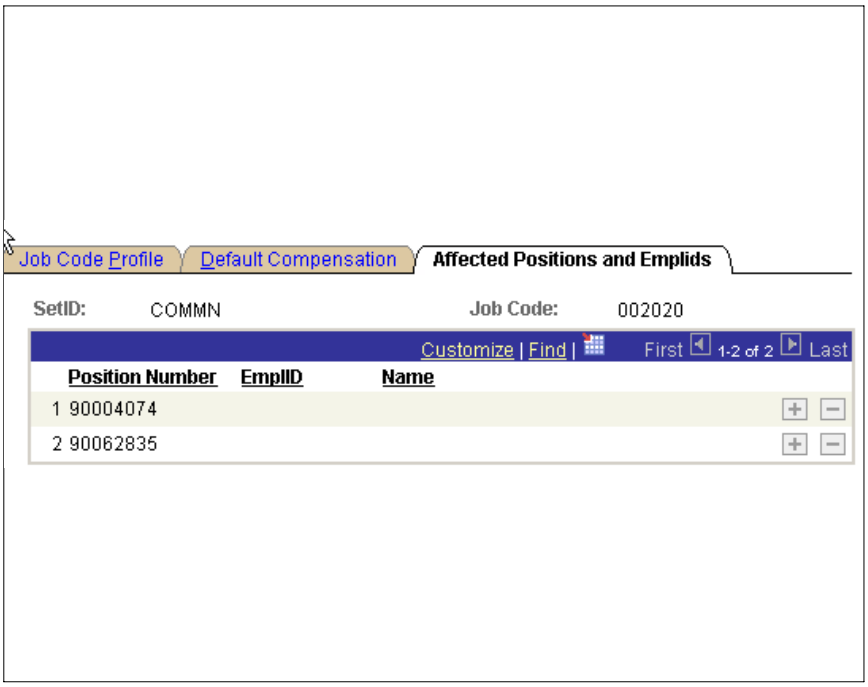


Figure 287. Affected Posiitons And Emplids tab - Job Code USF page

11. This tab is populated when the employees are hired in the positions.

Set ID

This information is populated after the job is created.

Job Code

This information is populated after the job is created.

Position Number

All of the positions for the created job code are reflected. The position number is a unique number assigned to a position.

EmplID

All of the EmplIDs for the created positions with the specific job code. The EmplID is a unique identification code for an individual associated with an organization.

Name

The name for the EmplIDs listed. This is the name of the individual.

12. Click **Save** to save the transaction.
13. Click the **Job Code Profile** link at the bottom of the page. The Job Code Number is automatically assigned after the record has been saved. The Job Code Number is required to create a position. A New Job Code is now successfully established. The Job Code number is used to inquire and to enter a position.

Note: Be sure to make a note of the Job Code Number assigned.

Modifying A Job Code

This is an example of how to modify an existing Job Code.

Job Code data can be modified by locating an existing Job Code and adding a new row. Adding a new row preserves the previous record. If a data element is modified on the Job Code, then the modification applies to all positions. The Correction button can be used to update ***EmpowHR*** only. This information does not transfer to NFC. Use the **+** to add a new row to preserve the integrity of the data records. For more information on Position Management, see the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

To modify a Job Code:

1. Select the ***Position Management*** menu group.
2. Select the ***Job Codes*** menu. The ***Find An Existing Value*** tab - Job Code USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

   OR

   Click **Clear** to clear the screen and re-enter the information.
3. Click **+** to insert a new row.
4. Complete the fields as follows:

***Effective Date**

Change the effective date. This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

***Reason Code**

This field defaults to **`UPD`** (Update).

5. Modify the applicable fields.

6. Click **Save**. This will save the modified Job Code information.

Abolish/Unabolish/Inactivate/Reactivate An Existing Record

The steps are the same for the Abolish/Unabolish/Inactivate/Reactivate functions.

Follow the steps as follows:

1. Select the ***Position Management*** menu group

2. Select the ***Job Codes*** menu. The ***Find An Existing Value*** tab - Job Code USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Enter the Position Number to be inactivated.

4. Click **Search**. The Job Profile page (**Figure284**) is displayed.

   OR

   Click **Clear** to clear the screen and re-enter the information.

5. Click **+** at the top right corner of the page.

6. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view or change information.

***Reason Code**

Select **`INA`** to inactivate an existing record. Select **`REA`** to reactivate a record.

7. Click **Save**.

Position Information

Position Number is a unique number assigned to the position. Specify the position number when creating a new position or enable the system to assign the next number (when you save) by accepting the default value **`00000000`** on the ***Add A New Value*** page. Periodically, changes are to be made to position data, such as a title change or a position that becomes inactive. Employee data must be updated occasionally, such as entering a pay rate change or a leave of absence. In addition, changes could be made that affect both the position and the incumbent (an employee assigned to a position) job data, such as changing the department code for the position. Positions are all of the jobs within a department, both encumbered and vacant. There is a one-to-one relationship between positions and employees; therefore, no more than one employee can fill a position.

This section contains the following topic:

Position Numbering
Adding A New Position
Modifying A Position

Position Numbering

The Position Number contains an eight-digit number automatically assigned by the system when the position information is saved. The user will never create this number.

Some of the information tracked at the position level within ***EmpowHR*** includes:

- Agency Code
- Sub-Agency Code
- Personnel Office ID
- Geographic Location Code
- Sensitivity Code
- Vacancy Review
- Bargaining Unit
- FLSA Status
- Financial Disclosure
- LEO Position

Adding A New Position

To create a new Position, a Job Code is needed. Some data will populate on the Position pages when the Job Code number is entered. The position numbers are assigned by the application. Many of the fields in the position pages will have automatic defaults, which may require modification.

If a previous position exists that is identical to the current position, use the **Initialize** button to copy many of the characteristics of a similar existing position. This button displays only if adding a new position. Click to copy all or many of the characteristics of a similar existing position. When clicking this button, a new page is displayed to enter the position number of the position to be copied. Click **OK** to populate the Position Data with the position information of the position that was selected. New information can be modified on the new position. If unaware of any similar positions that could be used to populate the remaining fields. just populate the fields individually.

For more information on Position Management, see the NFC Payroll/Personnel Manual, Position Management System (PMSO), Title 1, Chapter 3.

This section will provide instructions on adding new positions.

To add a New Position:

1. Select the ***Position Management*** menu group.

2. Select the ***Position Information*** menu. The ***Add A New Value*** tab - Add/Update Position Info page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

3. Click the ***Add A New Value*** tab. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

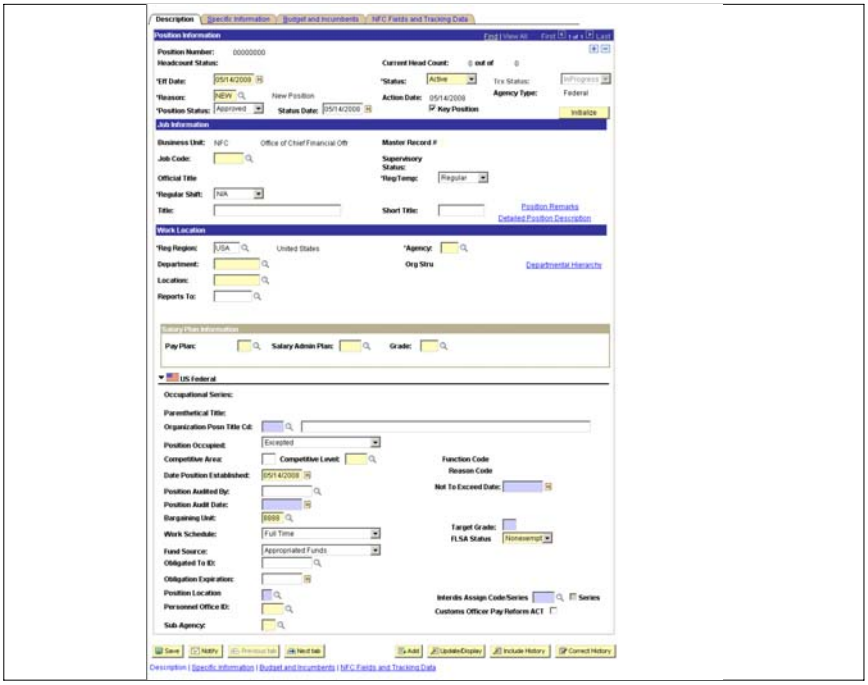


Figure 288. Description tab - Add/Update Position Info page

4. Complete the fields on as follows:

Position Number

The position number is populated from the establishment of the Job Code. The position number is a unique number assigned to the position.

Headcount Status

This field is populated.

Current Head Count

This field is populated.

***Effective Date**

The effective date defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view and change the information.

***Status**

This field defaults to **`Active`** when you create a new position. Other valid values are **`Frozen`** and **`Proposed`**.

***Reason**

This field defaults to **`New`**.

Action Date

This field is the date the position was created.

TRX Status

This field is populated based on the status of the transaction.

Agency Type

This field defaults to **`Federal`** and cannot be changed.

***Position Status**

This field defaults to **`Approved`**. Select data from the drop-down list to change if applicable. The valid values are **`Frozen`**, **`Approved`**, and **`Proposed`**.

Status Date

The date is populated based on the Effective Date.

Key Position

This box indicates if this is a key position and defaults to a check. On a permanent position delete the check in the box.

Business Unit

STDBU (Standard Business Unit for USDA). This is an identification code that represents a high-level organization of business information. The business unit can be used to define regional or department units within a larger organization.

Job Code

Enter the applicable Job Code. This number is created when the Job Code is entered. The information from the job code populated certain fields for the position. Search data by clicking the search icon.

Supervisory Status

This field is populated from the Job Code.

5. Press **Tab** to retrieve the following populated fields from the Job Code.

***Reg/Temp**

This field defaults to **Regular** for a new position. This field indicates the status of the position, not the incumbent. If the position is temporary, select **Temporary** from the available options.

Official Title

This field is populated from the Job Code. This is the description of the position. this information appears on the incumbent's Job Data record.

***Regular Shift**

This field defaults to **N/A**. Select data from the drop-down list. The valid values are as follows:

Regular Shift Valid Values
1
2
3
Any
Compressed
N/A
Rotating

Title

This field is populated from the Job Code.

Short Title

Enter the short title of the position. When a job code is selected on the Job Information page, this field displays the short title associated with that job code. the default value can be changed.

6. Complete the remaining fields as follows:

***Reg Region**

This field defaults to **USA** (United States). Search by clicking the search icon. This field displays a regulatory region for the position.

***Agency**

The agency code with the narrative is system-generated from the Job Code. When creating an new position this filed is blank. Search for data by clicking the search icon.

Department

This is the department where the position resides. Enter the applicable data or search by clicking on the search icon. This code represents an organization. The Department can be obtained from a report that can be retrieved through ***EmpowHR***.

Org Stru

This is the organizational structure where the position resides. This field is system-generated from the Job Code.

Location

Enter the applicable data or search by clicking on the search icon. This will be the actual duty location that the position is associated with. This code is determined from the Geography Location Book (State, County, City).

Reports To

This field is populated from the Job Code. This field establishes reporting relationships among positions. Search for data by clicking on the search icon.

Pay Plan

Enter the applicable information or search by clicking the search icon. The value that is selected appears on the Job Data page when you assign a new employee to a position.

Pay Table

Enter the applicable grade associated with the position or search by clicking the search icon.

Step

Enter the applicable step associated with the position or search by clicking the search icon.

Standard Hours

Enter the standard hours to be worked in the associated Work Period for this position.

Work Period

Enter the work period associated with this position. The work period is the smallest unit of time that employers use to communicate working hours. Search data by clicking the search icon.

Mon

This field is populated based on the work period selected.

Tue

This field is populated based on the work period selected.

Wed

This field is populated based on the work period selected.

Thu

This field is populated based on the work period selected.

Fri

This field is populated based on the work period selected.

Sat

This field is populated based on the work period selected.

Sun

This field is populated based on the work period selected.

Grade

Enter the grade associated with the position or search for data by clicking on the search icon.

USA

This field is a **USA** icon. Select this icon and the bottom half of the page will not be displayed.

FLSA Status

This field defaults to **Nonexempt**. Change the information if applicable. This field defaults to **Exempt**. Change the default by selecting data from the drop-down list. Other valid values are **Administrative**, **Executive**, **Management**, **No FLSA Required**, and **Exempt**.

Bargaining Unit

Enter the 4 position bargaining unit number or select data by clicking the search icon.

U. S. Federal

This field is a **U. S. Federal** icon. Select this icon and the bottom half of the page will not be displayed.

Parenthetical Title

This field is populated based on other fields entered.

Organization Posn Title Cd

Enter the applicable information in this field or search by clicking the search icon.

Position Occupied

This field defaults to **`Competitive`**. Change by selecting data from the drop-down list. Other valid values are **`Excepted`**, **`SES Career Research`**, and **`SES General`**.

Competitive Area

Enter the applicable information.

Competitive Level

For Agency use only. This field is sent to NFC.

Function Code

This field is populated.

Date Position Established

Enter the date that the position was established or select a date from the calendar icon.

Reason Code

This field is populated.

Position Audited By

Enter the applicable information in this field or search by clicking the search icon.

Not To Exceed Date

Enter the applicable date or select a date by clicking on the calendar icon. This field is the expiration date for temporary positions. The valid types are as follows:

Valid Types Of NTE Positions	Definition
Appointment NTE Date	Indicates the length of time a person may serve in a position.
Classification Temporary NTE Date	Established temporary date that is used for a temporary classification of a unique position.
Health Benefits Renewal Self-Supported NTE	Date when an employee's incapacitated child must be re-evaluation for car under employee's hospitalization coverage.

Valid Types Of NTE Positions	Definition
LWOP NTE Date	NTE data is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.
Position NTE Date	Indicated the length of time a position is available for use.
Promotion NTE Date	Specific time for an increase in grade on a temporary basis.
Suspension NTE Date	Specific time an employee is to be on suspension. No salary to be paid for the period.

Position Audit Date

Enter the date the position was audited or select a date from the calendar icon.

Bargaining Unit

Enter the applicable information. This field indicates whether this position is eligible for coverage in the bargaining unit. Search for data by clicking the search icon.

Work Schedule

Enter the applicable work schedule or select data from the drop-down list. The valid values are:

Work Schedule Valid Values
Full Time
Baylor Plan
Full Time Seasonal
Intermittent
Intermittent-Seasonal
Part Time
Part-Time Job Sharer
Part-Time Seasonal
Part-Time Seasonal Job Sharer

Fund Source

Enter the applicable fund source or select data from the drop-down list. The valid values are:

Fund Source Valid Values
External Funds
Non Appropriated
Appropriated Funds
Other Funds

Target Grade

Enter the applicable target grade associated with the position.

Agency Fund Source

Enter the 6-position fund source code.

Personnel Action Request Nbr

Enter the personnel action request number.

Obligated To ID

This field is the EmplID of the person this position is obligated to. Enter the applicable information or search by clicking the search icon.

Obligation Expiration

This date is the obligation for this position. Enter the expiration date or select a date from the calendar icon.

Position Location

This field determines locality pay. Search for data by clicking on the search icon.

Interdis Assign Code/Series

Enter the applicable information. This field can be left blank or can have up to 10 codes. Search for data by clicking the search icon.

Series

This field is the indicator for interdisciplinary assignments code or series. Check this box if applicable.

Personnel Office ID

Enter the POI or search by clicking the search icon.

Customs Officer Pay Reform ACT

Check the box if applicable.

Sub-Agency

This field is the individual departments within an Agency. Enter the applicable information or search by clicking the search icon.

7. Click **Position Remarks** link to enter position remarks. The Position Remarks page (**Figure 289**) is displayed.

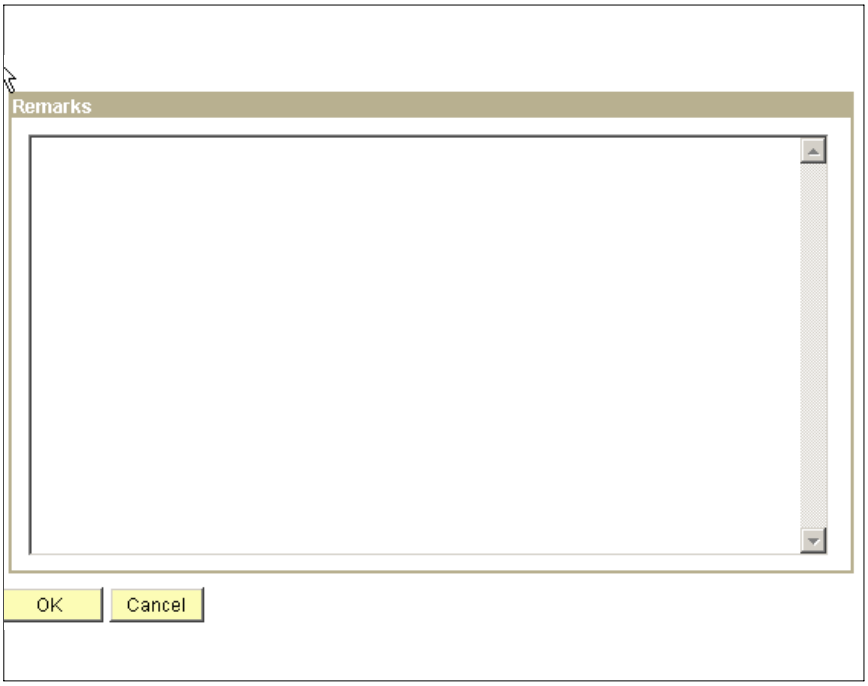


Figure 289. Position Remarks page

8. Click **OK** to save the data. The Description tab - page (**Figure 288**) is displayed.

   OR

   Click **Cancel** to disregard the entry. The Description page (**Figure 288**) is displayed.

9. Click the **Detailed Position Description** link to enter or view the details of the position. The Detailed Position Description page (**Figure 290**) is displayed.

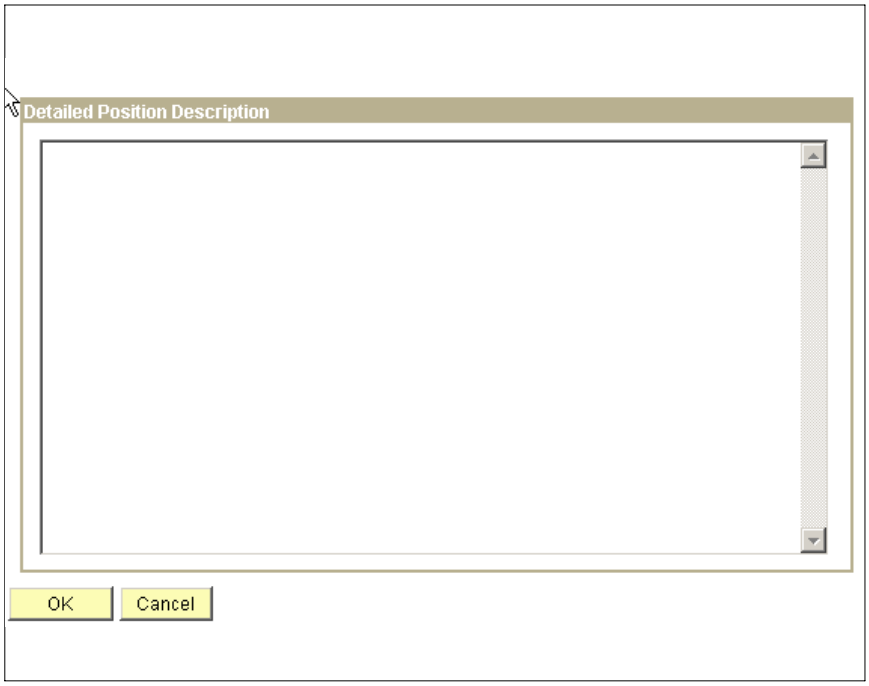


Figure 290. Detailed Position Description page

10. Click **OK** to save the data. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

    OR

    Click **Cancel** to disregard the entry. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

11. Click the **Departmental Hierarchy** link to view the organizational location. The Departmental Hierarchy page (**Figure 291**) is displayed.

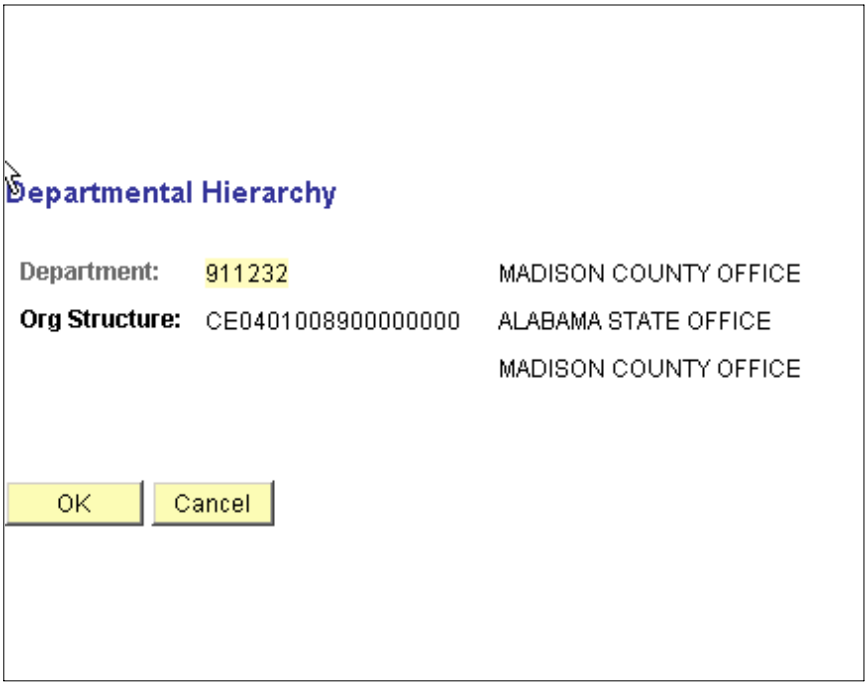


Figure 291. Departmental Hierarchy page

12. Click **OK**. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

OR

Click **Cancel** to disregard the view. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

13. Click **Notify**. The transaction will now display on a worklist.

OR

Click **Previous Tab** to go back to the previous tab.

OR

Click **Add**. This option will add the position.

OR

Click **Update Display**. The position must be saved before this option can be used.

OR

Click **Include History**. The position must be saved before this option can be used.

14. Click the ***Specific Information*** tab - Add/Update Position Info page. The Specific Information tab - Add/Update Position Info page (**Figure 292**) is displayed.

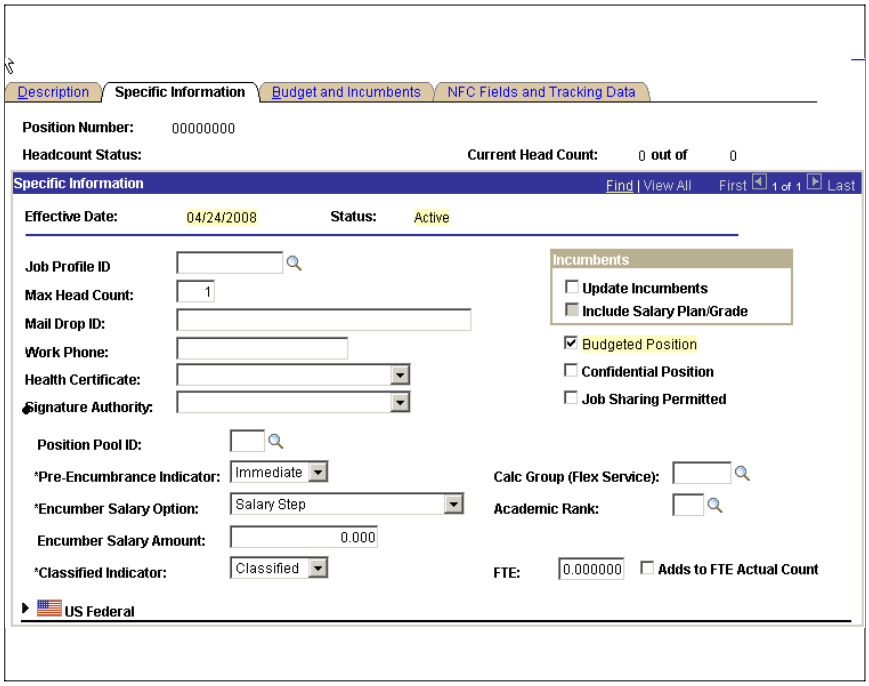


Figure 292. Specific Information tab - Add/Update Position Info page

15. Complete the fields as follows:

Effective Date

This field defaults to the **`current date`**. This is the date on which a table row becomes effective; the date that an action begins. This date also determines that a transaction can be viewed or changed.

Status

This field defaults to **`Active`**. Valid values are **`Active`**, **`Frozen`**, and **`Proposed`**.

Job Profile ID

Enter the applicable job profile ID for the position or search by clicking the search icon.

Include Salary Plan/Grade

Check the box if applicable.

Update Incumbents

Check the box if applicable.

Max Head Count

This is the maximum head count allowed for this position. This field defaults to **`1`** because positions normally have a one-on-one relationship with employees. However, if this position permits job sharing or can be assigned to more than one person, change the head count to the applicable number.

Mail Drop ID

Enter the mail drop ID assigned to this position.

Budgeted Position

This field defaults to the box being checked. If this position's status is proposed, frozen, or if the position is temporary, clear this check box. Otherwise, leave it selected for reporting purposes, so that the application recognizes that this is an approved position.

Work Phone

This is the work phone number assigned to this position. Enter the applicable information.

Confidential Position

Check the box if the position is confidential.

Health Certificate

Enter the applicable health certificate required for this position or select data from the drop-down list. The valid values are **`Ear Check`**, **`Eye Check`**, **`Full Health Ck`**, and **`Radiation Ck`**.

Job Sharing Permitted

Check the box if job sharing is permitted for this position. If job sharing is permitted, indicate the position's maximum head count (the maximum number of people who can share the position) in the Max Head Count field.

Signature Authority

Enter the signature authority assigned to this position or select data from the drop-down list. The valid values are **`Credit Competence`**, **`Procuration`**, and **`Signature Competence`**.

Position Pool ID

Enter the position pool ID or search by clicking the search icon. This code maps to the position pool with which this position should be budgeted in Accounting. Position pools enable the grouping of related position together for budgeting purposes.

***Pre Encumbrance Indicator**

This field defaults to **`Immediate`**. Change if applicable by selecting data from the drop-down list. The other valid values are **`None`** and **`Requisitn`**.

Cale Group (Flex Service)

Enter the applicable data or search by clicking the search icon.

***Encumber Salary Option**

This field defaults to **`Salary Step`**. Change if applicable by selecting data from the drop-down list. This is not a required field on the PAR (Personnel Action Request). If encumber salaries using Manage Commitment Accounting should use this field. The system uses the option that is selected to determine salary when it encumber the salaries of vacant positions. The valid values are as follows:

Encumber Salary Option Valid Values
Salary Grade Max
Salary Grade Midpoint
Salary Step
Sum of Default Components
User Specified Amt
Salary Grade Minimum

Academic Rank

Enter the applicable data if the position is a faculty position or search by clicking the search icon.

Encumber Salary Amount

Enter the applicable amount.

***Classified Indicator**

This field defaults to **`Classified`** and can be changed by selecting data from the drop-down list. The valid values are **`All`**, **`Temporary`**, and **`Unclassified`**. This field is associated with the position with an FTE Classification (full time equivalents classification) that was established on the Budget tab. When a worker is hired into a position in the Workforce Administration menu, the system displays the FTE data tied to the Position in the Job Data pages or the worker.

FTE

Enter the FTE value for this position to be used for maintaining an FTE budget in Manage Commitment Accounting.

Adds To FTE Actual Count

Check the box to include this position when processing FTE edits for budget purposes. Do not select this box if the position should not be included in this position when processing FTE edits.

16. Click **US Federal** to expand the page.

Sensitivity Code

This field defaults to **`Non Sensitive`** change by selecting data from the drop-down list. The valid values are as follows:

Sensitivity Code Valid Values
High Risk
Critical/Sensitive
Moderate Risk
Non-Sensitive
Non-Critical, Sensitive
Special Sensitive

Computer Sensitivity

This field defaults to **`Non Computer-ADP`**. Change if applicable by selecting data from the drop-down list. The valid values are **`Non Computer-ADP`** and **`Computer-ADP`**.

Security (Computer) Clearance

This field defaults to **`Non Applicable`**. Change if applicable by selecting data from the drop-down list. The valid values are as follows:

Security (Computer) Clearance Valid Values
Invalid Value
National Agency Check & Inq
National Agcy Chck w/Law & Credit
Public Trust

LEO/Fire Position

This field defaults to **`Not Applicable`**. Change if applicable by selecting data from the drop-down list. The valid values are **`Leo Posn- pay under 7AFLSA`**, **`LEO Posn - pay under 7KFLSA`**, and **`Not Applicable`**.

Language Required

Enter the applicable information or select data from the drop-down list. This is the language spoken by the employee/applicant/non-employee. The valid values are as follows:

Language Valid Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Training Program

Enter the applicable data or search by clicking the search icon.

Staff/Line Position

This field defaults to **L**. Change if applicable.

Seasonal

Check this box if the position is seasonal.

Intelligence Position

Check the box if applicable.

Mobility Position

Check the box if applicable.

Procurement Integ Posn

Check the box if applicable.

Presidential Appt Posn

Check the box if applicable.

Emergency Response Official

Check the box if applicable.

17. Select the ***Budget And Incumbents*** tab - Add/Update Position Info page. The Budget And Incumbent tab - Add/Update Position Info page (**Figure 293**) is displayed and contains the current incumbent of the position.

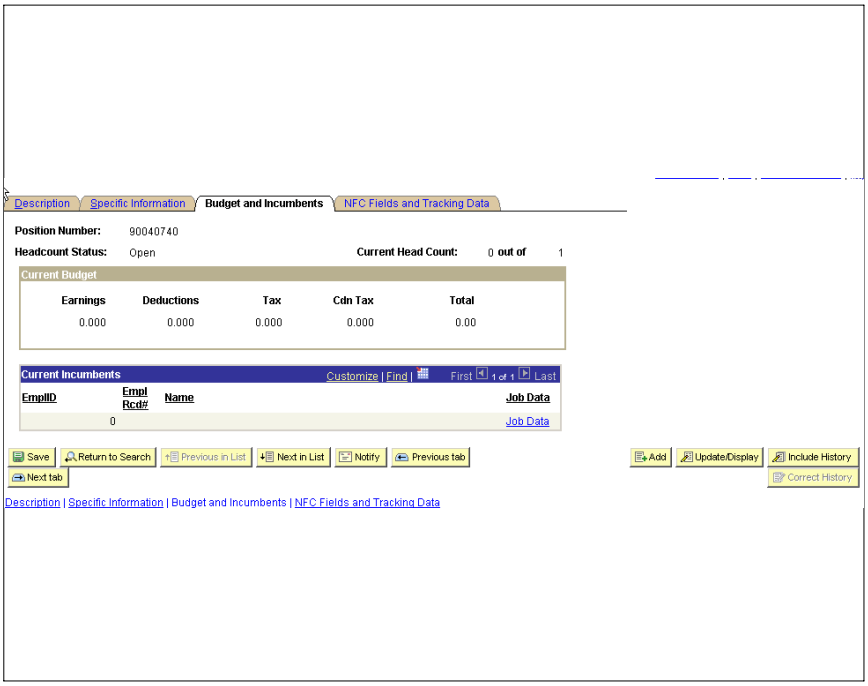


Figure 293. Budget And Incumbent tab - Add/Update Position Info page

18. The information below is populated from the position on this page. No entry is required.

19. The Current Incumbents section reflects the employee ID and name and contains a Customize/Find link. There are also First and Last arrow options. Use these links and options as applicable. No entry is required.

20. Select the ***NFC Fields And Tracking Data*** tab - Add/Update Position Info page. The NFC Fields And Tracking Data tab - Add/Update Position Info page (**Figure 294**) is displayed. The position tracking data group box populates as transactions are process for the position.

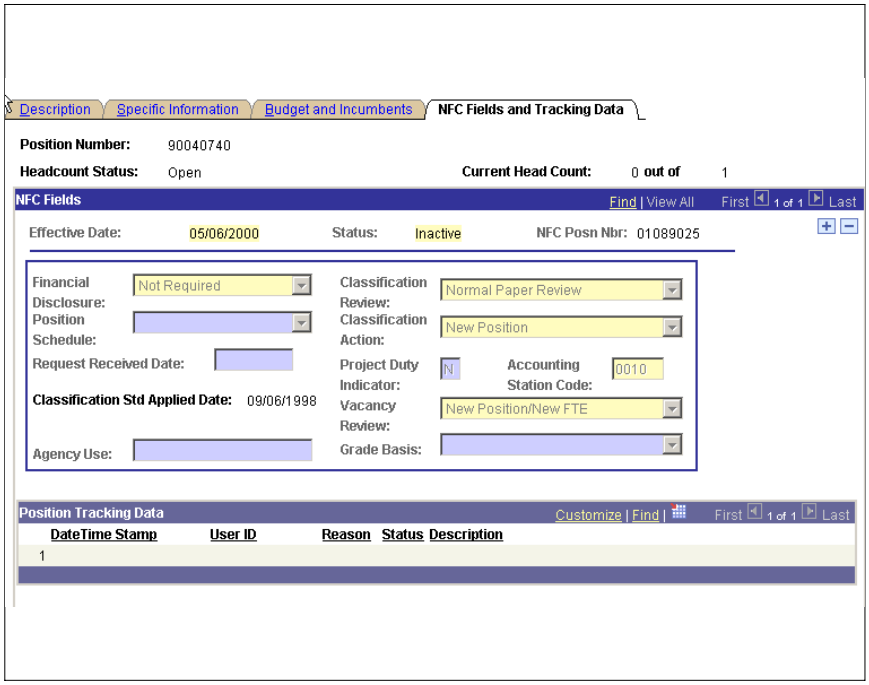


Figure 294. NFC Fields And Tracking Data tab - Add/Update Position Info page

21. Complete the fields as follows:

Position Number

This field is populated once the position is created. This is a unique number assigned to the position.

Headcount Status

This field is populated once the position is created. This is a unique number assigned to the position.

Current Head Count

This field is populated once the position is created. This is a unique number assigned to the position.

Effective Date

This field defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when a transaction can be view or changed.

Status

This field defaults to **`Active`**. The field will change when the position is saved. The valid values are **`Active`**, **`Inactive`**, and **`Freeze`**.

Financial Disclosure

This field defaults to **`Not Required`**. The financial disclosure required field indicates whether the position requires the incumbent to file a conflict of interest statement or a financial disclosure statement. Data can be selected from the drop-down list. The valid values are as follows:

Financial Disclosure Valid Values
SF 278 Required
Ramp Only
Not Required
278 Ramp
450 Ramp
CD 219
CD 220
MSPB 849 Required
OGE 450 Required
Ramp Only 278 Required

Classification Review

This field defaults to **`N/A for this field`**. This field indicates the type of review. Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Classification Review Valid Values
N/A for this field
Maintenance Desk Audit
Maintenance Panel Review
Maintenance Paper Review
Maintenance Supervisory Audit
Normal Desk Audit
N/A For This Field
Normal PME/Activity Review
Normal Paper Review
Normal Supervisory Audit

Position Schedule

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Position Schedule Valid Values
Excepted, Not A, B or C
Schedule A
Schedule B
Schedule C

Classification Review

Classification Action

This field defaults to **`N/A for this field`**. Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Classification Action Valid Values
Minor Description Changes
N/A for this field
New Position
No Action Required
Occupational Series Changes
Other
Position Downgrade
Position Title Change
Position Upgrade
Rewrite or New Posn Desc Reqd

Request Received Date

Enter the applicable date or select a date from the calendar.

Project Duty Indicator

Check the box if applicable.

Accounting Station Code

Enter the applicable data or search by clicking the search icon.

Classification Std Applied Date

This date is populated and cannot be changed.

Vacancy Review

This field defaults to **`Position Action No Vacancy`**. Enter the applicable information or select data from the drop-down list. The vacancy review code indicates the management process involved in modifying a vacant position prior to refilling it. The valid values are as follows:

Vacancy Review Valid Values
Difference Title &/or Series
Higher Grade
Lower Grade
New Position/New FTE
No Change
Position Action No Vacancy

Agency Use

Enter the applicable information.

Grade Basis

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Grade Basis Valid Values
Research Grade Evaluation Guid
Review When Vacant
Super Posn Supp by Program Duties
Administrative
Agency Use
Core
Policy Anal Grade Evalu Guide
Focal Point
Impact of the Person
Supervisory Posn Supp by GSSG
Egp Der Grd Eval Guide

Date Time Stamp

The date and time for the activity of the transaction.

User ID

The system identifier for the individual who generates a transaction.

Reason

The reason for the change or creation of the position.

Status

The status of the listed transaction.

Description

The description of what was accomplished with the transaction.

22. Click **Save**. The position number will automatically be assigned.

Note: Be sure to make a note of the position number because it will be used to process a personnel action.

23. Click the ***Fill A Position*** tab. The Fill A Position tab - Add Update Position Info page (**Figure 295**). This tab is created when the Manager fills a position through Manager Self Service. If Manger Self Service is not utilized, this tab will not display. This tab is for view only and used by HR.

Figure 295. Fill A Position tab - Add/Update Position Info page

24. Select the ***Office Information*** tab- Add/Update Position Info page. The Office Information tab - Add/Update Position Info page (**Figure 296**) is displayed.

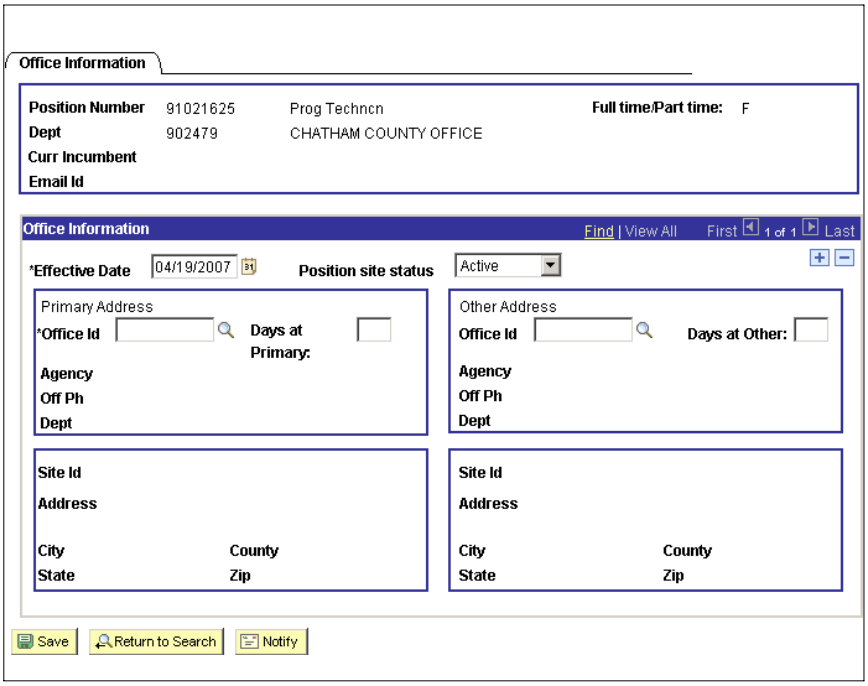


Figure 296. Office Information tab - Add/Update Position Info page

25. Complete the as follows:

Effective Date

This field defaults to the current date. This is the date on which a table row becomes effective; the date that an action begins. The effective date should be the same as the newly established position or the updated position if the sit location is changing. This date also determines when a transaction can be viewed or changed.

Position Site Status

This field defaults to **`Active`**. Change if applicable by selecting data from the drop-down list.

Primary Address-Office ID

Enter the applicable data or search by clicking the search icon. This is the address where the positron is located within the agency. The Office ID will populate the State ID, Address, City, State, County, and Zip fields on the bottom portion of the page.

Days At Primary

Enter the applicable information.

Agency

Enter the applicable agency.

Office Phone

Enter the applicable information. This is the phone number of a person or organization.

Department

Enter the applicable department. This field represents an organization.

***Other Address-Office ID**

Enter the applicable data or search by clicking the search icon. The Office ID will populate the State ID, Address, City, State, County, and Zip fields on the bottom portion of the page. this address should only be completed if this position works at more than one site.

Days At Other

Enter the applicable information.

Agency

Enter the applicable agency.

Office Phone

Enter the applicable information. This is the phone number of a person or organization.

Department

Enter the applicable department information. This field represents an organization.

26. Click **Save**. The information entered on the Office Information tab − Add/Update Position Info page is saved. This creates a Position number. Be sure to make a note of the Position Number because it will be used for inquiry and processing the PAR action.

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

OR

Click **Notify**. This option will send an e−mail to a person in the workflow.

Modifying A Position

This section explains how to update Position Information. To add or modify a field on the position, click the **+**to insert a new row to the record. For additional information see NFC Payroll/Personnel Manual, Position Management System (PMSO), Title I, Chapter 3.

To Modify A Position:

1. Select the ***Position Management*** menu group.

2. Select the ***Position Information*** menu. The ***Find An Existing Value*** tab - Add/Update Position Info page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

   OR

   Click **Clear** to clear the screen and re-enter the information.

3. Click **Search**. The Description tab - Add/Update Position Info page (**Figure 288**) is displayed.

4. Click **+** to add a new row.

5. Modify the applicable fields on the page.

6. Click **Save**. The modified information is saved

Note: The **Correction** button can be used to update ***EmpowHR*** Only. This information will not transfer to NFC. To preserve the integrity of the data records, use the ***Add a New Row (+)*** function.

Tips For Modifying A Job Code

Reason	Status		Send Data to NFC	Time Limit NFC	Time Limit *EmpowHR*
INACTIVATE (INA)	INACTIVE	Inactivates a job code temporarily. ***EmpowHR*** sets a 6-month limit from the date a job code becomes inactive to move the job code to abolish.	Yes	18 months. The JC is then set to Abolish.	
NEW (NEW)	ACTIVE	Create a new job code.	Yes	N/A	N/A
REACTIVE (REA)	ACTIVE	Reactivates an inactivated job code in the NFC database. If the job code is abolished, it cannot be reactivated.	Yes		
UPDATE (UPD)	ACTIVE	Updates certain job code information on the database for active job codes.	Yes	N/A	N/A
	FREEZE				

Tips For Modifying A Position

Reason	Status		Send Data to NFC	Time Limit NFC	Time Limit *EmpowHR*
ABOLISH (ABO)	INACTIVE	Removes a position from the NFC database. Marks the position for deletion from the NFC database on an 18-month cycle. ***EmpowHR*** sends abolished positions to NFC on a regular basis and maintains the data for history purposes.	Yes	18 months.	None. When the user saves the JC as abolish, it is transmitted to NFC.
INACTIVATE (INA)	INACTIVE	Inactivates a position temporarily. ***EmpowHR*** sets a 6−month limit from the date a position becomes inactive to move the position to abolish.	Yes	18 months. The PD# is then set to Abolish.	
NEW (NEW)	ACTIVE	Creates a new position.	Yes	N/A	N/A
REACTIVE (REA)	ACTIVE	Reactivates an inactivated position in the NFC database. If the position is abolished, it cannot be reactivated.	Yes		
UNABOLISH (UBO)					
POSITION DATA UPDATE (UPD)					
CHANGE (CHG)		Submitted to NFC as new.	Yes		

Tips For Modifying A Position

Reason	Status		Send Data to NFC	Time Limit NFC	Time Limit *EmpowHR*
	FREEZE				
UNABOLISH	ACTIVE	Used for History Override only. ***EmpowHR*** sends the abolished position to NFC as new.	Yes		
UPDATE	ACTIVE	Updates certain position information on the database for active job codes.	Yes	N/A	N/A

Tips for Processing A PAR

Job Page *Classification* *Previous Class Action*

Reason	Status		Send Data to NFC
ABOLISH POSITION	INACTIVE	Updates the position data in Position Management to inactive and displays the date.	Yes
INACTIVE POSITION	INACTIVE	Updates the position data in Position Management to inactive and displays the date.	Yes
Leave Position Vacant/Active	ACTIVE	***EmpowHR*** leaves the position on the database for a 6-month period. After 6 months of inactivity, the position is moved in inactive status.	Yes

Office Information Profile

To modify an Office Information Profile:

1. Select the ***Position Management*** menu group.
2. Select the ***Office Information Profile*** menu. The ***Find An Existing Value*** tab - Office Information Profile page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Office Information Profile tab page (**Figure 297**) is displayed.

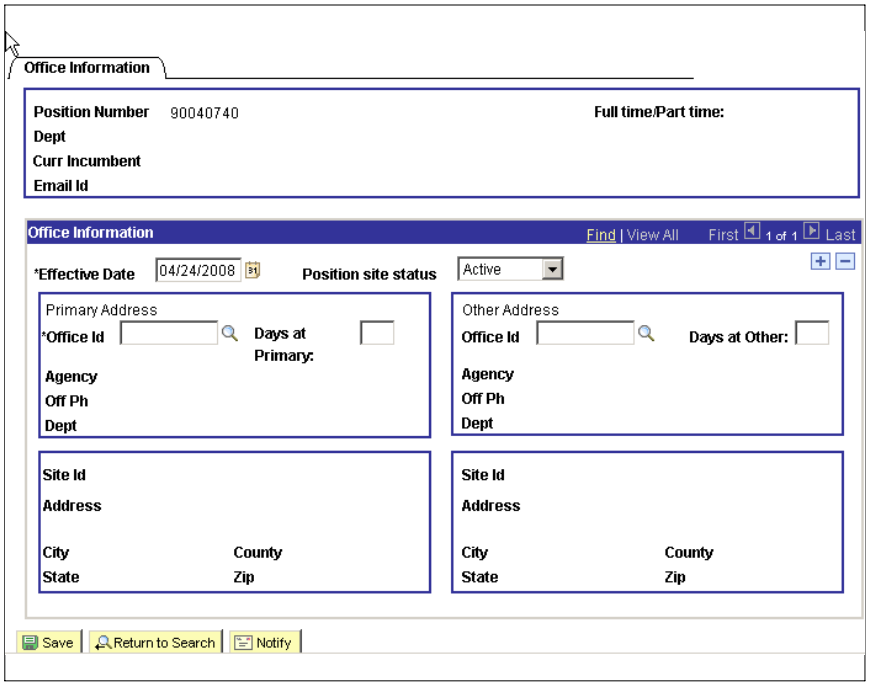


Figure 297. Office Information tab page

4. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a data from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view or change the information.

Position Site Status

This field defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Active`** and **`Inactive`**.

Primary Address/*Office ID

Select data by clicking on the search icon. Once the data is selected the corresponding data is populated.

Days At Primary

Enter the number of days at the primary address.

Other Address/Office ID

Select data by clicking on the search icon. Once the data is selected the corresponding data is populated.

Days At Other

Enter the number of days at the other address.

5. Click **Save**.

   OR

   Click **Return To Search** to search for an additional office information profile.

   OR

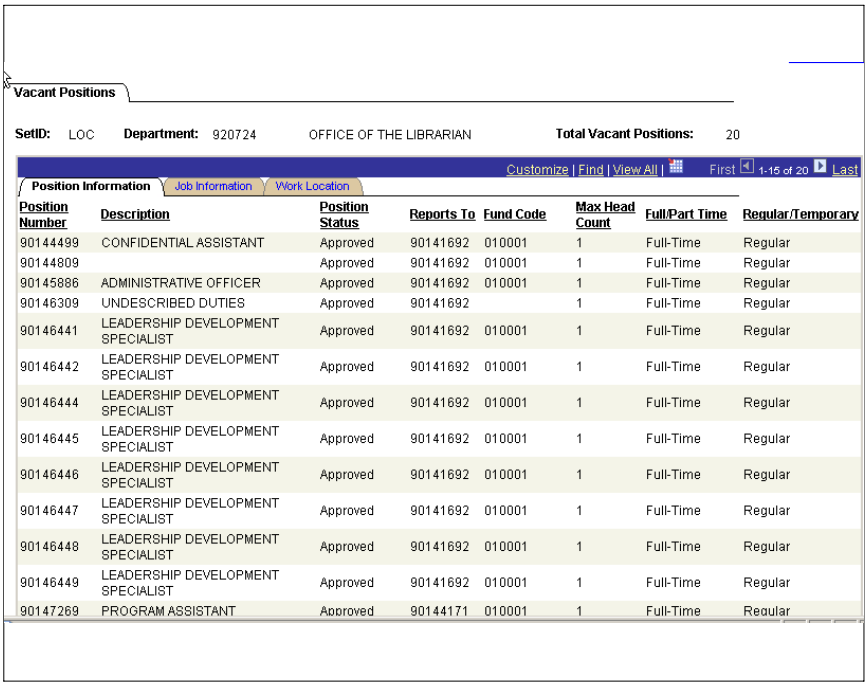
   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Vacant Positions

The Vacant Positions option is used to display a list of vacant positions. This option is available on the Position Management menu.

To access a list of Vacant Positions:

1. Select the ***Position Management*** menu group.
2. Select the ***Vacant Positions*** menu. The ***Find An Existing Value*** tab - Vacant Positions page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Vacant Position tab page (**Figure 298**) is displayed. This is a view only page.



Vacant Positions

SetID: LOC Department: 920724 OFFICE OF THE LIBRARIAN Total Vacant Positions: 20

Customize | Find | View All | First 1-15 of 20 Last

Position Information | Job Information | Work Location

Position Number	Description	Position Status	Reports To	Fund Code	Max Head Count	Full/Part Time	Regular/Temporary
90144499	CONFIDENTIAL ASSISTANT	Approved	90141692	010001	1	Full-Time	Regular
90144809		Approved	90141692	010001	1	Full-Time	Regular
90145886	ADMINISTRATIVE OFFICER	Approved	90141692	010001	1	Full-Time	Regular
90146309	UNDESCRIBED DUTIES	Approved	90141692		1	Full-Time	Regular
90146441	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146442	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146444	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146445	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146446	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146447	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146448	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146449	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90147269	PROGRAM ASSISTANT	Approved	90144171	010001	1	Full-Time	Regular

Figure 298. Vancant Positions page

Click **Return To Search** to search for another vacant position.

OR

Click **Next In List** to view or change the next record in the list. This option is not active until there are multiple records.

OR

Click **Previous In List** to view or change the previous record in the list. This option is not active until there are multiple records.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Refresh** to refresh the page of the search.

Occupational Series USF

To enter a Occupational Series USF:

1. Select the ***Position Management*** menu group.
2. Select the ***Occupational Services USF*** menu. The ***Find An Existing Value*** tab - Occupational Series USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Occupational Series page (**Figure 299**) is displayed.

   OR

   Click ***Add A New Value*** tab - Occupational Series USF page. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.
4. Click **Add**. The Occupational Series tab page (**Figure 299**) is displayed.

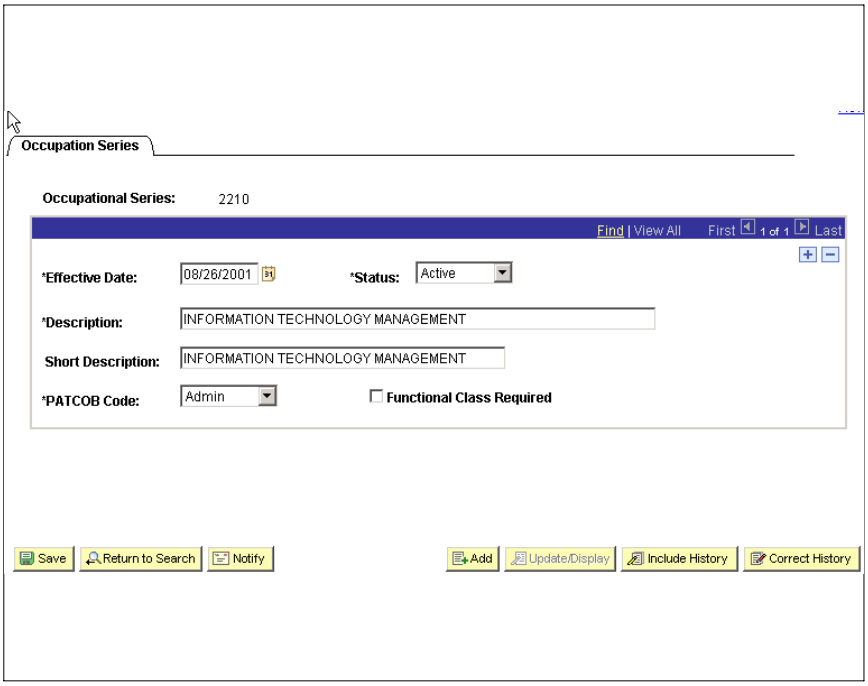


Figure 299. Occupational Series tab page

5. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that an action begins. This date also determines when you can view or change the information.

***Status**

This field defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.

***Description**

Enter the description of the occupational series.

***Short Description**

Enter the short description of the occupational series. Freeflow text up to 15 characters.

***PATCOB Code**

Enter the applicable code or select data from the drop-down list. The valid values are as follows:

PATCOB Code Valid Values
Admin
Blu Collar

PATCOB Code Valid Values
Clerical
Mix Collar
Other
Professional
Technical

Functional Class Required

Check this box if a functional class required.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another occupational series.

   OR

   Click **Previous In List** to view the previous occupational series.

   OR

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

   OR

   Click **Add** to add an additional occupational series.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include the transaction in history.

   OR

   Click **Correct History** to correct the transaction in history.

Official Position Titles USF

To add or modify an Official Position Title:

1. Select the ***Position Management*** menu group.
2. Select the ***Official Position Titles USF*** menu. The ***Find An Existing Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Official Position Titles Codes page (**Figure 300**) is displayed.

   OR

   Click ***Add A New Value*** tab - Official Position Titles USF page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Official Position Titles Codes page (**Figure 299**) is displayed.

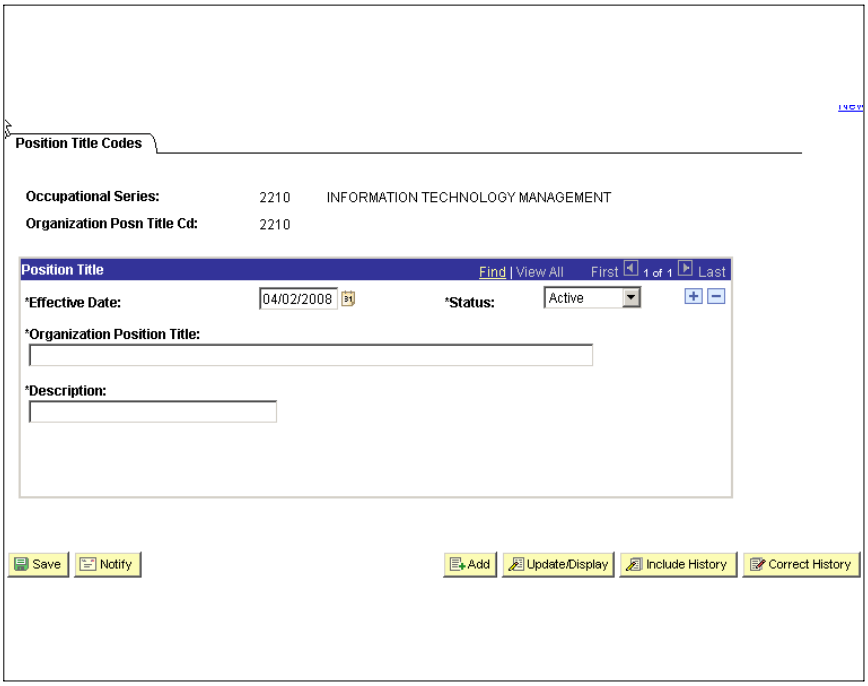


Figure 300. Oficial Position Titles Codes page

5. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that the action begins. This date also determines when you can view and change the information.

***Status**

This field defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Inactive`**, **`Active`**, and **`Freeze`**.

***Official Position Title**

Enter the description of the position. This information appears on the incumbent's Job Data record.

***Description**

Enter the description of the position. The Description is a freeflow test up to 36 characters.

6. Click **Save**.

OR

Click **Return To Search** to search for another position title code.

OR

Click **Previous In List** to view the previous position title code.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional position title code.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

Organizational Posn Titles USF

To add or modify an Organizational Position Titles USF:

1. Select the ***Position Management*** menu group.

2. Select the ***Organizational Position Titles USF*** menu. The ***Find An Existing Value*** tab - Organizational Position Titles USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Position Titles Code page (**Figure 300**) is displayed.

   OR

   Click ***Add A New Value*** tab - Organizational Position Titles USF page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Position Titles Code page (**Figure 299**) is displayed.

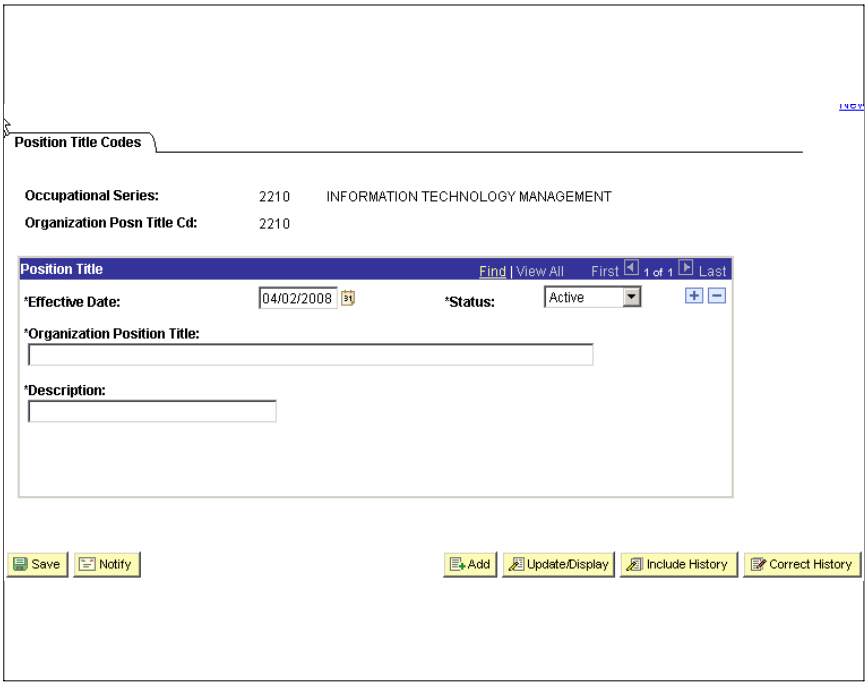


Figure 301. Position Titles Code page

5. Complete the fields as follows:

***Effective Date**

Enter the applicable effective date or select a date from the calendar icon. Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that the action begins. This date also determines when you can view and change the information.

***Status**

This field defaults to **`Active`**. To change, select data from the drop-down list. The valid values are **`Inactive`**, **`Active`**, and **`Freeze`**.

***Organizational Position Title**

Enter the position title.

***Description**

Enter the description of the position.

6. Click **Save**.

OR

Click **Return To Search** to search for another organizational position title.

OR

Click **Previous In List** to view the previous organizational position title.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional organizational position title.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

LC Classification Statuses

To add or modify a LC Classification Status:

1. Select the ***Position Management*** menu group.

2. Select the ***LC Classification Statuses*** menu. The ***Find An Existing Value*** tab - Classification Statuses page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Classification Status tab - Classification Statuses page (**Figure 302**) is displayed.

   OR

   Click ***Add A New Value*** tab - Classification Statuses page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Classification Status tab - Classification Statuses page (**Figure 302**) is displayed.

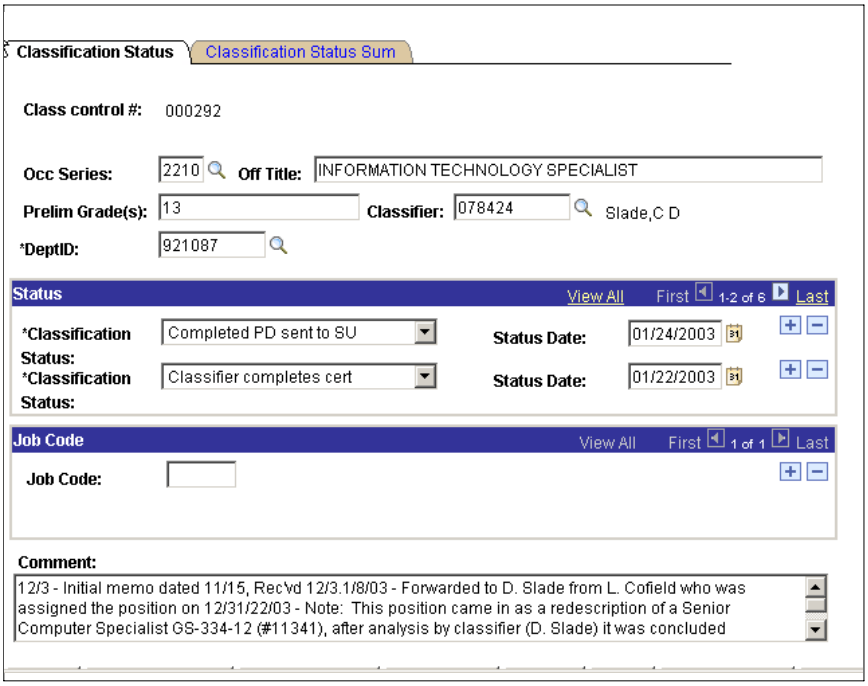


Figure 302. Classification Status tab - Classification Statuses page

5. Complete the fields as follows:

***Occ Series**

Enter the occupational series or search data by clicking on the search icon.

Off Title

Enter the official title for the occupational series.

Prelim Grade(s)

Enter the applicable grade. This is the preliminary grade associated with position.

Classifier

Enter the classifier's code. The narrative name is displayed. The name is the name of the individual.

Dept ID

Type the department ID or click the icon to search for the applicable Department ID.

***Classification Status**

Enter the applicable status or select data from the drop-down list. The valid values are as follows:

Classification Status Valid Values
Completed to HR Classifier
Assigned To HR Classifier
Classification paperwork rec'd
Classifier completes cert
Completed PD send to SU
Contractor Completes
On Hold
Requestor for Classification
Send to contractor

Status Date

Enter the applicable date or select a date from the calendar icon. This is the date for the position status.

Job Code

Enter the applicable data.

6. Click ***Classification Status Sum*** tab - Classification Statuses page. The Classification Status Sum tab - Classification Statuses page (**Figure 303**) is displayed. The information on the tab is populated.

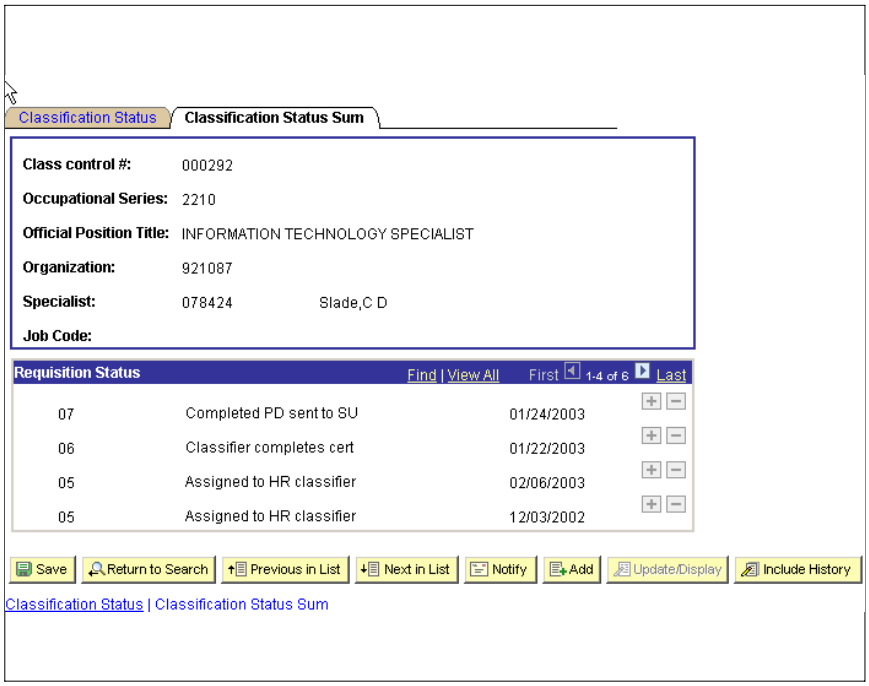


Figure 303. Classification Status Sum tab - Classification Statuses page

7. Click **Save**.

OR

Click **Return To Search** to search for another LC Clarification Status.

OR

Click **Previous In List** to view the previous LC Clarification Status.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional LC Clarification Status.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

Classification Standards USF

This section will provide instructions on adding/updating organizational position titles.

To add or modify a Classification Standard USF:

1. Select the ***Position Management*** from the menu group.

2. Select the ***Classification Standards USF*** menu. The ***Find An Existing Value*** tab - Classification Standards USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Classification Standard Table tab - Classification Standards USF page (**Figure 304**) is displayed.

   OR

   Click ***Add A New Value*** tab - Classification Standards USF page is displayed. The information on this page will allow you to add data in order to enter information to create a new occupational series. Enter the new criteria.

4. Click **Add**. The Classification Standard Table tab- Classification Standards USF page (**Figure 304**) is displayed.

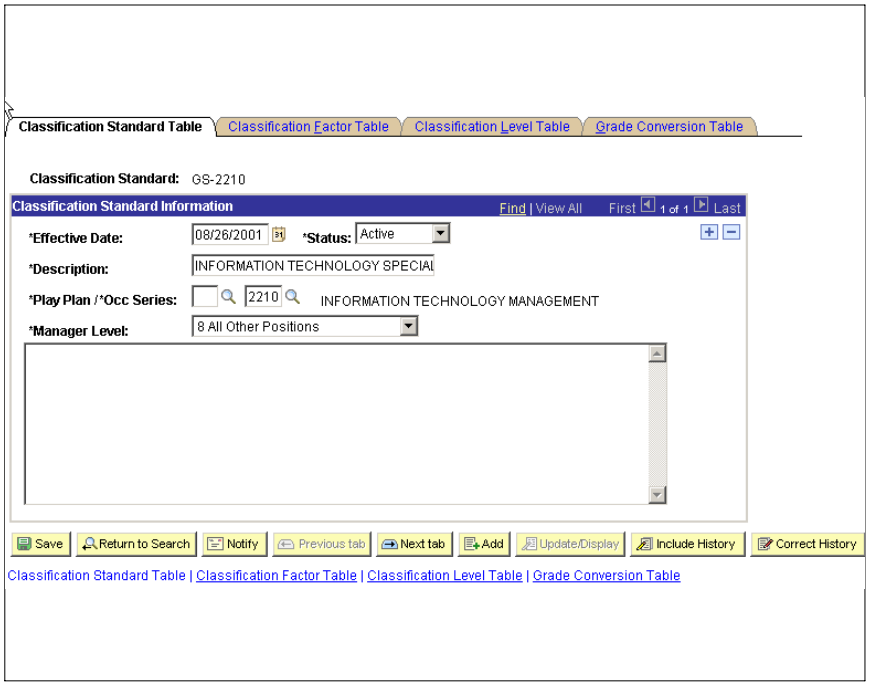


Figure 304. Classification Standard Table tab - Classification Stadards USF page

5. Complete the fields as follows:

***Effective Date**

The effective date defaults to the current date. Enter the applicable effective date or select a date from the calendar icon. This is the date on which a table row becomes effective; the date that the action begins. This date also determines when you can view and change the information.

***Status**

This field defaults to **`Active`**. Change by selecting data from the drop-down list. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.

***Description**

Enter the description of the standard.

***Pay Plan/*Occ Series**

Enter the applicable pay plan and occupational series to be classified.

***Manager Level**

Enter the applicable manager level or select data from the drop-down list. The valid values are as follows:

Manager Level Valid Values
7 Team Leader
8 All Other Positions

Manager Level Valid Values
Leader
Management Official (CSRA)
Supervisor (CSRA)
Supervisor Or Manager

Remarks

Enter the applicable remarks.

6. Click ***Classification Factor Table*** tab - Classification Standards USF. The Classification Factor Table tab - Classification Standards USF page (**Figure 305**) is displayed.

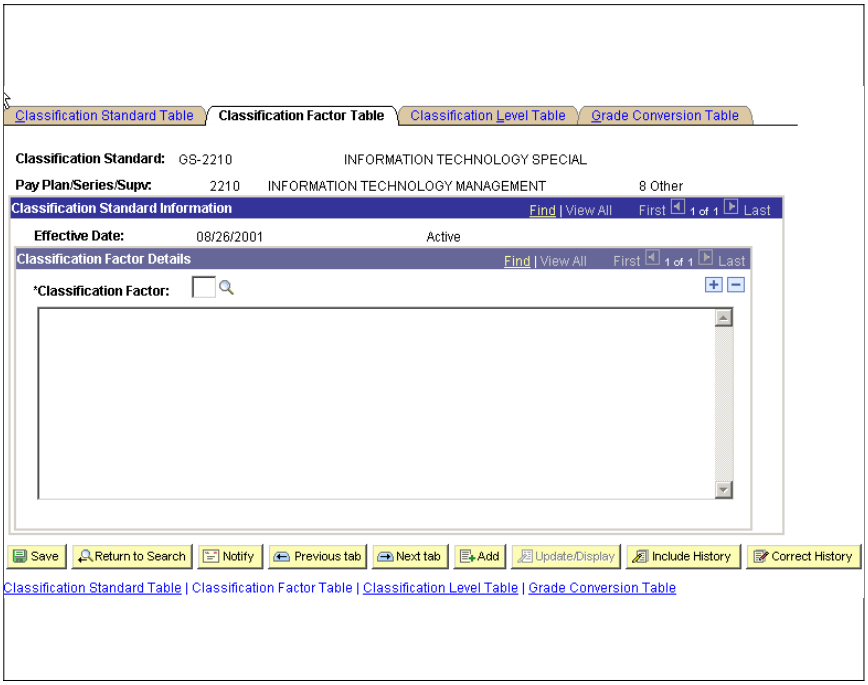


Figure 305. Classification Factor Table tab - Classification Standards USFpage

7. Complete the fields as follows:

Effective Date

This field is populated from the Classification Standard Table (**Figure 304**) page.

***Classification Factor**

Enter the applicable classification factor or search data by clicking on the search icon.

8. Click ***Classification Level Table*** tab - Classification Standards USF page. The Classification Level Table tab - Classification Standards USF page (**Figure 306**) is displayed.

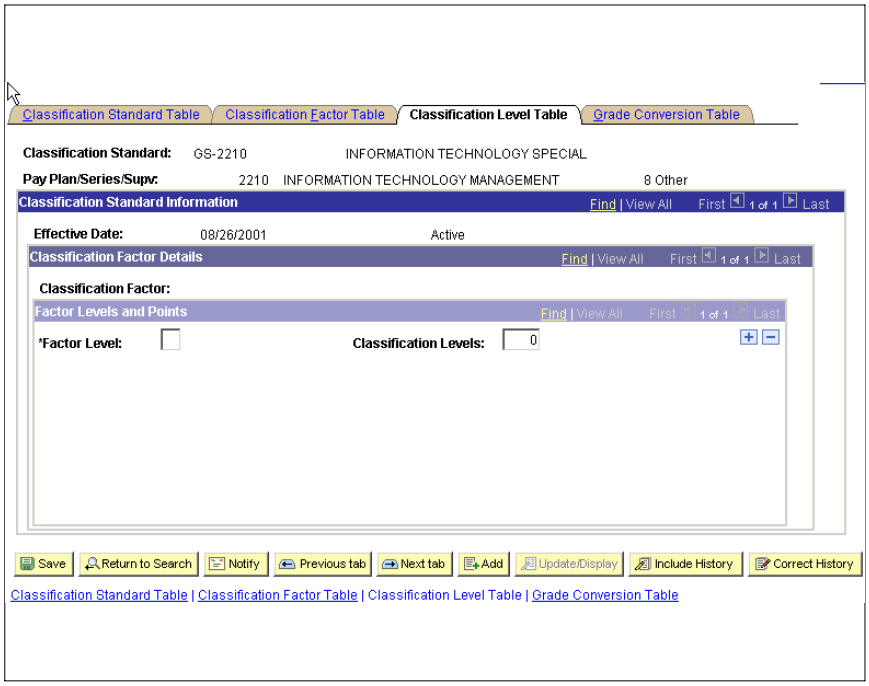


Figure 306. Classification Level Table tab - Classification Standards USF page

9. Complete the fields as follows:

Effective Date

The date is populated from the Classification Standard Table page (**Figure 304**).

Classification Factor

This field is populated from the Classification Factor Table page (**Figure 305**).

***Factor Level**

Enter a classification factor level for each classification factor that is associated with this classification standard.

Classsification Levels

Enter the applicable classification level for the standard.

10. Select the ***Grade Conversion Table*** tab - Classification Standards page. The Grade Conversion Table tab - Classification Standards USF page (**Figure 307**) is displayed.

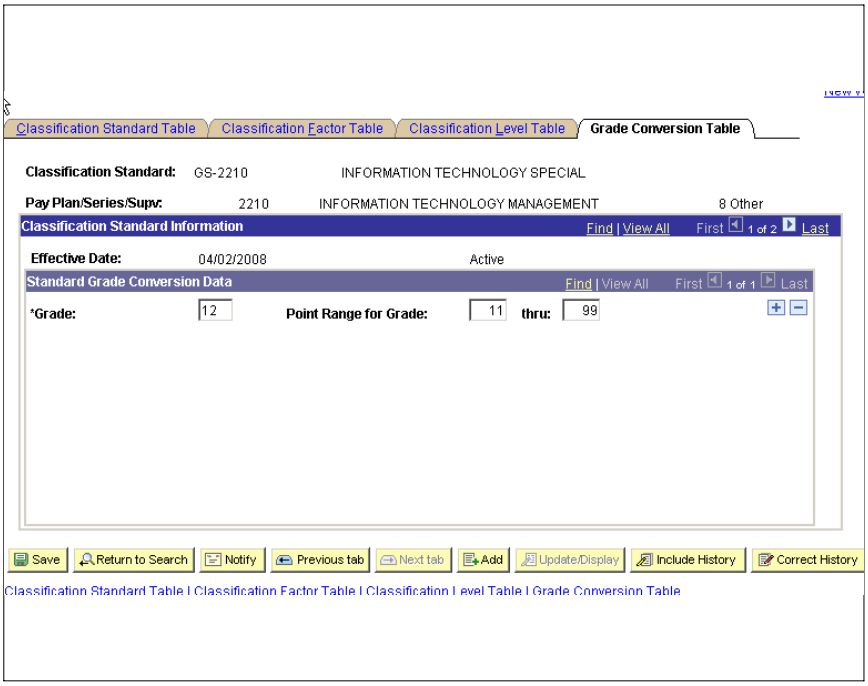


Figure 307. Grade Conversion Table tab - Classification Standards USF page

11. Complete the fields as follows:

***Grade**

Enter the applicable grade to be converted.

Point Range For Grade

Enter the point range from and through for the grade. The points are associated with the classification standard.

12. Click **Save**.

OR

Click **Return To Search** to search for another classification standard

OR

Click **Previous In List** to view the previous classification standard.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional classification standard.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

Part 5.

PAR Processing

This part is divided into the following sections:

PAR Processing Introduction

PAR Processing

Individual Time Off Award

PAR Processing Introduction

This section provides a high-level overview to describe and define PAR processing. This section will also explain Workflow and Work-In-Progress (WIP) Statuses.

The PAR processing module is the mechanism for processing personnel actions. Any action requiring an SF-50 and/or SF-52 will be processed in this module.

PAR processing involves many tables and pages used in processing personnel actions. Fields have options to Search for value(s) or enter data in the field. If the Search option is used, a selection from the Search Results page and the data will populate the applicable field on the page. You can also enter data in the Search fields on the Search Results page to narrow your search. When entering dates on pages, you can click a Calendar icon to select the applicable date.

In addition, there are drop-down lists next to fields. You can either enter data in these fields or you can use the arrow next to the field to select the applicable data. The data selected will populate the field.

Each type PAR Processing will display a ***Find An Existing Value*** tab. Enter any one of the fields to search for information to enter a PAR transaction. For more information on the ***Find An Existing Value*** page refer to the Basics - Find An Existing Value of this procedure.

This section contains the following topic:

Workflow

Workflow

Workflow automates, streamlines and controls the flow of information through departments and throughout the organization. Workflow routes requests by sending personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed.

This section contains the following topics:

Workflow Roles

Work-In-Progress

Workflow Roles

HR personnel and managers are assigned roles in the system. When an action is created in the system, it will follow a prescribed path through the chain from the initiation of the action through to final approval and entry.

Work-In-Progress (WIP)

Behind the scenes of ***EmpowHR***'s business processes are the controls that enable you to track and process personnel data in a streamlined manner. WIP Statuses enable system users to pinpoint the standing of a record or action in ***EmpowHR***.

For a description of the WIP Statuses, review the chart below:

Work-In-Progress Status Short Descriptions	
APP	Approved
CAN	Canceled
DIS	Disapproved
INI	Initiate
PRO	Processed
REQ	Requested
RET	Returned
SIG	Approved/Signed
WTH	Withdrawn
COR	Correction

PAR Processing

The PAR processing module is the mechanism for processing personnel actions.

The PAR Processing has a workflow that automates, streamlines and controls the flow of information through departments and throughout the organization. The workflow route requests by sending personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed. For more information regarding workflow and the worklist refer to the Worklist portion of this procedure.

Below is the **`Work In Progress Status`** to help in the processing of personnel actions.

Par Processing

Work In Progress Status Valid Values	Short Descriptions
APP	Approved
CAN	Canceled
DIS	Disapproved
INI	Initiate
PRO	Processed
REQ	Requested
RET	Returned
SIG	Approved/Signed
WIT	Withdrawn
COR	Correction

This section presents the following topics:

Action Table Setup

Hire Employee

Org Structure Mass Change

Update Reports To

Mass Reports To Update

Address Processing

Adjudication Information

Schools

LC Initiate PAR

LC Approve PAR

Who Has The PAR

HR Processing

Update Applied Action

Correct Applied Action

Cancel Applied Action

History Correction

Update NFC Flags

Create New Oprid

Employee Password Reset

Mass Actions

Departmental Transfer

Employee Security Clearance

Action Table Setup

To modify or add an Action Table Setup:

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

2. Select the ***Action Table Setup*** component. The ***Find An Existing Value*** tab - Action Table page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click ***Search***. The Action Table tab page (**Figure 308**)is displayed.

   OR

   Select the ***Add A New Value*** tab - Action Table page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click **Add**. The Action Table tab page (**Figure 308**) is displayed.

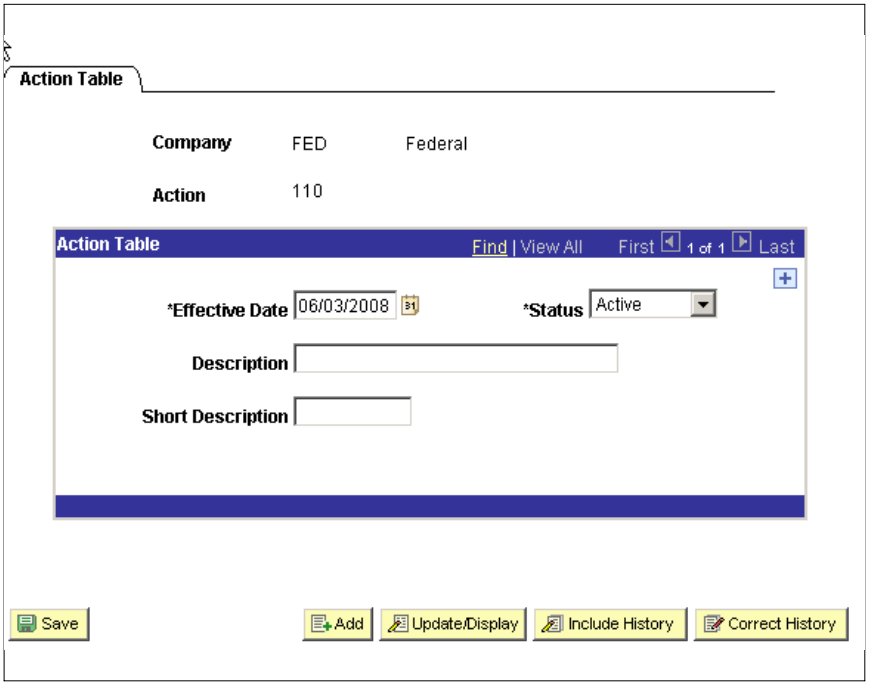


Figure 308. Action Table tab page

5. Complete the fields as follows:

Company

This field is populated from the existing value or add a value page.

Action

This field is populated from the existing value or add a value page.

***Effective Date**

This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

***Status**

This field defaults to **`Active`**. Change by selecting data from the drop-down list. The valid values are **`Active`**, **`Freeze`**, and **`Inactive`**.

Description

Enter the description of the table that corresponds to the action type.

Short Description

Enter the short description of the table that corresponds to the action type.

6. Click **Save**. The transaction will be saved.

   OR

   Click **Add** to add another action table.

   OR

   Click **Update/Display**.to update the page.

   OR

   Click **Correct History** to correct a history record.

   OR

   Click **Include History** to include a history record.

Hire Employee

This section explains how to process an Appointment. See the Guide to Processing Personnel Actions, Chapter 9, at http://www.opm.gov/feddata/gppa/gppa.asp for more information.

Note: Be sure to verify that manage position information is correct and does not require modification. Modify manage position actions prior to inputting a personnel action.

If a Pay Adjustment requires a change to the employee's pay plan or grade, i.e. from GM to GS pay plan, the employee's position must reflect that change.

When an employee leaves one of the agencies serviced by EmpowHR and transfers to a Non-EmpowHR agency that is serviced by NFC, the losing agency must process an action which will code the employee as terminated in the EmpowHR application only and will not be sent to NFC. The action will be coded EmpowHR Only in the status box.

To Hire an Employee:

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

2. Select the ***Hire Employee*** component. The ***Add A New Value*** tab - Hire Employee USF page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

3. Click **Add**. The Data Control tab - Hire Employee USF page (**Figure309**) is displayed. This will allow the system to automatically assign the Employee ID (EmplID) number and assigned number to indicate a new record. The Data Control tab - Hire Employe

USF page (**Figure 309**) is displayed. This page is used to record the type of action, the reason for the action and the effective date.

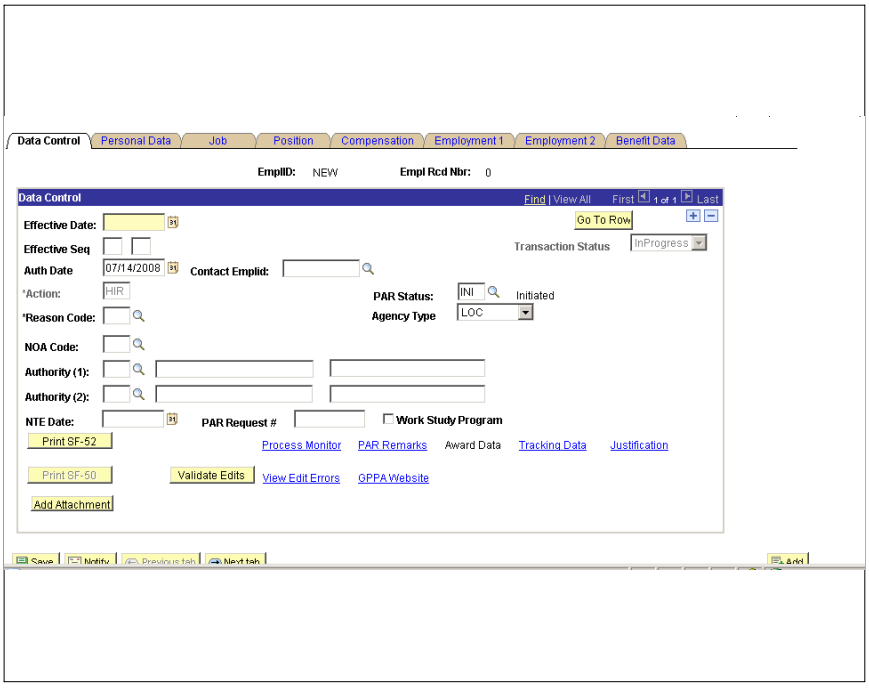


Figure 309. Data Control tab - Hire Employee USF page

4. Complete the fields as follows:

Empl Rcd Nbr

This field is populated when the Hire Employee is completed and cannot be changed. This field is displayed on each page in the hire process.

EmplId

This field is populated when the Hire Employee is completed and cannot be changed. This field is displayed on each page in the hire process.

Effective Date

Enter the effective date of the new hire or select a date from the calendar icon. The effective date should always reflect the action date of the Personnel Action. This field is displayed on each page in the hire process. This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

Transaction Status

This field defaults to **`In Progress`**. To change the transaction status, select date from the drop-down list. The transaction status reflects the status of the transaction being processed.

Effective Seq

This field is populated based on the Auth Date.

Auth Date

Enter the authorization date of the action or select a date from the calendar icon.

Contact EmplID

Enter the contact employee identification number or select data by clicking the serach icon.

***Action**

This field defaults to **`HIR (Hire)`** when processing a New Hire.

PAR Status

This field defaults to **`INI (Initiated)`** when the new action is entered. Other valid values are as follows:

PAR Status Valid Values	Description
INI	Initiated (New Hire)
Pro	Processed (Processed by Human Resources)
RV1	RV1

***Reason Code**

Describes the Hire Action. Enter the applicable information in this field. The literal is displayed after the code is entered.

Agency

This field describes the type of agency processing the hire. This field defaults to **`Federal`**. To change, select data from the drop-down list. The valid values are **`Federal`**, **`County`**, **`GAO`**, and **`LOC`**.

NOA Code

Enter the Nature of Action Code for the action being processed. The literal is displayed after the code is entered. Use guidance from the Guide to Processing Personnel Action and the 5 CFR. This field is displayed on each page in the hire process.

Authority (1)

Enter the authority (1) for the NOA. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

Authority (2)

Enter the authority (2) for the NOA if applicable. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

Not To Exceed Date

Enter the ending date of a temporary action (the date the temporary appointment expires) or select a date from the calendar icon. This is a required field on all temporary actions.

Employee Classification Work Study (LOC)

This field defaults to **N/A** .Click the down arrow to select the classification.

PAR Request # Vacancy Number(LOC)

Enter the SF-52, Request for Personnel Action number.

5. Click the **Process Monitor** link to print a Standard Form 52 (SF-52), and/or a Standard Form 50 (SF-50). These forms are used for information purposes only and not for Official Use.

6. Click **Report Manager** link to view or generate a report. The transaction only appears on this report when the transaction has applied at NFC.

7. Click the **PAR Remarks** link. The PAR Remarks page (**Figure 310**)is displayed.

   If the Nature of Action is a resignation, the remarks must include the forwarding address.

   The purpose of PAR Remarks is to record items of information, which relate to the actions being taken and which are required for documentation purposes. The remark code can be typed in the field or selected from the search list. (For codes, check the guide to Processing Personnel Actions). There is a limit of up to 10 remarks that can be added. If a remark contains ******** within the text, this indicates that data must be added to the remark statement. The asterisks must be removed from the text, if not, ***EmpowHR*** will think that no data was entered and give an error message.

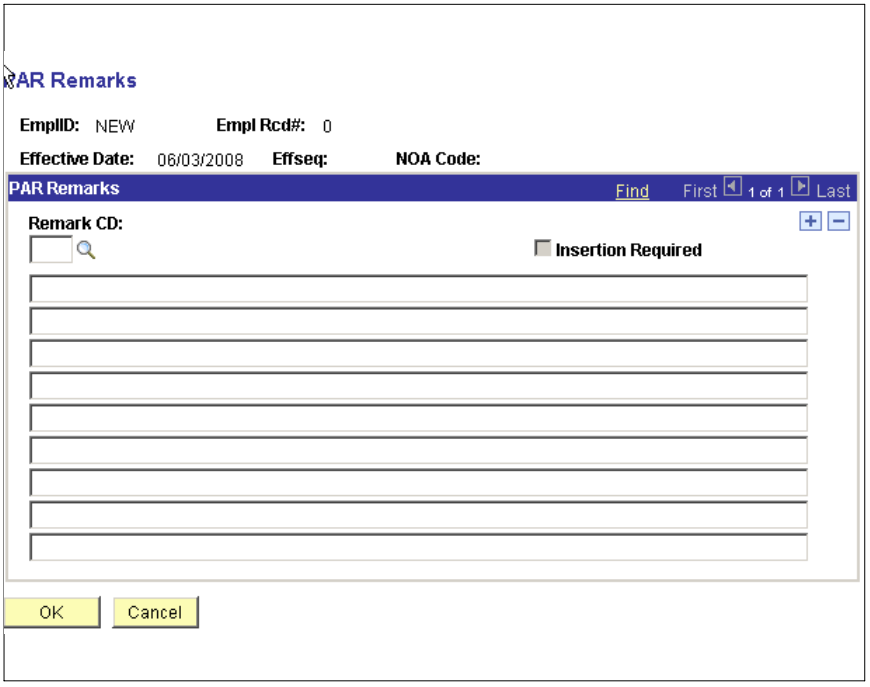


Figure 310. PAR Remarks page

8. Enter the fields as follows:

Remark Code

Enter the 3 position remark code or select data by clicking the search icon. The tab key generates the specific code.

Insertion Required

Check the box if applicable.

PAR Remarks

PAR remarks are items of information which relate to the actions and are required for documentation purposes. There is a limit of up to 10 remarks per action. The remark code can be typed in the field or data can be selected from the search list.

9. Click **+** to add an additional remarks code.

10. Click **OK** to save the remarks. The Data Control tab - Hire Employee USF page (**Figure 309**)is displayed.

    OR

    Click **Cancel**. The remarks information is not saved. The Data Control tab - Hire Employee USF page (**Figure 309**)is displayed.

Note: The **Award Data** link is not activated until an employee exists in the ***EmpowHR*** application.

11. Click the **Tacking Data** link. The PAR Tracking Data page (**Figure 311**) is displayed. This page displays information needed to track a PAR action taken on the employee.

There are three tabs on this page ***Tracking Data User Information***, and ***Comments***. Each tab displays a view only version of the status and where the PAR is in the process.

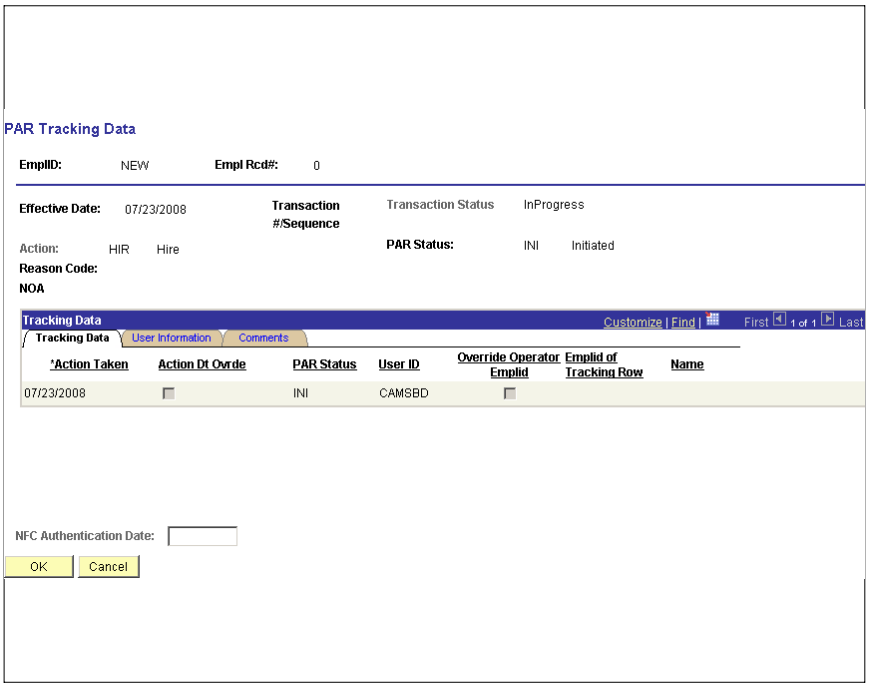


Figure 311. PAR Tracking Data page

12. Click **OK**. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.

OR

Click **Cancel**. The information is not saved. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.

13. Click the **Justification** link. The Justification page (**Figure 312**) is displayed.

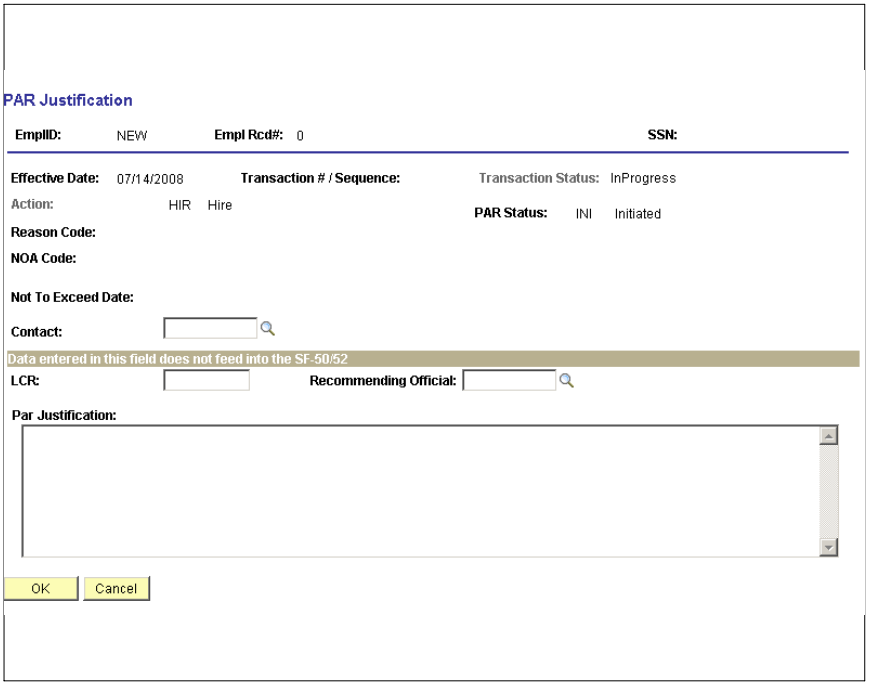


Figure 312. PAR Justification page

14. Complete the fields as follows:

Contact

Enter the contact name for the PAR.

LCR

Enter the Library of Congress requester name.

Recommending Official

Enter the name of the recommending official for the PAR.

PAR Justification

Enter the justification for the creation of the PAR.

15. Click **OK** to save the remarks. The Data Control tab - Hire Employee USF page (**Figure 309**) is displayed.

OR

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

16. Click **View Edit Errors** link to view any errors for the PAR. The View Edit Errors page (**Figure 313**) is displayed.

Figure 313. View Edit Errors page

Note: If not errors exist the ***No Validation Errors Exist for this Personnel Action*** pop-up (**Figure314**) is displayed.

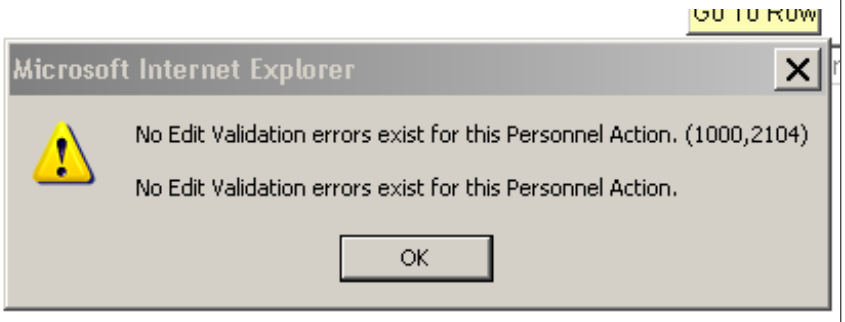


Figure 314. No Edit Validation Error Exist For This Personnel Action pop-up

17. Click **OK** the Data Control tab - Hire Employee USF page (**Figure309**) is displayed.
18. Click the **GPPA Website** link. The GPPA Website page (**Figure 315**) is displayed. This is a website the resides outside of the ***EmpowHR*** application.

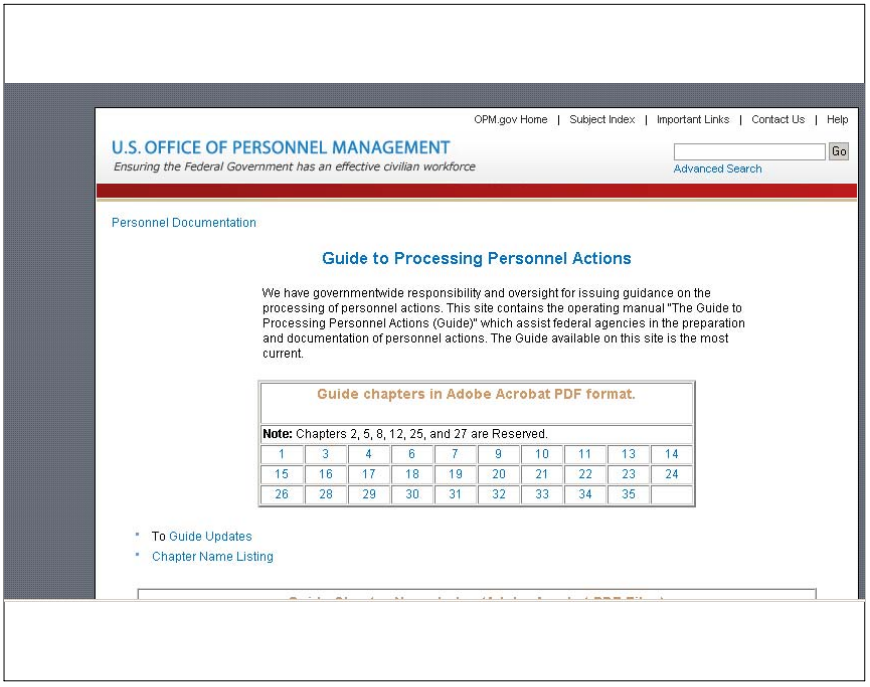
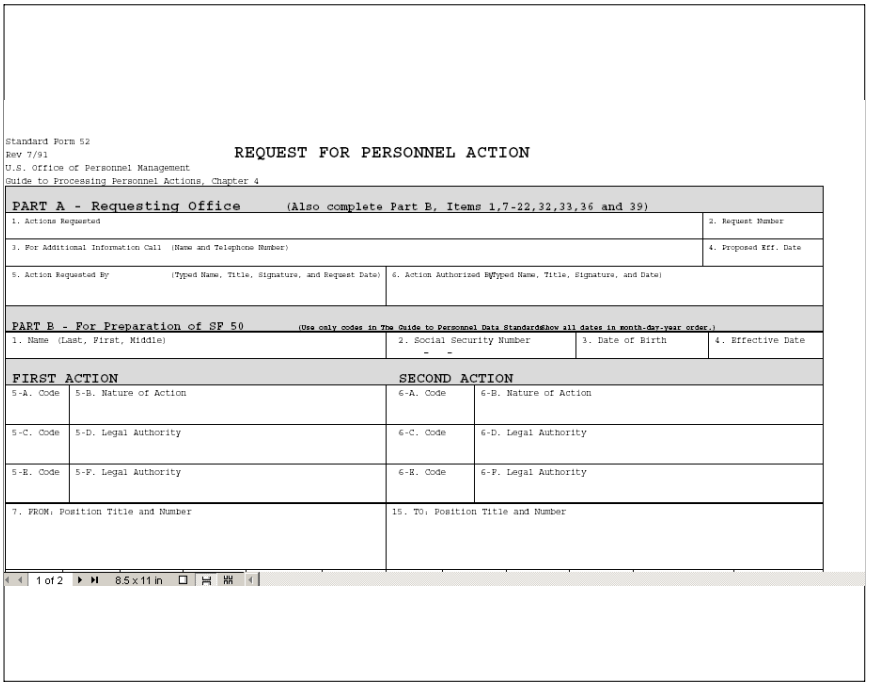


Figure 315. GPPA Website page

19. Close the window and return to the ***EmpowHR*** application.

20. Click **Print SF-52**. The copy of the Request For Personnel Action form page (**Figure 316**) is displayed. Print the form from this page.



Standard Form 52
Rev 7/91
U.S. Office of Personnel Management
Guide to Processing Personnel Actions, Chapter 4

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1,7-22,32,33,36 and 39)

1. Actions Requested
2. Request Number
3. For Additional Information Call (Name and Telephone Number)
4. Proposed Eff. Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)
6. Action Authorized By(Typed Name, Title, Signature, and Date)

PART B - For Preparation of SF 50 (Use only codes in The Guide to Personnel Data Standards)(Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
2. Social Security Number
3. Date of Birth
4. Effective Date

FIRST ACTION

5-A. Code | 5-B. Nature of Action
5-C. Code | 5-D. Legal Authority
5-E. Code | 5-F. Legal Authority

SECOND ACTION

6-A. Code | 6-B. Nature of Action
6-C. Code | 6-D. Legal Authority
6-E. Code | 6-F. Legal Authority

7. FROM: Position Title and Number
15. TO: Position Title and Number

1 of 2 8.5 x 11 in

Figure 316. Request For Personnel Action form page

21. Close the window and return to the Data Control tab -Hire Employee USF page (**Figure309**).

Note: The **Print SF-50** option is not available until the employee is hired.

22. Click **Add Attachment** to add an attachment to the the PAR. The Add Attachment page is displayed (**Figure 317**).

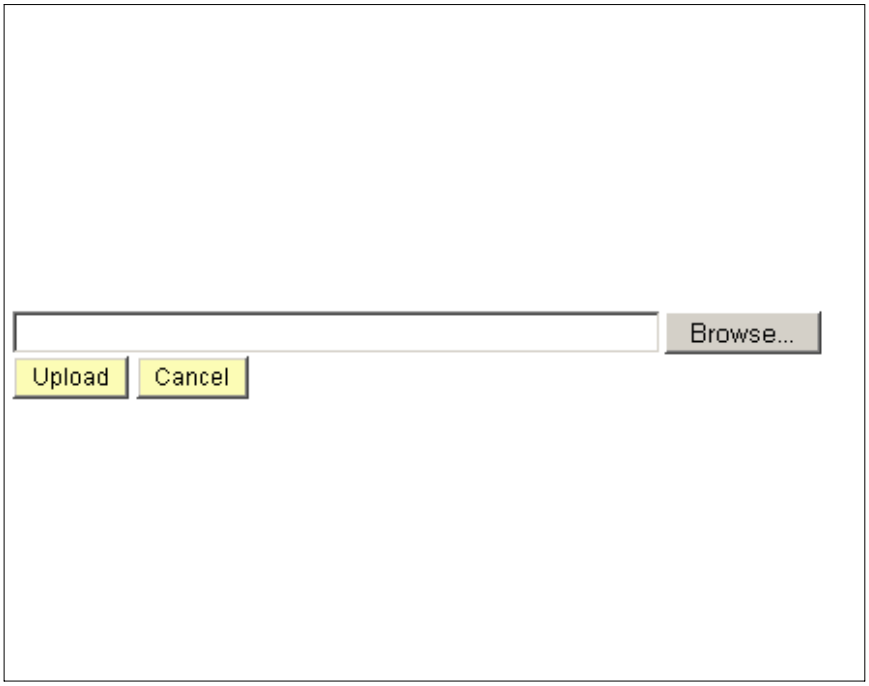


Figure 317. Add Attachment page

23. Click **Browse...** to select the document to attach.

24. Click **Upload**. To attach the document.

    OR

    Click **Cancel**. The Data Control tab - Hire employee USF page (**Figure309**) is displayed.

Note: Do not click **Save** at this time. Click **Save** when the PAR is complete.

25. Click **Validate Edits**. The Validate Edits page (**Figure 318**) is displayed. This option can only be used after the PAR has been completed and saved.

Figure 318. Validate Edits page

26. Select the ***Personal Data*** tab - Hire Employe USF page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed. The Personal Data tab stores personal information for the employee. The links at the bottom of the page allows the storage of **Additional Birth Info**, **Mailing Address**, **Personal Phone Numbers**, **Veterans Info**, **Marital Info**, and **Education Details**. These links are selected after the Personal Data page has been completed.

Note: The **Personal Phone Numbers** and **Marital Info** links can be completed but are not sent to NFC.

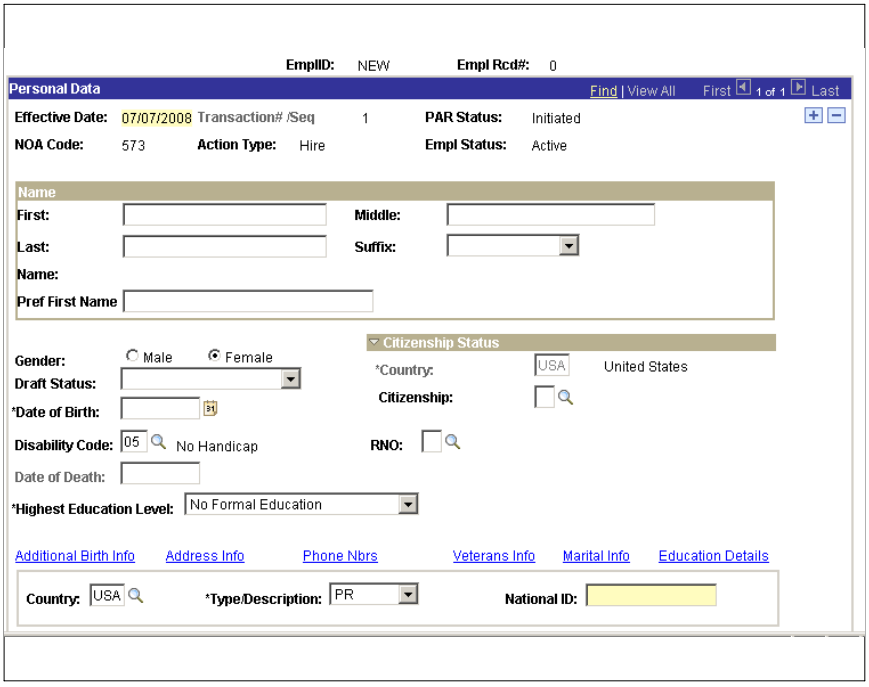


Figure 319. Personal Data tab - Hire Employee USF page

27. Complete the fields as follows:

EmplID

This field populate from the add a value or search page.

Empl Rcd#

This field is populated from the add a value page.

Effective Date

This field is populated. This field displays the order that documents are processed when more than one action is entered with the same effective date.

Transaction #/Seq

This field is populated.

PAR Status

This field is populated from the Data Control tab.

NOA Code

This field is populated from the Data Control tab.

Act Type

This field is populated from the Hire Employee component.

Empl Status

This field is populated.

First

On New Hires enter the full name of the employee. Enter the first name of the employee. The First name includes upper and lower case letters. If all upper case letters are used, the name will appear out of order on the reports. The first name plus the suffix cannot exceed twenty characters.

Middle

Enter the middle name if applicable.

Last

On New Hires enter the full name of the employee. Enter the last name of the employee. The Last name includes upper and lower case letters. If all upper case letters are used, the name will appear out of order on the reports.

Suffix

Enter the applicable information or select data from the drop-down list. The valid values are:

Suffix Valid Values
I
II
III
IV
Jr
Sr
V
VI

Name

On New Hires enter the full name of the employee. Enter the employee's full name.

Pref First Name

Enter the employee's preferred first name, if applicable.

Gender Male

This code indicates the sex of the employee. Check this box if the gender of the employee is male. This is a required field.

Gender Female

This code indicates the sex of the employee. Check this box if the gender of the employee is female. This is a required field.

***Date Of Birth**

This field is the employee's date of birth. Enter the date (MM/DD/YYYY) or select a data from the calendar icon. This is a required field.

***Country**

This field is populated.

Citizenship

Enter the applicable Citizenship Status or select data by clicking the search icon. This field identifies the citizenship status of the employee.

Disability Code

Enter the applicable Disability Code or click the icon to search for the applicable code. This field defaults to **`05 No Handicap`**. Change data by clicking the search icon. This code indicates whether or not an employee has a physical or mental disability.

RNO

The Race and National Origin code describes the minority group category into which the employee has been categorized. Enter the applicable information or select data by clicking the search icon. This is a required field. For more information refer to Guide to Processing Personnel Actions and/or NFC procedure manual.

Date Of Death

Enter the date (MM/DD/YYYY).

Draft Status

Click the down arrow and make the applicable selection. This field reflect an employee's registration status with the draft board. The valid values are **`Not Applicable`**, **`Not Yet Registered`**, and **`Registered`**.

***Highest Education Level**

Enter the highest level of education for the employee or select data from the drop-down list. The valid values are:

Highest Education Level Valid Values
1 Yr College
2 Yr College

Highest Education Level Valid Values
3 Yr College
4 Yr College - No Degree
6th-Yr Degree
Associates Degree
Bachelor's Degree
Compl Terminal Occupational Pg
Doctorate Degree
Elementary School Completed
First Professional
HS Graduate or Equivalency
Master's Degree
Post-Bachelor's Work
Post-Doctorate Work
Post-First Professional
Post-Master's Work
Some College
Some HS Didn't Graduate
Some Terminal Occup Prg

Country

Enter the applicable Country Code or select data by clicking the search icon. This field defaults to **USA**.

***Type/Description**

Enter the applicable information or select data from the drop-down list. The valid value is **PR**.

National ID

Enter the applicable National ID (social security number).

28. Click the **Additional Birth Info** link at the bottom of the Personal Data tab - Hire employee USF page (**Figure 319**). The Addl Birth Info page (**Figure 320**) is displayed. The information on the page can be entered; however, this information is not sent to NFC.

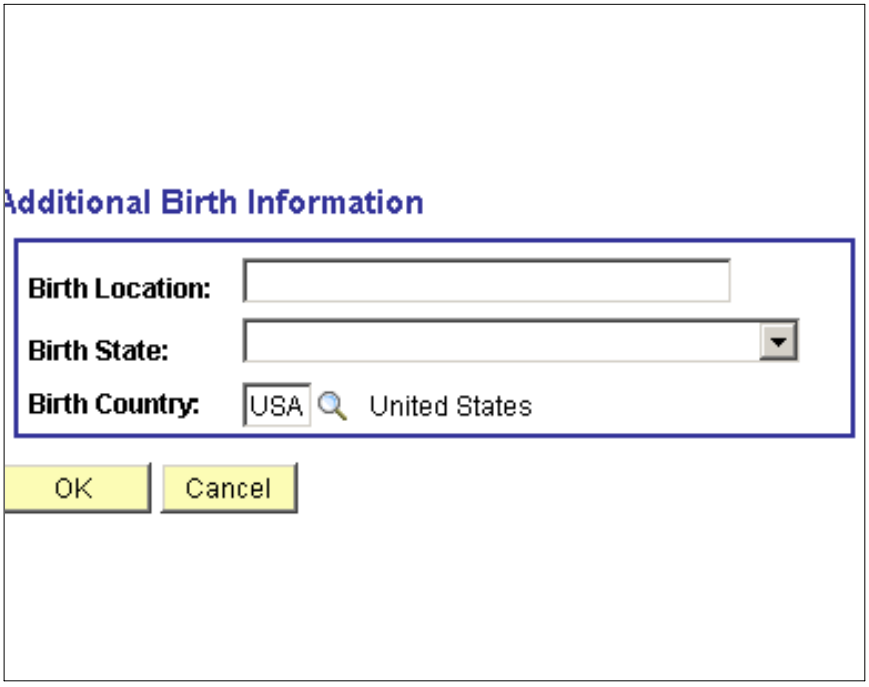


Figure 320. Addl Birth Info

29. Complete the fields as follows:

Birth Location

Enter the birth location of the employee.

Birth State

Enter the birth state of the employee or select data from the drop-down list.

Birth Country

This field defaults to **USA**. To change, select data by clicking the search icon.

30. Click **OK** to save the information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

OR

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

31. Click the **Mailing Address** link at the bottom of the page (**Figure 319**). The Enter Address Information page (**Figure 321**) is displayed and is used to record the employee's home address. For a New Hire this mandatory.

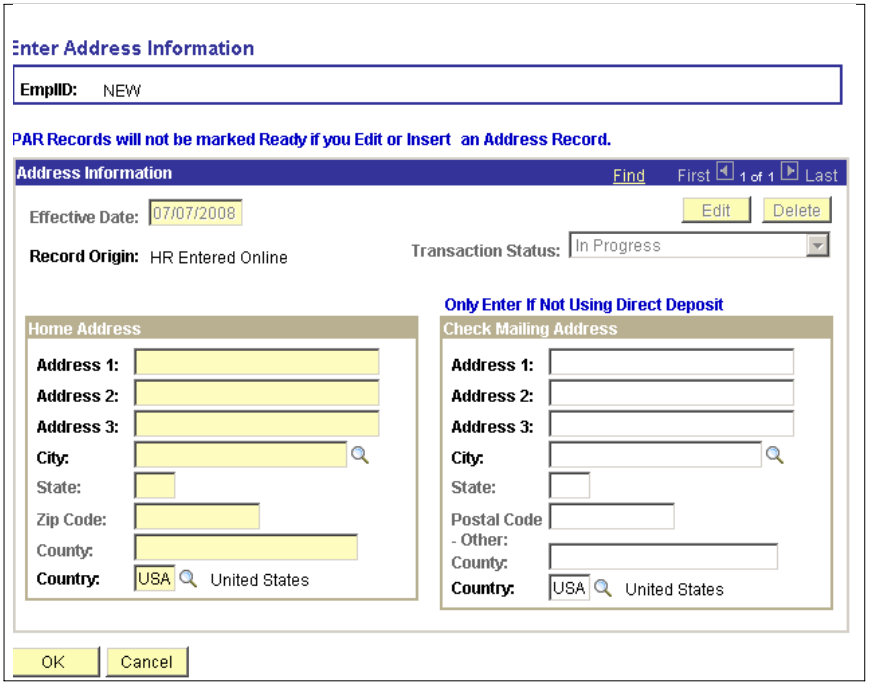


Figure 321. Address Information page

32. Complete the fields as follows:

Effective Date

This field is populated from the Data Control tab - Hire Employee USF page.

Tansaction Status

This field is populated from the Data Control tab - Hire Employee USF page.

Home/Address 1

Enter the applicable information.

Home/Address 2

Enter the applicable information.

Home/Address 3

Enter the applicable information.

Home/City

Enter the city or select data by clicking the search icon.

Home/State

Enter the state.

Home/Zip Code

Enter the zip code.

Home/County

Enter the county.

Home/Country

This field defaults to **`USA(United States)`** or search by clicking the search icon.

Check Mailing/Address1

Enter the applicable information.

Check Mailing/Address 2

Enter the applicable information.

Check Mailing/Address 2

Enter the applicable information.

Check Mailing/Address 3

Enter the applicable information.

Check Mailing/City

Enter the city or select data by clicking the search icon.

Check Mailing/State

Enter the state.

Check Mailing/Postal Code - Other

Enter the zip code.

Check Mailing/County

Enter the county.

Check Mailing/Country

This field defaults to **`USA(United States)`** or search by clicking the search icon.

33. Click **OK** to save the address information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

OR

Click **Cancel**. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

34. Click the **Phone Nbrs** link at the bottom of the page. The Personal Phone Numbers page (**Figure 323**) is displayed. The Personal Phone Numbers page (**Figure 323**) is used to record all types of phone number for the employee.

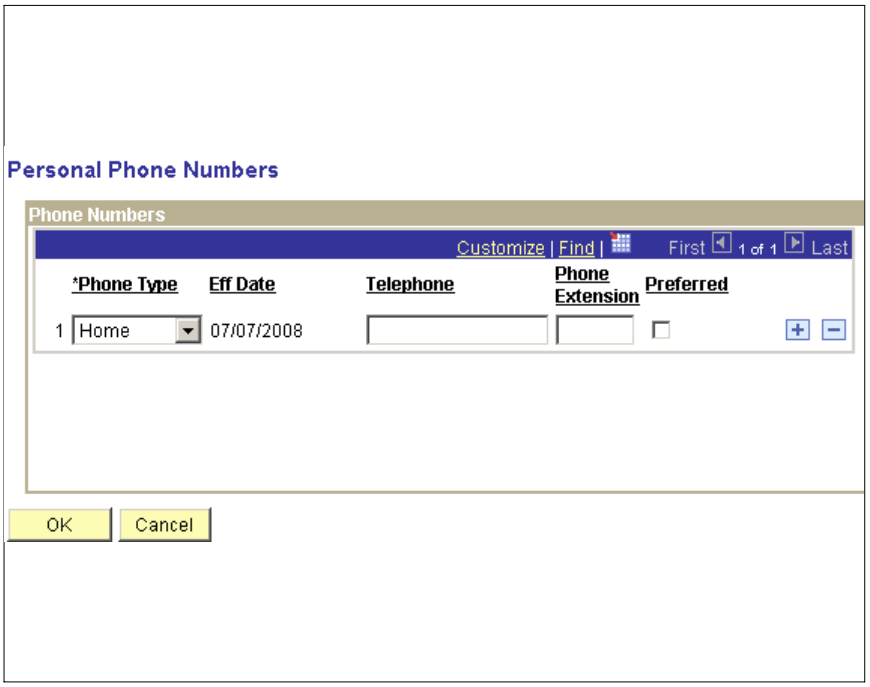


Figure 322. Personal Phone Numbers window

***Phone Type**

Enter the phone type or select data from the drop-down list. The valid values are as follows:

Phone Type Valid Values
Business
Campus
Dormitory
Fax
Flex Ph
Home
Main
Mobile
Other
Pager 1
Pager 2
Telex

Effective Date

This field is populated.

Telephone

Enter the telephone number that corresponds to the phone type.

Phone Extension

Enter the telephone extension if applicable.

Preferred

Check this box if the telephone number entered is the preferred number to call.

35. Click **OK** to save the phone information. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

OR

Click **+** to add an additional phone number.

OR

Click **–** to delete a phone number.

OR

Click **Cancel**. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

36. Click the **Veterans Info** link at the bottom of the page. The Veterans Info page (**Figure 323**) is displayed. The Veterans Info page (**Figure 323**) is used to record any applicable veteran's information for an employee.

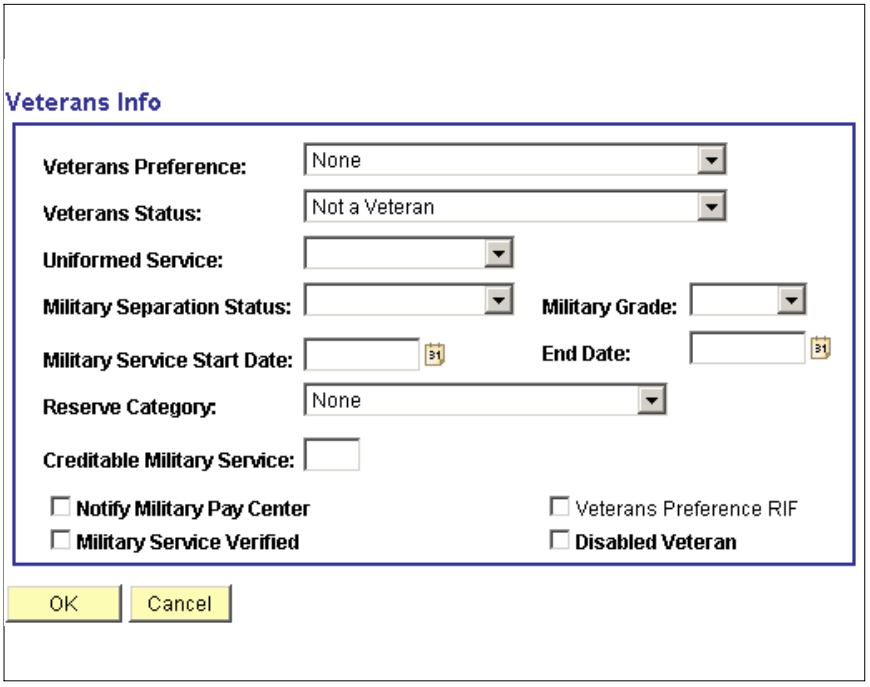


Figure 323. Veterans Info page

37. Complete the fields as follows:

Veterans Preferance

This field defaults to **None**.This code indicates the preference used for appointment purposes and is also used determining retention rights for reduction is force actions and procedural rights in appeal cases, and in other areas where veteran's preference is pertinent. Change if applicable or select data from the drop-down list. The valid values are as follows:

Veterans Preference Valid Values
None
10 Point 30% & Comp
10 Point Comp < 30%
10 Point Disability
10 Point Other
5 Point

Veterans Status

This field defaults to **Not a Veteran**. This field indicates whether the employee is a veteran. Change if applicable or select data from the drop-down list. The valid values are as follow:

Veterans Status Valid Values
Not A Veteran
Not Indicated

Veterans Status Valid Values
No Military Service
Other Protected Veteran
Post-Vietnam-Era Veteran
Pre-Vietnam-Era Veteran
Retired Military
Veteran (VA Eligible)
Veteran Of The Vietnam Era
Vietnam & Other Protected Vet
Vietnam-Era-Veteran

Uniformed Service

Enter the applicable information or select data from the drop-down list. The valid values are as follow:

Uniformed Service Valid Values
Air Force
Army
Coast Guard
Marines
Navy

Military Separation Status

Enter the applicable information or select data from the drop-down list. The valid values are as follows

Military Separation Status Valid Values
Dishonorable
General Discharge
Honorable
Not Applicable
Retired
Separated

Military Grade

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Military Grade Valid Values
E1
E2

Military Grade Valid Values
E3
E4
E5
E6
E7
E8
E9
01
02
03
04
05
06
07
08
09
010
W1
W2
W3

Military Service Start Date

Enter the date the military service started or select a date from the calendar icon.

Military Service End Date

Enter the date the military service ended or select a date from the calendar icon.

Reserve Category

This field defaults to **None**. Change if applicable or select data from the drop-down list. The valid values are as follows:

Reserve Category Valid Values
1) Ready Reserve
2) Standby Reserve
3) National Guard
4) Retire Military-Regular
5) Retire Military-Non-Reg
6) Retire Military-(Regular) & Reserve/NG
7) Retire Military-(Non-Reg) & Reserve/NG

Reserve Category Valid Values
8) Retire Mil & DC NG
None

Creditable Military Service

Enter the applicable information. This is a four-digit field. the first two numbers represent the number of year and the second two number represent the number of months.

Notify Military Pay Center

Check this box if applicable.

Veterans Preference RIF

Check this box if applicable.

Military Service Verified

Check this box if applicable.

Disabled Veteran

Check this box if applicable.

38. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

OR

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

39. Click the ***Marital Status*** link. The Marital Status page (**Figure 324**) is displayed. This information is not required by NFC.

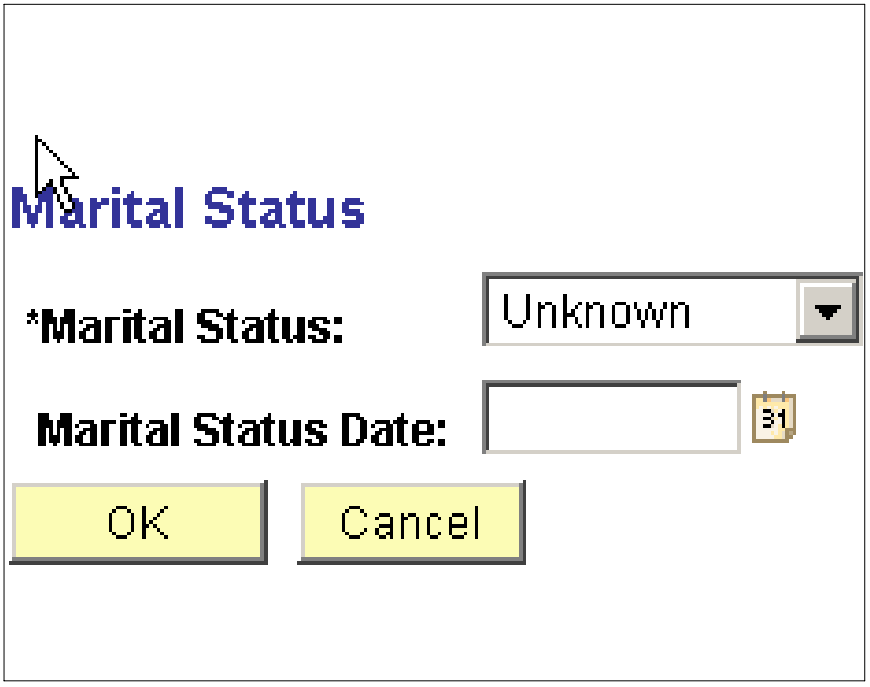


Figure 324. Marital Status page

40. Complete the fields as follows:

***Marital Status**

Enter the marital status or select data from the drop-down list. The valid values are:

Marital Status Valid Values
Civil P
Common-law
Divorced
Hd Hsehld
Married
N/A
Separated
Single
Unknown
Widowed

***Marital StatusDate**

Enter the marital status date or select a date from the calendar icon.

41. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

OR

Click **Cancel** to cancel the information on the page. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

42. Click the **Education** link. The Education Details page (**Figure 325**) is displayed. The Education page identifies the employee's highest level of education based on years of formal schooling and/or academic degrees. This page is divided into sections (Level of Education, Instructional Program, and School).

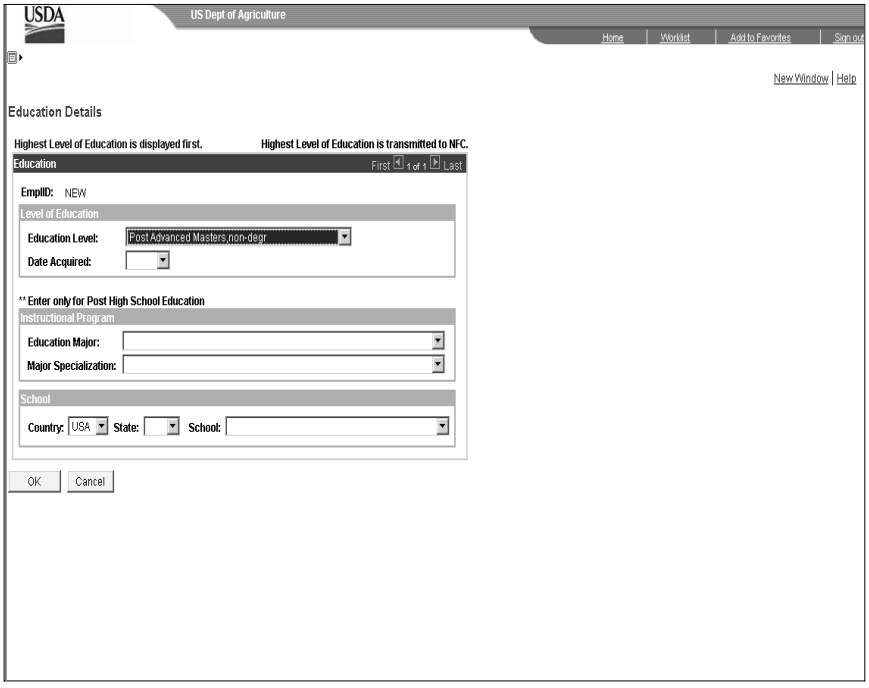


Figure 325. Education Details page

43. Complete the fields as follows:

EmplID

This field is populated

***Education Level**

This field identifies the employee's highest level of education based on the number of years of formal schooling and/or academic degrees or certificates. Enter the applicable information or select data by clicking on the search icon.

Year Acquired

Enter the year or select a year from the calendar icon. This field is used to identify the calendar year during which the employee received the degree or certificate shown for education level.

Education Major

Enter the applicable information or select data from the drop-down list. The Education Major field identifies the employee's major field of study beyond high school. Complete this field and Year Degree/Certificate received only if the Educational Level field is:

- Code 6 − Terminal occupational program - certificate of completion, diploma or equivalent.
- Code 10 Associate Degree.

  OR
- Code 13 or higher (Bachelor degree or higher).

Major Specialization

Enter the applicable information or select data from the drop-down list.

Country

This field defaults to **USA**. To change, select data by clicking on the search icon.

State

Enter the State or select data by clicking on the search icon.

School

Enter the school.

44. Click **OK** to save the information. The Personal Data tab - Hire Employe USF page (**Figure 319**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Personal Data tab - Hire Employee USF page (**Figure 319**) is displayed.

45. Select the ***Job*** tab. The Job tab - Hire Employee page (**Figure 326**) is displayed. The information on the Job tab identifies the employee's assigned position, job code, and

department. Many values on this tab will populate as a result of the the default values previously setup on the Position Data and the Job Code entry.

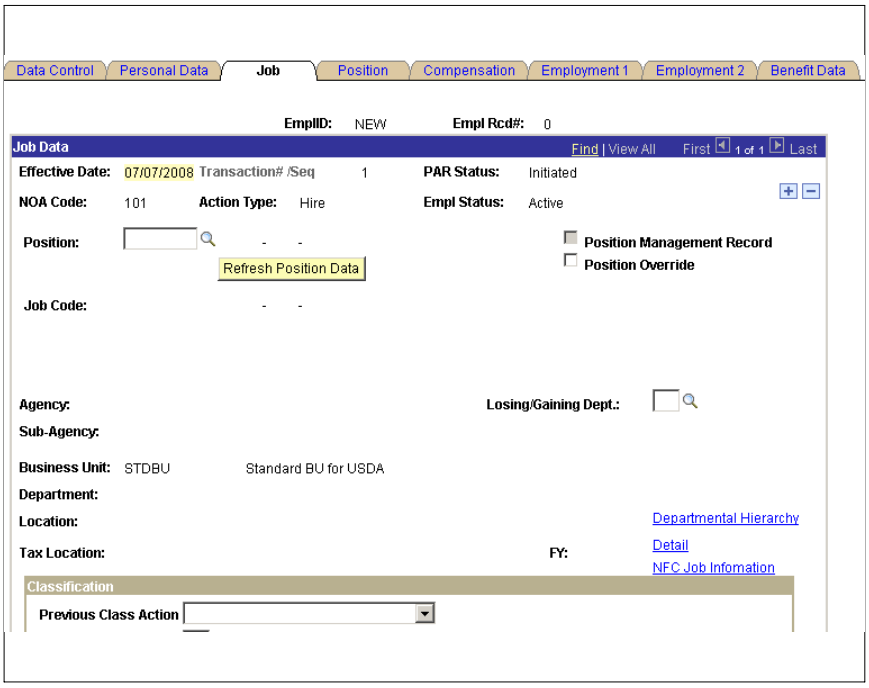


Figure 326. Job tab - Hire Employee USF page

46. Complete the fields as follows:

EmplID

This field is populated.

Empl Rcd#

This field is populated.

Effective Date

This field is system-generated. This field displays the order that documents are processed when more than one action is entered with the same effective date

Transaction #/Seq

This field is populated.

PAR Status

This field is populated.

NOA Code

This field is populated.

Act Type

This field is populated.

Empl Status

This field is populated.

Position

Enter the position number in the Position field or search by clicking the search icon. The Position is assigned to the employee, and it must be established in Position Management prior to processing an action. If the effective date on the position is after the effective date on the personnel action, the action will not process. Tab out of the position number, and the data will populate most of the other pertinent data to the Job page.

Note: If the effective date on the position is after the effective date of the pertinent action, there will be an error on the Job Code and the required fields will not populate.

Position Management Rec

Check this box if applicable.

NFC Posn#

This field is populated.

Position Override

Check this box if applicable.

Job Code

This field is populated.

Agency

This field is populated with the Department (i.e. Agriculture). The abbreviation and literal are both 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. See TMGT Table 014 for a list of department codes.

- Complete for a transfer in accession or transfer out separation NOAC.
- If the transfer is for departments serviced by NFC, enter the losing department code on the accession action and the gaining department code on the separation action.

Agency

This field is populated. Both the abbreviation and the literal are displayed in this field.

Sub-Agency

This field is populated. Both the abbreviation and the literal are displayed in this field.

Business Unit

This field is populated. Both the abbreviation and the literal are displayed in this field.

Department

This field is populated from the Position Number. Both the abbreviation and the literal are displayed in this field.

Location

This field is populated from the Position Number. Both the numerical code and the literal are displayed in this field.

Tax Location

This field is populated from the Position Number. Both the numerical code and the literal are displayed in this field.

Prev Class Actn

Enter the applicable information or select data from the drop-down list. The valid values are **`Inactive Position`** and **`Leave Position Vacant/Active`**. This field is used when the employee is leaving a position.

Previous Agency

Enter the applicable information or select data by clicking the search icon. This field is used when the employee moves from one sub agency to another within the same agency or select data by

47. Click **Dept Hierarchy** link. The Department Hierarchy page (**Figure 327**) is displayed. This is a view only page.

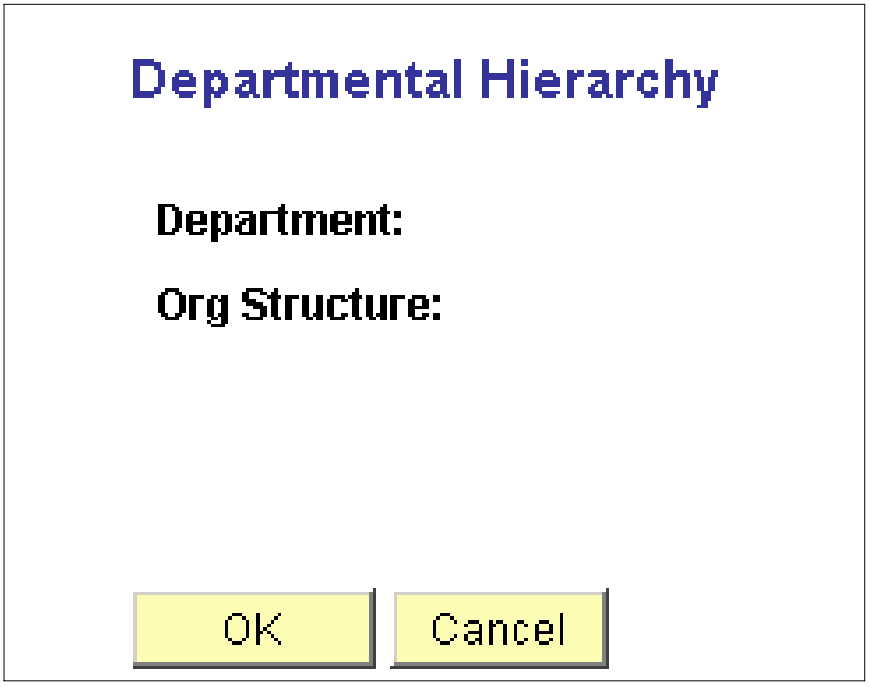


Figure 327. Department Hierachy page

48. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 326**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 326**) is displayed.

49. Click **Detail Info** link. The Detail Info page (**Figure 328**) is displayed.

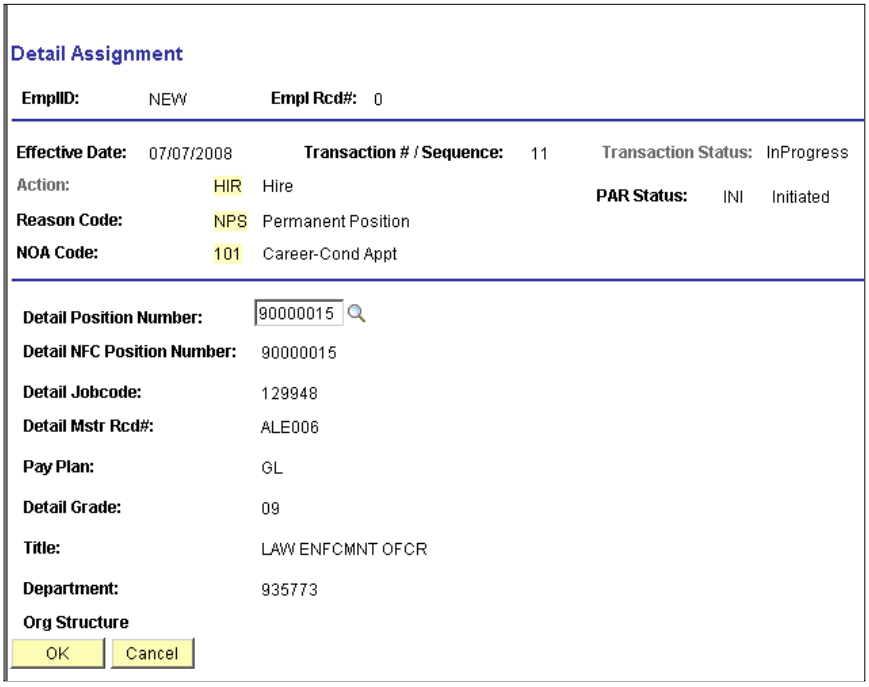


Figure 328. Detail Info page

50. Complete the field as follows :

Detail Position Number

Enter the position number where the employee will be detailed or select a position number from the search icon. The remaining fields on this page will be populated once the position number is entered.

51. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 326**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 326**) is displayed.

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

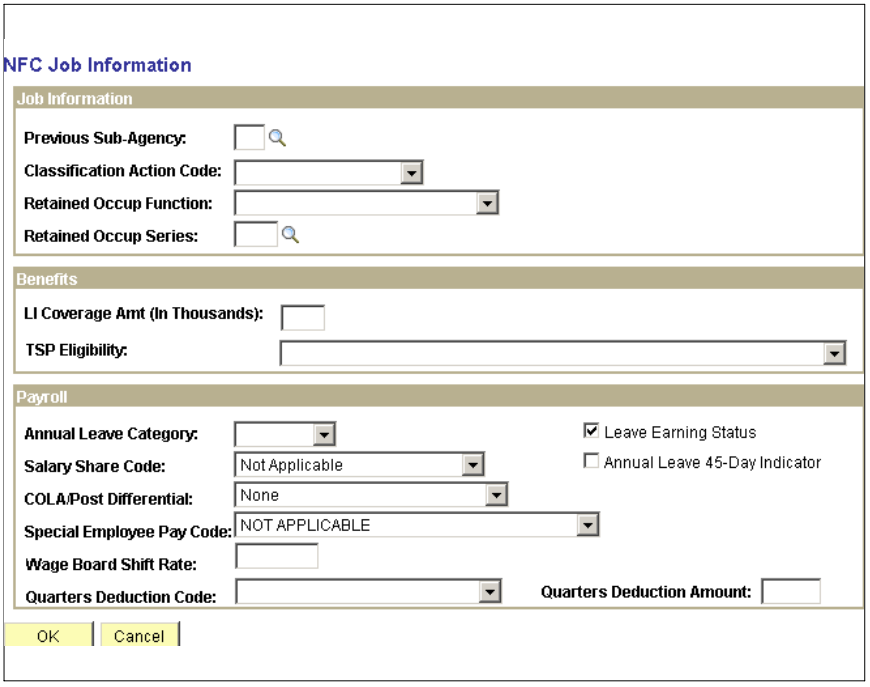


Figure 329. NFC Job Information page

53. Complete the fiels as follows:

Previous Sub-Agency

Enter the employee's previous sub-agency or select data by clicking the serach icon.

Classification Action Code

Enter the classification action code or select data from the drop-down list. The valid values are **`Inactive`** and **`Leave Position Vacant/Active`**.

Retiained Occup Function

Enter the retained occupational function or select data from the drop-down list. The valid values are as follows:

Retained Occup Function Valid Values
Clinical Practice/Couseling
Construction
Data Collect/Process/Analysis
Design
Development
Install/Operations Mainenance
Management

Retained Occup Function Valid Values
Natural Resource Operatiions
Not Applicable
Other

Retained Occp Series

Enter the retained occupational series or select data by clicking the search icon.

LI coverate Amt (In Thousands)

Enter the LI coverage amount XXXX.XX.

TSP Eligibility

Enter the TSP eligibility or select data from the drop-down list. The valid values are as follows:

TSP Eligibility Code Valid Values
1 Elig for 1% Basic Gov't Contrib During 1st Open Season (FERS)
2 Elig for 1% Basic Gov't contrib during 2nd Open Season (FERS)
3 Elig Immed (FERS, CSRS-Off): FERS Elig Immed 1 % Gov't Contr
6 Ineligible To Participate In TSP
9 Currently Participating or Has Participated in TSP.

Annual Leave Category

Enter the annual leave category for the employee or select data from the drop-down list. The valid values are **`4 hours`**, **`6 hours`**, **`8 hours`**, and **`Ineligible To Earn`**.

Salary Share Code

Enter the salary share code or select data from the drop-down list. The valid values are as follows:

Salary Share Code Valid Values
Annuitant & Other Type Of Co
Annuitant State Cooperator
Annuitant Under CSRS/FERS
Milit Hrly Rate Usd In Offset
Not Applicable
Other Type Of Cooperator
State Cooperator

COLA/Post Differential

Enter COLA post differental or select data from the drop-down list. The valid values are as follows:

COLA/Post Differential Valid Values
COLA Commissary/PX
COLA Commissary/PX With Post D
COLA Local Retail
Foreign Post Differential
Non Foreign COLA & Post Diff
Non Foreign Post Differential
None

Special Employee Pay Code

Enter the special employee pay or select data from the drop-down list. The valid values are as follows:

Special Employee Pay Code Valid Values
Not Applicable
OCC-Non-Federal Service Used
OCC G Copay Rate 2
Older American
OTA Board Staff Member
Other Emps, Spec Appr/PMB Exc
Other NPF-Title II & Title I
OTS Pay Plan TG Exceeds Pay
Overseas NFC Payrolled
Overseas Not Payrolled
Panamanian Nationals
PD Under 2/3 Rule
Presidential Appointee
Sche Stnby Non Exmpt Convered FL
Sch Stnby AUO-Exmpt-Non Exmpt F
Schedule C Employee
Semi Monthly Co-Op
Sup/Mgmr OTR Emps Spc Apr/PM3
Sup/Mgmr OTR Emps Spc Apr/PBPG
Sup/Mgr Emps, Exceeds Band Pay
Surface Missing Cont.Rec Act of
Temporary Employees FS Pilot UN

Wage Board Shift Rate

Enter the shift rate.

Quarters Deduction Code

Enter the quarters deduction code or select data from the drop-down list. The valid values are as follows:

Quarters Deduction Code Valid Values
None
Per Day Ded Not Tax Exm
Per Day Ded Tax Exmp
Transmit Zeros To NFC

Quarters Deduction Amount

Enter the amount of quarters deduction.

54. Click **OK** to save the information. The Job tab - Hire Employe USF page (**Figure 326**) is displayed.

OR

Click **Cancel** to cancel the information in the page. The Job tab - Hire Employee USF page (**Figure 326**) is displayed.

55. Click the ***Position*** tab. The Position tab - Hire Employee USF page (**Figure 330**) is displayed.

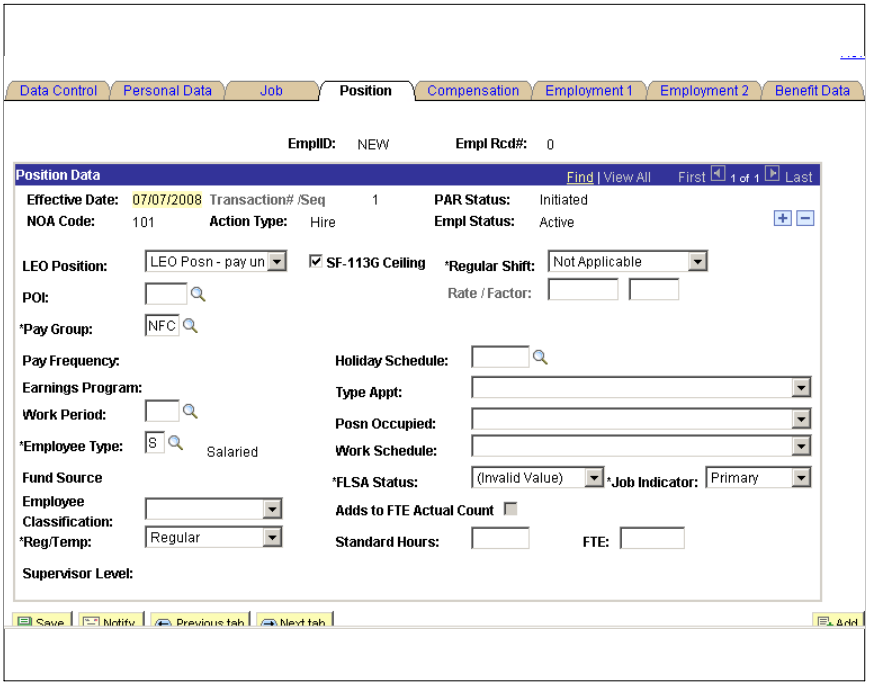


Figure 330. Position tab - Hire Employee USF page

56. Complete the fields as follows:

EmplID

This field is populated when the accessing is created for the employee.

Empl Rcd#

This field is populated.

Effective Date

This field is the effective date of the transaction or the lst day of the current pay period. The date is on which the table row becomes effective; the date that an action begins. This date also determines when the information can be viewed or changed.

Transaction#/Seq

The field is the number of records and the sequence of the record.

PAR Status

This field is populated.

NOA Code

This field is populated from the Nature Of Action Code on the Data Control tab.

Action Type

This field is the narrative of the Nature Of Action Code and is populated.

Empl Status

This field is populated.

LEO Position

This field defaults to **`Not Applicable`**. Change the data or select from the drop-down list. The valid values are **`Not Applicable`** and **`LEO Posn - Pay Under`**.

SF−113G Ceiling

The box is checked and can be unchecked if applicable. If this position is checked, it will be counted on the 113G report.

***Regular Shift**

This field defaults to **`Not Applicable`**. Change the data or select from the drop-down list. The valid values are as follows:

Regular Shift Valid Values
1
2
3
Compressed
Not applicable
Rotating

POI

The Personnel Office Identifier is generated from the Position. Change the Personnel Office Identifier clicking on the search icon.

Shift Rate/Factor

Enter the applicable information if the employee is entitled to differentials in pay based on the shift.

***Pay Group**

Enter the pay group (agency) or select data by clicking the search icon.

Holiday Schedule

Enter the holiday schedule or select data by clicking the search icon.

Pay Frequency

This field is populated and cannot be changed.

Earnings Program

This field is populated and cannot be changed.

Work Period

Enter the work period or select data by clicking the search icon.

Type Appt

Enter the applicable information or select data from the drop-down list. The Type Appt field identifies the type of appointment that the employee has accepted. This is a required field. The valid values are as follows:

Type Appt Valid Values
Competitive Career, SES Career
Competitive Career-Conditional
Competitive Temporary, Spt Needed
Competitive -Term, Taper, Indef
Excepted-conditional
Excepted-Indefinite, Expt-Limit
Excepted-Permanent, SES-Non Car
Excepted-Tem, SES-Time-Limited

Posn Occupied

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Posn Occupied Valid Values
Competitive
Excepted
SES Career Reserved
SES General

Employee Type

This field defaults to **`S (Salaried)`**. To change, select data by clicking the search icon.

Salary

Enter the Salary.

Work Schedule

Enter the work schedule or select data from the drop-down list. If the position is Part Time, enter the weekly number of hours in the Standard Hours field. The valid values are as follows:

Work Schedule Valid Values
Baylor
Full Time
Full Time Seasonal
Intermittent
Intermittent Seasonal
Part Time
Part Time Job Sharer
Part Time Seasonal
Part Time Seasonal Job Sharer

Fund Source

This field is populated from the position.

FLSA Status

This field defaults to **`Invalid Value`**. Change the data or select from the drop-down list. You must determine the appropriate coverage under FLSA. Valid values are **`Administrative`**, **`Executive`**, **`Management`**, **`No FLSA Required`**, **`Nonexempt`**, **`Outside Salesperson`**, and **`Professional`**.

Job Indicator

This field defaults to **`Primary`**. To change, select data from the drop-down list. The valid values are **`Primary`**, **`Secondary`**, and **`N/A`**.

Employee Classification

Enter the employee classification or select data from the drop-down list. The valid values are:

Employee Classification Valid Values
Agency TMP
Apprentice
Assignee
Consultant
Contractor
Expatriate

Employee Classification Valid Values
Intern
Trainee

Adds To FTE Actual Count

Check this box if applicable.

Reg/Temp

This field defaults to **`Regular`**. Change the data or select from the drop-down list. The valid values are **`Regular`** and **`Temporary`**. This field identifies if the employee is Regular or Temporary.

Standard Hours

Enter the applicable information. If the position is Part Time, enter the weekly number of hours in this field.

FTE

Enter the applicable information.

Supervisory Status

This field is populated from the Job Code and cannot be changed.

57. Click the ***Compensation*** tab. The Compensation tab - Hire Employee USF page (**Figure 331**) is displayed. The Compensation tab contains information related to pay. Enter the pay rate determinant code step as it relates to the employees basic pay information depending on their current pay circumstances. Select and complete the links related to pay compensation as appropriate.

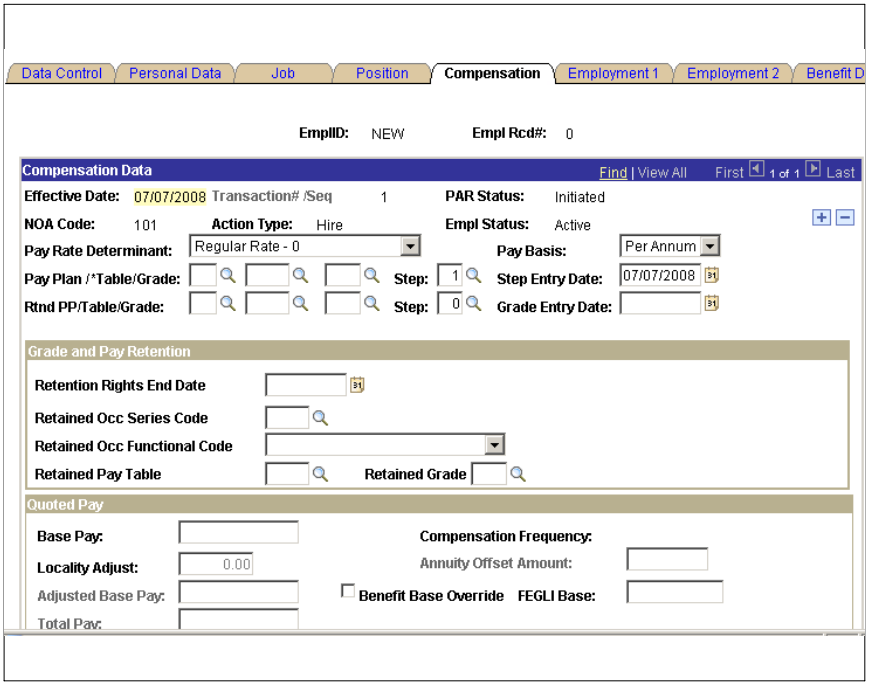


Figure 331. Compensation tab - Hire employee USF page

58. Complete the fields as follows:

EmplID

This field is populated.

Empl Rcd#

This field is populated.

Effective Date

This field is populated. This field displays the order that documents are processed when more than one action is entered with the same effective date

Transaction #/Seq

This field is populated.

PAR Status

This field is populated.

NOA Code

This field is populated.

Action Type

This field is populated.

Empl Status

This field is populated.

Pay Rate Determinant

This field defaults to **`Regular Rate-O`** but can be changed to identify whether the employee is receiving a rat of pay other than the regular rate for the position, and, if so, to identify the legal and/or regulatory basis. To determine whether the position should be paid at a rate other than the regular rate. Change the data or select from the drop-down list. The valid values are as follows:

Pay Rate Determinant Valid Values
Continued IGA Pay M
Continued SES Basic Pay-S
Critical Position Pay C
Preserved IGA Pay P
Regular Rate -O
Rtnd Grade & Pay-Diff V
Rtnd Grade & -Same U
Rtnd Grade & Diff Posn A
Rtnd Grade & Pay Sale Posn B
Rtnd Grade & Spec Rt-Diff E
Rtnd Grade & Spec Rt-Diff F
Rtnd Grade Diff K
Rtnd Grade SES Removal R
Rtnd Grade Same Position J
Rtnd Grade Spec Rt Adjust 3
Save Rate Other 4
Special & Superior Qual 5
Special Rate 6
Superior Qualifications Rt 7

Pay Basis

This field defaults to **`Per Annum`**. Change the data or select from the drop-down list. The valid values are as follows:

Pay Basis Valid Values
Per annum
Fee Bases
Per Diem
Per Hour
Per Month

Pay Basis Valid Values
Piece Work
School Yr
Semi Month
WO Comp

Pay Plan/Table/Grade

Enter the applicable information in each field or search data by clicking on the search icon. This field is used to identify the plan prescribed by law or other authoritative sources that governs the compensation paid an employee. Each plan provides for a separate wage/pay scale that determines the scheduled rate(s) of pay, which the employee is to receive, according to the grade and step.

Step

This field defaults to `1` or search by clicking the search icon. The Step field is used to indicate a specific salary within a grade, level, class, rank, or pay band. When a value is enter in the *Step field, the system displays the Step Entry Data and Pay information.

Step Entry Date

Enter the date the employee entered the step or select a date from the calendar icon.

Rtnd PP/Table/Grade

Enter the applicable information in each field or search data by clicking on the search icon. This field is for Retained Grade and Pay.

Step

This field defaults to `0` or search by clicking the search icon. You can select the step from from the list of available option. The Step field is used to indicate a specific salary within a grade, level, class, rank, or pay band. When a value is entered in the *Step field, the system displays the Step Entry Data and Pay information

Grade Entry Date

Enter the applicable date or select a date from the calendar icon. This field indicates the date the employee first entered the grade.

Retention Rights End Date

Enter the applicable date or select a date from the calendar icon.

Retained Occ Series Code

Enter the applicable code or search by clicking the search icon.

Retained Occ Functional Code

Click the down arrow to select the applicable code or select data from the drop-down list. The values for this field could be different for each agency.

Retained Pay Table

Enter the applicable code or search data by clicking the search icon.

Retained Grade

Enter the applicable information in the field or search data by clicking on the search icon.

Base Pay

Enter the applicable base pay. This field identifies the base(scheduled) amount of salary the employee is receiving for the position held and which is fixed by law, regulation, or administrative action. On regular GS and CO schedule employee the salary will default from the grade and after you enter the step.

Compensation Frequency

This field is populated and cannot be changed. This field is defaulted from the Job code data enter in Position Management.

Locality Adjust

Enter the applicable information. This field identifies the Locality and Law Enforcement Officer amount. the system calculates the amount based on the grade and step eligible employees.

Annuity Offset Amount

Enter the applicable information.

Adjusted Base Pay

Enter the applicable information.

Benefit Base Override

Check this box if applicable. This field opens the FEGLI Base field so that data can be changed if applicable.

FEGLI Base

Enter the applicable information. The system calculates and displays the calculation of the annual base rate to be used in calculation of Federal Employees Group Life Insurance.

Total Pay

Enter the applicable information.

59. Select the ***Other Pay*** link. The Other Pay Information page (**Figure 332**) is displayed.

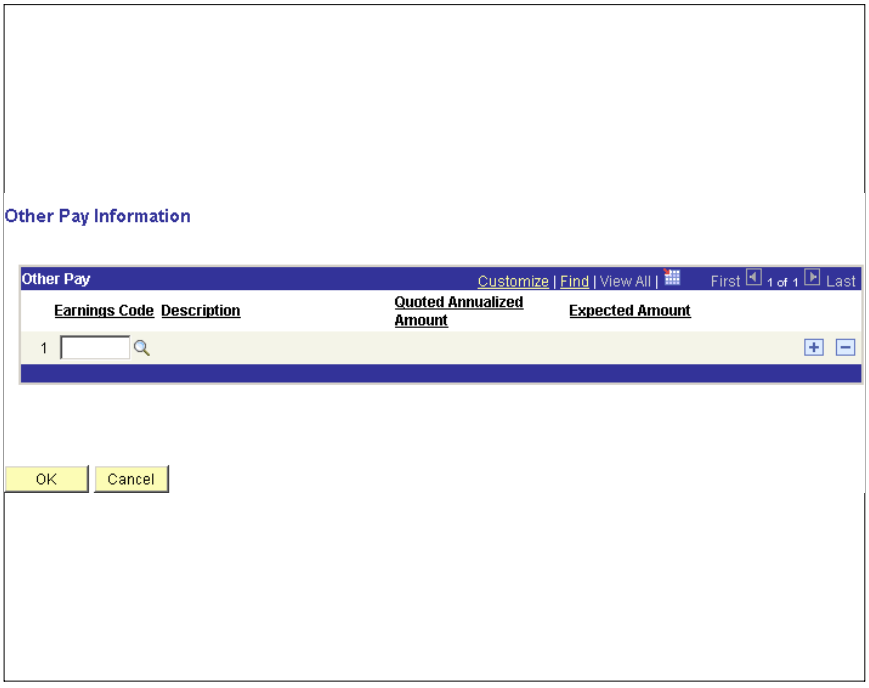


Figure 332. Other Pay Information page

60. Complete the fields as follows:

Earnings Code

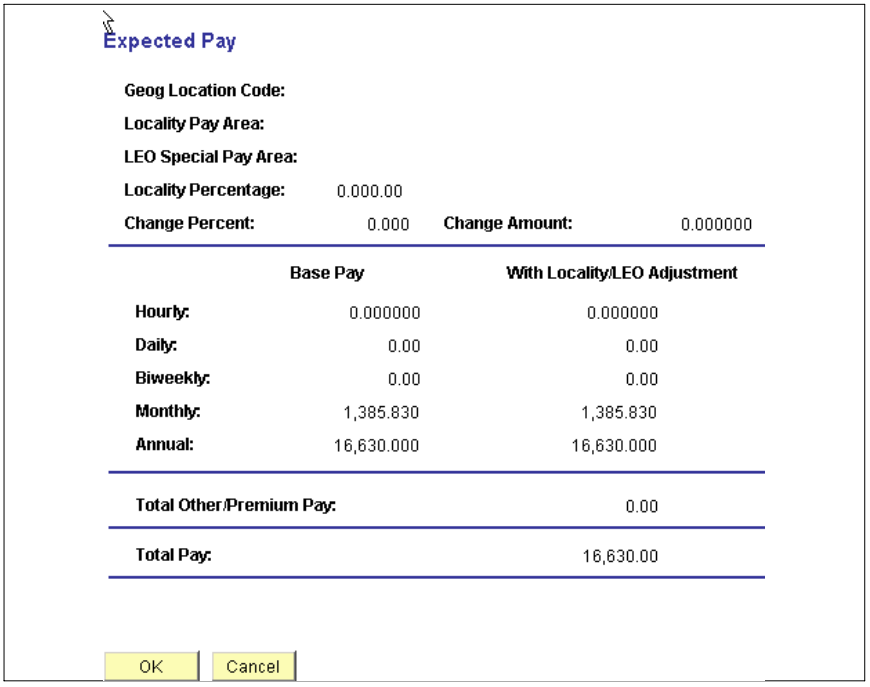
Enter the earnings code or select data by clicking the search icon.

61. Click **OK** and the data will be saved. The Compensation tab - Hire Employee USF page (**Figure 331**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Compensation tab -Hire Employee USF (**Figure 331**)is display.

62. Select the ***Expected Pay*** link. The Expected Pay page (**Figure 333**) is displayed. This is a view only page. The information on this page is populated from the previous page.



Expected Pay

Geog Location Code:
Locality Pay Area:
LEO Special Pay Area:
Locality Percentage: 0.000.00
Change Percent: 0.000 Change Amount: 0.000000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.000000	0.000000
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	1,385.830	1,385.830
Annual:	16,630.000	16,630.000
Total Other/Premium Pay:		0.00
Total Pay:		16,630.00

OK Cancel

Figure 333. Expected Pay page

63. Click **OK** and the data will be saved. The Compensation tab - Hire Employee USF page (**Figure 331**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Compensation tab - Hire Employee USF page (**Figure 331**) is display.

Note: The ***Accounting Info*** link is not active until the employee is hired.

64. Click the ***Employment 1*** tab. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed. The Employment tab identifies employment related dates such as service computation dates (SCD) and WGI date. This information is not effective dated. Review and enter the correct dates based on the employee employment history.

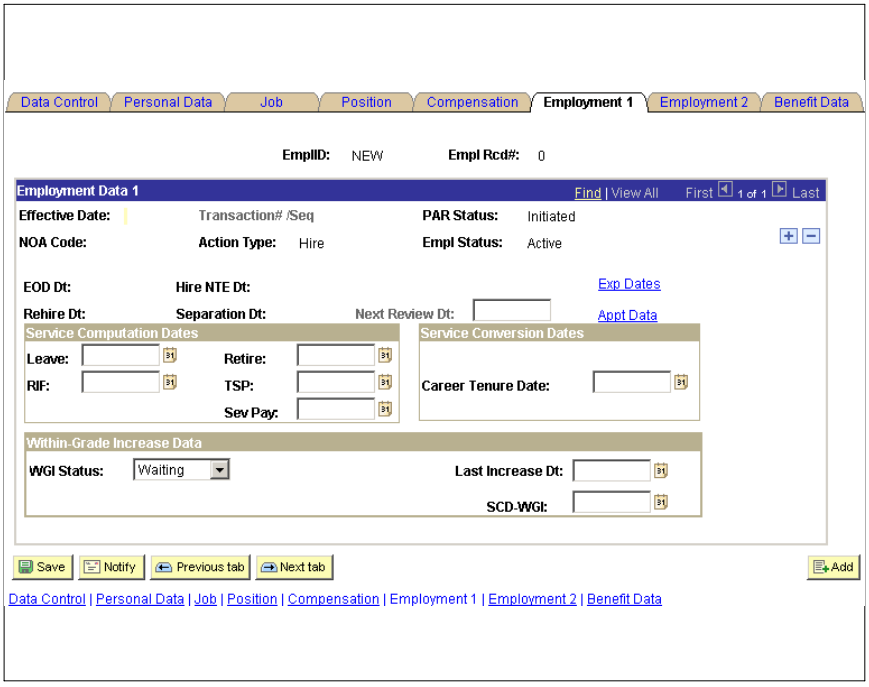


Figure 334. Employment 1 tab - Hire Employee USF page

65. Complete the fields as follows:

EmplID

This field is -populated and cannot be changed.

Empl Rcd#

This field is populated and cannot be changed.

Effective Date

This field is system-generated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

Transaction #/Seq

This field is populated and cannot be changed.

PAR Status

This field is populated and cannot be changed.

NOA Code

This field is populated and cannot be changed.

Act Type

This field is populated and cannot be changed.

Empl Status

This field is populated and cannot be changed.

EOD Dt

This field is populated and cannot be changed.

Hire NTE Dt

This field is populated and cannot be changed.

Rehire Dt

This field is populated and cannot be changed.

Separation Dt

This field is populated and cannot be changed.

Next Review Dt

This field is populated and cannot be changed.

Leave

Enter the applicable date or select a date from the calendar icon. This field identifies the computation data for annual leave earnings and/or length of service.

Retire

Enter the applicable date or select a date from the calendar icon. This field identifies the computation date that is creditable for retirement.

RIF

Enter the applicable date or select a date from the calendar icon. The RIF field identifies the employee's service computation data that is creditable for reduction-in-force (RIF) purposes.

TSP

Enter the applicable date or select a date from the calendar icon. The TSP field identifies the beginning date of the vesting period for the 1 percent Government contributions to the Thrift Savings Plan (TSP).

Sev Pay

Enter the applicable date or select a date from the calendar icon. When processing a separation NOA, the employee is entitled to severance pay.

Carrer Tenure Date

Enter the applicable date or select a date from the calendar icon. The Career Tenure Date field identifies the date on which the employee's service counting towards career or permanent tenure.

WGI Status

Enter the Within Grade Increase Status or select data from the drop-down list. The valid values are as follows:

WGI Status Valid Values
Approved
Created
Denied
Due
Give WNDue
Given
IntPrjDue
Manual
N/A
No
Postponed
Waiting

Last Increase Dt

Enter the date of the last within grade increase or select a date from the calendar icon.

SCD-WGI

Enter the applicable date. The SCD−WGI field identifies the beginning date from which service is to be credited toward the employee's next within-grade increase.

66. Select the ***Exp Dates*** link. The Expiration Data page (**Figure 335**) is displayed. This page reflects the Not-to-exceed date for temporary actions.

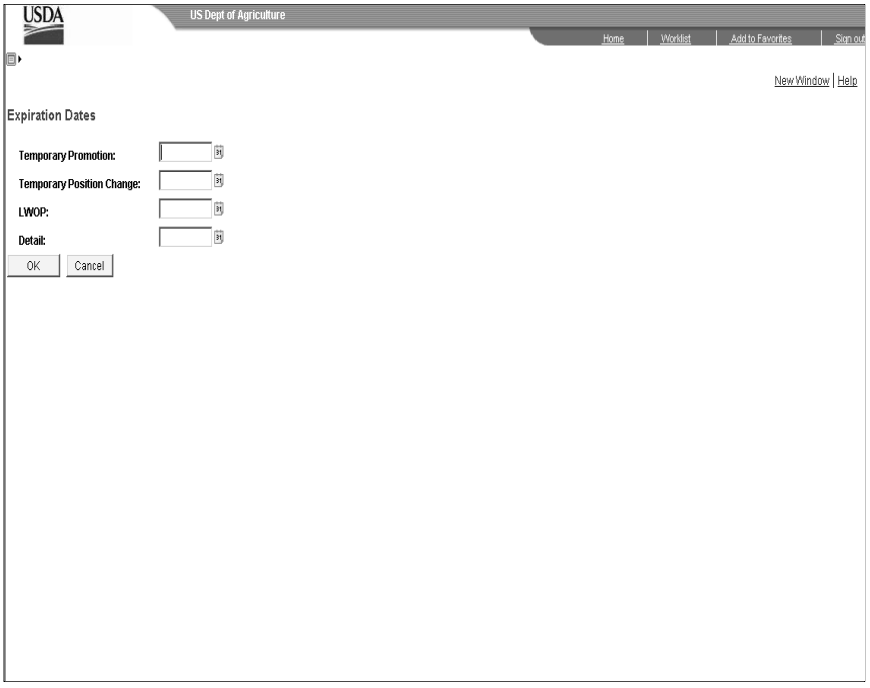


Figure 335. Expiration Dates page

67. Complete the fields as follows:

Temporary Promotion

Enter the applicable date or select a date from the calendar icon.

Temporary Position Change

Enter the applicable date or select a date from the calendar icon.

LWOP

Enter the applicable date or select a date from the calendar icon.

Detail

Enter the applicable date or select a date from the calendar icon.

68. Click **OK** and the data will be saved. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

69. Click the ***Appt Data*** link on the Employment 1 tab - Hire Employee USF page. The Appt Data page (**Figure 336**) is displayed. This page is used to record appointment

limits as well as special employment programs where the employee may be enrolled. 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 pages that have been previously completed.

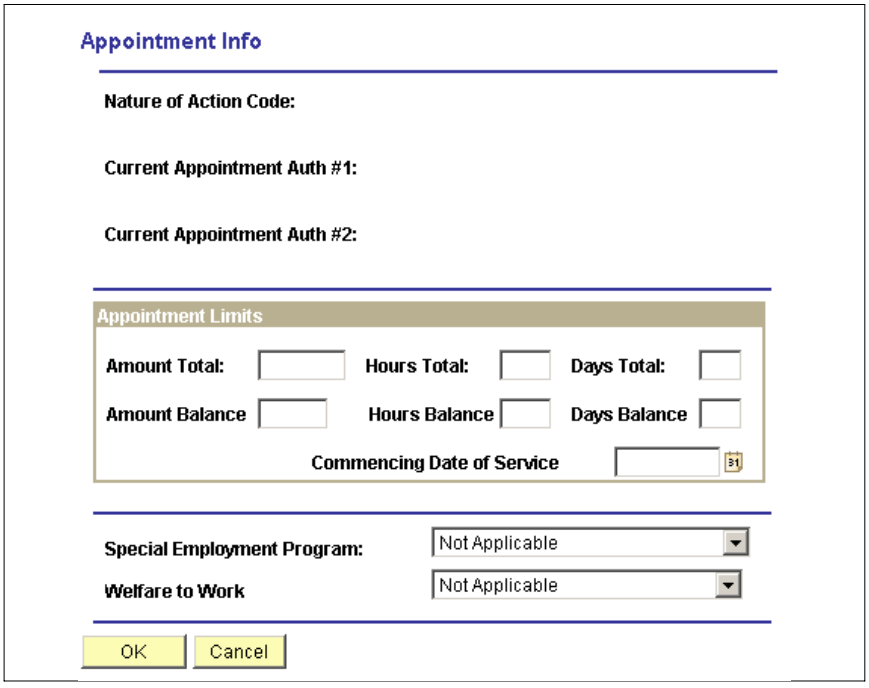


Figure 336. Appointment Info page

70. Complete the fields as follows:

Nature of Action Code

This field is populated from the Data Control tab.

Current Appointment Auth #1

This field is populated from the Data Control tab

Current Appointment Auth #2

This field is populated from the Data Control tab

Amount Total

Enter the total dollar amount.

Hours Total

Enter the applicable total hours.

Days Total

Enter the applicable total number of days.

Amount Balance

Enter the applicable amount balance.

Hours Balance

Enter the applicable hours balance.

Days Balance

Enter the applicable days 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

- If the full limitation is entered, the balance must be entered and vice versa.
- Senior Community Service Program full limitation must be 1300 hours.
- Applies to the following 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.

Special Employment Program

This field is used to indicate the employee is in a Special Employment Program Code. Enter the special employment program or select data from the drop-down list. The valid values are as follows:

Special Employment Program Valid Values
Chemical Engineering
GAO Employee Inelig For Locali
Not Applicable
Other
Presidential Mgmt Intern
SES Candidate Development
Special Handicap
Trainee At Higher Grade Level
Veteran's Readjustment Program
Worker Trainee

Welfare To Work

This field defaults to **`Not Applicable`**. Change the data or select from the drop-down list. The valid values are **`Hire not Welfare To Work Pro`**, **`Not Applicable`**, and **`Welfare To Work Hire`**.

71. Click **OK** and the data will be saved. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 1 tab - Hire Employee USF page (**Figure 334**) is displayed.

72. Select the ***Employment 2*** tab. the Employment 2 tab - Hire Employee USF page (**Figure 337**) 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). 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.

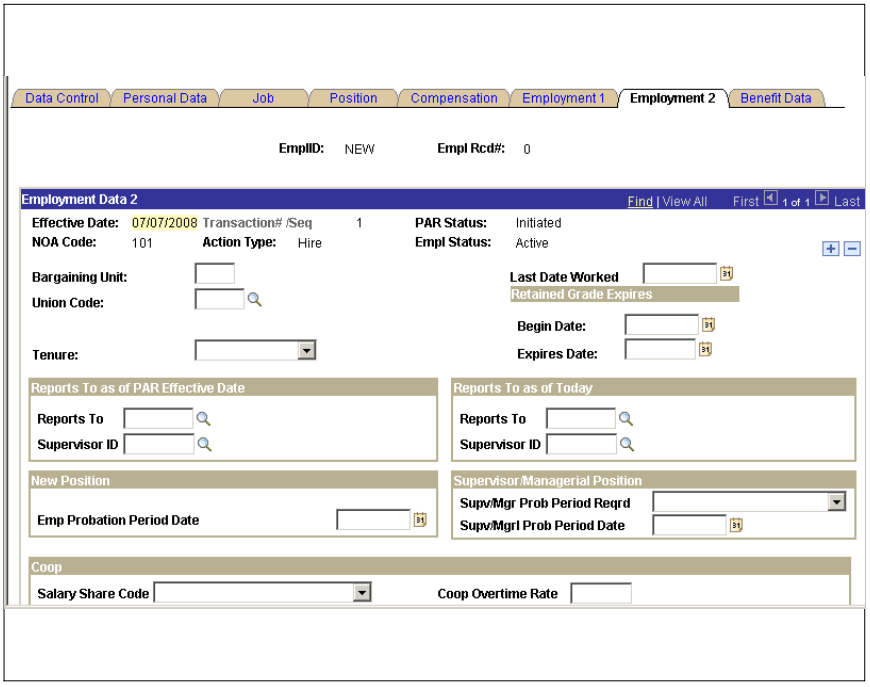


Figure 337. Employement 2 tab - Hire Employee USF page

73. Complete the fields as follows:

Effective Date

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

Transaction #/Seq

This field is populated and cannot be changed.

PAR Status

This field is populated and cannot be changed.

NOA Code

This field is populated and cannot be changed.

Act Type

This field is populated and cannot be changed.

Empl Status

This field is populated and cannot be changed.

Bargaining Unit

Enter the applicable information.

Union Code

Enter the applicable information in the field or search data by clicking the search icon.

Last Date Worked

Enter the date last worked or select a date from the calendar icon.

Tenure

Enter the applicable information or select data from the drop-down list. This field identifies the employee's retention group (for RIF purposes), which is based on the type of appointment. The valid values are **`Group I`**, **`Group II`**, **`Group III`**, and **`Not in Retention Group`**.

Begin Date

Enter the beginning date or select a date from the calendar icon.

Expires Date

Enter the expiration date or select a date from the calendar icon.

Reports To

Enter the applicable information in the field or search data by clicking the search icon.

Supervisor ID

Enter the applicable information in the field or search data by clicking the search icon.

Reports To

Enter the applicable information in the field or search data by clicking the search icon.

Supervisor ID

Enter the applicable information in the field or search data by clicking the search icon.

Employee Probation Period Date

Enter the applicable date or select a date from the calendar icon.

Supervisor/Manaagerial Prob Period Reqrd

Enter the applicable information or select data from the drop-down list. The valid values are **`Not Required`**, **`Required`**, **`Served`**, and **`Waived`**.

Suepervisor/Managerial Prob Period Date

Enter the applicable date or select a date from the calendar icon.

Salary Share Code

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Salary Share Code Valid Values
Annuitant & State Co-Op
Annuitant & Other Type Coop
Annuitant Under CSRS & FERS
Miltry Hrly Rate USD in Offset
Not Applicable
Other type of Co-Operator
State Co-Operator

Coop Overtime Rate

Enter the applicable overtime rate.

Coop Share Amt

Enter the applicable amount.

Coop Holiday Rate

Enter the applicable rate.

74. Click the ***Probation Dates*** link on the Employment Data 2 portion of the tab. The Probation Dates page (**Figure 338**) is displayed.

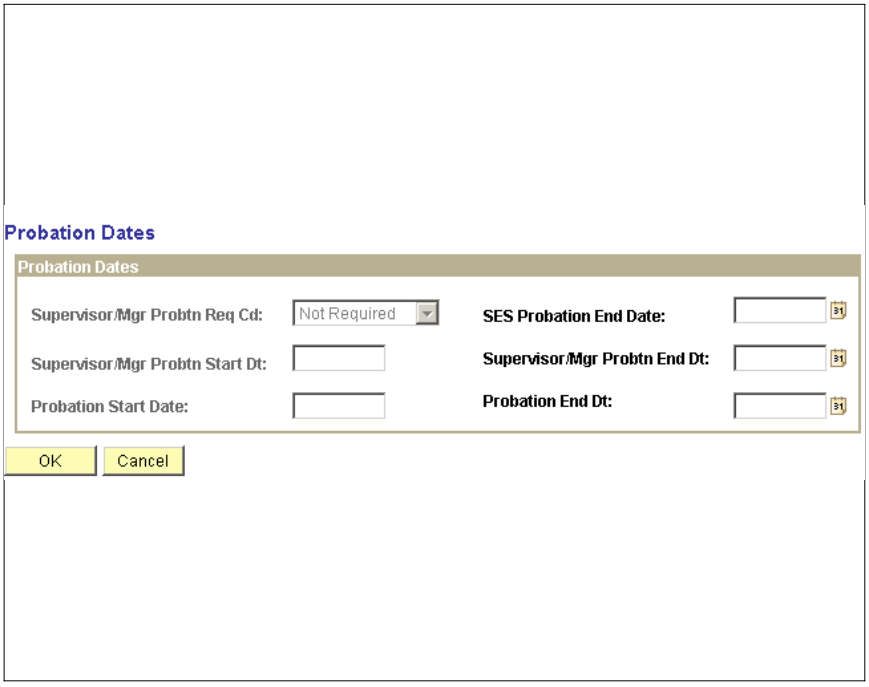


Figure 338. Probation Dates page

75. Complete the fields as follows:

Supervisor/Mgr {rpbtm Req Cd

This field is activated when a supervisory employee is hired. Enter a date or select a date from the calendar icon.

SES Probation End Date

Enter the end date of the SES probation or select a date from the calendar icon.

Supervisor/Mgr Probtn Start Dt

This field is activated when a supervisory employee is hired. Enter a date or select a date from the calendar icon.

Supervisor/Mgr Probtn End Dt

This field is activated when a supervisory employee is hired. Enter a date or select a date from the calendar icon.

Probation Start Date

This field is activated when an employee is hired. Enter a date or select a date from the calendar icon.

Probation End Date

This field is activated when an employee is hired. Enter a date or select a date from the calendar icon.

76. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

77. Click the ***Non Pay Data*** link on the Employment Data 2 portion of the tab (**Figure 337**). The Non Pay Data page (**Figure 339**) is displayed.

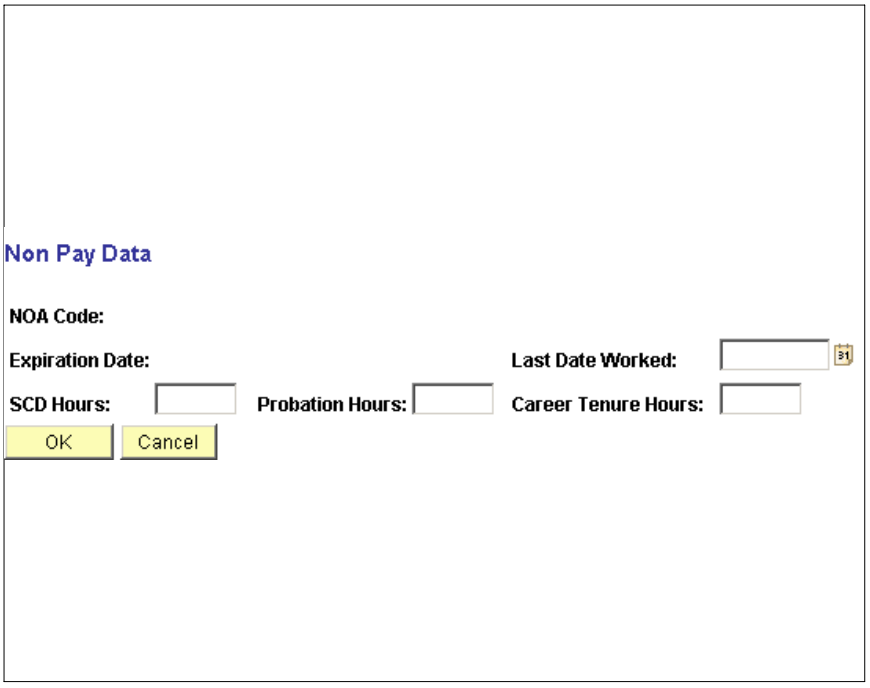


Figure 339. Non Pay Data page

78. Complete the fields as follows:

NOA Code

This field is populated.

Expiration Date

This field is populated.

SCD Hours

Enter the number of service computation hours.

Probation Hours

Enter the number of probation hours.

Last Date Worked

Enter the last date the employee worked or select a date from the calendar icon.

Career Tenur Hours

Enter the number of hours.

79. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

80. Click the ***Security*** link. The Security page is displayed.

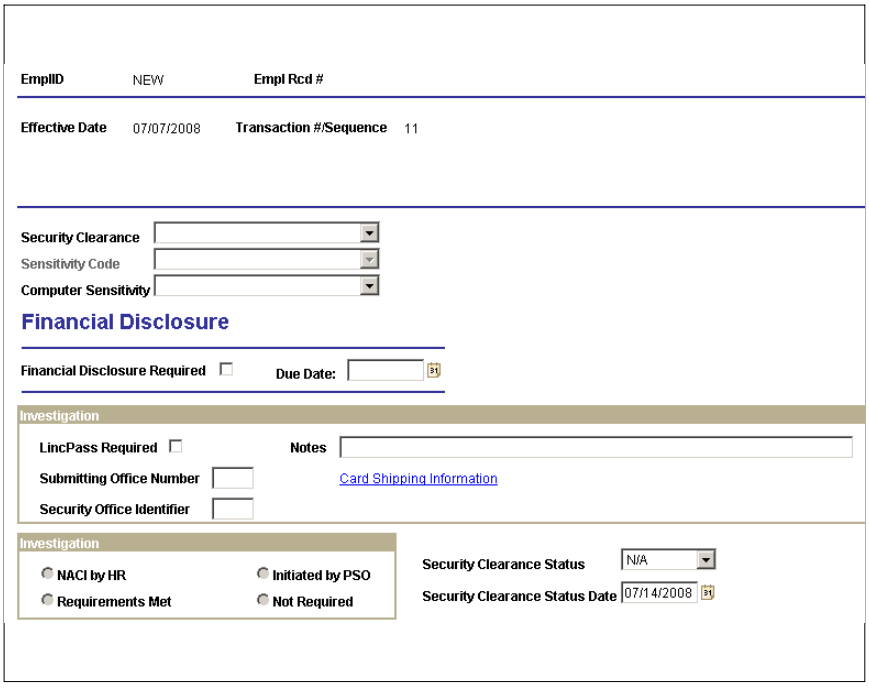


Figure 340. Security page

81. Complete the fields as follows:

Effective Date

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

Transaction #/Seq

This field is populated and cannot be changed.

Security Clearance

Enter the applicable security clearance information or select data from the drop-down list.

Security Clearance Value Values
Confidential
L (Atomic Energy Act)
National Agency Chck & Inq
Natl Agcy Chck w/Law & Credit
Not Required
Other
Public Trust
Q Non-Sensitive
Q-Sensitive
Secret
Sensitive Compartmented Info
Top Secret

Sensitivity Code

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Sensitivity Code Valid Values
Critical
High Risk
Moderate Risk
Non Sensitive
Mgr-Critical, Sensitive
Special Sensitive

Computer Sensitivity

Enter the applicable information or select data from the drop-down list. The valid values are **`Computer-ADP`**, and **`Non Computer-AD`**.

Financial Disclosure Required

Check the box if applicable.

Due Date

Enter the applicable date or select a date from the calendar icon.

LincPass Required

Check this box if the link pass is required.

Notes

Enter the applicable notes for the investigation.

Submitting Office Number

Enter the 4-position submitting office number.

Security Office Identifiier

Enter the 4-position security office identifier.

NACI By HR

Check the box if applicable.

Initiated By PSO

Check the box if applicable.

Requirements Met

Check the box if applicable.

Not Required

Check the box if applicable.

Security Clearance Status

This field defaults to **N/A**. Change or select data from the drop-down list. The valid values are as follows:

Status Valid Values
Approved
N/A
Pending/AG
Pending/EE
Pending/IA
Suspended

Security Clearance Status Date

This field defaults to the current date. Change the date by selecting a date from the calendar icon.

Comments

Enter the applicable information.

82. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

OR

Click ***Card Shipping Information*** link. The Card Activation Mailing Information page (**Figure 341**) is displayed.

83.

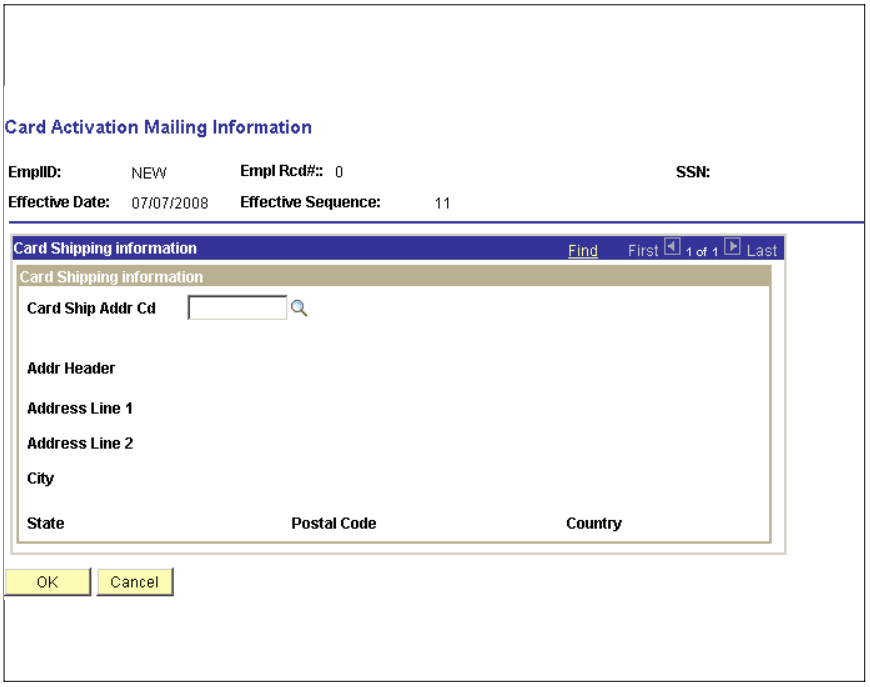


Figure 341. Card Activiation Mailing Information page

84. Complete the fields as follows:

Effective Date

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

Effective #/Seq

This field is populated and cannot be changed.

Card Ship Addr Cd

Enter the address code or select data by clicking the search icon. The card shipping address code populates the remaining fields on the page.

85. Click **OK** and the data will be saved. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Employment 2 tab - Hire Employee USF page (**Figure 337**) is displayed.

86. Select the ***Benefit Data*** tab. The Benefit Data tab - Hire Employee USF page (**Figure 342**) is displayed. The Benefit Data page is divided into various sections (Benefit Data, FEHB Eligibility, TSP Eligibility, FEGLI, Annual Leave, Pay Allowances, and Retirement). The information on the Benefit Data section is populated from the information on the previous pages and contains the employee's benefit information.

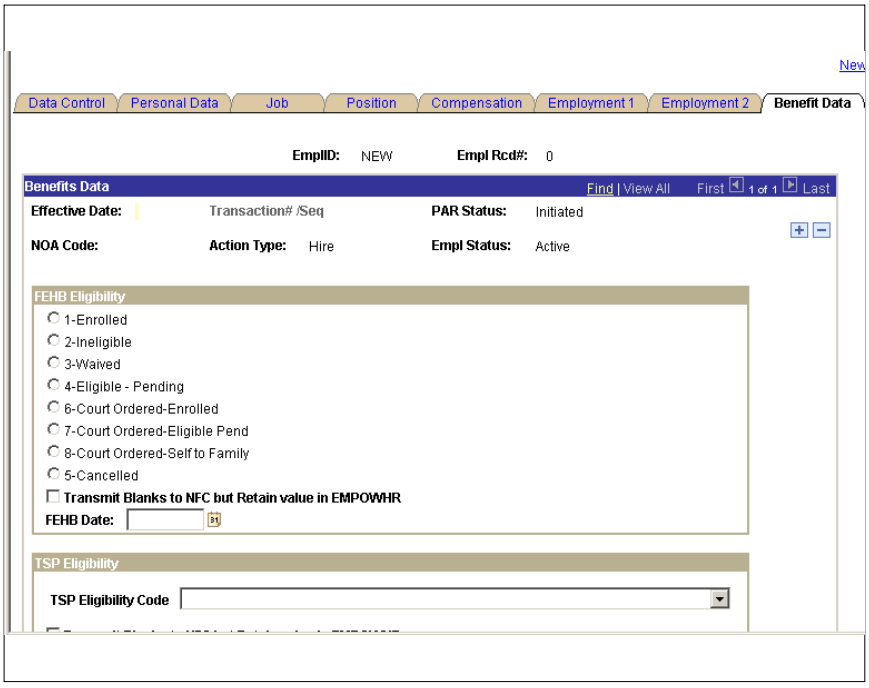


Figure 342. Benefit Data tab - Hire Employee USF page

87. Complete the fields as follows:

EmplId

This field is populated and cannot be changed.

Empl Rcd#

This field is populated and cannot be changed. This is the number of the employee records.

Effective Date

This field is populated and cannot be changed. This field displays the order that documents are processed when more than one action is entered with the same effective date

Transaction #/Seq

This field is populated and cannot be changed.

PAR Status

This field is populated and cannot be changed.

NOA Code

This field is populated and cannot be changed.

Act Type

This field is populated and cannot be changed.

Empl Status

This field is populated and cannot be changed.

FEHB Eligibility

Select the applicable FEHB eligibility code. The valid values are:

1-Enrolled − Check the box if applicable.

2-Ineligible − Check the box if applicable.

3-Waived − Check the box if applicable.

4- Eligible - Pending − Check the box if applicable.

6-Court Ordered-Enrolled − Check the box if applicable.

7-Court Ordered-Eligible Pend − Check the box if applicable.

8-Court Ordered-Self to Family − Check the box if applicable.

5-Cancelled − Check the box if applicable.

Transmit Blanks To NFC But Retain Value In EmpowHR

Check this box if an action has been sent to NFC and the **+** has been used to add a row.

FEHB Date

Enter the date or select a date from the calendar icon.

TSP Eligibility Code

Enter the applicable data or select data from the drop-down list or select the Explanation of TSP Eligibility Codes to determine what code to use. This code identifies whether or not the employee is eligible to participate in the Federal Employee's Retirement System (FERS) Thrift Savings Plan (TSP) for FERS, CSRS, Offset, or FSRS employees. The valid values are as follows:

TSP Eligibility Code Valid Values
1 Elig for 1% Basic Gov't Contrib During 1st Open Season (FERS)
2 Elig for 1% Basic Gov't contrib during 2nd Open Season (FERS)
3 Elig Immed (FERS, CSRS-Off): FERS Elig Immed 1 % Gov't Contr
6 Ineligible To Participate In TSP
9 Currently Participating or Has Participated in TSP.

Transmit Blanks To NFC But Retain Value In EmpowHR

Check the box if applicable.

FEGLI Code

Enter the applicable information or search by clicking the search icon.

Post 65 Basic Life Reduction

Enter the applicable information or search by clicking the search icon.

Living Benefits

Check the box if applicable.

Living Coverage Amount

Enter the applicable amount.

FEGLI Coverage Amount

Enter the applicable amount.

A/L Cat Cd

Enter the applicable information or select data from the drop-down list. The valid values are **`4hrs`**, **`6hrs`**, **`8 hrs`**, and **`Ineligible`**.

A/L45 Days

Check the box if applicable.

Earn Leave During Pay Period

This box is checked. If the employee does not earn leave during the pay period, remove the check.

Foreign Lang %

Enter the applicable percentage. Enter a maximum of two digits to show the percent of comprehension the employee has for a foreign language.

COLA And/Or Post Diff Code

This field defaults to **`None`**. Change or select data from the drop-down list. This field identifies whether the employee is entitled to receive a cost of living allowance (COLA) and/or post differential, in addition to the base (scheduled) salary. Enter the code that identifies whether the 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 And/Or Post Diff Code Valid Values
COLA-Commissary/PX
COLA-Commissary w/Post
COLA-Local Retail
COLA Local Retail w/Pst Diff
Foreign Post Diff
None

COLA is a special pay entitlement for an employee in a high cost of living area. Non-foreign post differential is a special pay entitlement for an employee whose duty station is in a non-foreign area. Foreign post differential is a special pay entitlement for an employee whose duty station is in a foreign area.Non-foreign COLA or post differential and foreign post differential are considered pay which an employee receives in addition to the basic pay. It is not included in the basic pay. Payments for both non-foreign and foreign differential are included in gross income for Federal income tax purposes. Payment for COLA is not included in gross income for Federal income tax purposes.

Note: FWS employees are not entitled to COLA or post differential in non-foreign areas. For foreign areas, the Department of State's Standardized Regulations (Government civilians, foreign areas) establishes regulations and post classifications for the payment of foreign post differential. Actual payment of COLA or foreign differential for FWS employees is based upon information recorded on the employee's T&A.

- TC 45 (start cost of living allowance) and TC 46 (start post differential) must both be recorded on the employee's T&A to begin actual payment of both

non-foreign COLA and post differential. TC 47 (stop cost of living allowance) and TC 48 (stop post differential) must both be recorded on the employee's T&A to discontinue payment of non-foreign COLA and post differential. For information on TC 45 through48, see the T&A Procedure, Title I, Chapter 7.

- Enter **0** if the employee's duty station: Is not within one of the designated non-foreign or foreign areas for which a post differential has been established, thus automatically excluding the employee from these payments.Is within one of the designated non-foreign or foreign areas for which a post differential has been established, but the employee will not be eligible to receive payments because of a disqualifying factor.
- Enter **2** if the employee's duty station is in one of the following non-foreign areas for which a post differential has been established, and the employee is eligible to receive non-foreign post differential:

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 a Quarter Deduction. The valid values are as follows:

Quarters Deduction Code Valid Values
None
Per Py Prod Ded - Not Tax Exempt
Per Py Prod Ded - Tax Exempt
Per Py Day Ded − Not Tax Exempt
Per Pay Day Deduction Tax Exempt
Transmit Zeros To NFC

Spcl Empl Cd

Enter the applicable Cd or search by clicking the search icon. This field identifies whether the employee is in a special category of pay processing, not accommodated in any other portion of the Payroll/Personnel System.

Quarter Deduction Amount

Enter the applicable information. This field is used to record the amount that needs to be deducted from people who are being furnished quarters, utilities, etc.

Wage Board Shift Rate Var

Enter the applicable information.

Retirement Plan

Enter the applicable Plan or search by clicking the search icon.

FERS Coverage

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

FERS Coverage Valid Values
Automatically Covered By FERS
Elected Coverage Under FERS
Not Covered By FERS

Previous Retirement Coverage

This field defaults to **`Never Covered`**. Change the data or select data from the drop-down list. The valid values are **`Never Covered`**, **`Previously Covered`**, and **`Refund Eligible`**.

Annuitant Indicator

This field defaults to **`9`**. Change or search by clicking the search icon.

Annuity Commencement Date

Enter the applicable date or select a date from the calendar icon.

CSRS Frozen Service

Enter the applicable data.

88. Click the ***Explanation Of TSP Eligibility Codes*** link to view the codes and the definitions.

89. Select the ***Retirement/Termination Info*** link from the bottom of the Benefits tab - Hire Employee USF page (**Figure 342**). The Retirement/Termination Info page (**Figure 343**) is displayed.

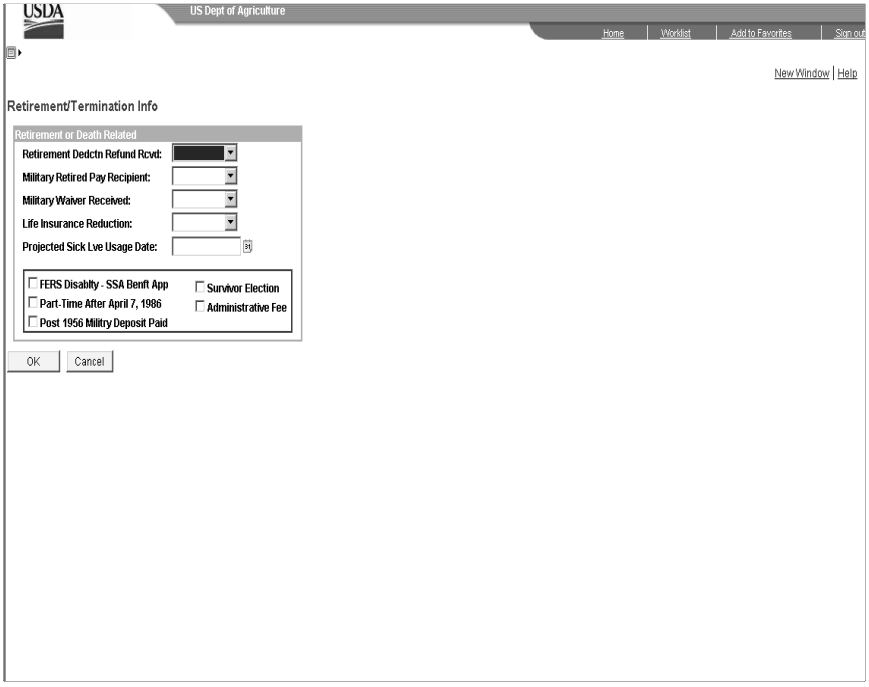


Figure 343. Retirement/Termination Info page

90. Complete the fields as follows:

Retirement Dedctn Refund Rcvd

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, **No**, and **Unknown**.

Military Retired Pay Recipient

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, **No**, and **Unknown**.

Military Waiver Received

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, **No**, and **Unknown**.

Life Insurance Reduction

Enter the applicable information or select data from the drop-down list. The valid values are **50% Redctn**, **75% Redctn**, **No Li**, and **No Redctn**.

FERS Disability−SSA Benefit App

Check the box if applicable.

Part-Time After April 7, 1986

Check the box if applicable.

Survivor Election

Check the box if applicable.

Administrative Fee

Check the box if applicable.

Post 1956 Military Deposit Paid

Check the box if applicable.

91. Click **OK** and the data will be saved. The Benefits tab - Hire Employee USF page (**Figure 342**) is displayed.

OR

Click **Cancel** to cancel the entered data. The Benefits tab - Hire Employee USF page (**Figure 342**) is displayed.

92. Click the ***Checklist Generation*** tab. The Checklist Request tab - Hire Employee USF page (**Figure 344**) is displayed. This page is used for Forest Service only.

Figure 344. Checklist Request page

93. Complete the fields as follows:

Checklist Type

Enter the applicable information or select data by clicking on the search icon.

Action Date

Enter the action date or select a date from the calendar icon.

94. Click **Save**. The information entered on all pages is now saved.

95. Click **OK** on the pop-up. The EmplID is created. Please write this number.

Org Structure Mass Change

Mass update processing allows you to make changes to the data of large groups of employees. Update employee data by groups, position number, job code, establishment, or department.

To add or modify the Org Structure Mass Change:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Org Structure Mass Change*** component. The ***Find An Existing Value*** tab - Org Structure Mass Change page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click ***Search***. The Org Stru Mass Chg tab page (**Figure 345**) is displayed.

   OR

   Select the ***Add A New Value*** tab - Org Structure Mass Change page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.
4. Click **Add**. The Org Stru Mass Chg tab page (**Figure 345**) is displayed.

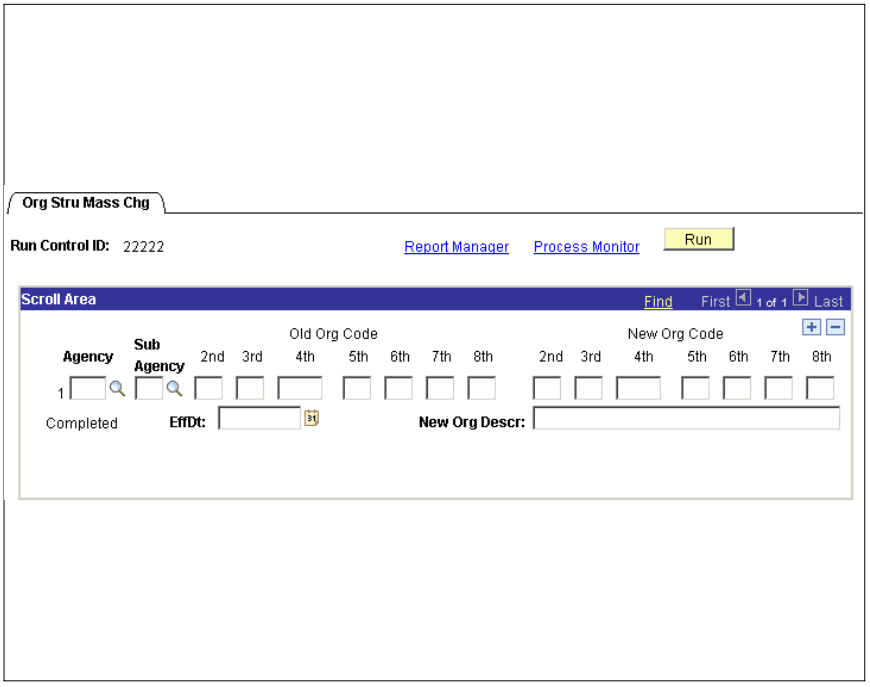


Figure 345. Org Stru Mass Chg tab page

5. Complete the fields as follows:

Run Control ID

This field is populated based upon the new valued added.

Agency

Enter the agency or select data by clicking the search icon.

Sub-Agency

Enter the sub-agency or select data by clicking the search icon.

Old Org Code 2nd

Enter the 2nd position of the old org code.

Old Org Code 3rd

Enter the 3rd position of the old org code.

Old Org Code 4th

Enter the 4th position of the old org code.

Old Org Code 5th

Enter the 5th position of the old org code.

Old Org Code 6th

Enter the 6th position of the old org code.

Old Org Code 7th

Enter the 7th position of the old org code.

Old Org Code 8th

Enter the 8th position of the old org code.

New Org Code 2nd

Enter the 2nd position of the org code.

New Org Code 3rd

Enter the 3rd position of the org code.

New Org Code 4th

Enter the 4th position of the org code.

New Org Code 5th

Enter the 5th position of the org code.

New Org Code 6th

Enter the 6th position of the org code.

New Org Code 7th

Enter the 7th position of the org code.

New Org Code 8th

Enter the 8th position of the org code.

EffDdt

Enter the effective date or click the icon to select a date from the calendar. This field displays the order that documents are processed when more than one action is entered with the same effective date

New Org Descr

Enter a description of the new organization reflected on this page.

6. Click **Save**. If another attempt is made to make another selection before clicking **Save**, an error message will appear.

OR

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

OR

Click **Add** to another value.

OR

Click **Update/Display** to update the display.

OR

Click **Include History**. The Include History check box is checked if you click **Include History**.

OR

Click **Correct History**. The Correct History check box is checked if you click **Correct History**.

Update Reports To

The Update Reports To page (**Figure NO TAG**) is displayed when you select ***Update Reports To*** on the PAR menu.

To modify the Update Reports To page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Update Reports To*** component. The ***Find An Existing Value*** tab - Update Reports To page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter all the search criteria.
3. Click ***Search***. the EmpowHR Reports_To Update page (**Figure 346**) is displayed.

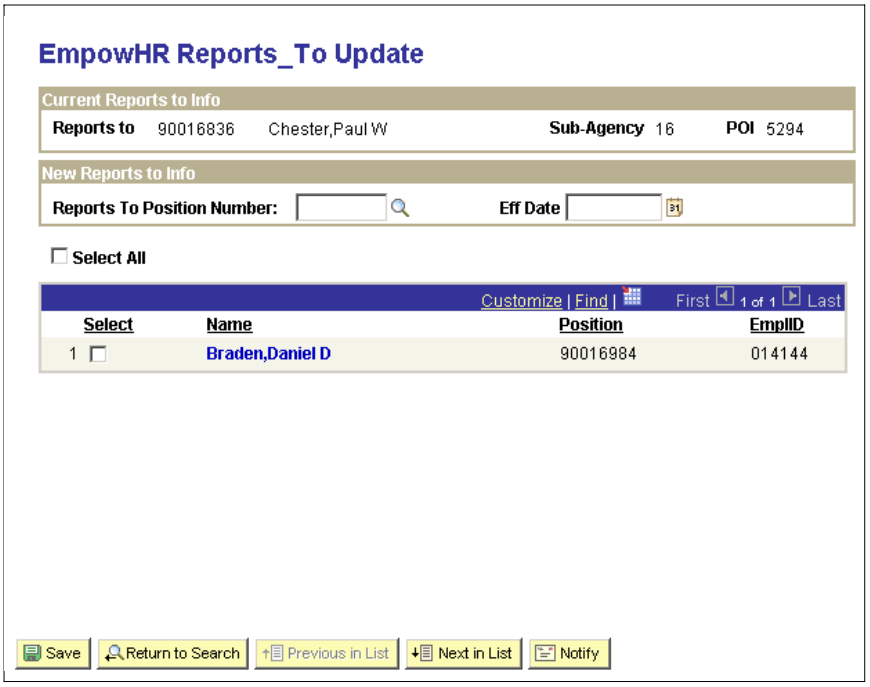


Figure 346. EmpowHR Reports_To Update page

4. Complete the fields as follows:

Reports To

This field is populated with the reports to number.

Name

This field is populated with the reports to name of the individual.

Sub-Agency

This field is populated with the agency of the reports to individual.

POI

This field is populated with the reports to 4 position Personnel Office Identifier (POI) .

Reports To Position Number

This field represents the new position number that will be change to the Reports to a different Report To individual. Enter the position number or select data by clicking the search icon.

Eff Date

Enter the effective date of the new position number Reports To.

Select All

Check this box to select all the employees listed to change their Reports To.

Select

Check the box next to the employee's name if the individual will be reporting to the new Reports To.

Position

This field is the employee's position number.

EmplID

This field is the employee's employee ID.

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

OR

Click **Return To Search** to search for another Reports To.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Previous In List**. This option will only be available if there are more than one Reports To.

OR

Click **Next In List**. This option will only be available if there are more than one Reports To.

Mass Reports To Update

This component allows an individual to mass 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 ***Find An Existing Value*** tab - EmpowHR Reports_To Update page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click ***Search***. The Mass Reports To Update page (**Figure 347**) is displayed.

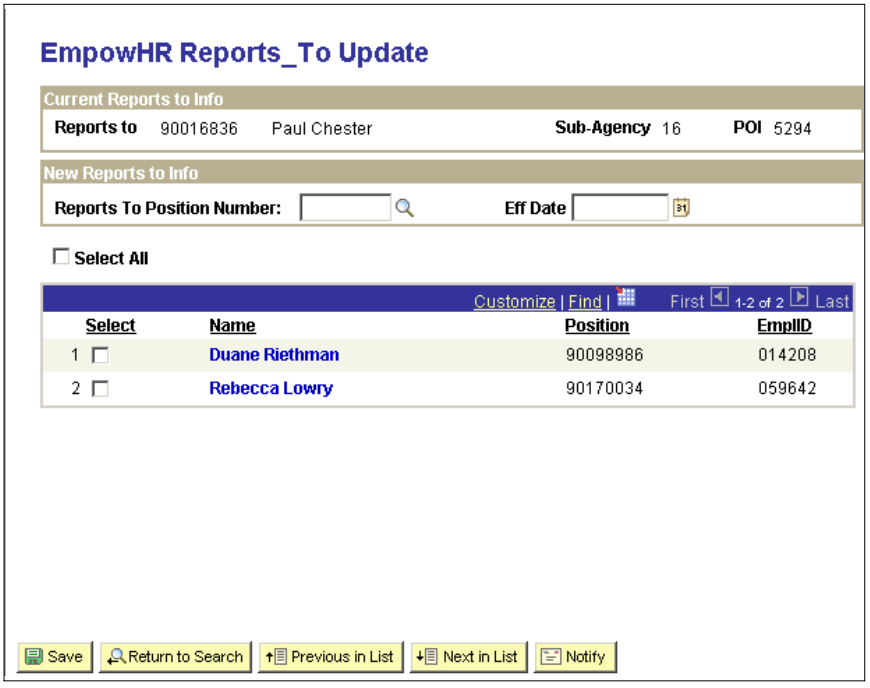


Figure 347. EmpowHR Reports_To Update page

4. Complete the fields as follows:

Reports To

This field is populated with the position number from the search page and that the listed employees report to. The name of the individual is also displayed.

Agency

This field is populated with the agency of the Reports To individual.

POI

This field is populated with the personnel office identifier of the Reports To individual.

Reports To Position Number

This field is the new position number that the selected employees will report to. Enter the positiion number or select data by clicking the search icon.

Effective Date

This the date on which change becomes effective; the date that an action begins. This date also determines when to view and change the information. Enter the effective date or select a date from the calendar icon.

Select All

This field allows the selection of all individual in the list. Check this box if all the individuals should report to a different position.

Select

This field allows the selection of selected individuals in the list. Check this box if the selected individual should report to a different position.

Name

This field is populated with the name of the individual that the reports to XXXXX.

Position

This field is populated with the position number of the individual that the reports to XXXXX.

EmpliID

This field is populated with the Employee ID of the individual that the reports to XXXXX.

5. Click **Save**.

OR

Click **Return To Search** to search for another report to position number.

OR

Click **Notify** to notify the next individual in the workflow.

OR

Click **Previous In List**. This option will display the previous reports to in the list. This option will not be available if there is only one record.

OR

Click **Next In List**. This option will display the next reports to in the list. This option will not be available if there is only one record.

Address Processing

To access the Address Info page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Address Processing*** component. The ***Find An Existing Value*** tab - Address Info page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click ***Search***. The Address Data tab page (**Figure 348**) is displayed. This is a view only page.

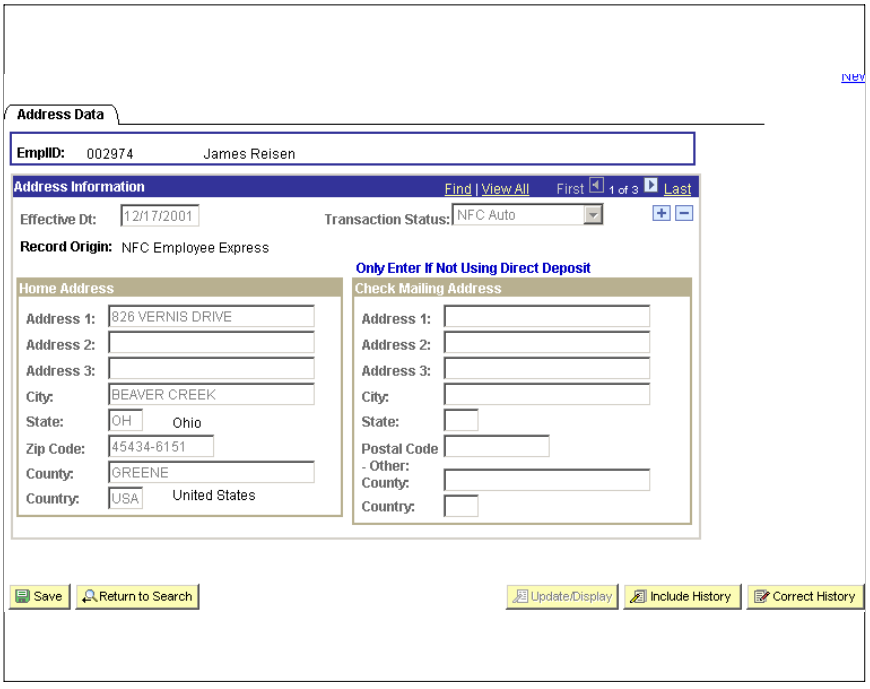


Figure 348. Address Data tab page

4. Complete the fields as follows:????????????????
5. Click **+** to add a row. This will allow the editing of the address.

6. Complete or edit the fields as follows:

***Effective Date**

This the date on which a table row becomes effective; the date that an action begins. This date also determines when to view and change the information.

Transaction Status

This field defaults to **`NFC Auto`**.

Record Origin

This field displays where the address originated.

Home/Address 1

Enter the applicable information.

Home/Address 2

Enter the applicable information.

Home/Address 3

Enter the applicable information.

Home/City

Enter the city or select data by clicking the search icon.

Home/State

Enter the state.

Home/Zip Code

Enter the zip code.

Home/County

Enter the county.

Home/Country

This field defaults to **`USA(United States)`**.

Check Mailing/Address1

Enter the applicable information.

Check Mailing/Address 2

Enter the applicable information.

Check Mailing/Address 2

Enter the applicable information.

Check Mailing/Address 3

Enter the applicable information.

Check Mailing/City

Enter the city or select data by clicking the search icon.

Check Mailing/State

Enter the state.

Check Mailing/Postal Code - Other

Enter the zip code.

Check Mailing/County

Enter the county.

Check Mailing/Country

This field defaults to **`USA(United States)`**.

7. Click the **–** to delete a row if the row was added in error.
8. Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another EmplID.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include history data for an address.

   OR

   Click **Correct History** to correct history data for an address.

Adjudication Information

To access the Adjudication page:

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

2. Select the ***Adjudication Information*** component. The ***Find An Existing Value*** tab - Adjudication Information page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click ***Search***. The Adjudication page (**Figure 349**) is displayed.

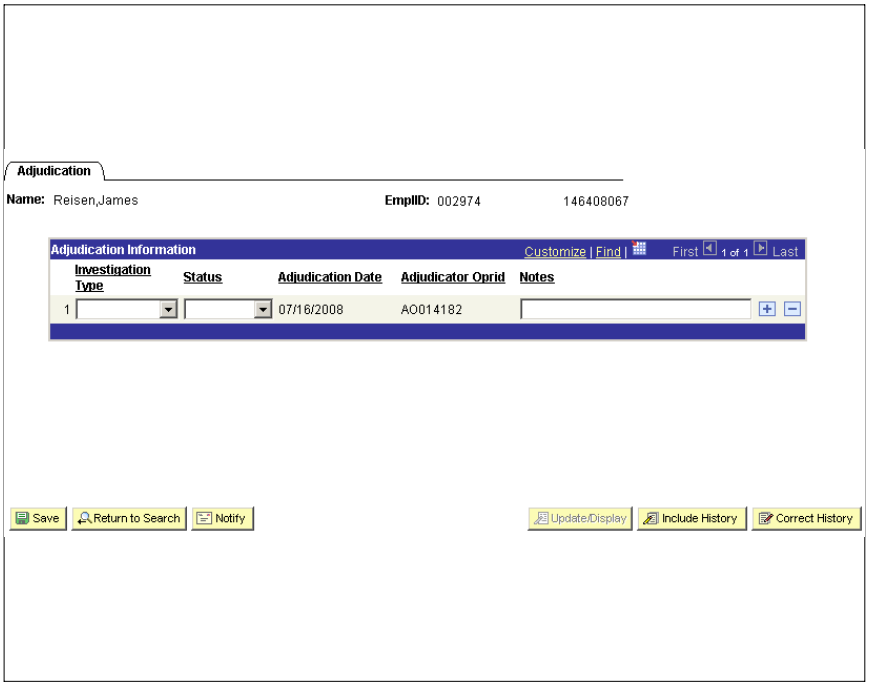


Figure 349. Adjudication page

4. Complete the fields as follows:????????????????

Name

This field is populated based upon the EmplID enter.

EmplID

This field is populated based upon the search criteria entered on the Find An Existing Value tab - Adjudication page.

Inventigation Type

Enter the type or select data from the drop-down list. The valid values are as follows:

Investigation Type Valid Values
FBI
NAC
NAC1

Investigation Type Valid Values
Secret
Top Secret

Status

Enter the investigation status or select data from the drop-down list. The valid values are as follows:

Status Valid Values
Approved
None
Not Approved

Adjudication Date

This field is populated with the current date.

Adjudicaory Oprid

This field is populated with the adjudicator operator ID. (Logon User ID)

Notes

This field is used to document any notes for the adjudication.

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

   OR

   Click **Return To Search** to search for another EmplID.

   OR

   Click **Notify** to notify the next individual in the workflow.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Include History** to include history data for an adjudication.

   OR

   Click **Correct History** to correct history data for an adjudication.

Schools

To add or modify Schools:

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

2. Select the ***Schools*** component. The ***Find An Existing Value*** tab - Schools page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click ***Search***. The School Table page (**Figure 350**) is displayed.

   OR

   Select the ***Add A New Value*** tab - Schools page is displayed. The information on this page will allow you to add data in order to enter new information. Enter the new criteria.

4. Click **Add**. The School Table page (**Figure 350**) is displayed.

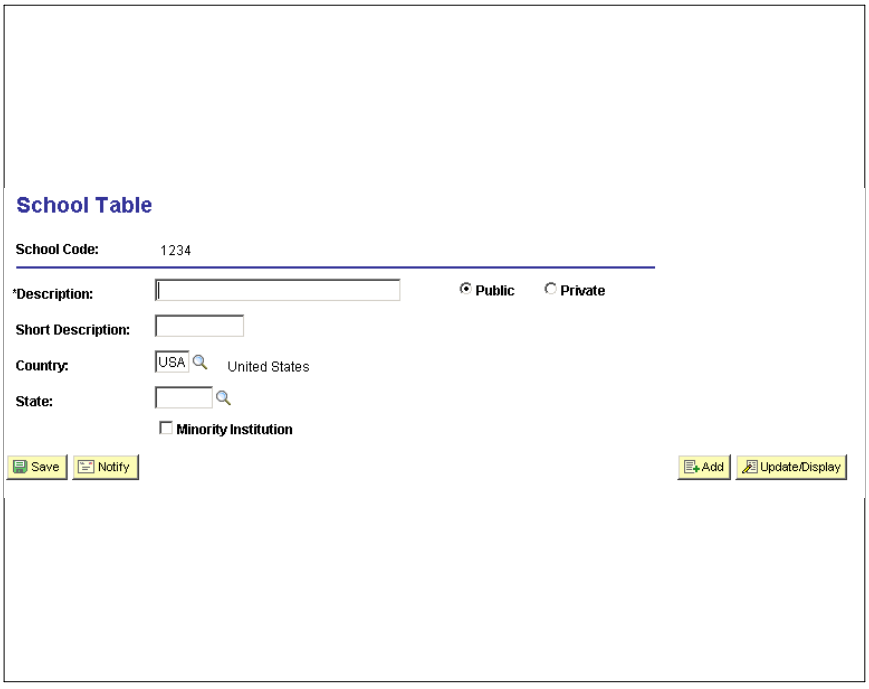


Figure 350. School Table page

5. Complete the fields as follows:

School Code

This field is populated based upon the School Code added on the Add A New Value tab.

Description

Enter the name of the school.

Public

Click this field if the school is public. The default is this field checked.

Private

Click this field if the school is private.

Short Description

Enter a short (abbreviated) name of the school.

Country

Enter the abbreviation for the school's country or click the icon to search for the applicable country. This field defaults to **USA**.

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. The default is this field blank.

6. Click **Save** to save your work. If you attempt to make another selection before clicking **Save**, an error message will appear.

   OR

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

   OR

   Click **Add** to return to the Add A New Value tab.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Figure 351.

7.

LC Initiate PAR

This option is for Library of Congress only.

To initiate a PAR for Library of Congress:

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

2. Select the ***LC Initiate PAR*** component. The ***Find An Existing Value*** tab - LC Initiate PAR page (**Figure 352**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information.

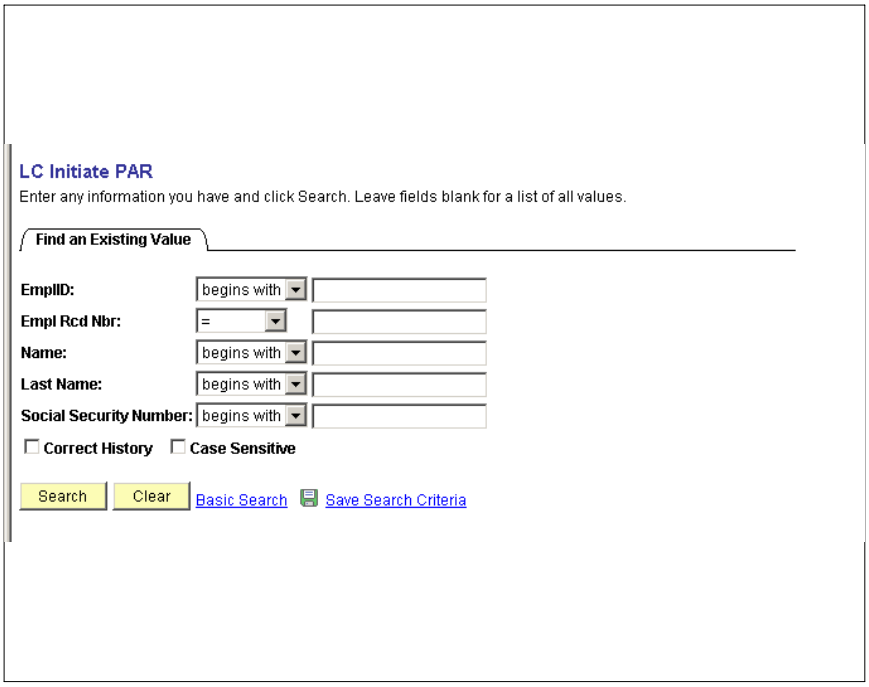


Figure 352. Find An Existing Value tab - LC Initiate PAR page

3. Complete the fields as follows:

EmplID

Enter the employee ID.

Empl Rcd Nbr

Enter the employee record number.

Name

Enter the first name.

Last Name

Enter the last name.

Social Security Number

Enter the social security number of the employee.

4. Click ***Search***. The Data Control tab - Hire Employe USF page (**Figure 309**) is displayed. For more information on PAR Processing, refere to Hire Employee USF in this procedure manual.

   OR

5. Click **Clear** to clear the search.

LC Approve PAR

This option is for Library of Congress only.

To approve a PAR for Library of Congress:

1. Select the ***PAR Processing*** menu group.
2. Select the ***LC Approve PAR*** component. The ***Find An Existing Value*** tab - LC Approve PAR page (**Figure 353**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information.

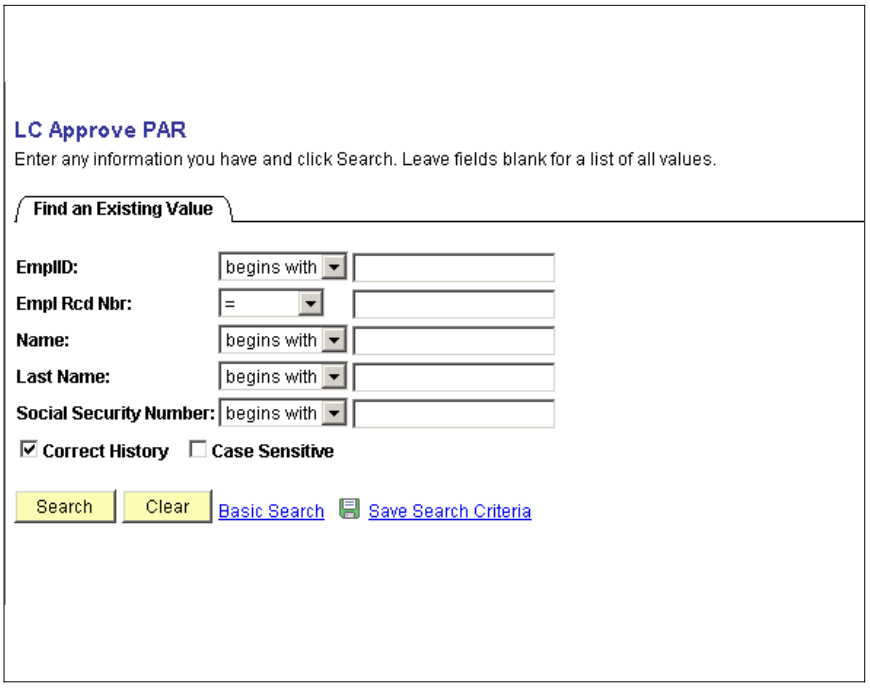


Figure 353. Find An Existing Value tab - LC Approve PAR page

3. Complete the fields as follows:

EmplID

Enter the employee ID.

Empl Rcd Nbr

Enter the employee record number.

Name

Enter the first name.

Last Name

Enter the last name.

Social Security Number

Enter the social security number of the employee.

4. Click ***Search***. The Data Control tab - Hire Employe USF page (**Figure 309**) is displayed. For more information on PAR Processing, refere to Hire Employee USF in this procedure manual.

   OR

5. 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 ***Find An Existing Value*** tab - Who Has The Who Has The Worklist page (**Figure 354**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

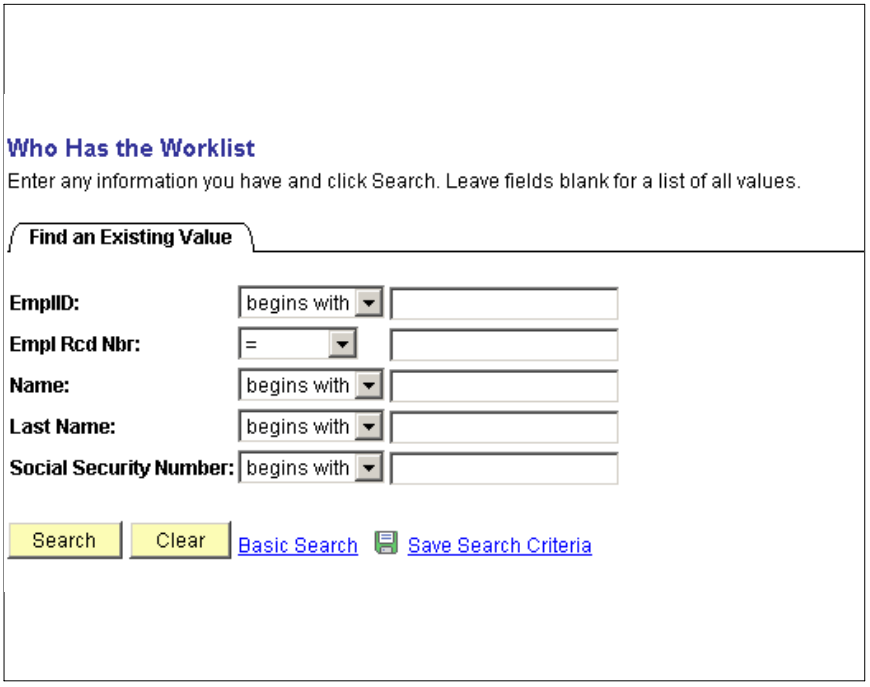


Figure 354. Find An Existing Value tab - Who Has The Worklist page

3. Complete the fields as follows:

EmplID

Enter the employee ID.

Empl Rcd Nbr

Enter the employee record number.

Name

Enter the first name.

Last Name

Enter the last name.

Social Security Number

Enter the social security number of the employee.

4. Click ***Search***. (DPR REPORTED)

   OR

5. Click **Clear** to clear the search.

6. Click **Search** or **Clear** as applicable.

HR Processing

Each type HR Processing will display a ***Find An Existing Value*** tab. Enter any one of the fields to search for information to enter a transaction. For more information on the ***Find An Existing Value*** page refer to the Basics - Find An Existing Value of this procedure.

Individual Time Off Award

Rollback

To access the HR Processing USF page:

1. Select the ***PAR Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find An Existing Value*** tab - HR Processing USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Data Control tab - HR Processing USF page (**Figure 355**) is displayed.

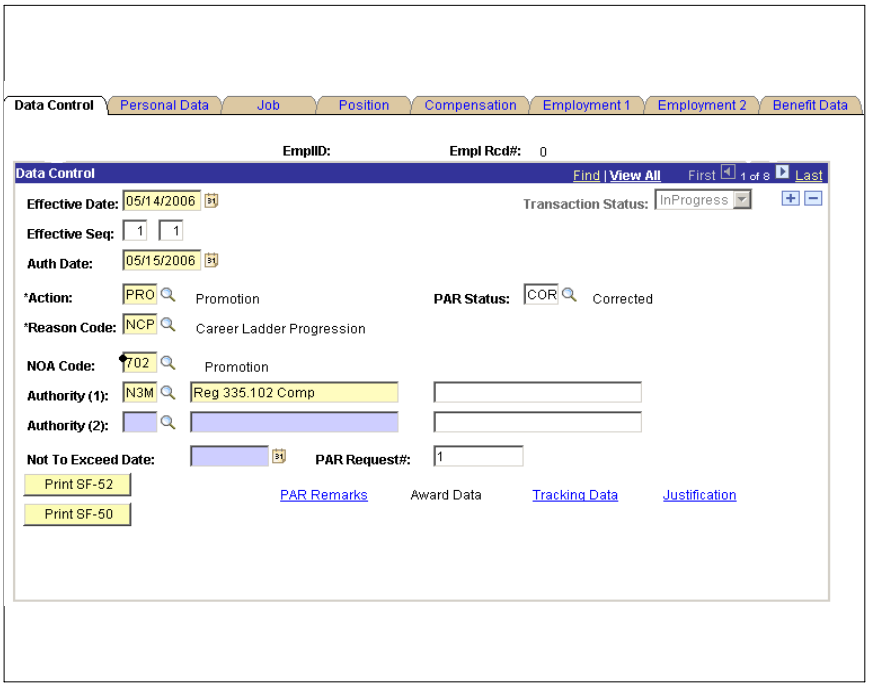


Figure 355. Data Control tab - HR Processing USF page

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

EmplID

This field is populated with the employee ID used in search or add a value tabs.

Employee Rcd#

This field is populated with the number of records for the employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Effective Sequence

This field is populated with the sequence number of the page.

Auth Date

Enter the applicable date or select a date from the calendar icon.

Action

Enter the applicable action code or select data by clicking the search icon. When adding more that one action for the same effective date, the actions must have sequential authorization dates.

Reason Code

Enter the applicable action code or select data by clicking the search icon.

NOA Code

Confirm the nature of action code.

6. Complete all other applicable fields for the action.
7. Click **Save**. The action is saved with a transaction status of **`NFC Ready`**.

Note: Actions with an NFC Status of **`NFC Ready`** or **`Ready Future`** can be edited until PINE picks up the action for processing at NFC.

For more information on Personnel Action Request (PAR) processing, refer to the PAR Processing section of this procedure.

Individual Time Off Award

This section explains the process of an Individual Time Off Award. Listed below are the types of awards:

Award Recognition

Action	Additional Information	Required Fields
Spot Award/Special Act or Special Service Award		▪ From Date ▪ To Date ▪ Award Amount ▪ Number of Persons ▪ Case Number ▪ Intangible or Tangible (1=yeas or space) ▪ If paying by third party draft, check the box ▪ Award Code (C24 must be entered if the PAR is a spot award) ▪ Pay code ▪ Address indicator ▪ Justification
Suggestion Award		▪ From Date ▪ To Date ▪ Award Amount ▪ Number of Persons ▪ Case Number ▪ Intangible or Tangible (1=yeas or space) ▪ Award Code (C24 must be entered if the PAR is a spot award) ▪ Pay code ▪ Address indicator ▪ Justification

Award Recognition

Action	Additional Information	Required Fields
Performance Award		▪ From Date ▪ To Date ▪ Award Amount ▪ Number of Persons ▪ Case Number ▪ Intangible or Tangible (1=yeas or space) ▪ Award Code (C24 must be entered if the PAR is a spot award) ▪ Pay code ▪ Address indicator ▪ Justification
Time Off Award		▪ Award Hours ▪ Case Number ▪ Award Code ▪ Pay Code ▪ Justification
Recruitment Bonus	A recruitment bonus is an incentive for recruiting GS full-time or part-time employees. This bonus is a one-time payment of up to 25 percent of the employee's annual basic pay, and may be offered to newly appointed employees or individuals to whom a written offer of employment has been made by the agency. This incentive may be used only if the absence of such a bonus would make it difficult to fill the position with a highly qualified candidate.	▪ Award Amount ▪ Justification

Award Recognition

Action	Additional Information	Required Fields
Relocation Bonus	A relocation bonus is an incentive officered to full-time or part-time GS employees to accept positions in different commuting areas. This relocation bonus is a on-time payment of up to 25 percent of annual basic pay and may be used only if the absence of such an incentive would make it difficult to fill the position with a highly qualified candidate.	▪ Award Amount ▪ Justification
Separation Incentive	A separation incentive is a on-time payment offered to employees as an incentive to retire or resign from Federal Service.	▪ Award Amount ▪ Award Code ▪ Pay Code ▪ Address indicator ▪ Justification

Listed below are some helpful hints:

- A separation incentive cannot be processed for a deceased employee or an employee in a active pay status.
- The effective date of the separation incentive can not be earlier than the retirement or resignation effective date.
- If the award is a group award, enter the same case number on each individual cash award.

To enter an Individual Time Off Award:

1. Select the ***PAR Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find An Existing Value*** tab - HR Processing USF page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria. To enter a Time Off Award, you must have an existing employee. On each field, you can enter the specific data or you can enter a portion of data and search on different criteria.
3. Click **Search**. The Data Control tab -HR Processing USF page (**Figure 355**) is displayed.

   OR

   Click **Clear** to clear the information entered in the fields.
4. Click **+** to add a new row on the Data Control tab -HR Processing USF page (**Figure 355**) .

5. Complete the fields as follows.

EmplID

This field is populated with the employee ID used in search or add a value tabs.

Employee Rcd#

This field is populated with the number of records for the employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Effective Sequence

This field is populated with the sequence number of the page.

Auth Date

Enter the applicable date or select a date from the calendar icon.

Action

Enter the action code for an award or select award data by clicking the search icon. When adding more that one action for the same effective date, the actions must have sequential authorization dates.

Reason Code

Enter the reason code for an award or select a reason code by clicking the search icon.

NOA Code

Enter the nature of action code for the award or select data by clicking the search icon. The literal is displayed after the code is entered. Use guidance from the Guide to Processing Personnel Action and the 5 CFR. This field is displayed on each page in the hire process.

Authority (1)

Enter the authority (1) for the NOA. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

Authority (2)

Enter the authority (2) for the NOA if applicable. The literal is displayed after the code is entered. Use guidance from the Guide to Processing personnel Action and the 5 CFR.

6. Click the ***Award Data*** link on the bottom of the Data Control tab - HR Processing USF page (**Figure 355**).The Award Data page (**Figure 356**) is displayed.

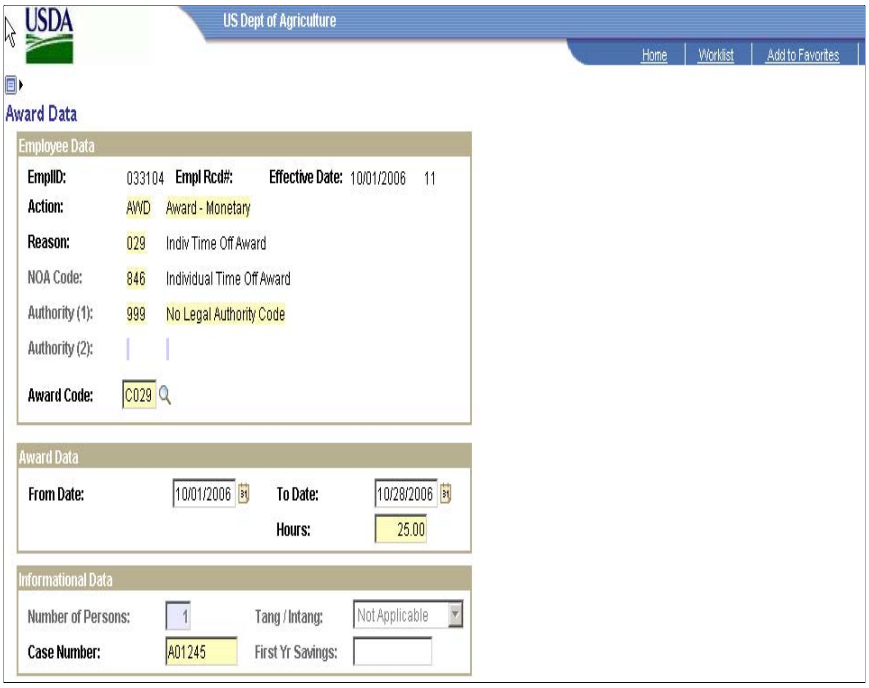


Figure 356. Award Data page

7. Complete the fields as follows:

EmplID

This field is populated.

Empl Rcd#

This field is populated.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon..

Action

Enter the applicable information.

Reason

Enter the applicable information.

NOA Code

Enter the applicable information.

Authority (1)

Enter the applicable information.

Authority (2)

Enter the applicable information.

Award Code

Enter the applicable information.

From Date

Enter the applicable date or select a date from the calendar icon.

To Date

Enter the applicable date or select a date from the calendar icon.

Hours

Enter the applicable hours.

Number Of Persons

Enter the applicable information.

Tang/Intang

Click the down arrow to select the applicable information. This field defaults to **`Not Applicable`**. The valid values are **`Intangible Benefit`**, **`Tangible Benefit`**, and **`Not Applicable`**.

Case Number

Enter the applicable information.

First Year Savings

Enter the applicable information.

8. Click the ***Benefit*** tab - Hire Employee USF page (**Figure 342**).

9. Complete the field as follows:

Transmit Blanks To NFC But Retain Value In *EmpowHR*

Check this box.

10. Click **OK**.

11. Click **Save**.

12. Click **OK**.

13. Click **OK** on the Award Is Marked NFC Ready pop-up.

Update Applied Action

This process is used to update the most current 063 personnel action that is applied on the NFC database to change the values in specified fields.

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

2. Select the ***Update Applied Action*** component. The ***Find An Existing Value*** tab - Update Applied Recs page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

3. Click **Search**. The Data Control tab - Hire Employee USF page (**Figure 357**) is displayed.

   OR

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

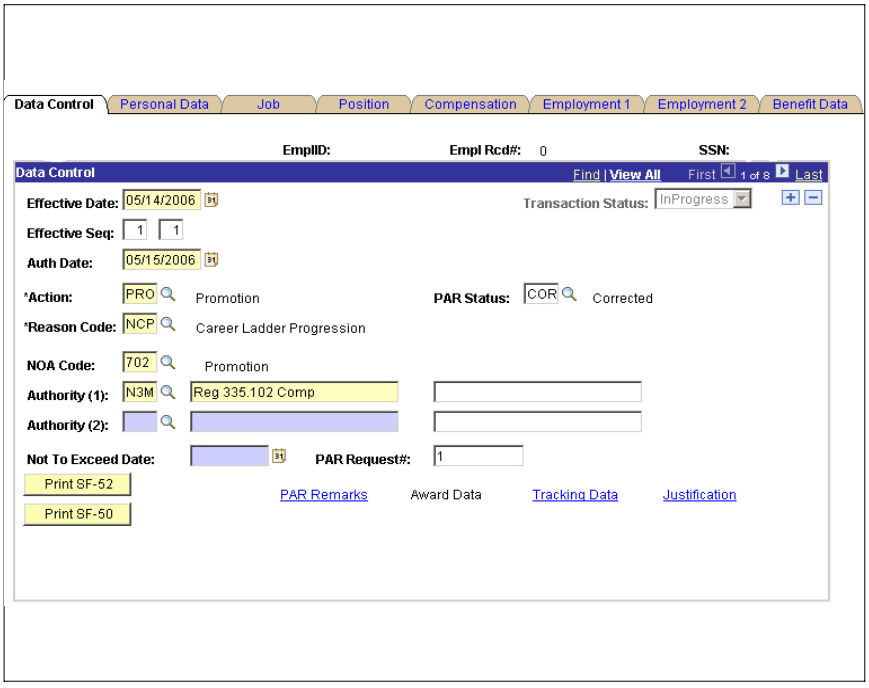


Figure 357. Data Control tab - Hire Employee USF page

4. Change the **`PAR Status`** to **`Update`**. Tab out of the PAR Status and the appropriate field(s) will become available.. Update the applicable fields.

5. Click **Save**.

6. Click **OK**.

This is the Field Listing for the ***EmpowHR*** procedure Update Applied Records:

***EmpowHR* PANEL FIELD LABEL**	***EmpowHR* PAGE 1**	***EmpowHR* PAGE 2**
A/L 45 DAYS	BENEFIT DATA	
A/L CAT CD	BENEFIT DATA	
ANNUITY SHARE AMOUNT	COMPENSATION	
CAREER TENURE DATE	COMPENSATION	
CITIZENSHIP STATUS	PERSONAL DATA	
COLA/POST DIFF	BENEFIT DATA	
COOP SHARE AMT	EMPLOYMENT 2	
CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
CSRS FROZEN SERVICE	BENEFIT DATA	
DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
FEGLI COVERAGE AMOUNT	BENEFIT DATA	
HANDICAP CODE	PERSONAL DATA	
MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
QUARTERS DED CD	BENEFIT DATA	
RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
RETAINED GRADE EXPIRES DATE	EMPLOYMENT 2	
RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
RNO	PERSONAL DATA	
SALARY SHARE CODE	EMPLOYMENT 2	
SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
SPCL EMPL CODE	BENEFIT DATA	
SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
TSP ELIGIBILITY CODE	BENEFIT DATA	

Correct Applied Action

The Correct Applied Action is used to correct the most current PAR (063 or 110) action or Cash Award that has applied on the NFC History File (IRIS Program IR525)

Do not used this function if transactions are being processed in the current processing pay period.

Checklist for History Correction

- IRIS Program, IR125

- IRIS Program IR525
- WIP Status
- HCUP Indicator
- Effective Dates
- NOA
- Authentication Dates
- Transaction Status
- Prev Effective Date
- Prev NOA
- Prev NOA Auth1
- Release Package

To Correct Applied Actions:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Correct Applied*** component. The ***Find An Existing Value*** tab - Correct Applied Action page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.
3. Click **Search**. The Data Control tab - Hire Employee USF page (**Figure 358**) is displayed.

   OR

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

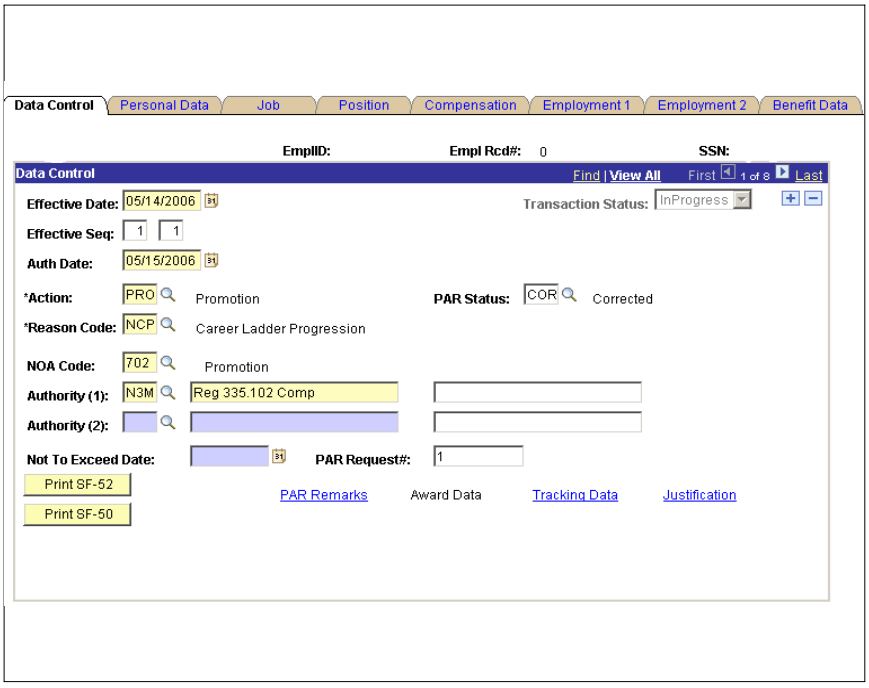


Figure 358. Data Control tab - Hire Employee USF page

4. Complete the Data Control field as follows:

PAR Status

Enter **R** in this field.

Authority 1

Enter **BYM** in this field.

5. Enter corrections on the applicable fields.
6. Click **Save**. The pop-up appears to reflect that the PAR Action was successfully saved.
7. Click **OK** on the pop-up.

The following table identifies what NFC fields can be corrected by a Nature of Action Code:

NOA FIELD LISTING

NOAC	NOAC DESCRIPTION	*EmpowHR* PANEL FIELD LABEL	*EmpowHR* PAGE 1	*EmpowHR* PAGE 2
100	CAREER APPOINTMENT	A/L 45 DAYS	BENEFIT DATA	
100	CAREER APPOINTMENT	A/L CAT CD	BENEFIT DATA	
100	CAREER APPOINTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
100	CAREER APPOINTMENT	ANNUITANT INDICATOR	BENEFIT DATA	
100	CAREER APPOINTMENT	ANNUITY SHARE AMOUNT	COMPENSATION	
100	CAREER APPOINTMENT	AUTHORITY	DATA CONTROL	
100	CAREER APPOINTMENT	BASE PAY	COMPENSATION	
100	CAREER APPOINTMENT	CITIZENSHIP STATUS	PERSONAL DATA	
100	CAREER APPOINTMENT	COLA/POST DIFF	BENEFIT DATA	
100	CAREER APPOINTMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	COOP SHARE AMT	EMPLOYMENT 2	
100	CAREER APPOINTMENT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	CSRS FROZEN SERVICE	BENEFIT DATA	
100	CAREER APPOINTMENT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
100	CAREER APPOINTMENT	DATE OF BIRTH	PERSONAL DATA	
100	CAREER APPOINTMENT	EARN LEAVE DURING PP	BENEFIT DATA	
100	CAREER APPOINTMENT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS

100	CAREER APPOINTMENT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	FEGLI CODE	BENEFIT DATA	
100	CAREER APPOINTMENT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
100	CAREER APPOINTMENT	FEHB ELIGIBILITY	BENEFIT DATA	
100	CAREER APPOINTMENT	GRADE ENTRY DATE	COMPENSATION	
100	CAREER APPOINTMENT	HANDICAP CODE	PERSONAL DATA	
100	CAREER APPOINTMENT	LOSING/GAINING DEPT	JOB	
100	CAREER APPOINTMENT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	PAR REMARKS	DATA CONTROL	
100	CAREER APPOINTMENT	PAY RATE DETERMINANT	COMPENSATION	
100	CAREER APPOINTMENT	POSITION	JOB	
100	CAREER APPOINTMENT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
100	CAREER APPOINTMENT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
100	CAREER APPOINTMENT	QUARTERS DED CD	BENEFIT DATA	
100	CAREER APPOINTMENT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	RETIREMENT PLAN	BENEFIT DATA	
100	CAREER APPOINTMENT	RNO	PERSONAL DATA	
100	CAREER APPOINTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
100	CAREER APPOINTMENT	SPCL EMPL CODE	BENEFIT DATA	
100	CAREER APPOINTMENT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
100	CAREER APPOINTMENT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
100	CAREER APPOINTMENT	STANDARD HOURS	POSITION	

100	CAREER APPOINTMENT	STEP	COMPENSATION	
100	CAREER APPOINTMENT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
100	CAREER APPOINTMENT	TENURE	EMPLOYMENT 2	
100	CAREER APPOINTMENT	TSP ELIGIBILITY CODE	BENEFIT DATA	
100	CAREER APPOINTMENT	TYPE APPT	POSITION	
100	CAREER APPOINTMENT	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
100	CAREER APPOINTMENT	WORK SCHEDULE	POSITION	
101	CAREER CONDITIONAL APPOINTMENT	A/L 45 DAYS	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	A/L CAT CD	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
101	CAREER CONDITIONAL APPOINTMENT	ANNUITANT INDICATOR	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	ANNUITY SHARE AMOUNT	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	AUTHORITY	DATA CONTROL	
101	CAREER CONDITIONAL APPOINTMENT	BASE PAY	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	CAREER TENURE DATE	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	CITIZENSHIP STATUS	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	COLA/POST DIFF	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	COOP SHARE AMT	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	CSRS FROZEN SERVICE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
101	CAREER CONDITIONAL APPOINTMENT	DATE OF BIRTH	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	EARN LEAVE DURING PP	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
101	CAREER CONDITIONAL APPOINTMENT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	

101	CAREER CONDITIONAL APPOINTMENT	FEGLI CODE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	FEHB ELIGIBILITY	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	GRADE ENTRY DATE	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	HANDICAP CODE	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	LOSING/GAINING DEPT	JOB	
101	CAREER CONDITIONAL APPOINTMENT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	PAR REMARKS	DATA CONTROL	
101	CAREER CONDITIONAL APPOINTMENT	PAY RATE DETERMINANT	COMPENSATION	
101	CAREER CONDITIONAL APPOINTMENT	POSITION	JOB	
101	CAREER CONDITIONAL APPOINTMENT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	QUARTERS DED CD	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	RETIREMENT PLAN	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	RNO	PERSONAL DATA	
101	CAREER CONDITIONAL APPOINTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
101	CAREER CONDITIONAL APPOINTMENT	SPCL EMPL CODE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
101	CAREER CONDITIONAL APPOINTMENT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
101	CAREER CONDITIONAL APPOINTMENT	STANDARD HOURS	POSITION	
101	CAREER CONDITIONAL APPOINTMENT	STEP	COMPENSATION	

101	CAREER CONDITIONAL APPOINTMENT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	TENURE	EMPLOYMENT 2	
101	CAREER CONDITIONAL APPOINTMENT	TSP ELIGIBILITY CODE	BENEFIT DATA	
101	CAREER CONDITIONAL APPOINTMENT	TYPE APPT	POSITION	
101	CAREER CONDITIONAL APPOINTMENT	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
101	CAREER CONDITIONAL APPOINTMENT	WORK SCHEDULE	POSITION	
108	TERM APPT NTE	A/L 45 DAYS	BENEFIT DATA	
108	TERM APPT NTE	A/L CAT CD	BENEFIT DATA	
108	TERM APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
108	TERM APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
108	TERM APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
108	TERM APPT NTE	AUTHORITY	DATA CONTROL	
108	TERM APPT NTE	BASE PAY	COMPENSATION	
108	TERM APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
108	TERM APPT NTE	COLA/POST DIFF	BENEFIT DATA	
108	TERM APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
108	TERM APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
108	TERM APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
108	TERM APPT NTE	DATE OF BIRTH	PERSONAL DATA	
108	TERM APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
108	TERM APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
108	TERM APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
108	TERM APPT NTE	FEGLI CODE	BENEFIT DATA	
108	TERM APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
108	TERM APPT NTE	GRADE ENTRY DATE	COMPENSATION	
108	TERM APPT NTE	HANDICAP CODE	PERSONAL DATA	
108	TERM APPT NTE	LOSING/GAINING DEPT	JOB	

108	TERM APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
108	TERM APPT NTE	PAR REMARKS	DATA CONTROL	
108	TERM APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
108	TERM APPT NTE	POSITION	JOB	
108	TERM APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
108	TERM APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
108	TERM APPT NTE	QUARTERS DED CD	BENEFIT DATA	
108	TERM APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
108	TERM APPT NTE	RNO	PERSONAL DATA	
108	TERM APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
108	TERM APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
108	TERM APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
108	TERM APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
108	TERM APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
108	TERM APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
108	TERM APPT NTE	STANDARD HOURS	POSITION	
108	TERM APPT NTE	STEP	COMPENSATION	
108	TERM APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
108	TERM APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
108	TERM APPT NTE	TENURE	EMPLOYMENT 2	
108	TERM APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
108	TERM APPT NTE	TYPE APPT	POSITION	
108	TERM APPT NTE	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
108	TERM APPT NTE	WORK SCHEDULE	POSITION	
112	TEMP APPT PER	A/L 45 DAYS	BENEFIT DATA	
112	TEMP APPT PER	A/L CAT CD	BENEFIT DATA	
112	TEMP APPT PER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
112	TEMP APPT PER	ANNUITANT INDICATOR	BENEFIT DATA	
112	TEMP APPT PER	ANNUITY SHARE AMOUNT	COMPENSATION	
112	TEMP APPT PER	AUTHORITY	DATA CONTROL	

112	TEMP APPT PER	BASE PAY	COMPENSATION	
112	TEMP APPT PER	CITIZENSHIP STATUS	PERSONAL DATA	
112	TEMP APPT PER	COLA/POST DIFF	BENEFIT DATA	
112	TEMP APPT PER	COOP HOLIDAY RATE	EMPLOYMENT 2	
112	TEMP APPT PER	COOP OVERTIME RATE	EMPLOYMENT 2	
112	TEMP APPT PER	COOP SHARE AMT	EMPLOYMENT 2	
112	TEMP APPT PER	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	CSRS FROZEN SERVICE	BENEFIT DATA	
112	TEMP APPT PER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
112	TEMP APPT PER	DATE OF BIRTH	PERSONAL DATA	
112	TEMP APPT PER	EARN LEAVE DURING PP	BENEFIT DATA	
112	TEMP APPT PER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
112	TEMP APPT PER	FEGLI CODE	BENEFIT DATA	
112	TEMP APPT PER	FEHB ELIGIBILITY	BENEFIT DATA	
112	TEMP APPT PER	GRADE ENTRY DATE	COMPENSATION	
112	TEMP APPT PER	HANDICAP CODE	PERSONAL DATA	
112	TEMP APPT PER	LOSING/GAINING DEPT	JOB	
112	TEMP APPT PER	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	PAR REMARKS	DATA CONTROL	
112	TEMP APPT PER	PAY RATE DETERMINANT	COMPENSATION	
112	TEMP APPT PER	POSITION	JOB	
112	TEMP APPT PER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
112	TEMP APPT PER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
112	TEMP APPT PER	QUARTERS DED CD	BENEFIT DATA	
112	TEMP APPT PER	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	RETIREMENT PLAN	BENEFIT DATA	
112	TEMP APPT PER	RNO	PERSONAL DATA	
112	TEMP APPT PER	SALARY SHARE CODE	EMPLOYMENT 2	
112	TEMP APPT PER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
112	TEMP APPT PER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
112	TEMP APPT PER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
112	TEMP APPT PER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
112	TEMP APPT PER	SPCL EMPL CODE	BENEFIT DATA	
112	TEMP APPT PER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
112	TEMP APPT PER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
112	TEMP APPT PER	STANDARD HOURS	POSITION	
112	TEMP APPT PER	STEP	COMPENSATION	
112	TEMP APPT PER	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	

112	TEMP APPT PER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
112	TEMP APPT PER	TENURE	EMPLOYMENT 2	
112	TEMP APPT PER	TSP ELIGIBILITY CODE	BENEFIT DATA	
112	TEMP APPT PER	TYPE APPT	POSITION	
112	TEMP APPT PER	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
112	TEMP APPT PER	WORK SCHEDULE	POSITION	
115	APPT NTE	A/L 45 DAYS	BENEFIT DATA	
115	APPT NTE	A/L CAT CD	BENEFIT DATA	
115	APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
115	APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
115	APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
115	APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
115	APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
115	APPT NTE	AUTHORITY	DATA CONTROL	
115	APPT NTE	BASE PAY	COMPENSATION	
115	APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
115	APPT NTE	COLA/POST DIFF	BENEFIT DATA	
115	APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
115	APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
115	APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
115	APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
115	APPT NTE	DATE OF BIRTH	PERSONAL DATA	
115	APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
115	APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
115	APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
115	APPT NTE	FEGLI CODE	BENEFIT DATA	
115	APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
115	APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
115	APPT NTE	GRADE ENTRY DATE	COMPENSATION	
115	APPT NTE	HANDICAP CODE	PERSONAL DATA	
115	APPT NTE	LOSING/GAINING DEPT	JOB	
115	APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
115	APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
115	APPT NTE	PAR REMARKS	DATA CONTROL	

115	APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
115	APPT NTE	POSITION	JOB	
115	APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
115	APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
115	APPT NTE	QUARTERS DED CD	BENEFIT DATA	
115	APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
115	APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
115	APPT NTE	RNO	PERSONAL DATA	
115	APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
115	APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
115	APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
115	APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
115	APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
115	APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
115	APPT NTE	STANDARD HOURS	POSITION	
115	APPT NTE	STEP	COMPENSATION	
115	APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
115	APPT NTE	TENURE	EMPLOYMENT 2	
115	APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
115	APPT NTE	TYPE APPT	POSITION	
115	APPT NTE	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
115	APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
115	APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
115	APPT NTE	WORK SCHEDULE	POSITION	
130	TRANSFER	A/L 45 DAYS	BENEFIT DATA	
130	TRANSFER	A/L CAT CD	BENEFIT DATA	
130	TRANSFER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
130	TRANSFER	ANNUITANT INDICATOR	BENEFIT DATA	
130	TRANSFER	ANNUITY SHARE AMOUNT	COMPENSATION	
130	TRANSFER	AUTHORITY	DATA CONTROL	
130	TRANSFER	BASE PAY	COMPENSATION	
130	TRANSFER	CAREER TENURE DATE	EMPLOYMENT 1	
130	TRANSFER	CITIZENSHIP STATUS	PERSONAL DATA	
130	TRANSFER	COLA/POST DIFF	BENEFIT DATA	
130	TRANSFER	COOP SHARE AMT	EMPLOYMENT 2	
130	TRANSFER	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
130	TRANSFER	CSRS FROZEN SERVICE	BENEFIT DATA	
130	TRANSFER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
130	TRANSFER	DATE OF BIRTH	PERSONAL DATA	
130	TRANSFER	EARN LEAVE DURING PP	BENEFIT DATA	

130	TRANSFER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
130	TRANSFER	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
130	TRANSFER	FEGLI CODE	BENEFIT DATA	
130	TRANSFER	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
130	TRANSFER	FEHB ELIGIBILITY	BENEFIT DATA	
130	TRANSFER	GRADE ENTRY DATE	COMPENSATION	
130	TRANSFER	HANDICAP CODE	PERSONAL DATA	
130	TRANSFER	LOSING/GAINING DEPT	JOB	
130	TRANSFER	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
130	TRANSFER	PAR REMARKS	DATA CONTROL	
130	TRANSFER	PAY RATE DETERMINANT	COMPENSATION	
130	TRANSFER	POSITION	JOB	
130	TRANSFER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
130	TRANSFER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
130	TRANSFER	QUARTERS DED CD	BENEFIT DATA	
130	TRANSFER	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
130	TRANSFER	RETIREMENT PLAN	BENEFIT DATA	
130	TRANSFER	RNO	PERSONAL DATA	
130	TRANSFER	SALARY SHARE CODE	EMPLOYMENT 2	
130	TRANSFER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
130	TRANSFER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
130	TRANSFER	SPCL EMPL CODE	BENEFIT DATA	
130	TRANSFER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
130	TRANSFER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
130	TRANSFER	STANDARD HOURS	POSITION	
130	TRANSFER	STEP	COMPENSATION	
130	TRANSFER	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
130	TRANSFER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
130	TRANSFER	TENURE	EMPLOYMENT 2	
130	TRANSFER	TSP ELIGIBILITY CODE	BENEFIT DATA	
130	TRANSFER	TYPE APPT	POSITION	
130	TRANSFER	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
130	TRANSFER	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO

130	TRANSFER	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
130	TRANSFER	WORK SCHEDULE	POSITION	
140	REINS CAREER	A/L 45 DAYS	BENEFIT DATA	
140	REINS CAREER	A/L CAT CD	BENEFIT DATA	
140	REINS CAREER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
140	REINS CAREER	ANNUITANT INDICATOR	BENEFIT DATA	
140	REINS CAREER	ANNUITY SHARE AMOUNT	COMPENSATION	
140	REINS CAREER	AUTHORITY	DATA CONTROL	
140	REINS CAREER	BASE PAY	COMPENSATION	
140	REINS CAREER	CITIZENSHIP STATUS	PERSONAL DATA	
140	REINS CAREER	COLA/POST DIFF	BENEFIT DATA	
140	REINS CAREER	COOP SHARE AMT	EMPLOYMENT 2	
140	REINS CAREER	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	CSRS FROZEN SERVICE	BENEFIT DATA	
140	REINS CAREER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
140	REINS CAREER	DATE OF BIRTH	PERSONAL DATA	
140	REINS CAREER	EARN LEAVE DURING PP	BENEFIT DATA	
140	REINS CAREER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
140	REINS CAREER	FEGLI CODE	BENEFIT DATA	
140	REINS CAREER	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
140	REINS CAREER	FEHB ELIGIBILITY	BENEFIT DATA	
140	REINS CAREER	GRADE ENTRY DATE	COMPENSATION	
140	REINS CAREER	HANDICAP CODE	PERSONAL DATA	
140	REINS CAREER	LOSING/GAINING DEPT	JOB	
140	REINS CAREER	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	PAR REMARKS	DATA CONTROL	
140	REINS CAREER	PAY RATE DETERMINANT	COMPENSATION	
140	REINS CAREER	POSITION	JOB	
140	REINS CAREER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
140	REINS CAREER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
140	REINS CAREER	QUARTERS DED CD	BENEFIT DATA	
140	REINS CAREER	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	RETIREMENT PLAN	BENEFIT DATA	
140	REINS CAREER	RNO	PERSONAL DATA	
140	REINS CAREER	SALARY SHARE CODE	EMPLOYMENT 2	
140	REINS CAREER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
140	REINS CAREER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
140	REINS CAREER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	

140	REINS CAREER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
140	REINS CAREER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
140	REINS CAREER	SPCL EMPL CODE	BENEFIT DATA	
140	REINS CAREER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
140	REINS CAREER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
140	REINS CAREER	STANDARD HOURS	POSITION	
140	REINS CAREER	STEP	COMPENSATION	
140	REINS CAREER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
140	REINS CAREER	TENURE	EMPLOYMENT 2	
140	REINS CAREER	TSP ELIGIBILITY CODE	BENEFIT DATA	
140	REINS CAREER	TYPE APPT	POSITION	
140	REINS CAREER	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
140	REINS CAREER	WORK SCHEDULE	POSITION	
141	REINS CAREER COND	A/L 45 DAYS	BENEFIT DATA	
141	REINS CAREER COND	A/L CAT CD	BENEFIT DATA	
141	REINS CAREER COND	ACTUAL EFFECTIVE DATE	DATA CONTROL	
141	REINS CAREER COND	ANNUITANT INDICATOR	BENEFIT DATA	
141	REINS CAREER COND	ANNUITY SHARE AMOUNT	COMPENSATION	
141	REINS CAREER COND	AUTHORITY	DATA CONTROL	
141	REINS CAREER COND	BASE PAY	COMPENSATION	
141	REINS CAREER COND	CAREER TENURE DATE	EMPLOYMENT 1	
141	REINS CAREER COND	CITIZENSHIP STATUS	PERSONAL DATA	
141	REINS CAREER COND	COLA/POST DIFF	BENEFIT DATA	
141	REINS CAREER COND	COOP HOLIDAY RATE	EMPLOYMENT 2	
141	REINS CAREER COND	COOP OVERTIME RATE	EMPLOYMENT 2	
141	REINS CAREER COND	COOP SHARE AMT	EMPLOYMENT 2	
141	REINS CAREER COND	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	CSRS FROZEN SERVICE	BENEFIT DATA	
141	REINS CAREER COND	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
141	REINS CAREER COND	DATE OF BIRTH	PERSONAL DATA	
141	REINS CAREER COND	EARN LEAVE DURING PP	BENEFIT DATA	
141	REINS CAREER COND	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
141	REINS CAREER COND	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
141	REINS CAREER COND	FEGLI CODE	BENEFIT DATA	
141	REINS CAREER COND	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
141	REINS CAREER COND	FEHB ELIGIBILITY	BENEFIT DATA	
141	REINS CAREER COND	GRADE ENTRY DATE	COMPENSATION	
141	REINS CAREER COND	HANDICAP CODE	PERSONAL DATA	
141	REINS CAREER COND	LOSING/GAINING DEPT	JOB	

141	REINS CAREER COND	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	PAR REMARKS	DATA CONTROL	
141	REINS CAREER COND	PAY RATE DETERMINANT	COMPENSATION	
141	REINS CAREER COND	POSITION	JOB	
141	REINS CAREER COND	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
141	REINS CAREER COND	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
141	REINS CAREER COND	QUARTERS DED CD	BENEFIT DATA	
141	REINS CAREER COND	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	RETIREMENT PLAN	BENEFIT DATA	
141	REINS CAREER COND	RNO	PERSONAL DATA	
141	REINS CAREER COND	SALARY SHARE CODE	EMPLOYMENT 2	
141	REINS CAREER COND	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
141	REINS CAREER COND	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
141	REINS CAREER COND	SPCL EMPL CODE	BENEFIT DATA	
141	REINS CAREER COND	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
141	REINS CAREER COND	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
141	REINS CAREER COND	STANDARD HOURS	POSITION	
141	REINS CAREER COND	STEP	COMPENSATION	
141	REINS CAREER COND	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
141	REINS CAREER COND	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
141	REINS CAREER COND	TENURE	EMPLOYMENT 2	
141	REINS CAREER COND	TSP ELIGIBILITY CODE	BENEFIT DATA	
141	REINS CAREER COND	TYPE APPT	POSITION	
141	REINS CAREER COND	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
141	REINS CAREER COND	WORK SCHEDULE	POSITION	
142	SES CAREER APPT	A/L 45 DAYS	BENEFIT DATA	
142	SES CAREER APPT	A/L CAT CD	BENEFIT DATA	
142	SES CAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
142	SES CAREER APPT	ANNUITANT INDICATOR	BENEFIT DATA	
142	SES CAREER APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
142	SES CAREER APPT	AUTHORITY	DATA CONTROL	
142	SES CAREER APPT	BASE PAY	COMPENSATION	

142	SES CAREER APPT	CITIZENSHIP STATUS	PERSONAL DATA	
142	SES CAREER APPT	COLA/POST DIFF	BENEFIT DATA	
142	SES CAREER APPT	COOP SHARE AMT	EMPLOYMENT 2	
142	SES CAREER APPT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
142	SES CAREER APPT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
142	SES CAREER APPT	DATE OF BIRTH	PERSONAL DATA	
142	SES CAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
142	SES CAREER APPT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
142	SES CAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
142	SES CAREER APPT	FEGLI CODE	BENEFIT DATA	
142	SES CAREER APPT	GRADE ENTRY DATE	COMPENSATION	
142	SES CAREER APPT	HANDICAP CODE	PERSONAL DATA	
142	SES CAREER APPT	LOSING/GAINING DEPT	JOB	
142	SES CAREER APPT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	PAR REMARKS	DATA CONTROL	
142	SES CAREER APPT	PAY RATE DETERMINANT	COMPENSATION	
142	SES CAREER APPT	POSITION	JOB	
142	SES CAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
142	SES CAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
142	SES CAREER APPT	QUARTERS DED CD	BENEFIT DATA	
142	SES CAREER APPT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
142	SES CAREER APPT	RNO	PERSONAL DATA	
142	SES CAREER APPT	SALARY SHARE CODE	EMPLOYMENT 2	
142	SES CAREER APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
142	SES CAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
142	SES CAREER APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
142	SES CAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
142	SES CAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
142	SES CAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
142	SES CAREER APPT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
142	SES CAREER APPT	STANDARD HOURS	POSITION	
142	SES CAREER APPT	STEP	COMPENSATION	
142	SES CAREER APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
142	SES CAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	

142	SES CAREER APPT	TENURE	EMPLOYMENT 2	
142	SES CAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
142	SES CAREER APPT	TYPE APPT	POSITION	
142	SES CAREER APPT	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
142	SES CAREER APPT	WORK SCHEDULE	POSITION	
146	SES NONCAREER APPT	A/L 45 DAYS	BENEFIT DATA	
146	SES NONCAREER APPT	A/L CAT CD	BENEFIT DATA	
146	SES NONCAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
146	SES NONCAREER APPT	ANNUITANT INDICATOR	BENEFIT DATA	
146	SES NONCAREER APPT	AUTHORITY	DATA CONTROL	
146	SES NONCAREER APPT	BASE PAY	COMPENSATION	
146	SES NONCAREER APPT	CITIZENSHIP STATUS	PERSONAL DATA	
146	SES NONCAREER APPT	COLA/POST DIFF	BENEFIT DATA	
146	SES NONCAREER APPT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
146	SES NONCAREER APPT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
146	SES NONCAREER APPT	DATE OF BIRTH	PERSONAL DATA	
146	SES NONCAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
146	SES NONCAREER APPT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
146	SES NONCAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
146	SES NONCAREER APPT	FEGLI CODE	BENEFIT DATA	
146	SES NONCAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
146	SES NONCAREER APPT	GRADE ENTRY DATE	COMPENSATION	
146	SES NONCAREER APPT	HANDICAP CODE	PERSONAL DATA	
146	SES NONCAREER APPT	LOSING/GAINING DEPT	JOB	
146	SES NONCAREER APPT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	PAR REMARKS	DATA CONTROL	
146	SES NONCAREER APPT	PAY RATE DETERMINANT	COMPENSATION	
146	SES NONCAREER APPT	POSITION	JOB	
146	SES NONCAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	

146	SES NONCAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
146	SES NONCAREER APPT	QUARTERS DED CD	BENEFIT DATA	
146	SES NONCAREER APPT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
146	SES NONCAREER APPT	RNO	PERSONAL DATA	
146	SES NONCAREER APPT	SALARY SHARE CODE	EMPLOYMENT 2	
146	SES NONCAREER APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
146	SES NONCAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
146	SES NONCAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
146	SES NONCAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
146	SES NONCAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
146	SES NONCAREER APPT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
146	SES NONCAREER APPT	STANDARD HOURS	POSITION	
146	SES NONCAREER APPT	STEP	COMPENSATION	
146	SES NONCAREER APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
146	SES NONCAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
146	SES NONCAREER APPT	TENURE	EMPLOYMENT 2	
146	SES NONCAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
146	SES NONCAREER APPT	TYPE APPT	POSITION	
146	SES NONCAREER APPT	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
146	SES NONCAREER APPT	WORK SCHEDULE	POSITION	
170	EXC APPT	A/L 45 DAYS	BENEFIT DATA	
170	EXC APPT	A/L CAT CD	BENEFIT DATA	
170	EXC APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
170	EXC APPT	ANNUITANT INDICATOR	BENEFIT DATA	
170	EXC APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
170	EXC APPT	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA

170	EXC APPT	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
170	EXC APPT	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
170	EXC APPT	AUTHORITY	DATA CONTROL	
170	EXC APPT	BASE PAY	COMPENSATION	
170	EXC APPT	CAREER TENURE DATE	EMPLOYMENT 1	
170	EXC APPT	CITIZENSHIP STATUS	PERSONAL DATA	
170	EXC APPT	COLA/POST DIFF	BENEFIT DATA	
170	EXC APPT	COOP HOLIDAY RATE	EMPLOYMENT 2	
170	EXC APPT	COOP OVERTIME RATE	EMPLOYMENT 2	
170	EXC APPT	COOP SHARE AMT	EMPLOYMENT 2	
170	EXC APPT	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
170	EXC APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
170	EXC APPT	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
170	EXC APPT	DATE OF BIRTH	PERSONAL DATA	
170	EXC APPT	EARN LEAVE DURING PP	BENEFIT DATA	
170	EXC APPT	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
170	EXC APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
170	EXC APPT	FEGLI CODE	BENEFIT DATA	
170	EXC APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
170	EXC APPT	FEHB ELIGIBILITY	BENEFIT DATA	
170	EXC APPT	GRADE ENTRY DATE	COMPENSATION	
170	EXC APPT	HANDICAP CODE	PERSONAL DATA	
170	EXC APPT	LOSING/GAINING DEPT	JOB	
170	EXC APPT	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
170	EXC APPT	PAR REMARKS	DATA CONTROL	
170	EXC APPT	PAY RATE DETERMINANT	COMPENSATION	
170	EXC APPT	POSITION	JOB	
170	EXC APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
170	EXC APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
170	EXC APPT	QUARTERS DED CD	BENEFIT DATA	
170	EXC APPT	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
170	EXC APPT	RETIREMENT PLAN	BENEFIT DATA	
170	EXC APPT	RNO	PERSONAL DATA	
170	EXC APPT	SALARY SHARE CODE	EMPLOYMENT 2	
170	EXC APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
170	EXC APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	

170	EXC APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
170	EXC APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
170	EXC APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
170	EXC APPT	SPCL EMPL CODE	BENEFIT DATA	
170	EXC APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
170	EXC APPT	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
170	EXC APPT	STANDARD HOURS	POSITION	
170	EXC APPT	STEP	COMPENSATION	
170	EXC APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
170	EXC APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
170	EXC APPT	TENURE	EMPLOYMENT 2	
170	EXC APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
170	EXC APPT	TYPE APPT	POSITION	
170	EXC APPT	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
170	EXC APPT	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
170	EXC APPT	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
170	EXC APPT	WORK SCHEDULE	POSITION	
171	EXC APPT NTE	A/L 45 DAYS	BENEFIT DATA	
171	EXC APPT NTE	A/L CAT CD	BENEFIT DATA	
171	EXC APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
171	EXC APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
171	EXC APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
171	EXC APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	AUTHORITY	DATA CONTROL	
171	EXC APPT NTE	BASE PAY	COMPENSATION	
171	EXC APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
171	EXC APPT NTE	COLA/POST DIFF	BENEFIT DATA	
171	EXC APPT NTE	COOP HOLIDAY RATE	EMPLOYMENT 2	
171	EXC APPT NTE	COOP OVERTIME RATE	EMPLOYMENT 2	
171	EXC APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
171	EXC APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	

171	EXC APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
171	EXC APPT NTE	DATE OF BIRTH	PERSONAL DATA	
171	EXC APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
171	EXC APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
171	EXC APPT NTE	FEGLI CODE	BENEFIT DATA	
171	EXC APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
171	EXC APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
171	EXC APPT NTE	GRADE ENTRY DATE	COMPENSATION	
171	EXC APPT NTE	HANDICAP CODE	PERSONAL DATA	
171	EXC APPT NTE	LOSING/GAINING DEPT	JOB	
171	EXC APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
171	EXC APPT NTE	PAR REMARKS	DATA CONTROL	
171	EXC APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
171	EXC APPT NTE	POSITION	JOB	
171	EXC APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
171	EXC APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
171	EXC APPT NTE	QUARTERS DED CD	BENEFIT DATA	
171	EXC APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
171	EXC APPT NTE	RNO	PERSONAL DATA	
171	EXC APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
171	EXC APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
171	EXC APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
171	EXC APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
171	EXC APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
171	EXC APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
171	EXC APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
171	EXC APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
171	EXC APPT NTE	STANDARD HOURS	POSITION	
171	EXC APPT NTE	STEP	COMPENSATION	
171	EXC APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
171	EXC APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
171	EXC APPT NTE	TENURE	EMPLOYMENT 2	
171	EXC APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
171	EXC APPT NTE	TYPE APPT	POSITION	
171	EXC APPT NTE	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO

171	EXC APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
171	EXC APPT NTE	WORK SCHEDULE	POSITION	
190	PROVISIONAL APPT NTE	A/L 45 DAYS	BENEFIT DATA	
190	PROVISIONAL APPT NTE	A/L CAT CD	BENEFIT DATA	
190	PROVISIONAL APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
190	PROVISIONAL APPT NTE	ANNUITANT INDICATOR	BENEFIT DATA	
190	PROVISIONAL APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
190	PROVISIONAL APPT NTE	AUTHORITY	DATA CONTROL	
190	PROVISIONAL APPT NTE	BASE PAY	COMPENSATION	
190	PROVISIONAL APPT NTE	CITIZENSHIP STATUS	PERSONAL DATA	
190	PROVISIONAL APPT NTE	COLA/POST DIFF	BENEFIT DATA	
190	PROVISIONAL APPT NTE	COOP HOLIDAY RATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	COOP OVERTIME RATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
190	PROVISIONAL APPT NTE	DATE OF BIRTH	PERSONAL DATA	
190	PROVISIONAL APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
190	PROVISIONAL APPT NTE	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
190	PROVISIONAL APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	FEGLI CODE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
190	PROVISIONAL APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
190	PROVISIONAL APPT NTE	GRADE ENTRY DATE	COMPENSATION	
190	PROVISIONAL APPT NTE	HANDICAP CODE	PERSONAL DATA	
190	PROVISIONAL APPT NTE	LOSING/GAINING DEPT	JOB	
190	PROVISIONAL APPT NTE	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
190	PROVISIONAL APPT NTE	PAR REMARKS	DATA CONTROL	

190	PROVISIONAL APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
190	PROVISIONAL APPT NTE	POSITION	JOB	
190	PROVISIONAL APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
190	PROVISIONAL APPT NTE	QUARTERS DED CD	BENEFIT DATA	
190	PROVISIONAL APPT NTE	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
190	PROVISIONAL APPT NTE	RNO	PERSONAL DATA	
190	PROVISIONAL APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
190	PROVISIONAL APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
190	PROVISIONAL APPT NTE	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
190	PROVISIONAL APPT NTE	STANDARD HOURS	POSITION	
190	PROVISIONAL APPT NTE	STEP	COMPENSATION	
190	PROVISIONAL APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	TENURE	EMPLOYMENT 2	
190	PROVISIONAL APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
190	PROVISIONAL APPT NTE	TYPE APPT	POSITION	
190	PROVISIONAL APPT NTE	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
190	PROVISIONAL APPT NTE	WORK SCHEDULE	POSITION	
280	PLACEMENT IN PAY STATUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	

280	PLACEMENT IN PAY STATUS	AUTHORITY	DATA CONTROL	
280	PLACEMENT IN PAY STATUS	BASE PAY	COMPENSATION	
280	PLACEMENT IN PAY STATUS	EARN LEAVE DURING PP	BENEFIT DATA	
280	PLACEMENT IN PAY STATUS	FEHB ELIGIBILITY	BENEFIT DATA	
280	PLACEMENT IN PAY STATUS	GRADE ENTRY DATE	COMPENSATION	
280	PLACEMENT IN PAY STATUS	PAR REMARKS	DATA CONTROL	
280	PLACEMENT IN PAY STATUS	PAY RATE DETERMINANT	COMPENSATION	
280	PLACEMENT IN PAY STATUS	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
280	PLACEMENT IN PAY STATUS	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
280	PLACEMENT IN PAY STATUS	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
292	RTD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
292	RTD	AUTHORITY	DATA CONTROL	
292	RTD	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
292	RTD	EARN LEAVE DURING PP	BENEFIT DATA	
292	RTD	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
292	RTD	FEGLI CODE	BENEFIT DATA	
292	RTD	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
292	RTD	FEHB ELIGIBILITY	BENEFIT DATA	
292	RTD	PAR REMARKS	DATA CONTROL	
292	RTD	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
292	RTD	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
292	RTD	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
292	RTD	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
292	RTD	STANDARD HOURS	POSITION	
292	RTD	WORK SCHEDULE	POSITION	
293	RETURN TO PAY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
293	RETURN TO PAY	AUTHORITY	DATA CONTROL	
293	RETURN TO PAY	BASE PAY	COMPENSATION	
293	RETURN TO PAY	EARN LEAVE DURING PP	BENEFIT DATA	
293	RETURN TO PAY	FEHB ELIGIBILITY	BENEFIT DATA	
293	RETURN TO PAY	PAR REMARKS	DATA CONTROL	
293	RETURN TO PAY	PAY RATE DETERMINANT	COMPENSATION	

293	RETURN TO PAY	POSITION	JOB	
293	RETURN TO PAY	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
293	RETURN TO PAY	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
293	RETURN TO PAY	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
300	RETIREMENT MANDATORY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
300	RETIREMENT MANDATORY	AUTHORITY	DATA CONTROL	
300	RETIREMENT MANDATORY	EARN LEAVE DURING PP	BENEFIT DATA	
300	RETIREMENT MANDATORY	LAST DATE WORKED	EMPLOYMENT 2	
300	RETIREMENT MANDATORY	LOSING/GAINING DEPT	JOB	
300	RETIREMENT MANDATORY	PAR REMARKS	DATA CONTROL	
300	RETIREMENT MANDATORY	PREV CLASS ACTN	JOB	
300	RETIREMENT MANDATORY	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
300	RETIREMENT MANDATORY	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
301	RETIREMENT DISABILITY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
301	RETIREMENT DISABILITY	AUTHORITY	DATA CONTROL	
301	RETIREMENT DISABILITY	EARN LEAVE DURING PP	BENEFIT DATA	
301	RETIREMENT DISABILITY	LAST DATE WORKED	EMPLOYMENT 2	
301	RETIREMENT DISABILITY	LOSING/GAINING DEPT	JOB	
301	RETIREMENT DISABILITY	PAR REMARKS	DATA CONTROL	
301	RETIREMENT DISABILITY	PREV CLASS ACTN	JOB	
301	RETIREMENT DISABILITY	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
301	RETIREMENT DISABILITY	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
302	RETIREMENT VOLUNTARY	ACTUAL EFFECTIVE DATE	DATA CONTROL	
302	RETIREMENT VOLUNTARY	AUTHORITY	DATA CONTROL	
302	RETIREMENT VOLUNTARY	EARN LEAVE DURING PP	BENEFIT DATA	
302	RETIREMENT VOLUNTARY	LAST DATE WORKED	EMPLOYMENT 2	
302	RETIREMENT VOLUNTARY	LOSING/GAINING DEPT	JOB	
302	RETIREMENT VOLUNTARY	PAR REMARKS	DATA CONTROL	
302	RETIREMENT VOLUNTARY	PREV CLASS ACTN	JOB	

302	RETIREMENT VOLUNTARY	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
302	RETIREMENT VOLUNTARY	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
303	RETIREMENT SPECIAL OPTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
303	RETIREMENT SPECIAL OPTION	AUTHORITY	DATA CONTROL	
303	RETIREMENT SPECIAL OPTION	EARN LEAVE DURING PP	BENEFIT DATA	
303	RETIREMENT SPECIAL OPTION	LAST DATE WORKED	EMPLOYMENT 2	
303	RETIREMENT SPECIAL OPTION	LOSING/GAINING DEPT	JOB	
303	RETIREMENT SPECIAL OPTION	PAR REMARKS	DATA CONTROL	
303	RETIREMENT SPECIAL OPTION	PREV CLASS ACTN	JOB	
303	RETIREMENT SPECIAL OPTION	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
303	RETIREMENT SPECIAL OPTION	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
304	RETIREMENT−ILIA	ACTUAL EFFECTIVE DATE	DATA CONTROL	
304	RETIREMENT−ILIA	AUTHORITY	DATA CONTROL	
304	RETIREMENT−ILIA	EARN LEAVE DURING PP	BENEFIT DATA	
304	RETIREMENT−ILIA	LAST DATE WORKED	EMPLOYMENT 2	
304	RETIREMENT−ILIA	LOSING/GAINING DEPT	JOB	
304	RETIREMENT−ILIA	PAR REMARKS	DATA CONTROL	
304	RETIREMENT−ILIA	PREV CLASS ACTN	JOB	
304	RETIREMENT−ILIA	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
304	RETIREMENT−ILIA	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
312	RESIGNATION−ILIA	ACTUAL EFFECTIVE DATE	DATA CONTROL	
312	RESIGNATION−ILIA	AUTHORITY	DATA CONTROL	
312	RESIGNATION−ILIA	EARN LEAVE DURING PP	BENEFIT DATA	
312	RESIGNATION−ILIA	LOSING/GAINING DEPT	JOB	
312	RESIGNATION−ILIA	PAR REMARKS	DATA CONTROL	
312	RESIGNATION−ILIA	PREV CLASS ACTN	JOB	
312	RESIGNATION−ILIA	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
317	RESIGNATION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
317	RESIGNATION	AUTHORITY	DATA CONTROL	
317	RESIGNATION	EARN LEAVE DURING PP	BENEFIT DATA	
317	RESIGNATION	LOSING/GAINING DEPT	JOB	
317	RESIGNATION	PAR REMARKS	DATA CONTROL	
317	RESIGNATION	PREV CLASS ACTN	JOB	
330	REMOVAL	ACTUAL EFFECTIVE DATE	DATA CONTROL	
330	REMOVAL	AUTHORITY	DATA CONTROL	
330	REMOVAL	EARN LEAVE DURING PP	BENEFIT DATA	
330	REMOVAL	LOSING/GAINING DEPT	JOB	

330	REMOVAL	PAR REMARKS	DATA CONTROL	
330	REMOVAL	PREV CLASS ACTN	JOB	
350	DEATH	ACTUAL EFFECTIVE DATE	DATA CONTROL	
350	DEATH	AUTHORITY	DATA CONTROL	
350	DEATH	EARN LEAVE DURING PP	BENEFIT DATA	
350	DEATH	LAST DATE WORKED	EMPLOYMENT 2	
350	DEATH	PAR REMARKS	DATA CONTROL	
350	DEATH	PREV CLASS ACTN	JOB	
350	DEATH	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
350	DEATH	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
352	TERMINATION APPT IN	ACTUAL EFFECTIVE DATE	DATA CONTROL	
352	TERMINATION APPT IN	AUTHORITY	DATA CONTROL	
352	TERMINATION APPT IN	EARN LEAVE DURING PP	BENEFIT DATA	
352	TERMINATION APPT IN	LOSING/GAINING DEPT	JOB	
352	TERMINATION APPT IN	PAR REMARKS	DATA CONTROL	
352	TERMINATION APPT IN	PREV CLASS ACTN	JOB	
353	SEPARATION−US	ACTUAL EFFECTIVE DATE	DATA CONTROL	
353	SEPARATION−US	AUTHORITY	DATA CONTROL	
353	SEPARATION−US	EARN LEAVE DURING PP	BENEFIT DATA	
353	SEPARATION−US	LOSING/GAINING DEPT	JOB	
353	SEPARATION−US	PAR REMARKS	DATA CONTROL	
353	SEPARATION−US	PREV CLASS ACTN	JOB	
355	TERMINATION EXP OF APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
355	TERMINATION EXP OF APPT	AUTHORITY	DATA CONTROL	
355	TERMINATION EXP OF APPT	EARN LEAVE DURING PP	BENEFIT DATA	
355	TERMINATION EXP OF APPT	LOSING/GAINING DEPT	JOB	
355	TERMINATION EXP OF APPT	PAR REMARKS	DATA CONTROL	
355	TERMINATION EXP OF APPT	PREV CLASS ACTN	JOB	
356	SEPARATION−RIF	ACTUAL EFFECTIVE DATE	DATA CONTROL	
356	SEPARATION−RIF	AUTHORITY	DATA CONTROL	
356	SEPARATION−RIF	EARN LEAVE DURING PP	BENEFIT DATA	
356	SEPARATION−RIF	LOSING/GAINING DEPT	JOB	
356	SEPARATION−RIF	PAR REMARKS	DATA CONTROL	
356	SEPARATION−RIF	PREV CLASS ACTN	JOB	
356	SEPARATION−RIF	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
357	TERMINATION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
357	TERMINATION	AUTHORITY	DATA CONTROL	
357	TERMINATION	EARN LEAVE DURING PP	BENEFIT DATA	
357	TERMINATION	LOSING/GAINING DEPT	JOB	
357	TERMINATION	PAR REMARKS	DATA CONTROL	

357	TERMINATION	PREV CLASS ACTN	JOB	
385	TERM DURING PROB/TRIAL PERIOD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
385	TERM DURING PROB/TRIAL PERIOD	AUTHORITY	DATA CONTROL	
385	TERM DURING PROB/TRIAL PERIOD	EARN LEAVE DURING PP	BENEFIT DATA	
385	TERM DURING PROB/TRIAL PERIOD	LOSING/GAINING DEPT	JOB	
385	TERM DURING PROB/TRIAL PERIOD	PAR REMARKS	DATA CONTROL	
385	TERM DURING PROB/TRIAL PERIOD	PREV CLASS ACTN	JOB	
390	SEPARATION−APPT IN	ACTUAL EFFECTIVE DATE	DATA CONTROL	
390	SEPARATION−APPT IN	AUTHORITY	DATA CONTROL	
390	SEPARATION−APPT IN	EARN LEAVE DURING PP	BENEFIT DATA	
390	SEPARATION−APPT IN	PAR REMARKS	DATA CONTROL	
390	SEPARATION−APPT IN	POSITION	JOB	
390	SEPARATION−APPT IN	PREV CLASS ACTN	JOB	
430	PLACEMENT IN NONPAY STATUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
430	PLACEMENT IN NONPAY STATUS	AUTHORITY	DATA CONTROL	
430	PLACEMENT IN NONPAY STATUS	FEHB ELIGIBILITY	BENEFIT DATA	
430	PLACEMENT IN NONPAY STATUS	PAR REMARKS	DATA CONTROL	
450	SUSPENSION NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
450	SUSPENSION NTE	AUTHORITY	DATA CONTROL	
450	SUSPENSION NTE	EARN LEAVE DURING PP	BENEFIT DATA	
450	SUSPENSION NTE	FEHB ELIGIBILITY	BENEFIT DATA	
450	SUSPENSION NTE	NOT TO EXCEED DATE	DATA CONTROL	
450	SUSPENSION NTE	PAR REMARKS	DATA CONTROL	
452	SUSPENSION INDEFINITE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
452	SUSPENSION INDEFINITE	AUTHORITY	DATA CONTROL	
452	SUSPENSION INDEFINITE	PAR REMARKS	DATA CONTROL	
460	LWOP NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
460	LWOP NTE	AUTHORITY	DATA CONTROL	
460	LWOP NTE	EARN LEAVE DURING PP	BENEFIT DATA	
460	LWOP NTE	FEHB ELIGIBILITY	BENEFIT DATA	
460	LWOP NTE	NOT TO EXCEED DATE	DATA CONTROL	
460	LWOP NTE	PAR REMARKS	DATA CONTROL	
473	LWOP−US	ACTUAL EFFECTIVE DATE	DATA CONTROL	
473	LWOP−US	AUTHORITY	DATA CONTROL	
473	LWOP−US	PAR REMARKS	DATA CONTROL	
500	CONV TO CAREER APPT	A/L 45 DAYS	BENEFIT DATA	
500	CONV TO CAREER APPT	A/L CAT CD	BENEFIT DATA	

500	CONV TO CAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
500	CONV TO CAREER APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
500	CONV TO CAREER APPT	AUTHORITY	DATA CONTROL	
500	CONV TO CAREER APPT	BASE PAY	COMPENSATION	
500	CONV TO CAREER APPT	CAREER TENURE DATE	EMPLOYMENT 1	
500	CONV TO CAREER APPT	COLA/POST DIFF	BENEFIT DATA	
500	CONV TO CAREER APPT	COOP SHARE AMT	EMPLOYMENT 2	
500	CONV TO CAREER APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
500	CONV TO CAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
500	CONV TO CAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	FEGLI CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
500	CONV TO CAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
500	CONV TO CAREER APPT	GRADE ENTRY DATE	COMPENSATION	
500	CONV TO CAREER APPT	PAR REMARKS	DATA CONTROL	
500	CONV TO CAREER APPT	PAY RATE DETERMINANT	COMPENSATION	
500	CONV TO CAREER APPT	POSITION	JOB	
500	CONV TO CAREER APPT	PREV CLASS ACTN	JOB	
500	CONV TO CAREER APPT	PREVIOUS AGENCY	JOB	
500	CONV TO CAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
500	CONV TO CAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
500	CONV TO CAREER APPT	QUARTERS DED CD	BENEFIT DATA	
500	CONV TO CAREER APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
500	CONV TO CAREER APPT	RTND GRADE	COMPENSATION	
500	CONV TO CAREER APPT	RTND/PP	COMPENSATION	
500	CONV TO CAREER APPT	SALARY SHARE CODE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	

500	CONV TO CAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
500	CONV TO CAREER APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
500	CONV TO CAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
500	CONV TO CAREER APPT	STANDARD HOURS	POSITION	
500	CONV TO CAREER APPT	STEP	COMPENSATION	
500	CONV TO CAREER APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
500	CONV TO CAREER APPT	TENURE	EMPLOYMENT 2	
500	CONV TO CAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
500	CONV TO CAREER APPT	TYPE APPT	POSITION	
500	CONV TO CAREER APPT	WORK SCHEDULE	POSITION	
501	CONV TO CAREER COND APPT	A/L 45 DAYS	BENEFIT DATA	
501	CONV TO CAREER COND APPT	A/L CAT CD	BENEFIT DATA	
501	CONV TO CAREER COND APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
501	CONV TO CAREER COND APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
501	CONV TO CAREER COND APPT	AUTHORITY	DATA CONTROL	
501	CONV TO CAREER COND APPT	BASE PAY	COMPENSATION	
501	CONV TO CAREER COND APPT	CAREER TENURE DATE	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	COLA/POST DIFF	BENEFIT DATA	
501	CONV TO CAREER COND APPT	COOP OVERTIME RATE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	COOP SHARE AMT	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	EARN LEAVE DURING PP	BENEFIT DATA	
501	CONV TO CAREER COND APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	FEGLI CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
501	CONV TO CAREER COND APPT	FEHB ELIGIBILITY	BENEFIT DATA	
501	CONV TO CAREER COND APPT	GRADE ENTRY DATE	COMPENSATION	

501	CONV TO CAREER COND APPT	PAR REMARKS	DATA CONTROL	
501	CONV TO CAREER COND APPT	PAY RATE DETERMINANT	COMPENSATION	
501	CONV TO CAREER COND APPT	POSITION	JOB	
501	CONV TO CAREER COND APPT	PREV CLASS ACTN	JOB	
501	CONV TO CAREER COND APPT	PREVIOUS AGENCY	JOB	
501	CONV TO CAREER COND APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
501	CONV TO CAREER COND APPT	QUARTERS DED CD	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RETIREMENT PLAN	BENEFIT DATA	
501	CONV TO CAREER COND APPT	RTND GRADE	COMPENSATION	
501	CONV TO CAREER COND APPT	RTND/PP	COMPENSATION	
501	CONV TO CAREER COND APPT	SALARY SHARE CODE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
501	CONV TO CAREER COND APPT	SPCL EMPL CODE	BENEFIT DATA	
501	CONV TO CAREER COND APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
501	CONV TO CAREER COND APPT	STANDARD HOURS	POSITION	
501	CONV TO CAREER COND APPT	STEP	COMPENSATION	
501	CONV TO CAREER COND APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	TENURE	EMPLOYMENT 2	
501	CONV TO CAREER COND APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	

501	CONV TO CAREER COND APPT	TYPE APPT	POSITION	
501	CONV TO CAREER COND APPT	WORK SCHEDULE	POSITION	
508	CONV TO TERM APPT NTE	A/L 45 DAYS	BENEFIT DATA	
508	CONV TO TERM APPT NTE	A/L CAT CD	BENEFIT DATA	
508	CONV TO TERM APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
508	CONV TO TERM APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	AUTHORITY	DATA CONTROL	
508	CONV TO TERM APPT NTE	BASE PAY	COMPENSATION	
508	CONV TO TERM APPT NTE	COLA/POST DIFF	BENEFIT DATA	
508	CONV TO TERM APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
508	CONV TO TERM APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
508	CONV TO TERM APPT NTE	FEGLI CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
508	CONV TO TERM APPT NTE	GRADE ENTRY DATE	COMPENSATION	
508	CONV TO TERM APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
508	CONV TO TERM APPT NTE	PAR REMARKS	DATA CONTROL	
508	CONV TO TERM APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
508	CONV TO TERM APPT NTE	POSITION	JOB	
508	CONV TO TERM APPT NTE	PREV CLASS ACTN	JOB	
508	CONV TO TERM APPT NTE	PREVIOUS AGENCY	JOB	
508	CONV TO TERM APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
508	CONV TO TERM APPT NTE	QUARTERS DED CD	BENEFIT DATA	
508	CONV TO TERM APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	

508	CONV TO TERM APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
508	CONV TO TERM APPT NTE	RTND GRADE	COMPENSATION	
508	CONV TO TERM APPT NTE	RTND/PP	COMPENSATION	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
508	CONV TO TERM APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
508	CONV TO TERM APPT NTE	STANDARD HOURS	POSITION	
508	CONV TO TERM APPT NTE	STEP	COMPENSATION	
508	CONV TO TERM APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
508	CONV TO TERM APPT NTE	TENURE	EMPLOYMENT 2	
508	CONV TO TERM APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
508	CONV TO TERM APPT NTE	TYPE APPT	POSITION	
508	CONV TO TERM APPT NTE	WORK SCHEDULE	POSITION	
512	CONV TO TEMP APPT PER	A/L 45 DAYS	BENEFIT DATA	
512	CONV TO TEMP APPT PER	A/L CAT CD	BENEFIT DATA	
512	CONV TO TEMP APPT PER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
512	CONV TO TEMP APPT PER	ANNUITY SHARE AMOUNT	COMPENSATION	
512	CONV TO TEMP APPT PER	AUTHORITY	DATA CONTROL	
512	CONV TO TEMP APPT PER	BASE PAY	COMPENSATION	
512	CONV TO TEMP APPT PER	COLA/POST DIFF	BENEFIT DATA	
512	CONV TO TEMP APPT PER	COOP SHARE AMT	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
512	CONV TO TEMP APPT PER	EARN LEAVE DURING PP	BENEFIT DATA	
512	CONV TO TEMP APPT PER	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
512	CONV TO TEMP APPT PER	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	

512	CONV TO TEMP APPT PER	FEGLI CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
512	CONV TO TEMP APPT PER	FEHB ELIGIBILITY	BENEFIT DATA	
512	CONV TO TEMP APPT PER	GRADE ENTRY DATE	COMPENSATION	
512	CONV TO TEMP APPT PER	PAR REMARKS	DATA CONTROL	
512	CONV TO TEMP APPT PER	PAY RATE DETERMINANT	COMPENSATION	
512	CONV TO TEMP APPT PER	POSITION	JOB	
512	CONV TO TEMP APPT PER	PREV CLASS ACTN	JOB	
512	CONV TO TEMP APPT PER	PREVIOUS AGENCY	JOB	
512	CONV TO TEMP APPT PER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
512	CONV TO TEMP APPT PER	QUARTERS DED CD	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RETAINED OCC SERIES CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RETIREMENT PLAN	BENEFIT DATA	
512	CONV TO TEMP APPT PER	RTND GRADE	COMPENSATION	
512	CONV TO TEMP APPT PER	RTND/PP	COMPENSATION	
512	CONV TO TEMP APPT PER	SALARY SHARE CODE	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
512	CONV TO TEMP APPT PER	SPCL EMPL CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
512	CONV TO TEMP APPT PER	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
512	CONV TO TEMP APPT PER	STANDARD HOURS	POSITION	
512	CONV TO TEMP APPT PER	STEP	COMPENSATION	
512	CONV TO TEMP APPT PER	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	

512	CONV TO TEMP APPT PER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	TENURE	EMPLOYMENT 2	
512	CONV TO TEMP APPT PER	TSP ELIGIBILITY CODE	BENEFIT DATA	
512	CONV TO TEMP APPT PER	TYPE APPT	POSITION	
512	CONV TO TEMP APPT PER	WORK SCHEDULE	POSITION	
515	CONV TO APPT NTE	A/L 45 DAYS	BENEFIT DATA	
515	CONV TO APPT NTE	A/L CAT CD	BENEFIT DATA	
515	CONV TO APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
515	CONV TO APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
515	CONV TO APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	AUTHORITY	DATA CONTROL	
515	CONV TO APPT NTE	BASE PAY	COMPENSATION	
515	CONV TO APPT NTE	CAREER TENURE DATE	EMPLOYMENT 1	
515	CONV TO APPT NTE	COLA/POST DIFF	BENEFIT DATA	
515	CONV TO APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
515	CONV TO APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
515	CONV TO APPT NTE	FEGLI CODE	BENEFIT DATA	
515	CONV TO APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
515	CONV TO APPT NTE	GRADE ENTRY DATE	COMPENSATION	
515	CONV TO APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
515	CONV TO APPT NTE	PAR REMARKS	DATA CONTROL	
515	CONV TO APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
515	CONV TO APPT NTE	POSITION	JOB	
515	CONV TO APPT NTE	PREV CLASS ACTN	JOB	
515	CONV TO APPT NTE	PREVIOUS AGENCY	JOB	
515	CONV TO APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
515	CONV TO APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
515	CONV TO APPT NTE	QUARTERS DED CD	BENEFIT DATA	
515	CONV TO APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
515	CONV TO APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
515	CONV TO APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
515	CONV TO APPT NTE	RTND GRADE	COMPENSATION	
515	CONV TO APPT NTE	RTND/PP	COMPENSATION	
515	CONV TO APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	

515	CONV TO APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
515	CONV TO APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
515	CONV TO APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
515	CONV TO APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
515	CONV TO APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
515	CONV TO APPT NTE	STANDARD HOURS	POSITION	
515	CONV TO APPT NTE	STEP	COMPENSATION	
515	CONV TO APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
515	CONV TO APPT NTE	TENURE	EMPLOYMENT 2	
515	CONV TO APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
515	CONV TO APPT NTE	TYPE APPT	POSITION	
515	CONV TO APPT NTE	WORK SCHEDULE	POSITION	
540	CONV TO REINS CAREER	A/L 45 DAYS	BENEFIT DATA	
540	CONV TO REINS CAREER	A/L CAT CD	BENEFIT DATA	
540	CONV TO REINS CAREER	ACTUAL EFFECTIVE DATE	DATA CONTROL	
540	CONV TO REINS CAREER	ANNUITY SHARE AMOUNT	COMPENSATION	
540	CONV TO REINS CAREER	AUTHORITY	DATA CONTROL	
540	CONV TO REINS CAREER	BASE PAY	COMPENSATION	
540	CONV TO REINS CAREER	CAREER TENURE DATE	EMPLOYMENT 1	
540	CONV TO REINS CAREER	COLA/POST DIFF	BENEFIT DATA	
540	CONV TO REINS CAREER	COOP SHARE AMT	EMPLOYMENT 2	
540	CONV TO REINS CAREER	CSRS FROZEN SERVICE	BENEFIT DATA	
540	CONV TO REINS CAREER	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
540	CONV TO REINS CAREER	FEGLI CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	FEHB ELIGIBILITY	BENEFIT DATA	
540	CONV TO REINS CAREER	GRADE ENTRY DATE	COMPENSATION	
540	CONV TO REINS CAREER	PAR REMARKS	DATA CONTROL	
540	CONV TO REINS CAREER	PAY RATE DETERMINANT	COMPENSATION	
540	CONV TO REINS CAREER	POSITION	JOB	
540	CONV TO REINS CAREER	PREV CLASS ACTN	JOB	
540	CONV TO REINS CAREER	PREVIOUS AGENCY	JOB	

540	CONV TO REINS CAREER	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
540	CONV TO REINS CAREER	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
540	CONV TO REINS CAREER	QUARTERS DED CD	BENEFIT DATA	
540	CONV TO REINS CAREER	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	RETAINED OCC SERIES CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	RETIREMENT PLAN	BENEFIT DATA	
540	CONV TO REINS CAREER	RTND GRADE	COMPENSATION	
540	CONV TO REINS CAREER	RTND/PP	COMPENSATION	
540	CONV TO REINS CAREER	SALARY SHARE CODE	EMPLOYMENT 2	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
540	CONV TO REINS CAREER	SPCL EMPL CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
540	CONV TO REINS CAREER	STANDARD HOURS	POSITION	
540	CONV TO REINS CAREER	STEP	COMPENSATION	
540	CONV TO REINS CAREER	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
540	CONV TO REINS CAREER	TENURE	EMPLOYMENT 2	
540	CONV TO REINS CAREER	TSP ELIGIBILITY CODE	BENEFIT DATA	
540	CONV TO REINS CAREER	TYPE APPT	POSITION	
540	CONV TO REINS CAREER	WORK SCHEDULE	POSITION	
541	CONV TO REINS CAREER COND	A/L 45 DAYS	BENEFIT DATA	
541	CONV TO REINS CAREER COND	A/L CAT CD	BENEFIT DATA	
541	CONV TO REINS CAREER COND	ACTUAL EFFECTIVE DATE	DATA CONTROL	
541	CONV TO REINS CAREER COND	ANNUITY SHARE AMOUNT	COMPENSATION	
541	CONV TO REINS CAREER COND	AUTHORITY	DATA CONTROL	
541	CONV TO REINS CAREER COND	BASE PAY	COMPENSATION	

541	CONV TO REINS CAREER COND	CAREER TENURE DATE	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	COLA/POST DIFF	BENEFIT DATA	
541	CONV TO REINS CAREER COND	COOP HOLIDAY RATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	COOP OVERTIME RATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	COOP SHARE AMT	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	CSRS FROZEN SERVICE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	EARN LEAVE DURING PP	BENEFIT DATA	
541	CONV TO REINS CAREER COND	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	FEGLI CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	FEHB ELIGIBILITY	BENEFIT DATA	
541	CONV TO REINS CAREER COND	GRADE ENTRY DATE	COMPENSATION	
541	CONV TO REINS CAREER COND	PAR REMARKS	DATA CONTROL	
541	CONV TO REINS CAREER COND	PAY RATE DETERMINANT	COMPENSATION	
541	CONV TO REINS CAREER COND	POSITION	JOB	
541	CONV TO REINS CAREER COND	PREV CLASS ACTN	JOB	
541	CONV TO REINS CAREER COND	PREVIOUS AGENCY	JOB	
541	CONV TO REINS CAREER COND	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
541	CONV TO REINS CAREER COND	QUARTERS DED CD	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RETAINED OCC SERIES CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RETIREMENT PLAN	BENEFIT DATA	
541	CONV TO REINS CAREER COND	RTND GRADE	COMPENSATION	
541	CONV TO REINS CAREER COND	RTND/PP	COMPENSATION	
541	CONV TO REINS CAREER COND	SALARY SHARE CODE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	

541	CONV TO REINS CAREER COND	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
541	CONV TO REINS CAREER COND	SPCL EMPL CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
541	CONV TO REINS CAREER COND	STEP	COMPENSATION	
541	CONV TO REINS CAREER COND	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	TENURE	EMPLOYMENT 2	
541	CONV TO REINS CAREER COND	TSP ELIGIBILITY CODE	BENEFIT DATA	
541	CONV TO REINS CAREER COND	TYPE APPT	POSITION	
541	CONV TO REINS CAREER COND	WORK SCHEDULE	POSITION	
542	CONV TO SES CAREER APPT	A/L 45 DAYS	BENEFIT DATA	
542	CONV TO SES CAREER APPT	A/L CAT CD	BENEFIT DATA	
542	CONV TO SES CAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
542	CONV TO SES CAREER APPT	AUTHORITY	DATA CONTROL	
542	CONV TO SES CAREER APPT	BASE PAY	COMPENSATION	
542	CONV TO SES CAREER APPT	COLA/POST DIFF	BENEFIT DATA	
542	CONV TO SES CAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
542	CONV TO SES CAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
542	CONV TO SES CAREER APPT	FEGLI CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
542	CONV TO SES CAREER APPT	PAR REMARKS	DATA CONTROL	
542	CONV TO SES CAREER APPT	POSITION	JOB	
542	CONV TO SES CAREER APPT	PREV CLASS ACTN	JOB	
542	CONV TO SES CAREER APPT	PREVIOUS AGENCY	JOB	
542	CONV TO SES CAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
542	CONV TO SES CAREER APPT	QUARTERS DED CD	BENEFIT DATA	
542	CONV TO SES CAREER APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	

542	CONV TO SES CAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
542	CONV TO SES CAREER APPT	RTND GRADE	COMPENSATION	
542	CONV TO SES CAREER APPT	RTND/PP	COMPENSATION	
542	CONV TO SES CAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
542	CONV TO SES CAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
542	CONV TO SES CAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
542	CONV TO SES CAREER APPT	STANDARD HOURS	POSITION	
542	CONV TO SES CAREER APPT	STEP	COMPENSATION	
542	CONV TO SES CAREER APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
542	CONV TO SES CAREER APPT	TENURE	EMPLOYMENT 2	
542	CONV TO SES CAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
542	CONV TO SES CAREER APPT	TYPE APPT	POSITION	
542	CONV TO SES CAREER APPT	WORK SCHEDULE	POSITION	
546	CONV TO SES NONCAREER APPT	A/L 45 DAYS	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	A/L CAT CD	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
546	CONV TO SES NONCAREER APPT	AUTHORITY	DATA CONTROL	
546	CONV TO SES NONCAREER APPT	BASE PAY	COMPENSATION	
546	CONV TO SES NONCAREER APPT	COLA/POST DIFF	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	EARN LEAVE DURING PP	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
546	CONV TO SES NONCAREER APPT	FEGLI CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	FEHB ELIGIBILITY	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	PAR REMARKS	DATA CONTROL	
546	CONV TO SES NONCAREER APPT	POSITION	JOB	
546	CONV TO SES NONCAREER APPT	PREV CLASS ACTN	JOB	
546	CONV TO SES NONCAREER APPT	PREVIOUS AGENCY	JOB	
546	CONV TO SES NONCAREER APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	

546	CONV TO SES NONCAREER APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	QUARTERS DED CD	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RETIREMENT PLAN	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	RTND GRADE	COMPENSATION	
546	CONV TO SES NONCAREER APPT	RTND/PP	COMPENSATION	
546	CONV TO SES NONCAREER APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
546	CONV TO SES NONCAREER APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
546	CONV TO SES NONCAREER APPT	SPCL EMPL CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
546	CONV TO SES NONCAREER APPT	STANDARD HOURS	POSITION	
546	CONV TO SES NONCAREER APPT	STEP	COMPENSATION	
546	CONV TO SES NONCAREER APPT	TENURE	EMPLOYMENT 2	
546	CONV TO SES NONCAREER APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	
546	CONV TO SES NONCAREER APPT	TYPE APPT	POSITION	
546	CONV TO SES NONCAREER APPT	WORK SCHEDULE	POSITION	
549	CONV SES LTD EMRGCY APPT NTE	A/L 45 DAYS	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	A/L CAT CD	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	AUTHORITY	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	BASE PAY	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	COLA/POST DIFF	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	FEGLI CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	PAR REMARKS	DATA CONTROL	
549	CONV SES LTD EMRGCY APPT NTE	PAY RATE DETERMINANT	COMPENSATION	

549	CONV SES LTD EMRGCY APPT NTE	POSITION	JOB	
549	CONV SES LTD EMRGCY APPT NTE	PREV CLASS ACTN	JOB	
549	CONV SES LTD EMRGCY APPT NTE	PREVIOUS AGENCY	JOB	
549	CONV SES LTD EMRGCY APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	QUARTERS DED CD	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	RTND GRADE	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	RTND/PP	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
549	CONV SES LTD EMRGCY APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
549	CONV SES LTD EMRGCY APPT NTE	STANDARD HOURS	POSITION	
549	CONV SES LTD EMRGCY APPT NTE	STEP	COMPENSATION	
549	CONV SES LTD EMRGCY APPT NTE	TENURE	EMPLOYMENT 2	
549	CONV SES LTD EMRGCY APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
549	CONV SES LTD EMRGCY APPT NTE	TYPE APPT	POSITION	
549	CONV SES LTD EMRGCY APPT NTE	WORK SCHEDULE	POSITION	
570	CONV TO EXC APPT	A/L 45 DAYS	BENEFIT DATA	
570	CONV TO EXC APPT	A/L CAT CD	BENEFIT DATA	
570	CONV TO EXC APPT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
570	CONV TO EXC APPT	ANNUITY SHARE AMOUNT	COMPENSATION	
570	CONV TO EXC APPT	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	AUTHORITY	DATA CONTROL	

570	CONV TO EXC APPT	BASE PAY	COMPENSATION	
570	CONV TO EXC APPT	CAREER TENURE DATE	EMPLOYMENT 1	
570	CONV TO EXC APPT	COLA/POST DIFF	BENEFIT DATA	
570	CONV TO EXC APPT	CSRS FROZEN SERVICE	BENEFIT DATA	
570	CONV TO EXC APPT	EARN LEAVE DURING PP	BENEFIT DATA	
570	CONV TO EXC APPT	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
570	CONV TO EXC APPT	FEGLI CODE	BENEFIT DATA	
570	CONV TO EXC APPT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
570	CONV TO EXC APPT	FEHB ELIGIBILITY	BENEFIT DATA	
570	CONV TO EXC APPT	GRADE ENTRY DATE	COMPENSATION	
570	CONV TO EXC APPT	PAR REMARKS	DATA CONTROL	
570	CONV TO EXC APPT	PAY RATE DETERMINANT	COMPENSATION	
570	CONV TO EXC APPT	POSITION	JOB	
570	CONV TO EXC APPT	PREV CLASS ACTN	JOB	
570	CONV TO EXC APPT	PREVIOUS AGENCY	JOB	
570	CONV TO EXC APPT	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
570	CONV TO EXC APPT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
570	CONV TO EXC APPT	QUARTERS DED CD	BENEFIT DATA	
570	CONV TO EXC APPT	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
570	CONV TO EXC APPT	RETAINED OCC SERIES CODE	BENEFIT DATA	
570	CONV TO EXC APPT	RETIREMENT PLAN	BENEFIT DATA	
570	CONV TO EXC APPT	RTND GRADE	COMPENSATION	
570	CONV TO EXC APPT	RTND/PP	COMPENSATION	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
570	CONV TO EXC APPT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
570	CONV TO EXC APPT	SPCL EMPL CODE	BENEFIT DATA	
570	CONV TO EXC APPT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
570	CONV TO EXC APPT	STANDARD HOURS	POSITION	
570	CONV TO EXC APPT	STEP	COMPENSATION	
570	CONV TO EXC APPT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
570	CONV TO EXC APPT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
570	CONV TO EXC APPT	TENURE	EMPLOYMENT 2	
570	CONV TO EXC APPT	TSP ELIGIBILITY CODE	BENEFIT DATA	

570	CONV TO EXC APPT	TYPE APPT	POSITION	
570	CONV TO EXC APPT	WORK SCHEDULE	POSITION	
571	CONV TO EXC APPT NTE	A/L 45 DAYS	BENEFIT DATA	
571	CONV TO EXC APPT NTE	A/L CAT CD	BENEFIT DATA	
571	CONV TO EXC APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
571	CONV TO EXC APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	
571	CONV TO EXC APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	AUTHORITY	DATA CONTROL	
571	CONV TO EXC APPT NTE	BASE PAY	COMPENSATION	
571	CONV TO EXC APPT NTE	CAREER TENURE DATE	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	COLA/POST DIFF	BENEFIT DATA	
571	CONV TO EXC APPT NTE	CSRS FROZEN SERVICE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
571	CONV TO EXC APPT NTE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	FEGLI CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
571	CONV TO EXC APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
571	CONV TO EXC APPT NTE	GRADE ENTRY DATE	COMPENSATION	
571	CONV TO EXC APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
571	CONV TO EXC APPT NTE	PAR REMARKS	DATA CONTROL	
571	CONV TO EXC APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
571	CONV TO EXC APPT NTE	POSITION	JOB	
571	CONV TO EXC APPT NTE	PREV CLASS ACTN	JOB	
571	CONV TO EXC APPT NTE	PREVIOUS AGENCY	JOB	
571	CONV TO EXC APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	

571	CONV TO EXC APPT NTE	QUARTERS DED CD	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
571	CONV TO EXC APPT NTE	RTND GRADE	COMPENSATION	
571	CONV TO EXC APPT NTE	RTND/PP	COMPENSATION	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
571	CONV TO EXC APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
571	CONV TO EXC APPT NTE	STANDARD HOURS	POSITION	
571	CONV TO EXC APPT NTE	STEP	COMPENSATION	
571	CONV TO EXC APPT NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	TENURE	EMPLOYMENT 2	
571	CONV TO EXC APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
571	CONV TO EXC APPT NTE	TYPE APPT	POSITION	
571	CONV TO EXC APPT NTE	WORK SCHEDULE	POSITION	
590	CONV TO PROVISIONAL APPT NTE	A/L 45 DAYS	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	A/L CAT CD	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	ANNUITY SHARE AMOUNT	COMPENSATION	

590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	AUTHORITY	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	BASE PAY	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	CAREER TENURE DATE	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	COLA/POST DIFF	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	COOP SHARE AMT	EMPLOYMENT 2	
590	CONV TO PROVISIONAL APPT NTE	EARN LEAVE DURING PP	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	FEGLI CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	FEHB ELIGIBILITY	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	GRADE ENTRY DATE	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	PAR REMARKS	DATA CONTROL	
590	CONV TO PROVISIONAL APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	POSITION	JOB	
590	CONV TO PROVISIONAL APPT NTE	PREV CLASS ACTN	JOB	

590	CONV TO PROVISIONAL APPT NTE	PREVIOUS AGENCY	JOB	
590	CONV TO PROVISIONAL APPT NTE	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	QUARTERS DED CD	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RETAINED OCC SERIES CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RETIREMENT PLAN	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	RTND GRADE	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	RTND/PP	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	SALARY SHARE CODE	EMPLOYMENT 2	
590	CONV TO PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
590	CONV TO PROVISIONAL APPT NTE	SPCL EMPL CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
590	CONV TO PROVISIONAL APPT NTE	STANDARD HOURS	POSITION	
590	CONV TO PROVISIONAL APPT NTE	STEP	COMPENSATION	
590	CONV TO PROVISIONAL APPT NTE	TENURE	EMPLOYMENT 2	
590	CONV TO PROVISIONAL APPT NTE	TSP ELIGIBILITY CODE	BENEFIT DATA	
590	CONV TO PROVISIONAL APPT NTE	TYPE APPT	POSITION	

590	CONV TO PROVISIONAL APPT NTE	WORK SCHEDULE	POSITION	
702	PROMOTION	A/L 45 DAYS	BENEFIT DATA	
702	PROMOTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
702	PROMOTION	AUTHORITY	DATA CONTROL	
702	PROMOTION	BASE PAY	COMPENSATION	
702	PROMOTION	COLA/POST DIFF	BENEFIT DATA	
702	PROMOTION	COOP HOLIDAY RATE	EMPLOYMENT 2	
702	PROMOTION	COOP OVERTIME RATE	EMPLOYMENT 2	
702	PROMOTION	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
702	PROMOTION	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
702	PROMOTION	GRADE ENTRY DATE	COMPENSATION	
702	PROMOTION	PAR REMARKS	DATA CONTROL	
702	PROMOTION	PAY RATE DETERMINANT	COMPENSATION	
702	PROMOTION	POSITION	JOB	
702	PROMOTION	PREV CLASS ACTN	JOB	
702	PROMOTION	PREVIOUS AGENCY	JOB	
702	PROMOTION	RETIREMENT PLAN	BENEFIT DATA	
702	PROMOTION	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
702	PROMOTION	SPCL EMPL CODE	BENEFIT DATA	
702	PROMOTION	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
702	PROMOTION	STANDARD HOURS	POSITION	
702	PROMOTION	STEP	COMPENSATION	
702	PROMOTION	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
702	PROMOTION	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
702	PROMOTION	WORK SCHEDULE	POSITION	
703	PROMOTION NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
703	PROMOTION NTE	AUTHORITY	DATA CONTROL	
703	PROMOTION NTE	BASE PAY	COMPENSATION	
703	PROMOTION NTE	COLA/POST DIFF	BENEFIT DATA	
703	PROMOTION NTE	COOP HOLIDAY RATE	EMPLOYMENT 2	
703	PROMOTION NTE	COOP OVERTIME RATE	EMPLOYMENT 2	
703	PROMOTION NTE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
703	PROMOTION NTE	GRADE ENTRY DATE	COMPENSATION	
703	PROMOTION NTE	NOT TO EXCEED DATE	DATA CONTROL	
703	PROMOTION NTE	PAR REMARKS	DATA CONTROL	
703	PROMOTION NTE	PAY RATE DETERMINANT	COMPENSATION	
703	PROMOTION NTE	POSITION	JOB	
703	PROMOTION NTE	PREVIOUS AGENCY	JOB	
703	PROMOTION NTE	RETIREMENT PLAN	BENEFIT DATA	
703	PROMOTION NTE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
703	PROMOTION NTE	SPCL EMPL CODE	BENEFIT DATA	

703	PROMOTION NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
703	PROMOTION NTE	STEP	COMPENSATION	
703	PROMOTION NTE	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
703	PROMOTION NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	A/L 45 DAYS	BENEFIT DATA	
713	CHG TO LOWER GRADE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
713	CHG TO LOWER GRADE	AUTHORITY	DATA CONTROL	
713	CHG TO LOWER GRADE	BASE PAY	COMPENSATION	
713	CHG TO LOWER GRADE	COLA/POST DIFF	BENEFIT DATA	
713	CHG TO LOWER GRADE	COOP HOLIDAY RATE	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	COOP OVERTIME RATE	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
713	CHG TO LOWER GRADE	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
713	CHG TO LOWER GRADE	GRADE ENTRY DATE	COMPENSATION	
713	CHG TO LOWER GRADE	PAR REMARKS	DATA CONTROL	
713	CHG TO LOWER GRADE	PAY RATE DETERMINANT	COMPENSATION	
713	CHG TO LOWER GRADE	POSITION	JOB	
713	CHG TO LOWER GRADE	PREV CLASS ACTN	JOB	
713	CHG TO LOWER GRADE	PREVIOUS AGENCY	JOB	
713	CHG TO LOWER GRADE	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
713	CHG TO LOWER GRADE	RETAINED OCC SERIES CODE	BENEFIT DATA	
713	CHG TO LOWER GRADE	RETIREMENT PLAN	BENEFIT DATA	
713	CHG TO LOWER GRADE	RTND GRADE	COMPENSATION	
713	CHG TO LOWER GRADE	RTND/PP	COMPENSATION	
713	CHG TO LOWER GRADE	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
713	CHG TO LOWER GRADE	SPCL EMPL CODE	BENEFIT DATA	
713	CHG TO LOWER GRADE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
713	CHG TO LOWER GRADE	STEP	COMPENSATION	
713	CHG TO LOWER GRADE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
721	REASSIGNMENT	A/L 45 DAYS	BENEFIT DATA	
721	REASSIGNMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	

721	REASSIGNMENT	AUTHORITY	DATA CONTROL	
721	REASSIGNMENT	BASE PAY	COMPENSATION	
721	REASSIGNMENT	COLA/POST DIFF	BENEFIT DATA	
721	REASSIGNMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
721	REASSIGNMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
721	REASSIGNMENT	GRADE ENTRY DATE	COMPENSATION	
721	REASSIGNMENT	NOT TO EXCEED DATE	DATA CONTROL	
721	REASSIGNMENT	PAR REMARKS	DATA CONTROL	
721	REASSIGNMENT	PAY RATE DETERMINANT	COMPENSATION	
721	REASSIGNMENT	POSITION	JOB	
721	REASSIGNMENT	PREV CLASS ACTN	JOB	
721	REASSIGNMENT	PREVIOUS AGENCY	JOB	
721	REASSIGNMENT	RETIREMENT PLAN	BENEFIT DATA	
721	REASSIGNMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
721	REASSIGNMENT	SPCL EMPL CODE	BENEFIT DATA	
721	REASSIGNMENT	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
721	REASSIGNMENT	STEP	COMPENSATION	
721	REASSIGNMENT	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
721	REASSIGNMENT	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
740	PSN CHG	ACTUAL EFFECTIVE DATE	DATA CONTROL	
740	PSN CHG	AUTHORITY	DATA CONTROL	
740	PSN CHG	BASE PAY	COMPENSATION	
740	PSN CHG	COLA/POST DIFF	BENEFIT DATA	
740	PSN CHG	COOP HOLIDAY RATE	EMPLOYMENT 2	
740	PSN CHG	COOP OVERTIME RATE	EMPLOYMENT 2	
740	PSN CHG	GRADE ENTRY DATE	COMPENSATION	
740	PSN CHG	NOT TO EXCEED DATE	DATA CONTROL	
740	PSN CHG	PAR REMARKS	DATA CONTROL	
740	PSN CHG	PAY RATE DETERMINANT	COMPENSATION	
740	PSN CHG	POSITION	JOB	
740	PSN CHG	PREV CLASS ACTN	JOB	
740	PSN CHG	PREVIOUS AGENCY	JOB	
740	PSN CHG	RETAINED GRADE EXPIRES DATE	EMPLOYMENT 2	
740	PSN CHG	RETAINED OCC FUNCTIONAL CODE	BENEFIT DATA	
740	PSN CHG	RETAINED OCC SERIES CODE	BENEFIT DATA	
740	PSN CHG	RTND GRADE	COMPENSATION	
740	PSN CHG	RTND/PP	COMPENSATION	
740	PSN CHG	SPCL EMPL CODE	BENEFIT DATA	
740	PSN CHG	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
740	PSN CHG	STEP	COMPENSATION	
740	PSN CHG	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
740	PSN CHG	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
760	EXT OF APPT NTE	A/L CAT CD	BENEFIT DATA	

760	EXT OF APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
760	EXT OF APPT NTE	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
760	EXT OF APPT NTE	AUTHORITY	DATA CONTROL	
760	EXT OF APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
760	EXT OF APPT NTE	PAR REMARKS	DATA CONTROL	
760	EXT OF APPT NTE	PAY RATE DETERMINANT	COMPENSATION	
765	EXT OF TERM APPT NTE	A/L CAT CD	BENEFIT DATA	
765	EXT OF TERM APPT NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
765	EXT OF TERM APPT NTE	AUTHORITY	DATA CONTROL	
765	EXT OF TERM APPT NTE	NOT TO EXCEED DATE	DATA CONTROL	
765	EXT OF TERM APPT NTE	PAR REMARKS	DATA CONTROL	
769	EXT OF PROMOTION NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
769	EXT OF PROMOTION NTE	AUTHORITY	DATA CONTROL	
769	EXT OF PROMOTION NTE	NOT TO EXCEED DATE	DATA CONTROL	
769	EXT OF PROMOTION NTE	PAR REMARKS	DATA CONTROL	
773	EXT OF LWOP NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
773	EXT OF LWOP NTE	AUTHORITY	DATA CONTROL	
773	EXT OF LWOP NTE	NOT TO EXCEED DATE	DATA CONTROL	
773	EXT OF LWOP NTE	PAR REMARKS	DATA CONTROL	
780	NAME CHANGE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
780	NAME CHANGE	AUTHORITY	DATA CONTROL	
780	NAME CHANGE	PAR REMARKS	DATA CONTROL	
781	CHG IN WORK SCHEDULE	A/L CAT CD	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
781	CHG IN WORK SCHEDULE	AUTHORITY	DATA CONTROL	
781	CHG IN WORK SCHEDULE	EARN LEAVE DURING PP	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	FEGLI CODE	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	FEHB ELIGIBILITY	BENEFIT DATA	
781	CHG IN WORK SCHEDULE	PAR REMARKS	DATA CONTROL	

781	CHG IN WORK SCHEDULE	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
781	CHG IN WORK SCHEDULE	STANDARD HOURS	POSITION	
781	CHG IN WORK SCHEDULE	WORK SCHEDULE	POSITION	
782	CHG IN HOURS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
782	CHG IN HOURS	AUTHORITY	DATA CONTROL	
782	CHG IN HOURS	PAR REMARKS	DATA CONTROL	
782	CHG IN HOURS	STANDARD HOURS	POSITION	
790	REALIGNMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
790	REALIGNMENT	AUTHORITY	DATA CONTROL	
790	REALIGNMENT	COLA/POST DIFF	BENEFIT DATA	
790	REALIGNMENT	FEHB ELIGIBILITY	BENEFIT DATA	
790	REALIGNMENT	PAR REMARKS	DATA CONTROL	
790	REALIGNMENT	POSITION	JOB	
790	REALIGNMENT	PREV CLASS ACTN	JOB	
790	REALIGNMENT	PREVIOUS AGENCY	JOB	
790	REALIGNMENT	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
790	REALIGNMENT	QUARTERS DED CD	BENEFIT DATA	
792	CHG IN DUTY STATION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
792	CHG IN DUTY STATION	AUTHORITY	DATA CONTROL	
792	CHG IN DUTY STATION	COLA/POST DIFF	BENEFIT DATA	
792	CHG IN DUTY STATION	FEHB ELIGIBILITY	BENEFIT DATA	
792	CHG IN DUTY STATION	PAR REMARKS	DATA CONTROL	
800	CHANGE IN DATA ELEMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
800	CHANGE IN DATA ELEMENT	ANNUITANT INDICATOR	BENEFIT DATA	
800	CHANGE IN DATA ELEMENT	AUTHORITY	DATA CONTROL	
800	CHANGE IN DATA ELEMENT	PAY RATE DETERMINANT	COMPENSATION	
800	CHANGE IN DATA ELEMENT	POSITION	JOB	
800	CHANGE IN DATA ELEMENT	PREV CLASS ACTN	JOB	
803	CHG IN RETIREMENT PLN	ACTUAL EFFECTIVE DATE	DATA CONTROL	
803	CHG IN RETIREMENT PLN	AUTHORITY	DATA CONTROL	
803	CHG IN RETIREMENT PLN	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
803	CHG IN RETIREMENT PLN	CSRS FROZEN SERVICE	BENEFIT DATA	
803	CHG IN RETIREMENT PLN	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
803	CHG IN RETIREMENT PLN	RETIREMENT PLAN	BENEFIT DATA	
803	CHG IN RETIREMENT PLN	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	

803	CHG IN RETIREMENT PLN	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
805	ELEC FULL LIV BENEFITS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
805	ELEC FULL LIV BENEFITS	AUTHORITY	DATA CONTROL	
805	ELEC FULL LIV BENEFITS	PAR REMARKS	DATA CONTROL	
806	ELEC PARTIAL LIV BENEFITS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
806	ELEC PARTIAL LIV BENEFITS	AUTHORITY	DATA CONTROL	
806	ELEC PARTIAL LIV BENEFITS	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
806	ELEC PARTIAL LIV BENEFITS	PAR REMARKS	DATA CONTROL	
810	CHG IN ALLOWANCE/DIFFERENTIAL	ACTUAL EFFECTIVE DATE	DATA CONTROL	
810	CHG IN ALLOWANCE/DIFFERENTIAL	ALLOWANCE %	BENEFIT DATA	
810	CHG IN ALLOWANCE/DIFFERENTIAL	AUTHORITY	DATA CONTROL	
810	CHG IN ALLOWANCE/DIFFERENTIAL	SUPVY−PERCENT	BENEFIT DATA	
815	RECRUITMENT BONUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
815	RECRUITMENT BONUS	AMOUNT	DATA CONTROL	AWARD DATA
815	RECRUITMENT BONUS	AUTHORITY	DATA CONTROL	
816	RELOCATION BONUS	ACTUAL EFFECTIVE DATE	DATA CONTROL	
816	RELOCATION BONUS	AMOUNT	DATA CONTROL	AWARD DATA
816	RELOCATION BONUS	AUTHORITY	DATA CONTROL	
825	SEPARATION INCENTIVE	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
825	SEPARATION INCENTIVE	ADDRESS IND	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	AGNCY CHRGD	DATA CONTROL	AWARD DATA
825	SEPARATION INCENTIVE	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA

840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	AWARD DATA FROM DATE	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	AWARD DATA TO DATE	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
840	INDIVIDUAL CASH AWARD/QUICK TRACK AWARD	TANG/INTANG	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
841	GROUP CASH AWARD/QUICK TRACK AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	AWARD DATA FROM DATE	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	AWARD DATA TO DATE	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
841	GROUP CASH AWARD/QUICK TRACK AWARD	TANG/INTANG	DATA CONTROL	AWARD DATA

842	INDIVIDUAL SUGGESTION/INVENTION AWD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
842	INDIVIDUAL SUGGESTION/INVENTION AWD	ADDRESS IND	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	CASE NUMBER	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
842	INDIVIDUAL SUGGESTION/INVENTION AWD	TANG/INTANG	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
843	GROUP SUGGESTION/INVENTION AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	FIRST YR SAVINGS	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
843	GROUP SUGGESTION/INVENTION AWARD	TANG/INTANG	DATA CONTROL	AWARD DATA

845	TRAVEL SAVINGS INCENTIVES	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	ACTUAL EFFECTIVE DATE	DATA CONTROL	
845	TRAVEL SAVINGS INCENTIVES	ADDRESS IND	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	AGNCY CHRGD	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	AWARD DATA FROM DATE	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	AWARD DATA TO DATE	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	CASE NUMBER	DATA CONTROL	AWARD DATA
845	TRAVEL SAVINGS INCENTIVES	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
846	INDIVIDUAL TIME OFF AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
846	INDIVIDUAL TIME OFF AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
846	INDIVIDUAL TIME OFF AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
846	INDIVIDUAL TIME OFF AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
847	GROUP TIME OFF AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
847	GROUP TIME OFF AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
847	GROUP TIME OFF AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
847	GROUP TIME OFF AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA
866	TERM OF GRADE RETENTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
866	TERM OF GRADE RETENTION	AUTHORITY	DATA CONTROL	
866	TERM OF GRADE RETENTION	PAR REMARKS	DATA CONTROL	
866	TERM OF GRADE RETENTION	PAY RATE DETERMINANT	COMPENSATION	
866	TERM OF GRADE RETENTION	STEP	COMPENSATION	
879	SES PERFORMANCE AWARD	ACCTG DISTRIB	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	ACCTG STAT CHRG	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
879	SES PERFORMANCE AWARD	ADDRESS IND	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	AGNCY CHRGD	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	CASE NUMBER	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	CHECK MAIL ADDRESS DATA	DATA CONTROL	AWARD DATA
879	SES PERFORMANCE AWARD	NUMBER OF PERSONS	DATA CONTROL	AWARD DATA

880	CHG IN TENURE GROUP	ACTUAL EFFECTIVE DATE	DATA CONTROL	
880	CHG IN TENURE GROUP	AUTHORITY	DATA CONTROL	
880	CHG IN TENURE GROUP	CAREER TENURE DATE	EMPLOYMENT 1	
880	CHG IN TENURE GROUP	PAR REMARKS	DATA CONTROL	
880	CHG IN TENURE GROUP	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
880	CHG IN TENURE GROUP	TENURE	EMPLOYMENT 2	
880	CHG IN TENURE GROUP	TYPE APPT	POSITION	
881	CHG IN FEGLI	ACTUAL EFFECTIVE DATE	DATA CONTROL	
881	CHG IN FEGLI	AUTHORITY	DATA CONTROL	
881	CHG IN FEGLI	FEGLI CODE	BENEFIT DATA	
881	CHG IN FEGLI	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
881	CHG IN FEGLI	PAR REMARKS	DATA CONTROL	
881	CHG IN FEGLI	PAY RATE DETERMINANT	COMPENSATION	
882	CHG IN SCD	A/L CAT CD	BENEFIT DATA	
882	CHG IN SCD	ACTUAL EFFECTIVE DATE	DATA CONTROL	
882	CHG IN SCD	AUTHORITY	DATA CONTROL	
882	CHG IN SCD	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
882	CHG IN SCD	CSRS FROZEN SERVICE	BENEFIT DATA	
882	CHG IN SCD	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
882	CHG IN SCD	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
882	CHG IN SCD	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
882	CHG IN SCD	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
882	CHG IN SCD	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
882	CHG IN SCD	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
882	CHG IN SCD	SERVICE COMPUTATION DATE TSP	EMPLOYMENT 1	
882	CHG IN SCD	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
883	CHG IN VET PREF	ACTUAL EFFECTIVE DATE	DATA CONTROL	
883	CHG IN VET PREF	AUTHORITY	DATA CONTROL	
883	CHG IN VET PREF	PAR REMARKS	DATA CONTROL	
883	CHG IN VET PREF	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
883	CHG IN VET PREF	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO

883	CHG IN VET PREF	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
883	CHG IN VET PREF	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
888	DENIAL OF WITHIN GRADE INC	ACTUAL EFFECTIVE DATE	DATA CONTROL	
888	DENIAL OF WITHIN GRADE INC	AUTHORITY	DATA CONTROL	
888	DENIAL OF WITHIN GRADE INC	PAR REMARKS	DATA CONTROL	
891	GM WGI	ACTUAL EFFECTIVE DATE	DATA CONTROL	
891	GM WGI	AUTHORITY	DATA CONTROL	
891	GM WGI	BASE PAY	COMPENSATION	
891	GM WGI	PAR REMARKS	DATA CONTROL	
892	QUALITY INC	ACTUAL EFFECTIVE DATE	DATA CONTROL	
892	QUALITY INC	AUTHORITY	DATA CONTROL	
892	QUALITY INC	BASE PAY	COMPENSATION	
892	QUALITY INC	PAR REMARKS	DATA CONTROL	
892	QUALITY INC	STEP	COMPENSATION	
893	WITHIN GRADE INC	ACTUAL EFFECTIVE DATE	DATA CONTROL	
893	WITHIN GRADE INC	AUTHORITY	DATA CONTROL	
893	WITHIN GRADE INC	BASE PAY	COMPENSATION	
893	WITHIN GRADE INC	PAR REMARKS	DATA CONTROL	
893	WITHIN GRADE INC	STEP	COMPENSATION	
894	PAY ADJUSTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
894	PAY ADJUSTMENT	ANNUITY SHARE AMOUNT	COMPENSATION	
894	PAY ADJUSTMENT	AUTHORITY	DATA CONTROL	
894	PAY ADJUSTMENT	BASE PAY	COMPENSATION	
894	PAY ADJUSTMENT	COOP HOLIDAY RATE	EMPLOYMENT 2	
894	PAY ADJUSTMENT	COOP OVERTIME RATE	EMPLOYMENT 2	
894	PAY ADJUSTMENT	COOP SHARE AMT	EMPLOYMENT 2	
894	PAY ADJUSTMENT	PAR REMARKS	DATA CONTROL	
894	PAY ADJUSTMENT	PAY RATE DETERMINANT	COMPENSATION	
894	PAY ADJUSTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
894	PAY ADJUSTMENT	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
894	PAY ADJUSTMENT	SPCL EMPL CODE	BENEFIT DATA	
894	PAY ADJUSTMENT	STEP	COMPENSATION	
895	LOCALITY PAYMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
895	LOCALITY PAYMENT	AUTHORITY	DATA CONTROL	
895	LOCALITY PAYMENT	PAR REMARKS	DATA CONTROL	
900	CONVERSION TO USDA	A/L 45 DAYS	BENEFIT DATA	
900	CONVERSION TO USDA	A/L CAT CD	BENEFIT DATA	
900	CONVERSION TO USDA	ACTUAL EFFECTIVE DATE	DATA CONTROL	
900	CONVERSION TO USDA	ANNUITANT INDICATOR	BENEFIT DATA	
900	CONVERSION TO USDA	ANNUITY SHARE AMOUNT	COMPENSATION	

900	CONVERSION TO USDA	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	AUTHORITY	DATA CONTROL	
900	CONVERSION TO USDA	BASE PAY	COMPENSATION	
900	CONVERSION TO USDA	CAREER TENURE DATE	EMPLOYMENT 1	
900	CONVERSION TO USDA	CITIZENSHIP STATUS	PERSONAL DATA	
900	CONVERSION TO USDA	COLA/POST DIFF	BENEFIT DATA	
900	CONVERSION TO USDA	COOP HOLIDAY RATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	COOP OVERTIME RATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	COOP SHARE AMT	EMPLOYMENT 2	
900	CONVERSION TO USDA	CREDITABLE MILITARY SERVICE	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	CSRS FROZEN SERVICE	BENEFIT DATA	
900	CONVERSION TO USDA	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
900	CONVERSION TO USDA	DATE OF BIRTH	PERSONAL DATA	
900	CONVERSION TO USDA	EARN LEAVE DURING PP	BENEFIT DATA	
900	CONVERSION TO USDA	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
900	CONVERSION TO USDA	EMP PROBATION PERIOD DATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	FEGLI CODE	BENEFIT DATA	
900	CONVERSION TO USDA	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
900	CONVERSION TO USDA	FEHB ELIGIBILITY	BENEFIT DATA	
900	CONVERSION TO USDA	GRADE ENTRY DATE	COMPENSATION	
900	CONVERSION TO USDA	HANDICAP CODE	PERSONAL DATA	
900	CONVERSION TO USDA	MILITARY SERVICE END DATE	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	NOT TO EXCEED DATE	DATA CONTROL	
900	CONVERSION TO USDA	PAR REMARKS	DATA CONTROL	
900	CONVERSION TO USDA	PAY RATE DETERMINANT	COMPENSATION	

900	CONVERSION TO USDA	POSITION	JOB	
900	CONVERSION TO USDA	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
900	CONVERSION TO USDA	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
900	CONVERSION TO USDA	QUARTERS DED CD	BENEFIT DATA	
900	CONVERSION TO USDA	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	RETIREMENT PLAN	BENEFIT DATA	
900	CONVERSION TO USDA	RNO	PERSONAL DATA	
900	CONVERSION TO USDA	SALARY SHARE CODE	EMPLOYMENT 2	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE RETIRE	EMPLOYMENT 1	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE RIF	EMPLOYMENT 1	
900	CONVERSION TO USDA	SERVICE COMPUTATION DATE WGI	EMPLOYMENT 1	
900	CONVERSION TO USDA	SPCL EMPL CODE	BENEFIT DATA	
900	CONVERSION TO USDA	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
900	CONVERSION TO USDA	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
900	CONVERSION TO USDA	STANDARD HOURS	POSITION	
900	CONVERSION TO USDA	STEP	COMPENSATION	
900	CONVERSION TO USDA	SUPV/MGR PROB PERIOD DATE	EMPLOYMENT 2	
900	CONVERSION TO USDA	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
900	CONVERSION TO USDA	TENURE	EMPLOYMENT 2	
900	CONVERSION TO USDA	TSP ELIGIBILITY CODE	BENEFIT DATA	
900	CONVERSION TO USDA	TYPE APPT	POSITION	
900	CONVERSION TO USDA	VETERAN−PREF−RIF	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
900	CONVERSION TO USDA	WORK SCHEDULE	POSITION	
903	CHG IN NON CPDF DATA ELEMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
903	CHG IN NON CPDF DATA ELEMENT	PAR REMARKS	DATA CONTROL	

910	CHANGE IN TITLE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
910	CHANGE IN TITLE	PAR REMARKS	DATA CONTROL	
915	HEALTH BENEFITS COVERAGE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
915	HEALTH BENEFITS COVERAGE	FEHB ELIGIBILITY	BENEFIT DATA	
915	HEALTH BENEFITS COVERAGE	PAR REMARKS	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	AUTHORITY	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	BASE PAY	COMPENSATION	
917	ANNUITANT ADJUSTMENT	COOP SHARE AMT	EMPLOYMENT 2	
917	ANNUITANT ADJUSTMENT	FEGLI CODE	BENEFIT DATA	
917	ANNUITANT ADJUSTMENT	FEGLI COVERAGE AMOUNT	BENEFIT DATA	
917	ANNUITANT ADJUSTMENT	FEHB ELIGIBILITY	BENEFIT DATA	
917	ANNUITANT ADJUSTMENT	PAR REMARKS	DATA CONTROL	
917	ANNUITANT ADJUSTMENT	PAY RATE DETERMINANT	COMPENSATION	
917	ANNUITANT ADJUSTMENT	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO
917	ANNUITANT ADJUSTMENT	SALARY SHARE CODE	EMPLOYMENT 2	
917	ANNUITANT ADJUSTMENT	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
917	ANNUITANT ADJUSTMENT	STEP	COMPENSATION	
919	PD NUMBER CHANGE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
919	PD NUMBER CHANGE	PAR REMARKS	DATA CONTROL	
919	PD NUMBER CHANGE	POSITION	JOB	
919	PD NUMBER CHANGE	PREV CLASS ACTN	JOB	
922	DETAIL NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
922	DETAIL NTE	NOT TO EXCEED DATE	DATA CONTROL	
922	DETAIL NTE	PAR REMARKS	DATA CONTROL	
922	DETAIL NTE	POSITION	JOB	
922	DETAIL NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
922	DETAIL NTE	SUPV/MGR PROB PERIOD REQRD	EMPLOYMENT 2	
923	EXT OF DETAIL NTE	ACTUAL EFFECTIVE DATE	DATA CONTROL	
923	EXT OF DETAIL NTE	NOT TO EXCEED DATE	DATA CONTROL	
923	EXT OF DETAIL NTE	PAR REMARKS	DATA CONTROL	
923	EXT OF DETAIL NTE	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
924	TERM OF DETAIL	ACTUAL EFFECTIVE DATE	DATA CONTROL	
924	TERM OF DETAIL	AUTHORITY	DATA CONTROL	
924	TERM OF DETAIL	PAR REMARKS	DATA CONTROL	

924	TERM OF DETAIL	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
930	CHANGE QTRS DEDUCTION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
930	CHANGE QTRS DEDUCTION	AUTHORITY	DATA CONTROL	
930	CHANGE QTRS DEDUCTION	PAR REMARKS	DATA CONTROL	
930	CHANGE QTRS DEDUCTION	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
930	CHANGE QTRS DEDUCTION	QUARTERS DED CD	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	A/L 45 DAYS	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	A/L CAT CD	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	ACTUAL EFFECTIVE DATE	DATA CONTROL	
955	TEMPORARY APPT ACCESSION	APPT LIMIT−AMOUNT TOTAL	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT−AMOUNT BALANCE	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT− HOURS TOTAL	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT−HOURS BALANCE	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT−DAYS TOTAL	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	APPT LIMIT−DAYS BALANCE	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	BASE PAY	COMPENSATION	
955	TEMPORARY APPT ACCESSION	CITIZENSHIP STATUS	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	COLA/POST DIFF	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	DATE ACQUIRED	PERSONAL DATA	EDUCATION DETAILS
955	TEMPORARY APPT ACCESSION	DATE OF BIRTH	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	EARN LEAVE DURING PP	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	EDUCATION LEVEL	PERSONAL DATA	EDUCATION DETAILS
955	TEMPORARY APPT ACCESSION	FEGLI CODE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	FEHB ELIGIBILITY	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	GRADE ENTRY DATE	COMPENSATION	
955	TEMPORARY APPT ACCESSION	HANDICAP CODE	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	LOSING/GAINING DEPT	JOB	
955	TEMPORARY APPT ACCESSION	NOT TO EXCEED DATE	DATA CONTROL	
955	TEMPORARY APPT ACCESSION	PAR REMARKS	DATA CONTROL	
955	TEMPORARY APPT ACCESSION	PAY RATE DETERMINANT	COMPENSATION	

955	TEMPORARY APPT ACCESSION	POSITION	JOB	
955	TEMPORARY APPT ACCESSION	PREVIOUS RETIREMENT COVERAGE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	QUARTER DEDUCTION AMOUNT	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	QUARTERS DED CD	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	RESERVE CATEGORY	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	RETIREMENT PLAN	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	RNO	PERSONAL DATA	
955	TEMPORARY APPT ACCESSION	SERVICE COMPUTATION DATE LEAVE	EMPLOYMENT 1	
955	TEMPORARY APPT ACCESSION	SPCL EMPL CODE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	SPECIAL EMPLOYMENT PROGRAM	EMPLOYMENT 1	APPT DATA
955	TEMPORARY APPT ACCESSION	SPECIALIZATION	PERSONAL DATA	EDUCATION DETAILS
955	TEMPORARY APPT ACCESSION	STANDARD HOURS	POSITION	
955	TEMPORARY APPT ACCESSION	STEP	COMPENSATION	
955	TEMPORARY APPT ACCESSION	TENURE	EMPLOYMENT 2	
955	TEMPORARY APPT ACCESSION	TSP ELIGIBILITY CODE	BENEFIT DATA	
955	TEMPORARY APPT ACCESSION	TYPE APPT	POSITION	
955	TEMPORARY APPT ACCESSION	VETERANS PREFERENCE	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	VETERANS PREFERENCE RIF	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	VETERANS STATUS	PERSONAL DATA	VETERANS INFO
955	TEMPORARY APPT ACCESSION	WORK SCHEDULE	POSITION	
976	PRELIMINARY DISABILITY RETIREMENT	ACTUAL EFFECTIVE DATE	DATA CONTROL	
976	PRELIMINARY DISABILITY RETIREMENT	FEHB ELIGIBILITY	BENEFIT DATA	
976	PRELIMINARY DISABILITY RETIREMENT	LAST DATE WORKED	EMPLOYMENT 2	
976	PRELIMINARY DISABILITY RETIREMENT	PAR REMARKS	DATA CONTROL	
976	PRELIMINARY DISABILITY RETIREMENT	PROJECTED SICK LEAVE USAGE DATE	EMPLOYMENT 2	RETIRE/TERMIN INFO
976	PRELIMINARY DISABILITY RETIREMENT	RETIRE/TERMIN INFO	EMPLOYMENT 2	RETIRE/TERMIN INFO

Cancel Applied Action

This section is used to process a cancellation to the most current 063 or 110 personnel action that has applied on the NFC database.

Ensure that in ***EmpowHR***, the previous NOA record that is being restored with this cancellation action matches the NFC database. If not, this will cause an NFC system synchronization problem. If this occurs, immediately roll the cancellation action off the system and take steps to synchronize the NFC and ***EmpowHR*** record. If you have questions, contact the ***EmpowHR*** help desk.

If a personnel action that has not applied, not cancelled, and not corrected on the NFC database that you want to delete from ***EmpowHR***, change the PAR Status to **`Cancelled`**, save the record, then click the **`–`**. A pop-up will appear asking to confirm the deletion. Click **Yes**. The record will be deleted then save the record.

To Cancel an Applied Action:

1. Select the ***PAR Processing*** menu group.
2. Select the ***Cancel Applied Action*** component. The ***Find an Existing Value*** Cancel Personnel Action USF page is displayed. The information on this page will allow you to locate an existing employee in order to cancel an applied action.
3. Click **Search**. The Cancel Applied tab - Cancel Personnel Action USF page (**Figure 359**) is displayed.

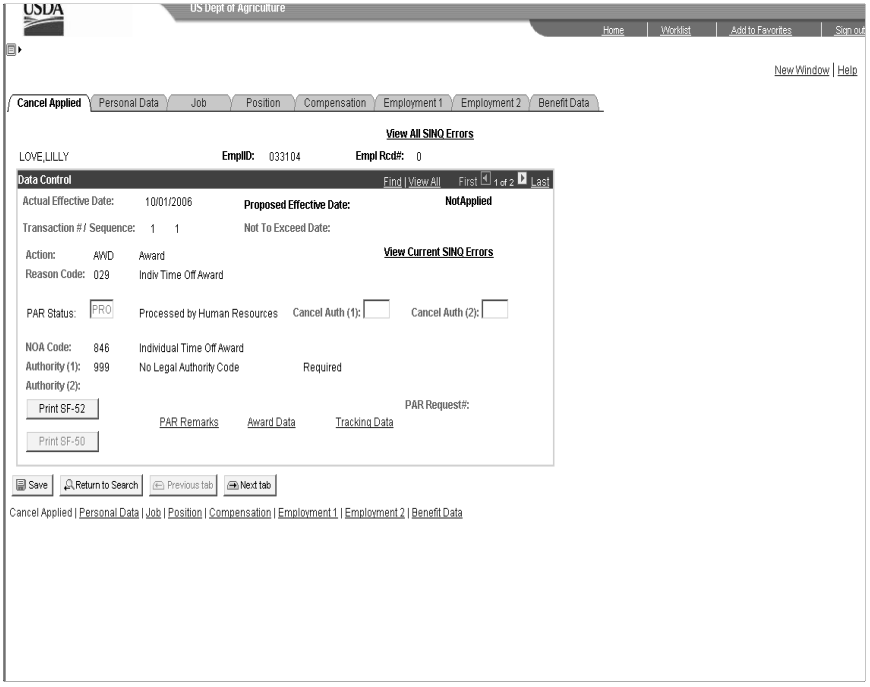


Figure 359. Cancel Applied tab - Cancel Personnel Action USF page

4. Change the fields as follows:

PAR Status

Change the PAR Status to **CAN** (Canceled).

Authority (1)

Enter an authority number that corresponds to the cancel status.

5. Click **Save**. The Par Action successfully saved pop-up appears.
6. Click **OK**.

Note: ***EmpowHR*** builds a History Correction package in the background to complete the cancellation. The lines show as blanks unless History Override is reviewed.

Please ensure that in ***EmpowHR***, the previous NOA record that is being restored with this cancellation action matches the NFC database. If not, this will cause an NFC system synchronization problem that has to be referred to an NFC programmer. If this occurs, immediately roll the cancellation action off the system and take steps to synchronize the NFC and ***EmpowHR*** record. If you have questions, contact the ***EmpowHR*** Help Desk.

Because of the tax implications of cancelled award actions, you must submit an AD−343 to NFC. Please consult the Title 1, Chapter 11, at http://dab.nfc.usda.gov/pus/docs/nonauto/nonauto.pdf.

Note: Consult the OPM Guide for Processing Personnel Actions Chapter 32 for guidance on appropriate Authorities to be used on canceling NOA records. The Guide can be accessed at: http://www.opm.gov/feddata/gppa/gppa.htm.

Rollback

A rollback can be initiated by the user (user-generated rollback), or by the system (system-generated rollback) for actions that applied during the current processing pay period.

A user may rollback actions if the employee's salary for that pay period has not been computed by PAYE. If the employee has been paid, the rollback feature is unavailable.

To Rollback an action:

1. Select the ***PAR Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find An Existing Value*** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The Data Control tab - HR Processing USF page (**Figure 360**) is displayed.

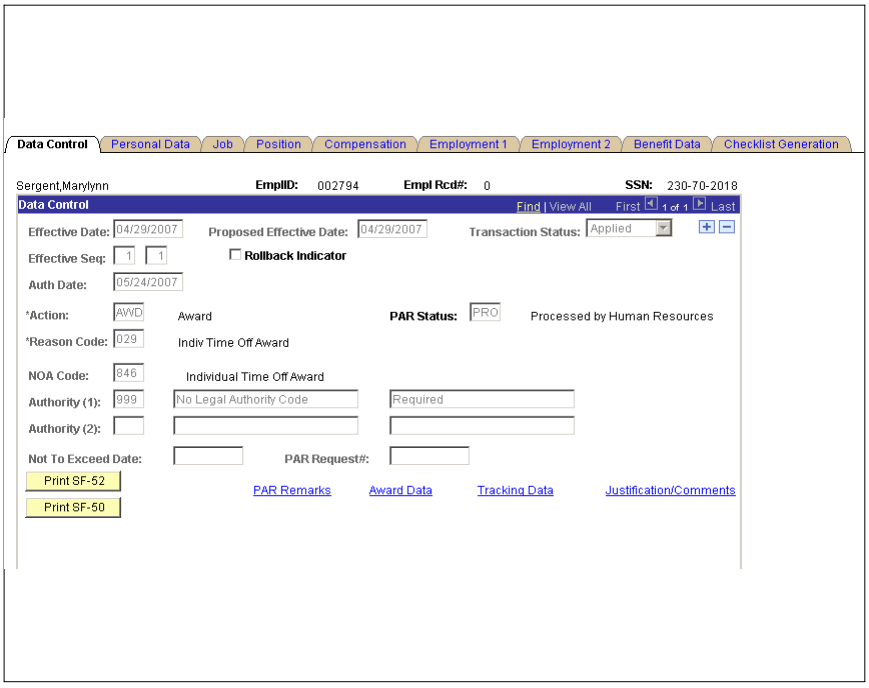


Figure 360. Data Control page

5. Click the **Rollback Indicator**.
6. Click **Save**. The Transaction Status will reflect **`NFC Ready`**.

History Override

A HCUP package can contain transactions with one or all of the following statuses: correct, cancel, and insert. all packages will have a Starting Action and Intervening Actions. The

Starting Action identifies where the process begins and the Intervening Action identifies all the transaction to be included in the package. If a correction is made on the Job Code, Position, or PAR action, you can click **Save** on any page and the record is marked **`NFC Ready`**. If a Payroll Document is corrected you must click **Save** on the last page and return to the 1st page of the record and mark the transaction status to **`NFC Ready`**. Document type 840 (Award) is not part of history, therefore; will not be reflected on the History Correction page.

This section contains the following functional topics:

Cancel A History PAR

Correct A History PAR

Insert A History PAR

Cancel A History PAR

To Cancel A History PAR Action:

1. Select the ***Par Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find An Existing Value*** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The History Correction tab - HR Processing USF page (**Figure 361**) is displayed.

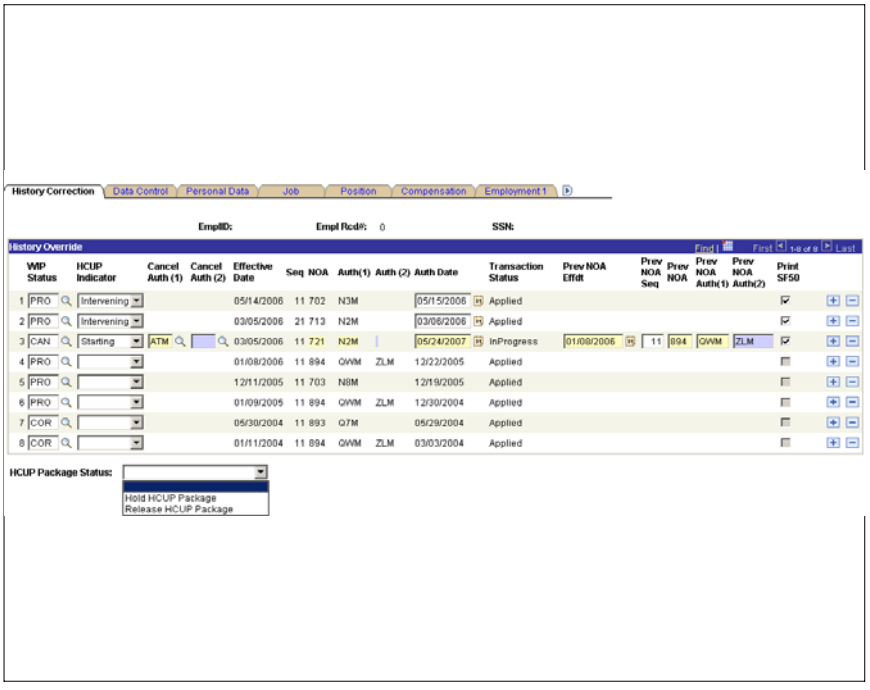


Figure 361. History Correction tab - HR Processing USF page

5. Change the **`WIP Status`** to **`Can`** and the **`HCUP Indicator`** to **`Starting`** on the action to be canceled.

6. Enter **ATM** in the **Cancel Auth 1** field.
7. Review previous NOA information.
8. Change the WIP Status of the subsequent action that needs to be corrected to **COR** (corrected) or **CAN** (cancelled) and set the HCUP Indicator to **Intervening** (New actions can be inserted).
9. Modify all Intervening actions as applicable.
10. Change the HCUP Status to **Release HCUP Package**.
11. Click **Save**. All corrected transactions are marked **NFC Ready**.
12. Click **OK**.

Correct A History PAR

The Correct Applied Action option is used to correct the most current PAR action or Cash Award that has applied on the NFC History File (IRIS Program IR525).

When processing a correction to an NFC applied record, the effective date must be after the effective date of the position change.

Do not use this function if transactions are being processed in the current processing pay period.

To Correct A History PAR:

1. Select the ***Par Processing*** menu group.
2. Select the ***HR Processing*** component. The ***Find An Existing Value*** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Correct History**.
4. Click **Search**. The History Correction tab - HR Processing USF page (**Figure 362**) is displayed.

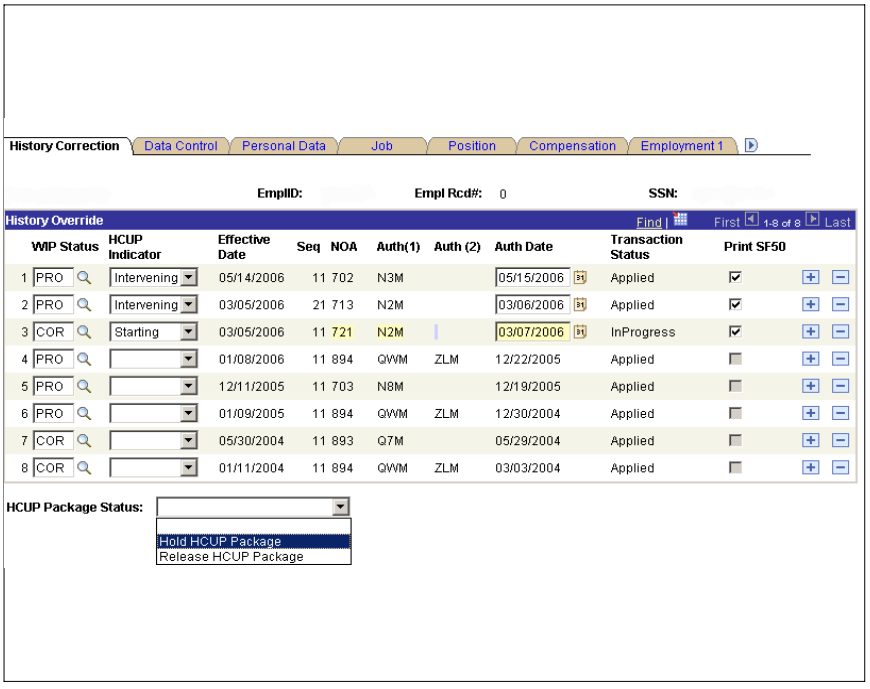


Figure 362. History Correction page

5. Set the WIP Status to **`COR`** and the HCUP Indicator to **`Starting`**. on the action to be corrected.
6. Set the WIP Status and the HCUP Indicator on all other actions.
7. Correct all applicable fields on the transactions.

8. Select the ***History Correction*** page (**Figure 362**).

9. Change the **`HCUP Package Status`** to **`Release HCUP Package`**.

10. Click **Save**.

11. Click **OK**.

Insert a History PAR

To Insert a history PAR action:

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

2. Select the ***HR Processing*** component. The ***Find An Existing Value*** - HR Processing USF page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.

3. Click **Correct History**.

4. Click **Search**. The History Correction tab - HR Processing USF page (**Figure 363**) is displayed.

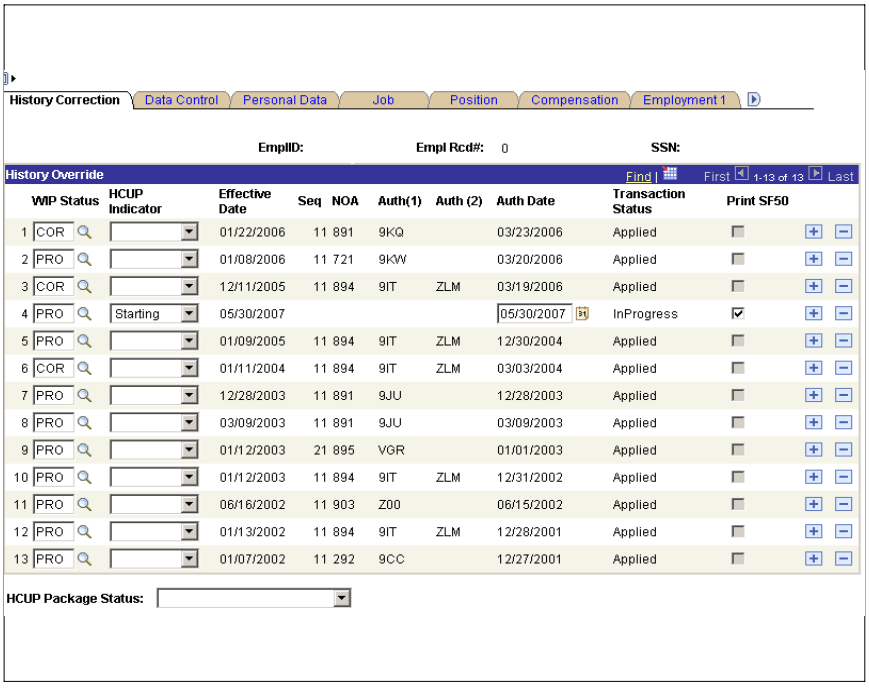


Figure 363. History Override page

5. Click the **Add a New Row** icon on the PAR action that precedes the inserted row.

6. Enter the applicable fields for the inserted action.

7. Click the ***History Correction*** tab. If the correction effects any intervening action(s), then the corrected action becomes the starting action and all other actions with later effective dates or the same date with later authentication dates must be addressed.

Change the WIP Status of the subsequent action that needs to be corrected to **COR** (corrected) or **CAN** (cancelled) and set the HCUP Indicator to **Starting/Intervening**.

8. Change the Transaction Status to **NFC Ready**. The package will be transmitted.
9. Click **Save**.
10. Click **OK**.
11. Modify all Intervening actions as applicable.
12. Change the HCUP Status to **Release HCUP Package**.
13. Click **Save**.
14. Click **OK**.

Update NFC Flags

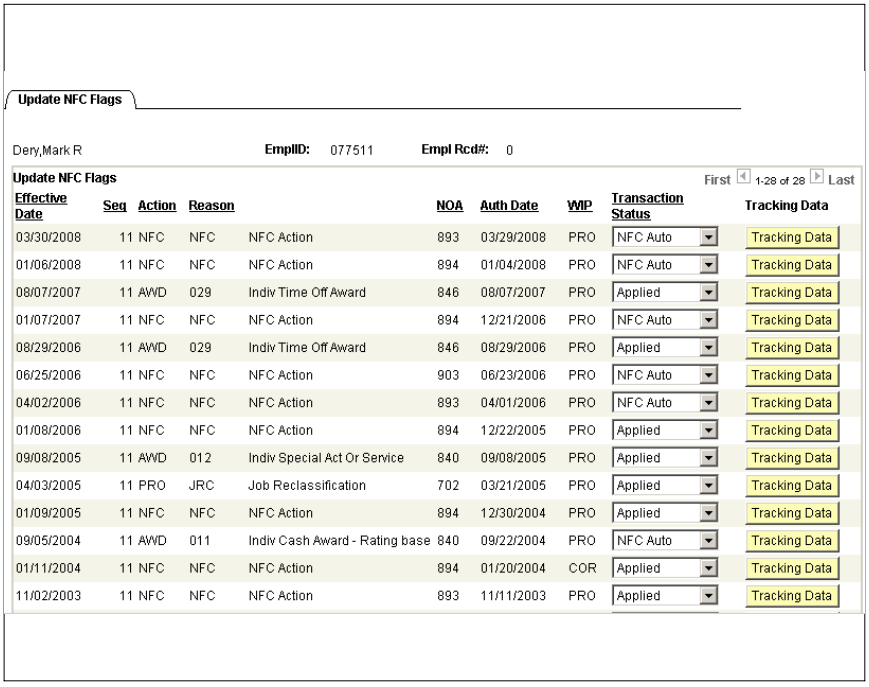
This option allows a System Administrator to update the Transaction Status flags.

To access the Update NFC Flags page:

1. Select the ***Par Processing*** menu group.
2. Select the ***Update NFC Flags*** component. The ***Find An Existing Value*** -The Update NFC Flags page is displayed. The information on this page will allow you to locate an existing employee in order to change the transaction status.
3. Click **Search**. The Update NFC Flags tab page (**Figure 364**) is displayed.

   OR

   Click **Clear** to enter another EmplID.



Update NFC Flags

Dery,Mark R EmplID: 077511 Empl Rcd#: 0

Update NFC Flags First 1-28 of 28 Last

Effective Date	Seq	Action	Reason		NOA	Auth Date	WIP	Transaction Status	Tracking Data
03/30/2008	11	NFC	NFC	NFC Action	893	03/29/2008	PRO	NFC Auto	Tracking Data
01/06/2008	11	NFC	NFC	NFC Action	894	01/04/2008	PRO	NFC Auto	Tracking Data
08/07/2007	11	AWD	029	Indiv Time Off Award	846	08/07/2007	PRO	Applied	Tracking Data
01/07/2007	11	NFC	NFC	NFC Action	894	12/21/2006	PRO	NFC Auto	Tracking Data
08/29/2006	11	AWD	029	Indiv Time Off Award	846	08/29/2006	PRO	Applied	Tracking Data
06/25/2006	11	NFC	NFC	NFC Action	903	06/23/2006	PRO	NFC Auto	Tracking Data
04/02/2006	11	NFC	NFC	NFC Action	893	04/01/2006	PRO	NFC Auto	Tracking Data
01/08/2006	11	NFC	NFC	NFC Action	894	12/22/2005	PRO	Applied	Tracking Data
09/08/2005	11	AWD	012	Indiv Special Act Or Service	840	09/08/2005	PRO	Applied	Tracking Data
04/03/2005	11	PRO	JRC	Job Reclassification	702	03/21/2005	PRO	Applied	Tracking Data
01/09/2005	11	NFC	NFC	NFC Action	894	12/30/2004	PRO	Applied	Tracking Data
09/05/2004	11	AWD	011	Indiv Cash Award - Rating base	840	09/22/2004	PRO	NFC Auto	Tracking Data
01/11/2004	11	NFC	NFC	NFC Action	894	01/20/2004	COR	Applied	Tracking Data
11/02/2003	11	NFC	NFC	NFC Action	893	11/11/2003	PRO	Applied	Tracking Data

Figure 364. Update NFC Flags tab page

4. Complete the fields as follows:

EmplID

This field is populated from the employee selected from the Find An Existing Value page.

Empl Rcd #

This field is number of records for the selected employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or the effective date of the action.

Seq

This field is populated

Action

This field is the type of action processed.

Reason

This field is the reason code of why the action was processed. the narrative description is displayed.

NOA

This field is the Nature of Action code. This 3 position numeric number represents that type of document that was processed.

Auth Date

This field is the authentication data of the action.

WIP

This field is the work in progress status.

Transaction Status

This field is the status of the transaction. Change the status by selecting data from the drop-down list. The valid values are as follows:

Transaction Status Valid Values	Description
Applied	Transaction has applied to the NFC database
Data Load	Transaction was loaded into ***EmpowHR*** during an agency conversion/implementation
In Progress	Transaction is in progress
NFC Auto	Transaction is an automatic action.
NFC Ready	Transaction has been saved and is ready for NFC processing.
Non-NFC	Transaction is a non-NFC transaction
Not Applied	Transaction did not pass the edits and rejected to suspense
Rdy Future	Transaction has a date after the current date or the current pay period.
Sent To NFC	Transaction was sent to NFC for processing
Xmit Disabl	????????

5. Click **Tracking Data**. The PAR Tacking Data page is displayed. For more information refer to PAR Tracking
6. Click **Save**.
7. Click **Return To Search** to return to the search page.

Create New Oprid

To access the Create New Oprid page:

1. Select the ***Par Processing*** menu group.
2. Select the ***Create New Oprid*** component. The ***Find An Existing Value*** - Create New Oprid page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.

3. Click **Search**. The New Operator tab page (**Figure 365**) is displayed.

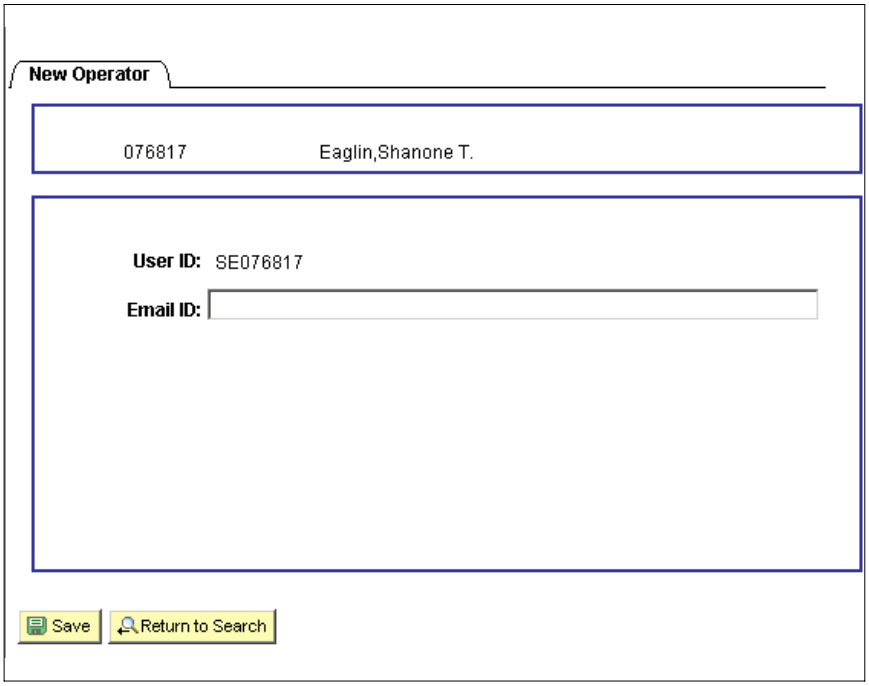


Figure 365. New Operator tab page

4. Complete the fields as follows:

EmplID

This field is populated from the search cirteria entered.

Name

This field is populated from the EmplID entered.

UserID

This field is the operator user ID.

Email ID

Enter the e-mail address for the new operator

5. Click **Save**.
6. 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 ***Find An Existing Value*** - Employee Password Reset page is displayed. The information on this page will allow you to locate an existing employee in order to reset a password.

3. Click **Search**. The Employee Password Reset page (**Figure 366**) is displayed.

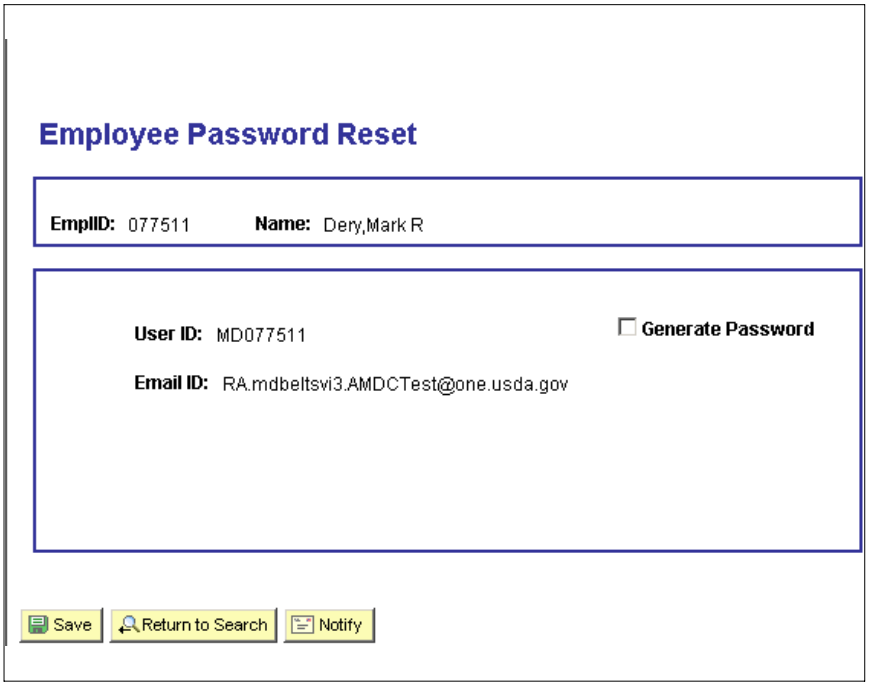


Figure 366. Employee Password Reset page

4. Complete the fields as follows:

EmplID

This field is populated with the EmplID from the search page.

Name

This field is populated with the EmplID from the search page.

User ID

This field is populated with the user id of the employee.

Generate Password

Check this box to generate a new password for the employee.

Email ID

This field is the email address of the employee.

5. Click **Save**.

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

   OR

   Click **Notify** to notify the employee via email of the password reset.

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 Not to Exceed (NTE) Date for an individual or a group of individuals.

Awards

NTE

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 (**Figure367**) is displayed.

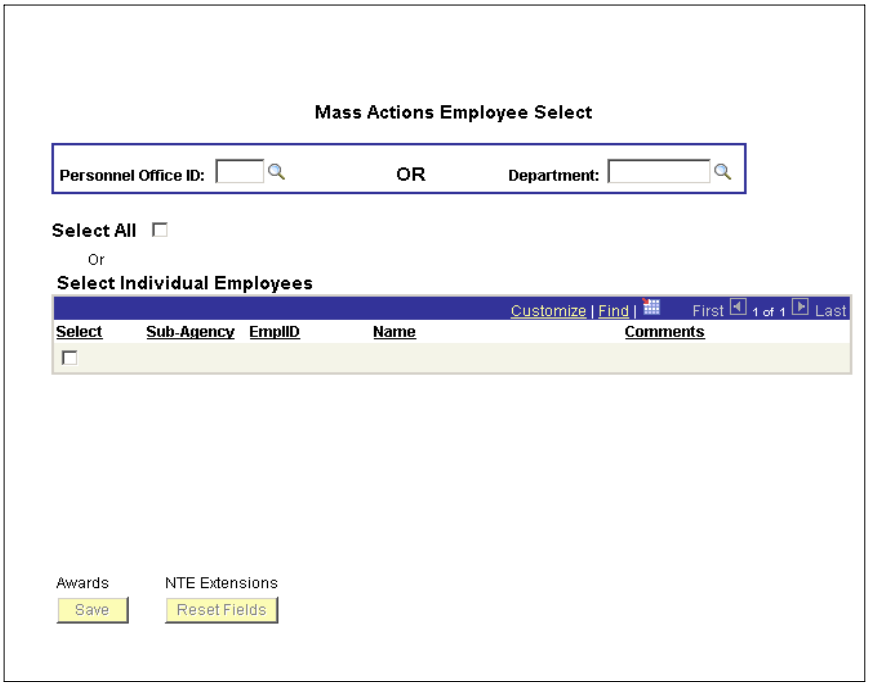


Figure 367. Mass Actions Employee Select page

3. Complete the fields as follows:

POI

Enter the Personnel Office Identifier or search by clicking on the search icon.

OR

Department

Enter the Department Code or search by clicking on the search icon.

Select All

Check the box if all of the individual employees should be included in the mass action.

OR

Select

Check the box next to the individual employee that should be included in a mass action.

4. Click the ***Awards*** link. The Awards page (**Figure 368**)is displayed.

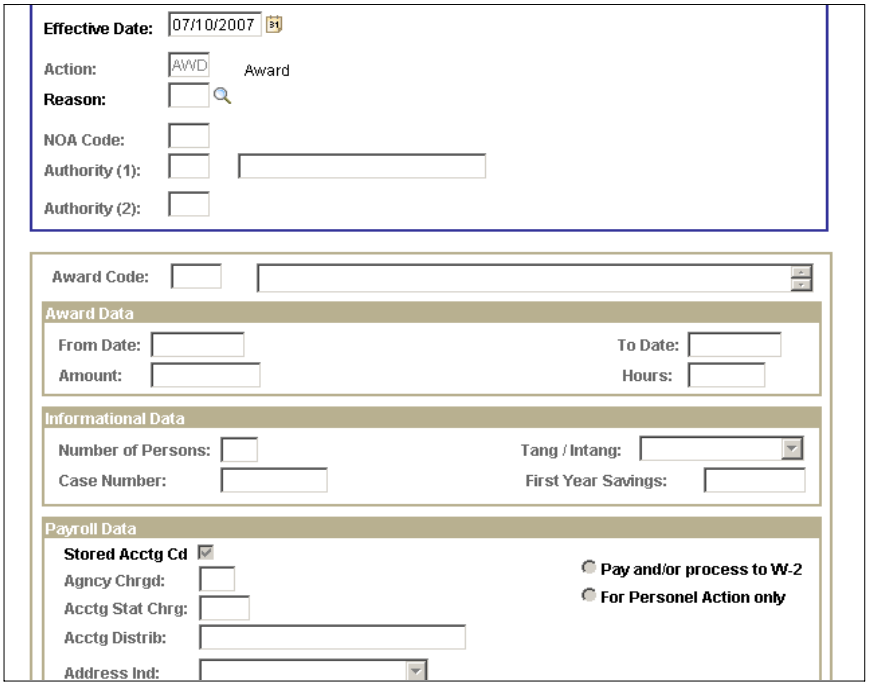


Figure 368. Awards page

5. Complete the fields as follows:

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Action

This field defaults to **AWD**. This field is populated form the link selected.

NOA Code

Enter the Nature of Action Code.

Authority (1)

Enter the applicable authority.

Authority (2)

Enter the applicable authority.

Award Code

Enter the applicable award code.

Award Date/From Date

Enter the applicable date.

Award Date/To Date

Enter the applicable date.

Amount

Enter the amount of the award.

Hours

Enter the hours for the time off award.

Number Of Persons

Enter the number of persons to receive the award.

Case Number

Enter a case number if the award has a case number.

First Year Savings

If the award is a suggestion, enter the first years savings.

Stored Accounting

This block is checked and cannot be changed.

Position

Enter the new position number for the employee. The position information is populated from the new position number entered fro the employee.

Agency Chrgd

Enter the agency charged for the award.

Pay And/Or Process To W−2

Check this box if the award will affect pay and should be included on the W-2.

Accounting Station Chrg

Enter the accounting station that should be charged for the award.

For Personnel Action Only

Check this box if the action is for personnel use only.

Accounting Distrib

Enter the accounting distribution where the award should be charged.

Address Ind

Enter the address where the award should be sent.

Justification

Enter the justification of the award.

6. Click **OK.**
7. Click **Save**.

Mass Update Positions

The Mass Update Position option allows for a group of individuals to be moved from one position to another.

To Mass Update Positions:

1. Select the ***Par Processing*** menu group.
2. Select the ***Mass Update Positions*** component. The Mass Changes To Positions page (**Figure 369**)is displayed.

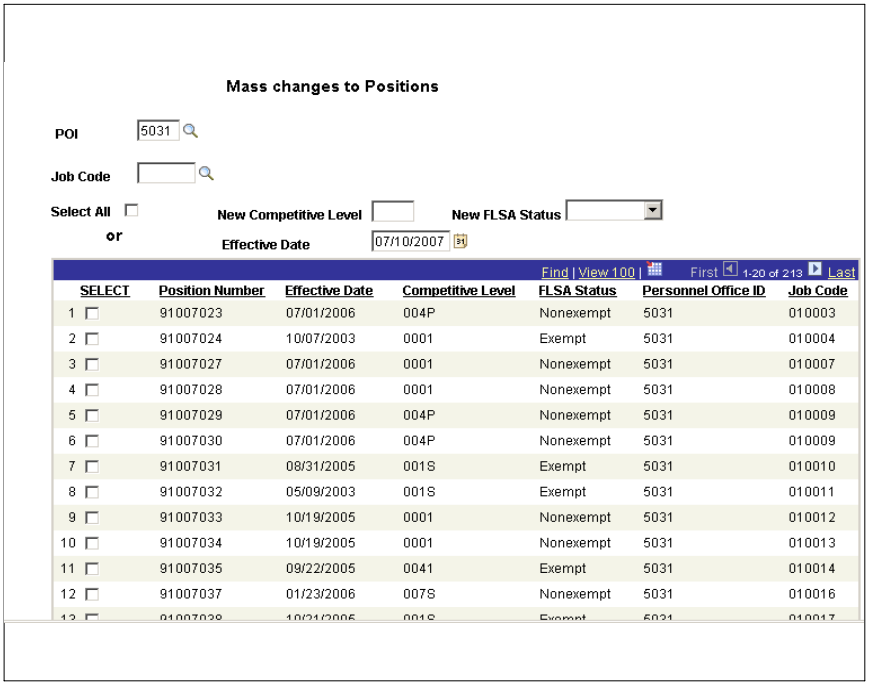


Figure 369. Mass Changes To Positions page

3. Complete the fields as follows:

POI

Enter the Personnel Office Identifier or search for data by clicking the search icon.

OR

Job Code

Enter the Job Code or search for data by clicking the search icon.

Select All

Check this box if all of the employees listed that will be affected by the position change.

Select

Check this box for each employee listed that will be affected by the position change.

New Competitive Level

Enter the new position number for the employee. The position information is populated from the new position number entered fro the employee.

New FLSA Status

Enter the new FLSA status if applicable or select data from the drop-down list.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

4. Click **Save**. Information entered on the page will be changed to reflect the new position information

Departmental Transfer

Departmental transfers in ***EmpowHR*** are used in the following manner:

- To move a Federal Employee from a position in one POI to a position in another POI within the same agency.
- To move a Federal Employee from a position in one agency to a position in a different agency within the same Department.
- To move a Federal Employee from a position in one Department to a position in a different Department.

The gaining office is responsible for processing the action for the employee.

Note: Departmental Transfer option can only be used if the employee has an EmplID in ***EmpowHR***.

To complete a Departmental Transfer:

1. Select the ***Par Processing*** menu group.
2. Select the ***Departmental Transfer*** component. The ***Find An Existing Value*** - Department Transfer page is displayed. The information on this page will allow you to locate an existing employee in order to correct and applied action.
3. Click **Search**. The Department Transfer page (**Figure 370**) is displayed.

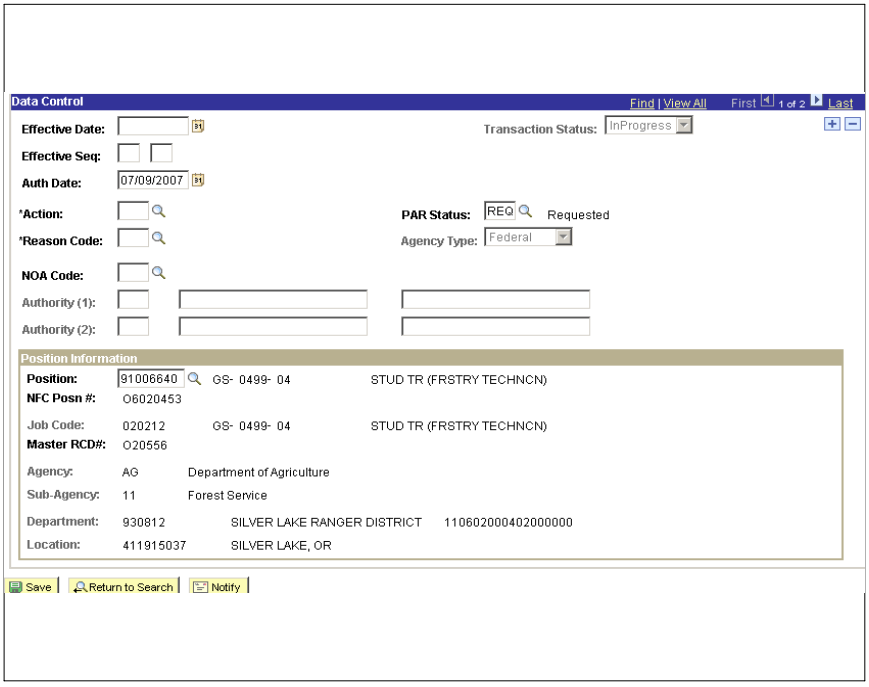


Figure 370. Departmental Transfer page

4. Complete the fields as follows:

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Auth Date

The auth date defaults to the current date. To change, select a date from the calendar icon.

***Action**

Enter an action or select an action by clicking on the search icon.

***Reason Code**

Enter a reason code or select data by clicking on the search icon.

NOA Code

Enter the Nature of Action Code or select a code by clicking on the search icon.

Authority (1)

Enter the applicable authority or select data by clicking on the search icon.

Authority (2)

Enter the applicable authority or select data by clicking on the search icon.

Position

Enter the new position number for the employee. The position information is populated on the page from the position number entered for the employee.

5. Click **Save**. The PAR Processing tabs are displayed (**Figure 355**). Complete information on all the applicable tabs.
6. Click **Save**. The Departmental Transfer has been completed.

Employee Security Clearance

To modify an Employee Security Clearance:

1. Select the ***Par Processing*** menu group.
2. Select the ***Employee Security Clearance*** component. The ***Find An Existing Value*** - Employee Security Clearance page is displayed. The information on this page will allow you to locate an existing employee in order to update an employee's security clearance..
3. Click **Search**. The Employee Security Clearance tab page (**Figure 371**) is displayed.

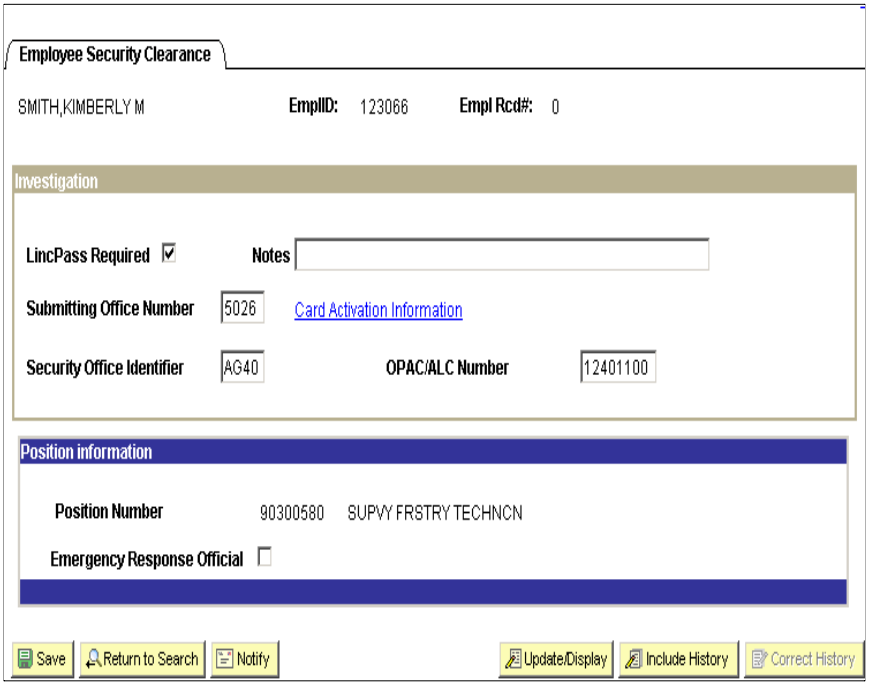


Figure 371. Employee Security Clearance tab page

4. Complete the fields as follows:

EmplID

This field is populated from the employee selected from the Find An Existing Value page.

Empl Recd

This field is number of records for a security clearance for the selected employee.

Linc Pass Required

Check this box if a linc pass is required for the employee.

Notes

Enter notes for the security clearance record.

Submitting Office Number

Enter the SON of the employee's office (4 positions).

Security Office Number

Enter the security office number where the clearance took place (4 positions).

OPAC/ACL Number

Enter the applicable number.

Emergency Response Official

Check this box if the employee is an emergency response official.

5. Click the ***Card Activatiion Information*** link. The Card Activiation page (**Figure 372**) is displayed.

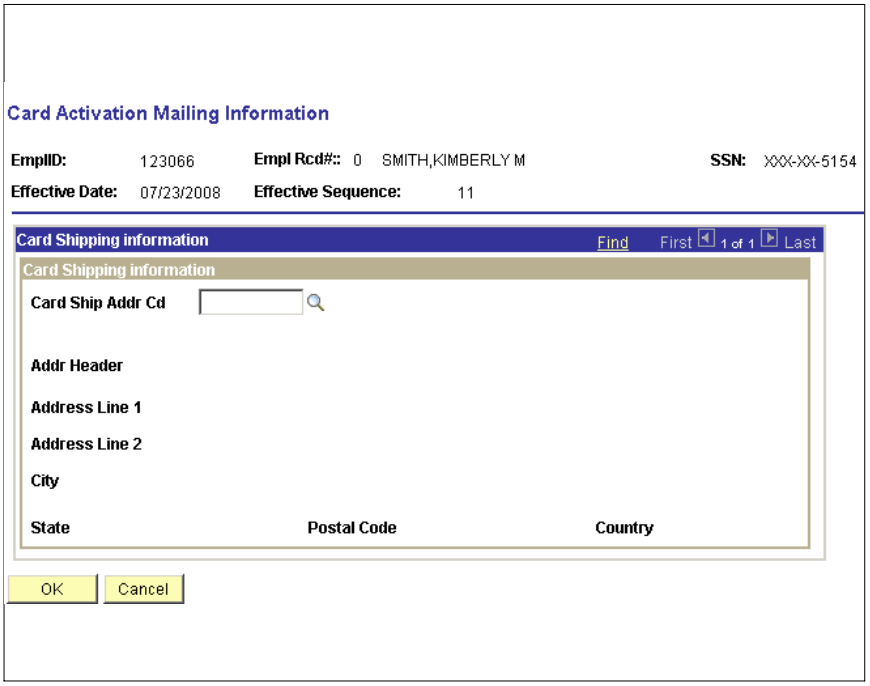


Figure 372. Card Activation Information page

6. Complete the fields as follows:

Card Ship Addr Cd

Enter the applicable code or select data by clicking the search icon. The fields on the page are populated once the selection is made.

7. Click **OK**. The Employee Security Clearance tab page (**Figure 371**) is displayed.

OR

8. Click **Cancel**. The Employee Security Clearance tab page (**Figure 371**) is displayed.

9. Click **Save**.

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

Click **Next In List** to advance to the next record for the selected employee.

OR

Click **Previous In List**. This option is not active until advanced to the next record for the selected employee.

OR

Click **Notify**. This option will send an email next individual in the workflow.

OR

Click **Update/Display**. This option will update the page.

OR

Click **Include History**. This option will include the information into history.

OR

Click **Correct History**. This option is not active until there is history for the employee to correct.

Part 6.

Payroll Documents

This part is divided into the following sections:

Payroll Documents Introduction

Payroll Documents Introduction

Payroll Documents allow Human Resources to enter information related to the employee's personal data. This section is a guide to enter all types of benefits for the employee. If a Payroll Document rejects to suspense with or without errors, the transaction status will reflect **`Not Applied`**. If the transaction requires a modification(s), make the applicable change, click **Save**, and change the transaction status to **`NFC Ready`**.

Each type of Payroll Document will display a ***Find An Existing Value*** tab - Payroll Documents page. An employee must be located in ***EmpowHR*** in order to enter a Payroll Document. Enter any one of the fields to search for an employee's data. For more information on the ***Find An Existing Value*** page refer to the Basics - Find An Existing Value of this procedure.

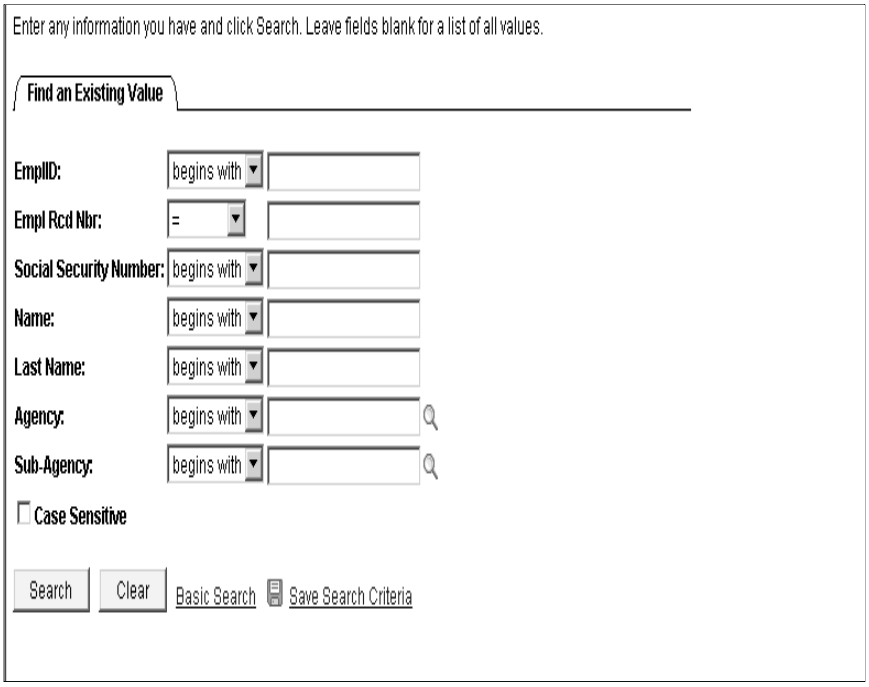


Figure 373. Find an Existing Value tab - Payroll Documents page

This section contains the following topics:

Allowances
Authorization For Restored Annual leave
Certifications
Charitable Contributions
Compensatory Time Payments
Court Ordered Child Support Or allimony
Deductions Due To Indebtdness
Direct Deposit
Discretionary Allotments
Education Information
Financial Allotments
Flexible Spending Account
Health Benefits
Leave Data Transferred
Lump Sum Leave Payments
Master File Change
Multi-Element Update
Non-Federal Life Insurance
Savings Bonds
SES Performance Appraisal
Severance Payment
Tax Data
Thrift Savings Plan
TSP Loan Allotment
Thrift Savings Plan Catch-Up
Union Dues

Allowances

Allowances are payments made to eligible employees in addition to the basic pay. These allowances are paid in addition to the cost-of-living allowance (COLA) or a post differential as provided for duty stations in certain non-foreign areas, a foreign post differential in certain foreign areas, and TDY post differential. COLA and post differential are entered on a personnel action; TDY is entered using the Multi Element Update option.

The allowances discussed in this section are paid as a one-time lump sum payment or paid per day or per pay period. Allowance data is displayed in IRIS Program IR109, Allowances/COLA/Post Differential.

Use the following resources to verify data on Allowances:

- Allowances COLA/Post Diff

- The Listing of Personnel
- Error Messages Report
- Statement of Earnings and Leave (AD-334) and EARN.

This section of the procedure will show how to enter data for employees who are eligible to receive various allowances in addition to their normal salary. To advance from one field to the next, use the **`Tab`** key. The criteria for receiving these allowances may differ for each agency.

This section contains the following Allowance topics:

Types of Allowances

Entry Guidelines for Allowances

Types Of Allowances

There are several types of allowances. Each allowance is listed numerically under the field **`Allowance Type`**. Some allowances are paid by entering the data in ***EmpowHR*** or by entering the data on the Time and Attendance (T&A) report. For information, see Title I, Chapter 7, Section 1, Time and Attendance Instructions.

Note: A duplicate payment could result if the allowance is reported on the T&A and in ***EmpowHR***.

Entry Guidelines For Allowances

The following are guidelines for processing allowances.

- The allowance total can only be changed for comparability and education allowances. When changing or deleting these allowances, ensure the allowance total does not result in a negative balance.
- If the uniform allowance is to be processed as a lump sum payment, the **`Allowance Rate`** field and the **`Allowance Total`** field must be the same amount.
- The payroll system will reduce the allowance total by the allowance rate each pay period until the allowance total reaches zero.

To enter an Allowance:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Allowances*** component. The ***Find an Existing Value*** tab - Allowances page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change the applicable allowances. Enter the search criteria.
3. Click **Search**. The Allowances page (**Figure 374**) is displayed.

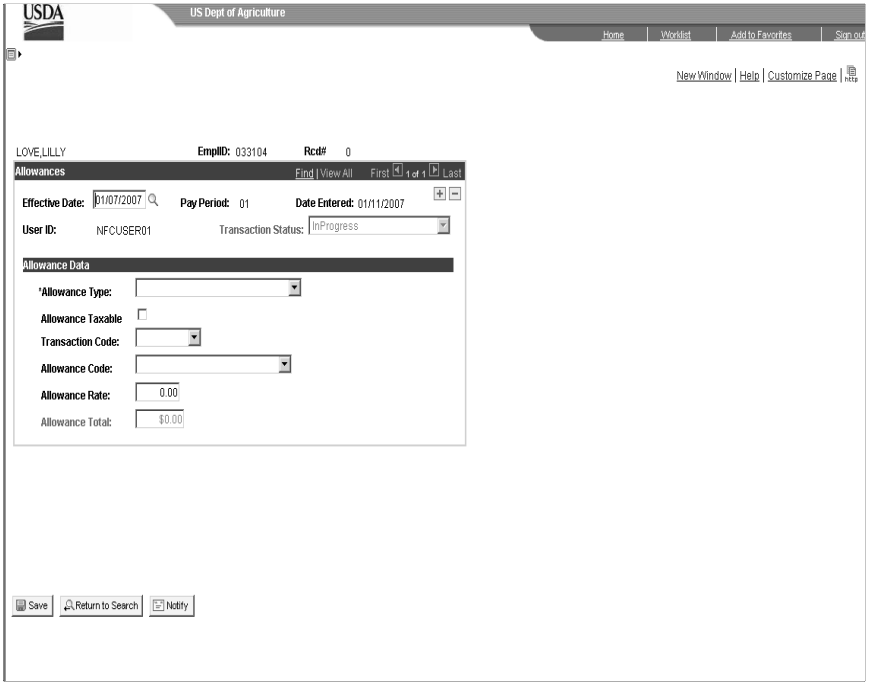


Figure 374. Allowances page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the EmplID used in the search criteria.

Rcd#

This field is populated. This field is the number of records for the employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Allowance Type**

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Allowance Type Valid Values	Allowance Type Name
179	Parking Fringe - See (1) below
491	Horse Allowance - See (2) below
493	Quarters Allow(Non-Taxable) - See (3) below
494	Quarters Allow(Taxable) - See (3) below
498	Reassignment Allowance - See (4) below
510	Comparability Allowance - See (5) below
511	Uniform Allowance (Taxable) - See (6) below
512	SeparateMaintAllow (Non-Tax) - See (7) below
513	SeparateMaintallow(Taxable) - See (7) below
514	Post Allowance - See (8) below
515	Educaton Allowance - See (9) below
516	Foreign Language Allowance - See (10) below
517	RecruitIcentive Allow(Tax) - See (11) below
518	Uniform Allow (Non-Taxable) - See (6) below
523	Hazard Duty Allow (Tax) - See (12) below
525	Transit Benefits - See (13) below
526	Parking Benefits - See (14) below

(1). Parking Fringe - The per pay period amount for parking on or near the business premises of the employer, or on or near a location from which the employee commutes to work by mass transit. The payment is tax exempt.

- Cannot exceed $80.76 per pay period.
- Cannot exceed $2100 per year.

(2). Horse Allowance. The lump sum payment amount for furnishing a horse and the necessary equipment for use on the job. The payment is taxable.

(3). Quarters Allowance. The per day or per pay period amount for the cost of rent, heat, light, and water for American citizen civilian employees while living in a foreign area by reason of employment by the U. S. Government. The amount may be taxable or tax exempt.

- If the payment is based on per day, the timekeeper must record on the T&A (TC 49 Suffix 3 or Suffix 4) the number of days for which quarters allowance is to be paid. If the payment is based on per pay period, no entry on the T&A is required.

(4). Reassignment Allowance. The lump sum payment amount for extraordinary, necessary, and reasonable expenses, not otherwise compensated for, incurred by an employee incident to establishment at a post or assignment in a foreign area (including costs incurred in the United States prior to departure for a post assignment in a foreign area) or the United States between assignment to post in a foreign area. The amount is taxable.

Note: Timekeepers may record parking on the T&A report **in lieu of** entering the payment in EPIC. Do not enter parking fringe in EPIC and on the T&A; the T&A will reject.

(5). Comparability Allowance. The per pay period or annual amount for employees officially stationed in the continental United States or in a foreign area, whose rates of basic pay are fixed by statute or, without taking into consideration the allowances and differentials for work of comparable level of difficulty and responsibility. The payment is taxable.

- To obtain the pay period deduction, the system divides the amount entered in the **`Allowance Rate`** field by 80 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.
- To obtain the annual amount, the system divides the amount entered in the **`Allowance Rate`** field by 2087 to determine the hourly rate. The hourly rate is then multiplied by the regular hours in pay status each pay period.

(6). Uniform Allowance. The per pay period or lump sum payment amount for the additional expense of wearing a uniform required by regulation or statute in the performance of official duty. The amount entered in the **`Allowance Rate`** field will be paid each pay period until Transaction Code (TC) **`D`** (delete) is entered to stop the allowance.

- Enter the full amount in the **`Allowance Rate`** and **`Allowance Total`** fields for a lump sum payment.

(7). Separate Maintenance Allowance. The per day or per pay period amount for additional expenses of maintaining family members at a place other than the employee's post for the convenience of the Government or due to adverse living conditions at the employee's post. The amount may be taxable or tax exempt.

- If payment is based on per day, the timekeeper must record on the T&A TC 51 Suffix 2, Separate Maintenance Allowance-Tax Exempt, or TC 51, Suffix 3, Separate Maintenance Allowance−Taxable), the number of days for which the allowance is to be paid.
- If payment is based on per pay period, no entry is required on the T&A. The amount entered in the **`Allowance Rate`** field will be paid each pay period until TC **`D`** (delete) is entered in EPIC to stop the allowance.

(8). Post Allowance. The per pay period amount for assignment to a foreign post where the foreign cost of living is significantly higher than in Washington, D.C. The amount is tax exempt. The amount entered in the **`Allowance Rate`** field will be paid each pay period until **`Delete`** is used to stop the allowance.

- Enter the data each time the policy is renewed so that the **`Allowance Total`** field can be adjusted for the necessary pay period.
- Enter the full amount in the **`Allowance Rate`** and **`Allowance Total`** fields.

(9). Education Allowance. The per pay period or lump sum payment amount for assistance in meeting extraordinary and necessary expenses in providing adequate elementary and secondary education for an employee's children while serving in a foreign area. The payment is tax exempt.

- Enter the full amount in the **`Allowance Rate`** and **`Allowance Total`** fields for a lump sum payment. This amount will be paid in a single pay period.
- For per pay period payments, enter the amount in the **`Allowance Rate`** field to be paid each pay period. This amount will be paid until the IRIS Program IR109 Total field indicates full payment has been made.

(10). Foreign Language Allowance. The percentage of basic pay that is paid each pay period for employees in foreign service positions to acquire and/or maintain proficiency in foreign languages used at overseas posts. The payment is taxable. The percentage entered in the **`Allowance Rate`** field will be paid each pay period until **`Delete`** is used to stop the allowance.

(11). Recruitment Incentive Allowance. The lump sum payment amount for recording cash payments offered to selectees of the USDA Demonstration Project. The amount is taxable.

- Do not complete the **`Allowance Total`** field.

(12). Hazard Duty Allowance. The per pay period amount for hazardous duty for U. S. Capitol Police only. For detailed information, refer to your agency's publications. The amount entered in the **`Allowance Rate`** field will be paid each pay period until **`Delete`** is used to stop the allowance. The payment is taxable.

(13). Transit Benefits Allowance. The per pay period amount of transit or eligible van pools. The payment is tax exempt.

- Cannot exceed $50 per pay period.
- Cannot exceed $1200 per year.

15). Parking Fringe Allowance. The per pay period amount for employee parking. The employee is taxed on the cash value for parking in excess of $185 per month. The amount entered in the **`Allowance Rate`** field will be paid each pay period until **`Delete`** is used to stop the allowance.

Allowance Taxable

Check the box if the allowance is taxable.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

Allowance Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Annual`**, **`Per Day`**, **`Per Pay Period`**, and **`Percent of Base Pay`**.

Allowance Rate

Enter the applicable rate.

Type the per day, per pay period, annual, percentage of base pay, or full amount rate to be paid in dollars and cents.

Note: If entering a 2-year agreement, the amount shown should reflect the annual amount for the first year of the 2-year agreement.

Allowance Total

No entry field.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return to Search** to enter another Allowance.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Authorization For Restored Annual Leave

Restored Annual Leave is annual leave that has been returned to the employee instead of forfeited due to administrative error, agencies of the public business, or sickness.

If the correction or cancellation of restored annual leave documents is for the current year, enter the data in ***EmpowHR***. If the correction is for a prior year, enter the data in TINQ Program TI07, Annual Leave Restored. Changes in restored annual leave usage are handled via corrected T&As.

The Payroll Personnel System (PPS) calculates restored annual leave used and balances. Timekeepers should maintain the restored annual leave record in a separate leave account from regular annual leave. Restored annual leave used is recorded on the T&A report under TC63. The amount of the restored annual leave does not increase or change an employee's normal maximum carryover of annual leave into a new leave year.

This section of the procedure will show how to enter data for an employee who has restored annual leave that has been forfeited due to (1) administrative error, (2) agencies of public business, or
(3) sickness.

Before beginning, the following information is needed

- Form AD-582, Authorization for Restored Annual Leave

This form is the only document accepted by NFC for restoring annual leave. It is used to establish the number of hours of restored annual leave in the Payroll/Personnel database.

Please refer to the OPM Federal Guide to Processing Personnel Actions and the NFC Payroll/Personnel Manuals, which assist federal agencies in the preparation and documentation of personnel actions.

To enter an Authorization For Restored Annual Leave:

1. Select the ***Payroll Documents*** menu group.

2. Select the ***Auth For Restored Annual Leave*** component. The ***Find An Existing Value*** tab - Auth For Restored Annual Leave page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change an authorization for restored annual leave. Enter the applicable search criteria.

3. Select ***Search***. The Auth For Restored Annual Leave page (**Figure 375**) is displayed.

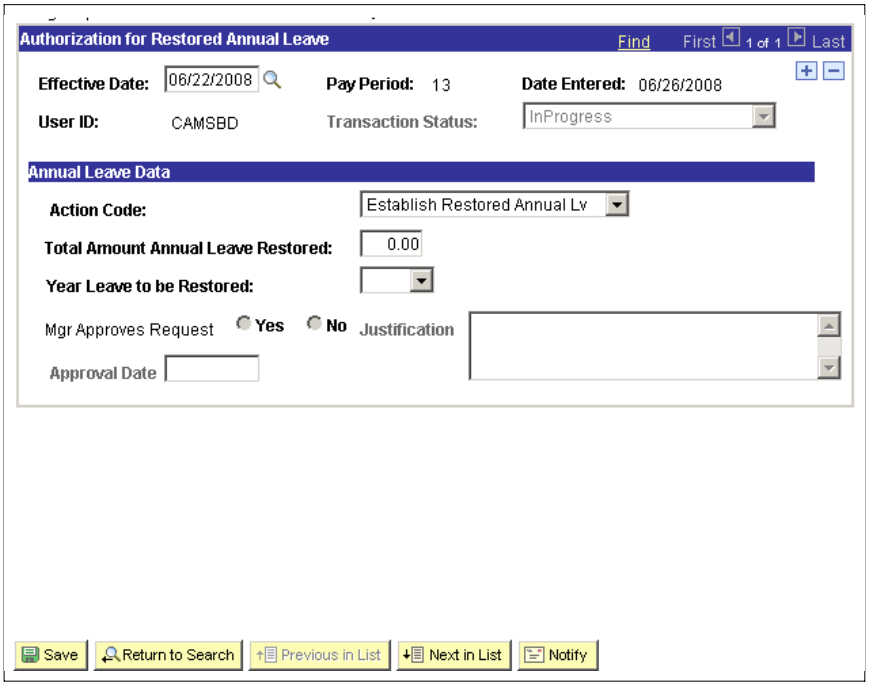


Figure 375. Auth For Restored Annual Leave page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that employee.

Effective Date

Date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated with the date the authorization for restored annual leave was entered and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Action Code

This field defaults to **`Establish Restored Annual Lv`**. Change if applicable or select data from the drop-down list. The valid values are **`DeleteAmt. Prev. Established`**, **`Replace Amt. Prev. Established`**, and **`Established Restored Annual Lv.`**.

Total Amount Annual Leave Restored

Enter the total amount of annual leave to be restored.

Year Leave To Be Restored

Enter the applicable Year (YYYY) or select a year from the drop-down list.

Mgr Approves Request

Check the box if the manager approves the request for the restored annual leave. The valid values are checked **`Yes`** and uncheck for **`No`**.

Justification

Enter the applicable narrative justification for the restored leave.

Approval Date

Enter the applicable approval date.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Authorization for Restored Annual Leave.

   OR

   Click **Next In List** to view or change the next restored leave record in the list. This option is not active until there are multiple records.

   OR

   Click **Previous In List** to view or change the previous restored leave record in the list. This option is not active until there are multiple records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Certifications

This document allows for the entry of professional certifications.

To enter Certifications:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Certifications*** component. The ***Find An Existing Value*** tab - Certifications page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change a certification. Enter the applicable search criteria.
3. Click **Search**. The Certifications page (**Figure 376**) is displayed.

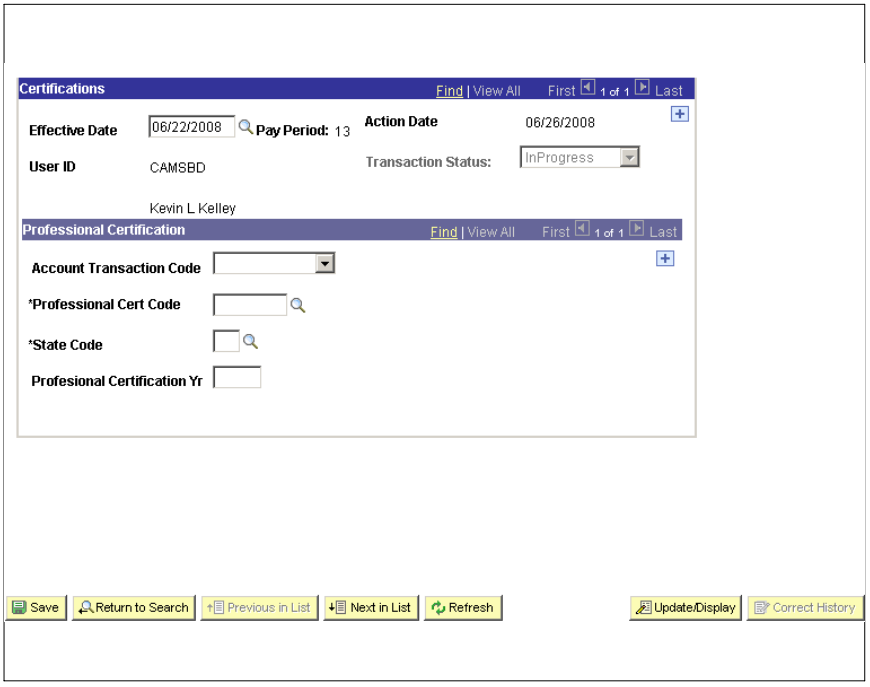


Figure 376. Certifications page

1. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information.

Pay Period

This field is populated and cannot be changed.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC. This field is system identifier for the individual who generates the transaction.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Action Date

This field is the date of the action or select a date from the calendar icon.

Account Transaction Code

Enter the account transaction code or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

***Professional Cert Code**

Enter the applicable information or select data by clicking the search icon.

***State Code**

Enter the state code where the certification was acquired or select data by clicking the search icon.

Professional Certification Yr

Enter the year (XXXX) the certification was completed.

2. Click **Save** to save the transaction.
3. Click **OK** on the pop-up.
4. Click **Return To Search** to enter another certification.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

   OR

   Click **Refresh** to refresh the page.

   OR

   Click **Update/Display** to update the page.

   OR

   Click **Correct History** to correct a history record if applicable.

Charitable Contributions

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the Combined Federal Campaign (CFC). The employee authorizes the deductions by completing Form CFC-804.

Any employee whose duty station is located within an approved CFC area, and whose net pay is sufficient to cover the allotment, may authorize payroll deductions for charitable contributions. The employees may choose to have CFC contributions submitted to two different campaign areas. Included, are employees whose appointments are limited to 1 year or less, provided an appropriate official of the employing agency determines the employee will continue employment for a period sufficient to justify the allotment. The allotment will be an equal amount deducted each pay period (minimum $1.00). The allotment will be for a term of 1 year beginning with the first pay period that begins in January and ending with the last pay period that begins in December.

No deductions are made for any pay period in which the employee's net pay is insufficient to cover the deduction amount. When an employee has insufficient coverage of an allotment, the agency may establish a standard order in which the deduction is made, or they may request the employee to designate the order in which deductions are made. No adjustments are made in subsequent pay periods to make up for deductions not made to cover the authorized amount.

All CFC contributions are automatically discontinued only upon expiration of the 1-year withholding period, in the event of death or retirement, or upon separation from Federal service.

This section of the procedure contains the following topic:

Entry Guidelines for Charitable Contributions

Entry Guidelines For Charitable Contributions

The following are guidelines for processing charitable contribution data.

- Since most of the CFC documents are processed for Pay Period 1, the CFC data should be entered as soon as possible. It is not necessary to hold CFC cards with future effective dates; these can be entered at anytime after receipt of the CFC card from the employee (especially during the Combined Federal Campaign Drive).
- Do not enter one-time cash contributions in ***EmpowHR***; send the contribution directly to the designated charity or federated group.
- An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to the personnel office. The document must include the employee's name, the amount, and the organization from which the contribution is being revoked. The cancellation will be effective in the pay period it is entered into the system.
- The Office of Personnel Management regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a different payroll office. A new authorization form should be completed only if an authorization was in effect with the losing department on the date of transfer.

To enter a Charitable Contribution:

1. Select the ***Payroll Documents*** menu group.

2. Select the ***Charitable Contributions*** component. The ***Find an Existing Value*** tab - Charitable Contributions page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change charitable contributions. Enter the applicable search criteria.

3. Click ***Search***. The Charitable Contributions page (**Figure 377**) is displayed.

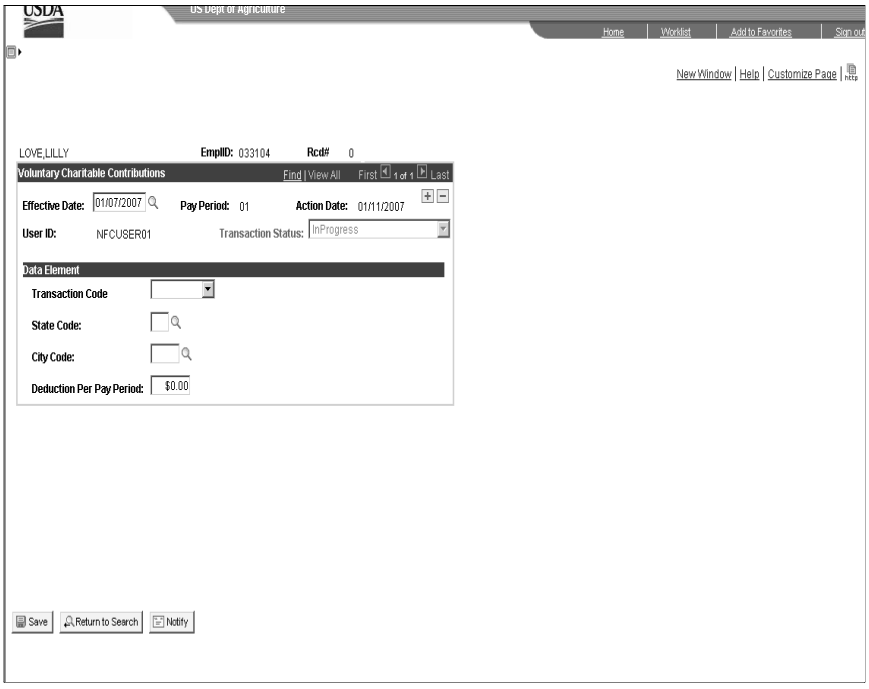


Figure 377. Charitable Contrbutons page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information.

Pay Period

This field is populated and cannot be changed.

Action Date

This field is populated with the current date of the system and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

State Code

Enter the applicable state in this field or search by clicking the search icon.

City

Enter the applicable city in this field or search by clicking the search icon.

Deduction Per Pay Period

Type the amount to be deducted each pay period in dollars and cents.

Note: Do not enter the total amount of the contribution.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Charitable Contribution.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Compensatory Time Payments

Compensatory time is hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay. Compensatory

time earned and is recorded on the time and attendance report using Transaction Code 32, Compensatory Time Worked. Compensatory leave may be liquidated by the end of the leave year, carried to the following year, or paid in full, in accordance with agency policy.

Compensatory leave payments are paid at the rate of overtime pay applicable at the time the work was performed. Payments must be charged to the current fiscal year appropriation regardless of the fiscal year in which the overtime work was performed. The system currently stores only the Title V rate. If employees need to be paid at the FLSA rate a request for manual payment must be processed via SPPS or by submitting an AD−343.

Compensatory leave data (including rates at which compensatory time was earned) can be viewed in IRIS Program IR139, Compensatory Leave and Rates and TINQ Program 05, Compensatory Leave & Compensatory Other Rate. TINQ is also used to correct any compensatory time discrepancies.

This section will show how to enter Interim and Final Comp Time payments from Form AD−581, Lump Sum Leave or Compensatory Time Payments.

Before beginning, the following information is needed:

- Type of Payment (interim or final)
- Total Number of Comp Time Hours to be Paid
- Accounting Data and Number of Hours to charge against each line of Accounting Data.

If the employee's Fair Labor Standards Act (FLSA) overtime rate is higher than the Title V overtime rate, enter the compensatory payment in DOTSE (Document Tracking System).

To enter Compensatory Leave:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Compensatory Time Payments*** component. The***Find An Existing Value*** tab - Comp Time Payments page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change comp time payments. Enter the search criteria.
3. Click ***Search***. The Compensatory Time Payments page (**Figure 378**) is displayed.

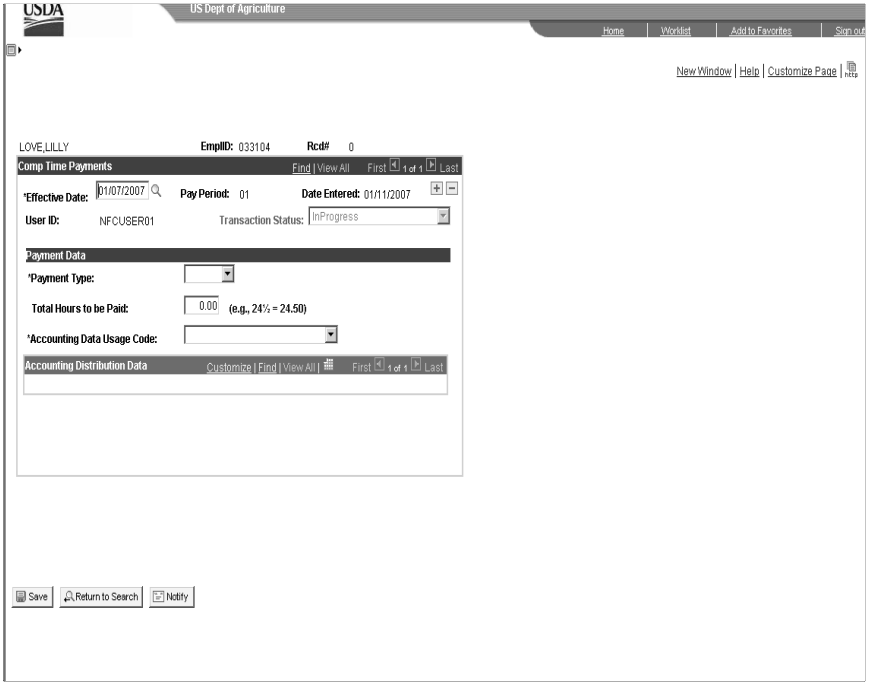


Figure 378. Compensatory Time Payments page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

Recd #

This field is number of records for that employee.

***Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Payment Type**

Enter the applicable information or select data from the drop-down list. The valid values are **`Type-Final`**, and **`Interim`**.

Total Hours To Be Paid

Enter the applicable number of compensatory time hours to paid.

Accounting Distribution Data

This field can be customized for accounting distribution data by selecting ***Customize***, find an existing accounting distribution data by selecting ***Find***, or view all accounting distribution data by selecting ***View All***. If the option ***Customize*** is selected, then enter the applicable information in the hours field. The valid values are **`Used Stored Accounting Code`**, and **`User Specified Acctg Code`**.

5. Click ***Add A New Row At Row 1***. To add additional accounting distribution data.
6. Click **Save** to save the transaction.
7. Click **OK** on the pop-up.
8. Click **Return To Search** to enter another Comp Time Payment.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Court Ordered Child Support Or Alimony

A childcare or alimony deduction is the withholding of court ordered or voluntary childcare or alimony payments through payroll deductions.

A Federal employees' salaries and wages are subject to garnishment for child support and/or alimony payments. This type of garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation of providing child support and/or making alimony payments. If the garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments.

A maximum of three child care/alimony deductions may be entered in the system based on the specific dollar amounts or percentages of disposable income. A separate document should be entered for each child care/alimony deduction. The agency should maintain and use as required the AD−747 and all applicable copies for 3 years after the deductions have been completed. The agency should also maintain sufficient internal files so that all inquiries concerning garnishment cases can be promptly answered.

Once established, the legal process must order the cancellation of the garnishment. Voluntary deductions may be canceled at any time.

This section will show how to enter data for an employee whose salary and wages are subject to garnishment for child support and/or alimony deductions.

Before beginning, the following information in needed:

- AD-747, Child Care Or Alimony Deductions

If garnishment has not been ordered, the employee may voluntarily request payroll deductions for child support and/or alimony payments on Form AD-747 or AD-343.

To enter Court Ordered Child Care/Alimony deductions:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Court Ordered Child Care/Alimony*** component. The ***Find An Existing Value*** tab - Court Ordered Child Care/Alimony page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change court ordered child care or alimony deductions. Enter the applicable search criteria.
3. Click ***Search***. The Court Ordered Child Care Or Alimony Deductions page (**Figure 379**) is displayed.

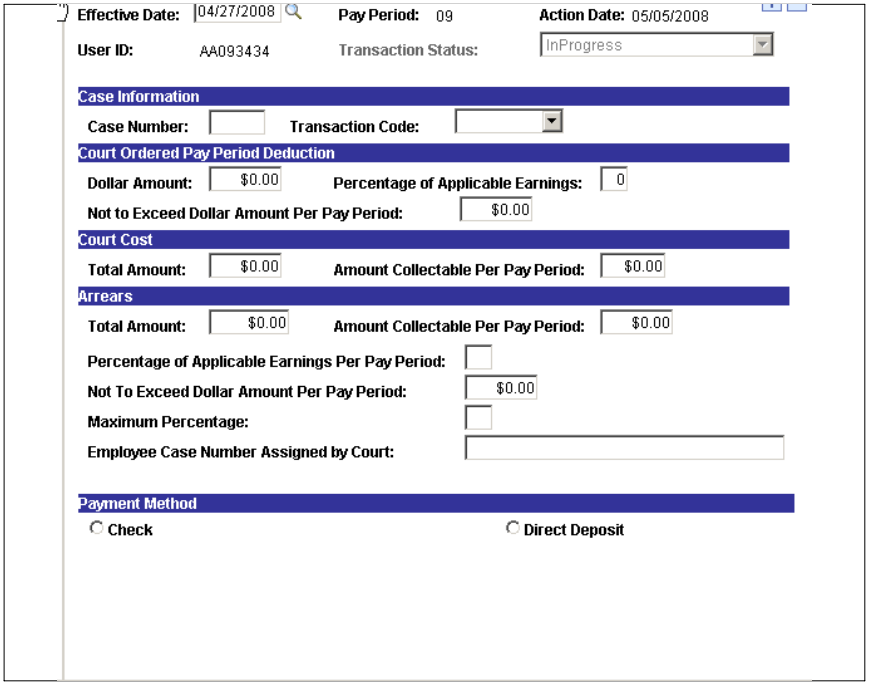


Figure 379. Court Ordered Child Care Or Alimony Deductions page

4. Complete the fields as follows:

***Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Action Date

This field defaults to the current date and cannot be changed.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

User ID

This field is populated with the user ID entering the data.

Case Number

This field is the assigned sequential case number. This case number is assigned by the agency and should appear on all documents prepared for the same garnishment case. A recommended numbering system is to have the first 2 digits represent the year (i.e., 1999 would be “99”) and the last 2 digits represent the sequential numbering of the cases processed in the calendar year. For example, the first child care deduction for 1999 would be typed as 9901.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

Dollar Amount

Enter the applicable court ordered amount ($0.00).

Percentage Of Applicable Earnings

Enter the applicable court ordered percentage.

Not To Exceed Dollar Amount Per Pay Period

Enter the applicable court ordered amount ($0.00).

Total Amount

Type the total arrears amount ($0.00) as specified in the court order.

Amount Collectable Per Pay Period

Enter the court cost per period ($0.00).

Total Amount

Type the total arrears amount ($0.00) as specified in the court order.

Amount Collectable Per Pay Period

Enter the amount ($0.00) in arrears per pay period.

Percentage Of Applicable Earnings Per Pay Period

Type the percentage of disposable income to be deducted each pay period.

Not To Exceed Dollar Amount Per Pay Period

Type the amount ($0.00) if the percentage cannot exceed a certain dollar amount each pay period.

Maximum Percentage

Type the maximum percentage of disposable earnings allowed by law for child care and alimony biweekly deductions. Valid values are **50**, **55**, **60**, and **65** (see 5 CFR Chapter 1,Subpart D, Paragraph 581.402, Maximum Garnishment Limitations, for additional information). For voluntary child care and alimony deductions, type **99**.

Employee Case Number Assigned By The Court

Type the court-ordered assigned case number.

Payment Method/Check

Check the box for the deduction recipient if the check should be sent to a mailing address. When this box is checked, the page will expand. Complete the address information for the mailing of the check.

Payment Method/Direct Deposit

Check the box if the deduction should be sent EFT. Complete all of the the EFT information.

Identify the type of account in which the monies are to be deposited. Valid values are **Checking** and **Savings**. Click the down arrow to display the drop-down menu and select **Checking** or **Savings**.

Type the account number of the checking or savings account.

Type the routing number of the financial organization. The first 2 positions of the routing number must be **01** – **12**, **21** – **32**, or **90** and **91**.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Court Ordered Child Care or Alimony Deduction.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Deductions Due To Indebtedness

A Federal employees' salaries and wages are subject to garnishment for bankruptcy, educational loans, tax levies, commercial garnishments and/or other debts. This type of

garnishment occurs when a governmental agency is directed, through legal process, to make a payment from monies otherwise payable to an employee, to another party to satisfy the employee's legal obligation.

NFC is authorized to collect commercial garnishments from employee(s) who are indebted to commercial organizations and are having his/her wages garnished. Public Law 130-94 allows NFC to collect these funds. The agency must first have the garnishment orders reviewed by the legal department (or other authorizing office) in order to ensure that the orders conform to current regulations. Commercial garnishment alimony data is displayed in IRIS Program IR114, Receipt Accounts.

After the review is completed, the agency sends the employee a letter of notification with the garnishment order attached. The letter must be mailed within 15 days after the order is received. The letter must contain the following information:

- The total amount owed.
- The pay period in which the garnishment will begin.
- The amount to be garnished each pay period.

Note: The pay period that the garnishment is set to begin is the pay period designated by the agency provided that the order is received at NFC one week prior to the end of the effective pay period. Garnishments received after that date will be processed the following pay period.

Commercial garnishments may be no more than 25 percent of the employee's total disposable earnings for any pay period, unless it is for a state or local tax levy. There is no limit on these garnishment orders. If the employee is also being garnished for childcare and/or alimony payments, the total disposable earnings are calculated prior to the childcare and/or alimony garnishment. If a garnishment for childcare and/or alimony is equal to or greater than 25 percent of the employee's total disposable earnings, no commercial garnishment is deducted. The garnishment order is returned to the agency if this occurs.

In case of multiple commercial garnishments, if the first received commercial garnishment received is 25 percent or greater of the employee's total disposable income, only that commercial garnishment is processed until that debt is paid. The second-received commercial garnishment is returned to the agency. After the first received commercial garnishment is paid, the second commercial garnishment can be processed. Personnel offices are responsible for monitoring the balance of the garnishment in IRIS Program IR114, Receipt Accounts.

If the first received commercial garnishment is less than 25 percent of the employee's total disposable earnings, the first-received commercial garnishment should be recovered in one pay period. The second-received commercial garnishment begins the same pay period (not to exceed 25 percent less the first commercial garnishment).

If an overpayment is made to a third party, NFC cannot refund the overpayment to the indebted employee. The employee must collect these funds directly from the third party.

To enter a Deduction Due To Indebtedness:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Deduction Due To Indebtedness*** component. The ***Find An Existing Value*** tab - Deduction Due To Indebtedness page is displayed. The information on this page

will allow you to locate an existing employee in order to enter or change Deduction Due To Indebtedness. Enter the applicable search criteria.

3. Click ***Search***. The Deduction Due To Indebtedness page (**Figure 380**) is displayed.

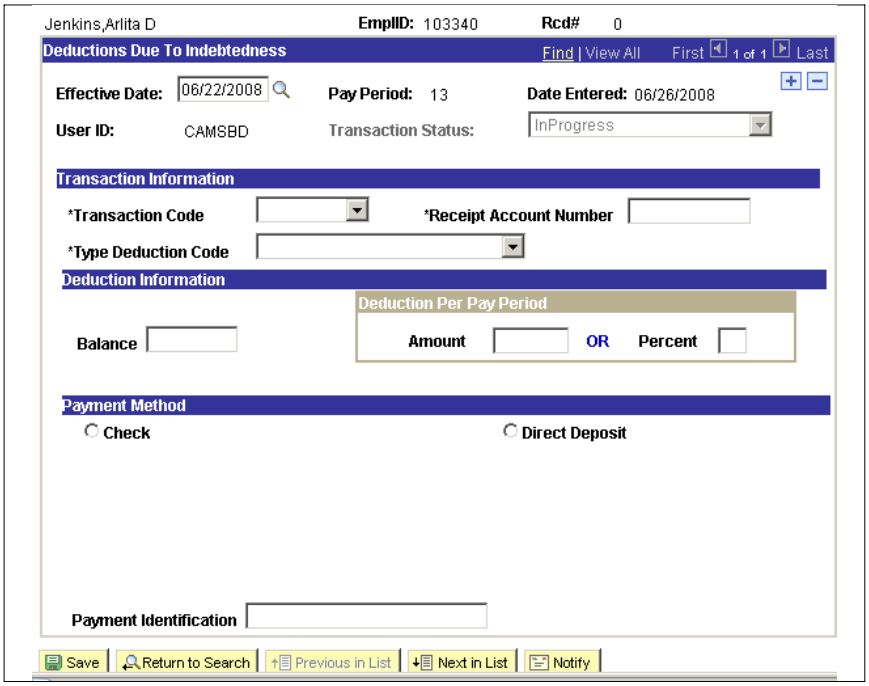


Figure 380. Deduction Due To Indebtedness page

4. Complete the fields as follows:

Rcd#

This field is number of records available for the employee and is system-generated.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field defaults to the current date and cannot be changed.

User ID

This field is populated with the user ID entering the data

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

***Transaction Code**

Enter the transaction code or select data from the drop-down list. the valid values are **`Add`**, **`Change`**, and **`Delete`**.

***Receipt Account Number**

Type the receipt account number for the garnishment in the following format:

Account Number Format	Definition
1−3	000 (3 zeroes)
4−5	Type Deduction Code
6−12	Agency assigned sequential number
11-12	ST or LO if the garnishment is for state or local tax levy Leader under work leader grade evaluation guide
8	All other positions

***Type Deduction Code**

Enter the application information or select data from the drop-down list. The valid values are as follows:

Type Deduction Valid Values
Bankruptcy
Education Loan
IRS 2159 Payroll Deduction
Commercial Garnishment (which includes state local tax levies)
Travel Credit Card-Other Than Agriculture Agencies
Other Departmental Debt
Military Service For CSRS
Military Service For FERS

Balance

Type the balance of the money owed in dollars and cents. If **`30`** is entered in the Type Deduction Code field, type **`999,999.000`** in this field.

Amount

The type of deduction (amount or percent) to be made each pay period.

NOTE: Complete either the Deduction Amount field or the Percent field. Do not complete both fields.

OR

Percentage

If the garnishment is based on a percent each pay period, type the applicable percentage.

Payment Method/Check

Check the box for the deduction recipient if the check should be sent to a mailing address. When this box is checked, the page will expand. Complete the address information for the mailing of the check.

Payment Method/Direct Deposit

Check the box if the deduction should be sent EFT. Complete all of the the EFT information.

Identify the type of account in which the monies are to be deposited or select data from the drop-down list. The valid values are **`Checking`** and **`Savings`**.

Type the account number of the checking or savings account.

Type the routing number of the financial organization. The first 2 positions of the routing number must be **`01`** – **`12`**, **`21`** – **`32`**, or **`90`** and **`91`**.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another deduction due to Indebtedness.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Direct Deposit

The net pay is the employee's pay after deductions, which is transmitted through Direct Deposit/Electronic funds Transfer (DD/EFT) to a financial organization. A net pay allotment is the direct deposit of net pay into a checking or savings account at a financial organization through DD/EFT.

Before you can begin to complete a direct deposit for an employee, the following information in needed (found on the SF-1199A as completed by the employee):

- Bank Routing Number
- Employee's Account Number
- Type of Account (Savings or Checking) into which the deposit will be made

This section contains the following topics:

Changing Net Pay

Canceling Net Pay

Changing Net Pay

Once the employee is participating in direct deposit, an SF-1199A must be processed to:

- Change the employee's depositor account number
- Change from a checking to a savings account or vice versa
- Change from one financial organization to another
- Change the routing number of a financial organization

Canceling Net Pay

To cancel a direct deposit authorization, enter the new check mailing address data or designated agent code in the Employee Address document. Also enter the new check mailing address or designated agent number; otherwise the salary will continue to be disbursed to the financial organization through DD/EFT.

To change or cancel Net Pay:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Direct Deposit*** component. The ***Find An Existing Value*** tab - Direct Deposit page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change a direct deposit. Enter the search criteria.
3. Click ***Search***. The Direct Deposit page (**Figure 381**) is displayed.

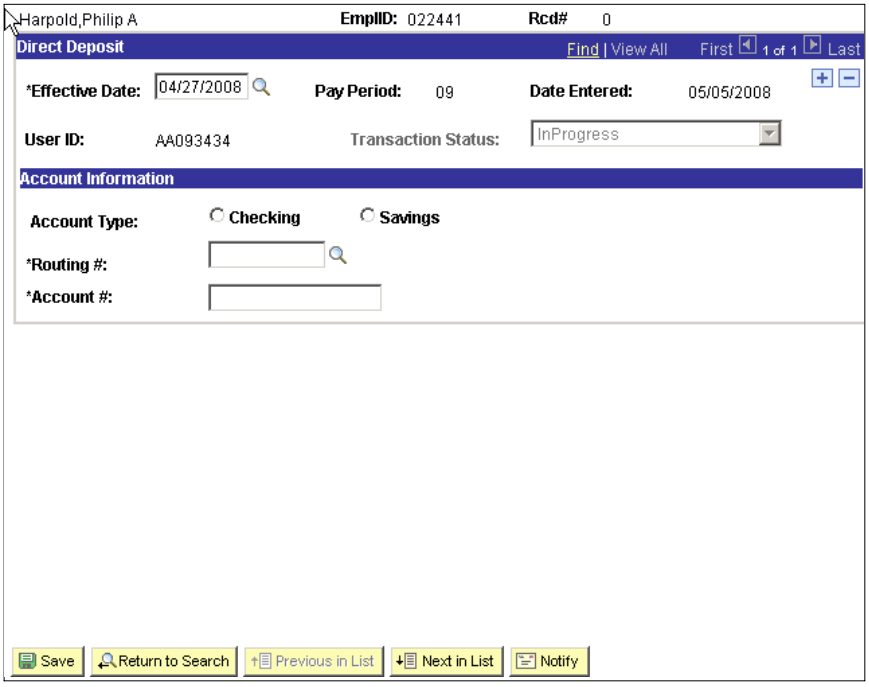


Figure 381. Direct Deposit page

4. Complete the fields as follows:

EmplID

This field is populated based on the search criteria.

Rcd#

This field is number of records available for the employee and is system-generated.

***Effective Date**

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field defaults to the current date and cannot be changed.

User ID

This field is populated with the user ID entering the data.

Transaction Status

This field defaults to **`Applied`**. Change by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Account Type/Checking

Check the box if the direct deposit is to a checking account.

Account Type/Savings

Check the box if the direct deposit is to a savings account.

***Routing #**

Enter the routing number for the direct deposit.

***Account #**

Enter the account number where the direct deposit should be applied.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Direct Deposit.

   OR

   Click **Previous In List** to view or change the previous direct deposit in the list. This option is only available if there are multiple records.

   OR

   Click **Next In List** to view or change the next direct deposit in the list. This option is only available if there are multiple records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Discretionary Allotments

The discretionary allotment component option is used to enter or update a recurring deduction. The employee and the agency authorizes the discretionary allotment. The head of the agency may allow discretionary allotments for any purpose deemed appropriate. They are commonly used for paying employees' monthly bills to a designated payee, either an individual or company.

Discretionary allotments are monthly payments divided into two deductions, which are effective on the first payday of the month. If the allotment is established or changed in the middle of the month, it will not take affect until the beginning of the following month. For the months in which there are three pay periods, deductions are not withheld for the third payday.

This example explains how to establish a Discretionary Allotment from data submitted on form SF-1199A and a copy of a voided check or deposit slip to verify bank information included on the SF-1199A.

Before beginning, the following information is needed:

- Type of Account
- Account Number
- Total Amount of the Allotment
- Bank Routing Number.

Discretionary allotment payments are made either as a full payment, half of the payment, or nothing is paid. The order of precedence for paying monthly allotments is based on the date established.

If an employee is on extended nonpay status, deductions cannot be made. If an employee is in nonpay status for a partial pay period, half of the monthly payment is deducted, if possible. If half cannot be deducted, no deduction is made.

This section of the procedure contains the following topics:

Changing A Discretionary Allotment

Canceling A Discretionary Allotment

Changing A Discretionary Allotment

Agency personnel offices should be notified of all changes regarding discretionary allotments. Verify the correct allotment number before making a change to either the amount or payee information if the employee has multiple allotments; otherwise, erroneous data could affect another allotment.

Canceling A Discretionary Allotment

Employees may request the cancellation of an allotment. Once an allotment is canceled, the number can be used again for another allotment. Discretionary allotments are automatically canceled once an employee separates. Any outstanding balances are refunded.

If an employee transfers to another department, all allotments are canceled. If the gaining department allows for discretionary allotments, the allotment must be entered as a new allotment.

If an employee transfers to another agency serviced by NFC within the department, the discretionary allotment deductions remain in effect. However, if the position is ineligible for discretionary allotments, the gaining agency must process a cancellation for all discretionary allotments.

Following are guidelines for processing discretionary allotments.

- Number the allotments sequentially beginning with number 01. Before entering an allotment, ensure that the allotment is not already in effect.

- The allotment cannot be processed if the effective pay period is for payments that will be made on the second or third payday of the month. If the effective pay period is correct, delete the document from suspense.

To cancel a Discretionary Allotment:

1. Select the ***Payroll Documents*** menu group.

2. Select the ***Discretionary Allotments*** component. The ***Find An Existing Value*** tab - Discretionary Allotments page is displayed. The information on this page will allow you to locate an existing employee in order to cancel a discretionary allotment. Enter the applicable criteria.

3. Click ***Search***. The Discretionary Allotments page (**Figure 382**) is displayed.

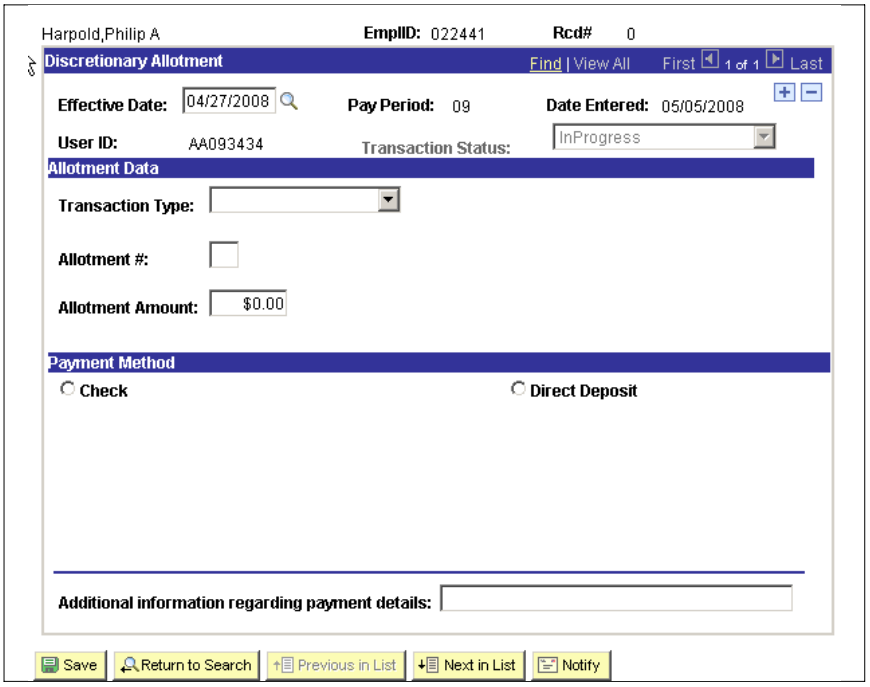


Figure 382. Discretionary Allotment page

4. Complete the fields as follows:

Name

This field is populated based EmplID.

EmplID

This field is populated based on the search criteria.

Rcd#

This field is number of records available for the employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is the current pay period that corresponds with the effective date.

User ID

This field is populated with the user ID entering the data

Transaction Status

This field defaults to **`In Progress`**. This field is the status of the current transaction and may be changed by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Transaction Type

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

Allotment #

Type the number that identifies the individual allotments. Maximum number of allotments allowed is **`99`**.

Allotment Amount

Type the monthly amount of the allotment in dollars and cents. The PPS divides this monthly amount by two to determine the bimonthly deduction.

Account #

Type the account number for the savings or checking account to which the allotment amount is sent.

Payee Information/Check Mailing

Check this box if the discretionary allotment check should be mailed to an address. If this box is checked, the page will expand for the entry of an address.

Payee Information/Direct Deposit

If direct deposit is checked, complete the EFT information.

Additional Information Regarding Payment Details

Enter any additional information regarding the payment.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another discretionary allotment.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Education Information

The Education Information is populated from information stored on the NFC database and may be modified.

To enter or modify Education Information:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Education Information*** component. The Education Information page (**Figure 383**) is displayed.

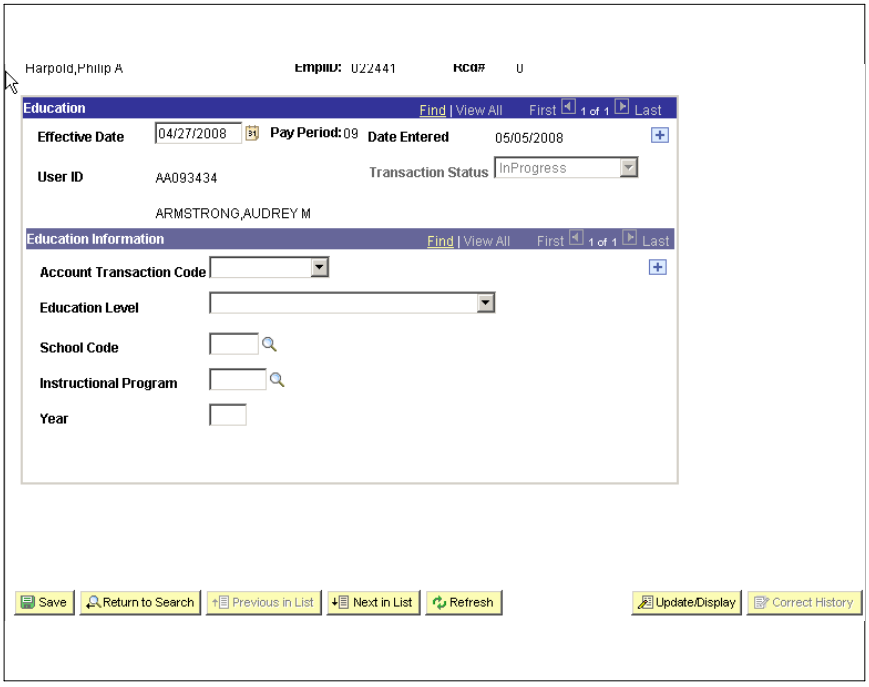


Figure 383. Education Information page

3. Complete the fields as follows:

Name

The name is populatedfrom the EmplID.

EmplID

This field is populated based on the search criteria.

Rcd#

This field is number of records available for the employee and is system-generated.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is the current pay period that corresponds with the effective date.

User ID

This field is populated with the user ID entering the data.

Transaction Status

This field defaults to **`In Progress`**. This field is the status of the current transaction and may be changed by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Date Entered

This field is the date the education information was entered or the current system date.

Account Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

Education Level

Enter the code that identifies the highest level of the employee's educational attainment based on years of formal schooling and/or academic degrees or certificates conferred. The valid values are as follows:

Education Level Valid Values	Description
06, 10, or 13 and above	Complete Year Degree Attained field when education level is present.
06, 10, or 13 and above	Complete the Instructional Program field when the eduction level is present.

School Code

Enter the applicable school code or select data by clicking the search icon.

Instruction Program

Enter the employee's official education record which includes the major field of study beyond high school or select data by clicking the search icon. Refer to OPM instructions for valid codes.

Year

Enter the calendar year during which the employee received the academic degree or certificate for the education level.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.

OR

Click **Return To Search** to search for different education information.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Refresh** to refresh the information on the page

OR

Click **Update/Display** to update the information on the page

OR

Click **Correct History** to correct history if applicable.

Financial Allotments

A financial allotment is a deposit into a checking or savings account at a financial institution, a portion of an employee's salary, deducted through recurring payroll deductions. This allotment is deposited through DD/EFT.

Note: Allotments for bill paying purposes are considered to be discretionary allotments.

This section will explain how to establish a Financial Allotment from data submitted on form SF-1199A and a copy of a voided check or deposit slip to verify bank information included on the SF-1199A.

Before beginning, the following information is needed:

- Type of Account
- Account Number
- Amount of the Allotment
- Bank Routing Number.

This section of the procedure contains the following topics:

When There Are Insufficient Funds For A Financial Allotment

Changing a Financial Allotment

Canceling a Financial Allotment

Entry Guidelines for Financial Allotments

When There Are Insufficient Funds For A Financial Allotment

The employee's net pay must be sufficient to cover the amount of the financial allotment(s). If the net-pay due the employee after applying all required payroll deductions is less than the

amount of the allotment authorized, the allotment will automatically be nullified for that particular pay period. If the employee has two allotments and the net pay is insufficient to cover the aggregate of both authorizations, both allotments will be automatically nullified for that pay period.

Changing A Financial Allotment

Changes are processed to:

- Decrease or increase the amount of the allotment
- Change the routing number, account number, and type of account
- Change financial organizations

Note: If the routing number, account number, and type of account are not entered exactly as they are in the database and the employee has only one allotment in effect, a second allotment will be created with the new (incorrect) data. Deductions will be made for the existing allotment and for the new allotment that was established in error.

Canceling A Financial Allotment

An allotment is canceled when the employee elects to permanently discontinue deductions for the allotment or to replace the allotment with a new allotment.

Allotments are automatically canceled in cases of separation, retirement, death, or transfer to another Department; therefore, it is not necessary to enter a financial allotment document.

Entry Guidelines For Financial Allotments

Following are guidelines for processing financial allotments.

- The savings/checking account must be in the name of the employee.
- The allotment must be a fixed, whole dollar amount that will be deducted from the employee's salary. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than $1.00.
- The maximum financial allotment in effect at one time is two. If the employee has two allotments, each may be directed to a different financial organization. A separate transaction must be entered for each financial allotment.

To enter Financial Allotments:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Financial Allotment*** component. The ***Find An Existing Value*** tab- Financial Allotment page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change a financial allotment. Enter the applicable search criteria.
3. Click ***Search***. The Financial Allotment page (**Figure 384**) is displayed.

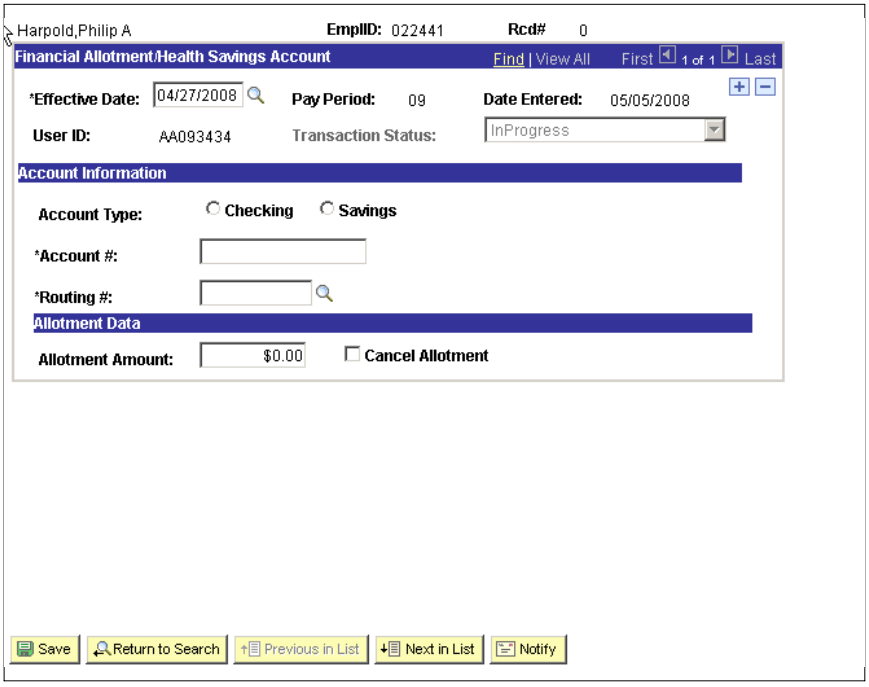


Figure 384. Financial Allotment page

4. Complete the fields as follows:

Name

This field is populated from the EmplID.

EmplID

This field is populated based on the search criteria.

Rcd#

This field is number of records available for the employee.

Effective Date

This field is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is the current pay period that corresponds with the effective date.

User ID

This field is populated with the user ID entering the data

Date Entered

This field is the date the education information was entered or the current system date.

Transaction Status

This field defaults to **`In Progress`**. This field is the status of the current transaction and may be changed by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Account Type/Checking

Check the box if the financial allotment will be sent to a checking account.

Account Type/Savings

Check the box if the financial allotment will be sent to a savings account.

***Account Number**

Type the account number of the savings or checking account.

***Routing #**

Type the financial organization's routing number or select data by clicking the search icon. The first 2 positions must be **`01`**–**`12`**, **`21`**–**`32`**, or **`90`**–**`91`**.

Allotment Amount

Enter the amount of the allotment. The allotment must be a fixed, whole dollar amount that will be deducted from each salary check. No minimum amount is prescribed; however, the whole dollar amount restriction automatically precludes any allotment for less than $1.00.

Cancel Allotment

Check this box if you want a previously established allotment to be cancelled.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter an additional financial allotment.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Flexible Spending Account

The Flexfund Flexible Spending Account Program allows employees to arrange for payment of qualifying expenses through biweekly payroll deductions. This arrangement results in the deferral of the following taxes on these payments: Federal income tax, Social Security (formerly), Medicare (formerly HIT), and all state income taxes except New Jersey and Pennsylvania.

This section contains the follow topics:

Flexfund Deductions

Insufficient Funds

Dependent Care And Health Care Expenses

Dependent Care Flexible Spending Account (DCFSA) And Health Care Flexible Spending Account (HCFSA)

Flexfund Deductions

Eligible employees may elect to participate in Flexfund at the time of accession or during the open season enrollment period. A separate document must be processed for each Flexfund account. Flexfund deductions are for a term of 1 year beginning with the first pay period in the tax year and ending with the last pay period of the tax year. A new document must be processed at the beginning of each plan year (tax year) indicating the plan code and the total annual amount to be deducted.

Biweekly deductions are the total annual amount divided by the number of pay period in the plan year. If an employee enrolls after the beginning of the plan year, biweekly deductions are the total amount divided by the umber of pay period remaining int he plan year. If the annual amount is not evenly divisible fy the number of pay period in the plan year, the balance is deducted in the last pay period of the plan year.

Flexfund deductions may be canceled at any time. The cancellation becomes effective the first day of the pay period in which the cancellation is processed, and no Flexfund deduction is made for that pay period. All Flexfund deductions are terminated automatically only upon expiration of the one-year withholding period.

Insufficient Funds

If an employee is in nonpay status, deductions continue when the employee returns to duty. One missed payment is deducted in the last pay period of the plan year along with the final payment. If two or more payments are missed, the employee must contact the contractor to make arrangements for the payments missed.

Flexfund deductions are considered voluntary allotment for the purpose of establishing priority of deductions in accordance with OPM rules and the Treasury Fiscal Requirements Manual. If an employee has both health care and dependent care deductions and the pay is insufficient to take both deductions, the health care deductions are taken first.

Dependent Care And Health Care Expenses

The Flexfund Spending Account (FSA) Program consists of two accounts: Dependent Care expenses and Health Care expenses.

Dependent Care Flexible Spending Account (DCFSA) And Health Care Flexible Spending Account (HCFSA)

All employees that are eligible for FEHB participation are eligible to participate in the FSA Program. The FSA Program allows participants to have tax-free money for out-of-pocket health care and dependant care expenses (i.e., deductibles, co-payments, dental care, orthodontics, etc.) deducted from their pay. This money is put into an account and upon receipt of the proper documentation, is reimbursed to the participant after the services are rendered. There are two parts to the FSA Program, SCFSA and HCFSA.

DCFSA is money used for the care of dependant children under age 13 while the employee is working. DCFSA also covers the care of an adult dependent who is physically or mentally incapable of caring for himself/herself. In case of adult care, the adult being care for must be claimed as a dependent on the participant's income tax return. A minimum of $250 and a maximum of $5000 per year ($2500 per year of the employee is married filing a separate return) may be contributed to a DCFSA account.

HCFSA is money used to cover health care expenses not paid by the employee's FEHB or other health insurance carrier. A minimum of $250 and a maximum of $4000 per year may be contributed to an HCFSA account.

Participants must first determine the total amount to be deducted. The amount is then divided by the number of pay periods for that year to determine the deductions(s) to be taken each pay period. The total amount to be deducted must be carefully considered because any unused money is forfeited at the end of each year. Employees have 90 days after the end of the plan year to claim reimbursements for DCFSA transactions and 120 days after the end of the plan year to claim reimbursements for the HCFSA transactions.

To enter a Flexible Spending Account:

1. Select the ***Payroll Documents*** menu group.

2. Select the ***Flexible Spending Account*** component. The ***Find An Existing Value*** tab - Flexible Spending Account page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the search criteria.

3. Click ***Search***. The Flexible Spending Account tab page (**Figure 385**) is displayed.

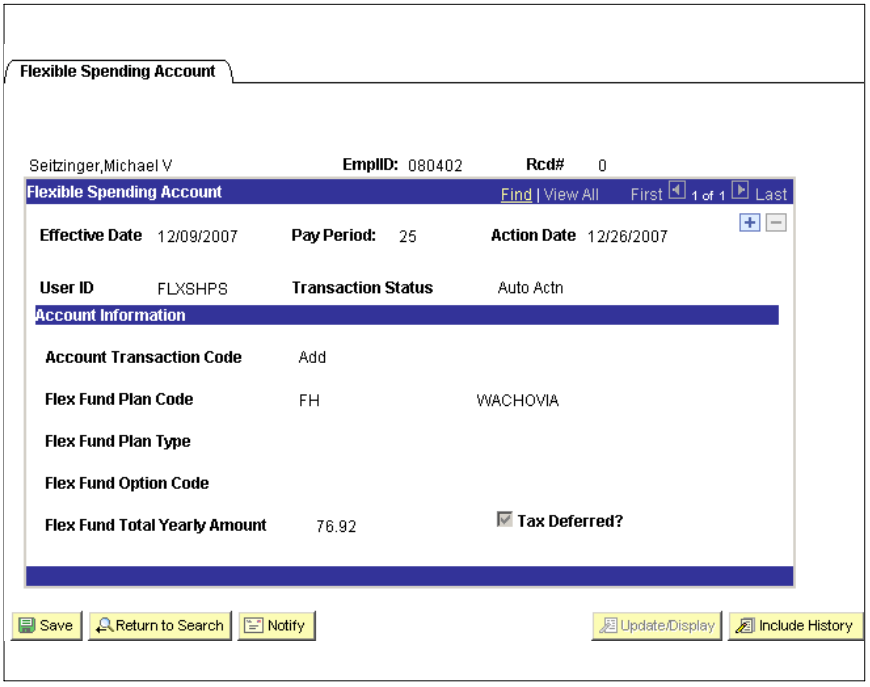


Figure 385. Flexible Spending Account tab page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Action Date

This field is the date of the action.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`Auto Actn`** and reflects the status of the transaction.

Account Transaction Code

Enter the applicable transaction code. The valid values are **`Add`**, **`Change`**, and **`Cancel`**.

Flex Fund Plan Code

Enter the 2 position plan code for the flexible spending account.

Flex Fund Plan Type

Enter the applicable plan type for the flexible spending account.

Flex Fund Option Code

This field is populated with a **`1`**.

Flex Fund Total Yearly Amount

Enter the total yearly flex fund amount in dollars and cents, designated by the employee. Biweekly deductions will be the total amount divided by the number of pay periods remaining in the plan year.

Tax Deffered?

This box is checked to designate that the amount is tax deferred. Uncheck if applicable.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another flexible spending account.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

   OR

   Click **Update/Display** to update the information on the page.

   OR

   Click **Include History** to the history records for the flexible spending account.

Health Benefits

Health benefits processing uses specific enrollment codes that are assigned by OPM. These codes consist of three numbers: The first two identify the plan and the third identifies the option and type of enrollment (e.g., Enrollment Code 102, 10 indicates the Service Benefit Plan, and 2 indicates high option for self and family). After a FEHB document has been successfully processed, the database is updated with the appropriate FEHB coverage code and the carrier copies are sent to the carrier. The carrier then issues the identification cards. FEHB deductions begin during the pay period in which the health benefits enrollment is processed and applied to the database.

The enrollment code is the only type of correction that can be made in the system. To correct an enrollment code, enter a health benefits registration form. Select **Change In Enroll (SF−2809)** at the **Transaction** drop-down menu and Correction at the Event Code drop-down menu. All other corrections (e.g., correcting effective date) must be sent to NFC. The correction should be indicated in the Remarks block of the SF−2809. To adjust for the erroneous deductions, enter the information in DOTSE.

This section of the procedure will show how to enter an employee's Health Benefits (FEHB) Registration Form (SF 2809).

NOTE: Before FEHB enrollment data can be entered in this module; FEHB Coverage must be established (e.g., FEHB Coverage Code 4, Eligible-Pending) in the Benefits Data of the ***EmpowHR*** "PAR" module.

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

This section contains the following topics:

FEHB Children's Equity Act

Public Law 106−394

Agency Personnel Office Responsibilities

Non-Federal Health Benefits

Employee In-Pay Status

Termination by Carrier

Restricted Enrollment Changes

Exceptions to Restricted Enrollment Changes

FEHB Coverage Codes

Nature of Action Code/Authority Codes

Remarks Codes

Premium Conversion

Open Season

New Transfer Enrollments

FEHB Premiums During Non-Pay Status

System-Generated SF−2810

Before Entering the FEHB Data

FEHB − New Enrollment

FEHB Change in Enrollment

FEHB Cancel Enrollment

FEHB Children's Equity Act

The Federal Employees Children's Equity Act requires FEHB-eligible employees who do not comply with a court or administrative order to provide health benefits coverage for their children. An employee subject to such an order must enroll in self and family coverage in a plan that provides full benefits to his/her child(ren) in the area where they live or provide documentation that he/she has other health coverage for the children.

Public Law 106−394

Public Law 106-394, the Federal Health Benefits Children Equity Act of 2000, enacted October 30, 2000, requires mandatory self and family coverage for FEHB−eligible employees who do not comply with a court or administrative order to provide health benefits for their child/children.

Agency Personnel Office Responsibilities

When a court or administrative order is received for an individual, the agency personnel office must review the employee's records to determine whether he/she is eligible for FEHB and, if so, whether he/she is enrolled in a self family plan that provides full benefits in the location where the child/children live. Listed below are the specific actions that must be taken by the agency personnel office to ensure compliance with the court or administrative order.

If the employee has FEHB self and family coverage, notify the court or administrative order has been received requiring him/her to provide health benefits for his/her children. If the child/children named on the court or administrative order is **not** identified as a member of the employee's self and family coverage, submit a copy of the individual's SF−2809 or SF−2810, along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify the additional family member being covered under the self and family enrollment. Inform the appropriate contact for the court or administrative order of the FEHB coverage and that action has been taken to ensure the child/children is covered.

If the employee has FEHB self-only coverage, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to make a change from self only to self and family coverage. If the individual does not make a change to self and family coverage, the agency personnel office must enroll them in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (Enrollment Code 112, Self and Family). The effective date of coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as stated on the court or administrative order. Submit a copy of the individual's SF−2809 or SF−2810 along with a copy of the court or administrative order to NFC. NFC will forward all the appropriate documentation to the FEHB carrier identifying the family members being covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective date of the court or administrative order. Submit Form AD-343 to NFC for processing of the retroactive FEHB personal action indicating:

- The enrollment is retroactive to the beginning of the pay period that includes the effective date, but no further back than 2 years.
- The total adjustment amount due.
- The collection frequency for the amount due (e.g., one-time payment or per payment each pay period).

Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage and that action has been taken to ensure the child/children is covered.

If the employee is not enrolled in an FEHB health plan that provides full benefits in the location where the child/children live, notify the individual that a court or administrative order has been received requiring him/her to provide health benefits for his/her children. The individual has until the end of the pay period following the one in which he/she is given the notice to enroll in a health plan or provide documentation that he/she has other health benefits for the child/children. If the individual does not enroll in a plan or provide documentation of coverage, enroll the child/children in the basic Option of the Blue Cross/Blue Shield Service Benefit Plan (Enrollment Code 112, Self and Family). Complete an SF-2809 with remarks to identify that the employee is being enrolled for FEHB self and family coverage under P.L. 106-394. The effective date of the coverage is the first day of the pay period following the one in which the SF-2809 is completed or the effective date as stated on the court or administrative order. Submit the SF-2809 along with a copy of the court or administrative order to NFC. NFC will forward the appropriate documentation to the FEHB carrier to identify each family member being covered under the self and family enrollment. Authorized enrollment changes must be processed retroactively, if necessary, to comply with the effective

date of the court or administrative order. Inform the appropriate contact for the court or administrative order of the FEHB self and family coverage and that action has been taken to ensure the child/children is covered.

Non−Federal Health Benefits

Agencies that employ non-Federal employees who are eligible for FEHB coverage, should review P.L. 106-394 to determine the impact on their employees.

Employees In Non−pay Status

When an employee under a court or administrative order to provide FEHB coverage for his/her child/children is in a pay status, he/she must either make direct premium payments or incur a debt to the Federal Government to be repaid when he/she returns to pay status.

Note: This applies only during the first year in non-pay status. Coverage terminates after 365 days in non-pay status, even for employees subject to a court or administrative order. For additional information, see 5 CFR 890.502(b).

Termination By Carrier

When an individual under court or administrative order is to provide FEHB coverage for his/her child/children has FEHB coverage terminated by a FEHB carrier, it is the responsibility of the employee's personnel office to ensure that the individual continues to provide s*elf and family* FEHB coverage under an alternative plan.

Restricted Enrollment Changes

During open season or when there is an event allowing an enrollment change, employees who are under court or administrative order are restricted as to the type of enrollment changes they may select while enrolled in FEHB. An employee who is under court or administrative order can change to a different fee for service plan or an HMO that provides full benefits where the child/children live. However, the employee cannot cancel enrollment, change to self only, or change to an HMO that doesn't provide coverage in the area where the child/children live, as long as the court or administrative order is still in effect and the child/children are eligible under FEHB. This applies whether the employee enrolled voluntary or involuntarily. If an SF−2809 is received making such an enrollment change, do not process it. If the SF−2809 is processed by mistake, a corrective action must be processed immediately, even retroactively, if applicable. Notify the employee that he/she cannot make the change and that the existing self and family will remain in effect.

Exceptions To Restricted Enrollment Changes

The following exceptions are allowed for enrollment changes when an employee is under a court or administrative order.

- For employees who participate in the HB-Premium Conversion (HB-PC), if a court or administrative order states that the FEHB coverage for the child/children must

continue until a specific age below 22, an employee may cancel coverage or change to *self-only* (1) **within 60 days after the date the last child turned 22**, regardless of what the court or administrative order says (FEHB provides coverage until age 22); or (2) **during the open season after the last child reaches the age stated in the court or administrative order**.

- For employees who waived HB-PC, the cancellation of coverage or change to *self−only* may occur **any time after the last child reaches the age specified in the court or administrative order or age 22**.
- When a court or administrative order states that health coverage for the child/children must continue over age 22, the employee must provide proof of health benefits coverage either Temporary Continuation of Coverage (TCC) or a private health plan. A child/children cannot be covered by FEHB beyond age 22, regardless of what the court or administrative order states unless the child/children meet the requirements for being *incapable of self−support*.

FEHB Coverage Codes

FEHB coverage codes are used when processing personnel actions to identify the employee's eligibility for participation in the FEHB program, and if eligible, whether they are participating. The following new FEHB coverage codes will be used to process FEHB personnel actions for employees who are required by a court or administrative order to provide health benefits coverage for their contributions:

- 6 - Court Order - Enrolled
- 7 - Court Order - Eligible-Pending Family Coverage
- 8 - Court Order - Self-Only - Pending Family Coverage

Nature Of Action Code/Authority Codes

For a Data Change action, NOAC 916, Court Ordered FEHB Change, is used to indicate changes to court or administratively ordered FEHB changes.

The following authority codes are used with NOAC 916.

- **BEG** - The Beginning Effective Date authority should be used to reflect that an FEHB court−ordered action is in effect for the employee.
- **END** - The Ending Effective Date authority should be used to reflect that an FEHB court-ordered action is no longer in effect for an employee.

Remarks Codes

The following remark codes will be system-generated automatically with NOAC 916 for processing court or administratively ordered FEHB actions:

- FE1 - FEHB Family Coverage Required By P.L. 106-394
- FE2 - Employees FEHB Coverage is No Longer Subject To P.L. 105-394

The messages for remarks Codes FE1 and FE2 will be reflected on Form SF-50B, Notification of Personnel Action, when a court-or administratively ordered action is processed.

Premium Conversion

Most employees whose agency has an Approved Adoption Agreement with OPM are eligible to have their FEHB premiums paid under the premium conversion plan. Reemployed annuitants enrolled in the FEHB will automatically participate in the premium conversion, provided they are employed:

- in a position that conveys FEHB eligibility; and
- by an agency covered by premium conversion

Participation in the Health Benefits Premium Conversion Plan (HB-PC) is automatic unless an employee chooses to waive coverage. The part of an employee's salary that is deducted for health insurance premiums is non−taxable. As a result, health benefits premiums are not subject to Federal income, Medicare, or Social Security taxes. In most cases, state and local taxes are also not applicable.

Agencies must deduct FEHB premiums on a pre-tax basis from the pay of these individuals unless they waive participation in premium conversion. Health Benefits Premium Conversion has no effect on the:

- Amount of an employee's health insurance premiums.
- Amount of the Government's share towards the FEHB premium on behalf of any employee.
- Base pay for retirement, life insurance and/or Thrift Saving Plan purposes.

Changes in participation in premium conversion may be affected during the annual FEHB open enrollment period, or during the calendar year upon experiencing a qualifying life event.

Qualifying life events include:

- Change in Family Status (e.g., birth/death of child, foster, adoption, child ages up, etc.)
- Change in Legal Marital Status (e.g., married, divorce, annulled, legal separation, death)
- Loss of Other Coverage (e.g., termination, cancellation, change to self only, FEHB plan closes out, lost of coverage from spouse's health insurance)
- Other (e.g., coverage under spouse's health insurance and they have a different open season that affects your coverage, employee in an HMO that moves to a non-covered area, cost of health insurance under spouse's non-federal health increase significantly, (i.e., 20%) when you become eligible for Medicare)

FEHB Open Season

FEHB open season occurs annually. New enrollments and changes for the open season are effective the first pay period of the calendar year. All open season data should be entered as early as possible. The data will be retained in the future file until the designated effective pay period's processing.

If an employee plans to retire and requests an open season change on or before the effective date for an open season enrollment period, do not enter the health benefits data in the PPS;

include the SF-2809 with the employee's retirement package. The employee should complete the SF-2809 but the agency certifying office should only initial and date Part G to show timely submission. The name of the agency and the signature of its certifying officer should not appear on the SF-2809. OPM uses the SF-2809 to complete the processing of the employee's retirement request. Also include a memorandum with the retirement package to verify the employee's eligibility to transfer health benefits coverage from the PPS to OPM.

New Transfer Enrollment

Certain temporary employees are eligible to participate in the FEHB program. Agencies must verify the employee's eligibility for FEHB coverage. The PPS produces Report AEC037U4, Temporary Employees-FEHB Coverage Eligibility, to identify eligible temporary employees. Agencies should supply eligible employees with the Enrollment Information Guide and Plan Comparison Chart, RI 70-5, and the SF−2809.

To verify the FEHB-Temp-SCD recorded in the database, use IRIS Program IR115. If the FEHB effective date requires an adjustment, complete the FEHB-TEMP-SCD field on the Multi Element Update document.

When a new employee enters on duty in the middle of a biweekly pay cycle from another Federal department having a different biweekly pay cycle, the employee is not charged for benefits from both departments. The PPS automatically adjusts the employee's FEHB on a prorated basis based on the effective date. The cost for part-time career employees is also prorated depending on agency regulations. If an employee has a dual appointment, both agencies contribute to the cost of FEHB.

If the effective date of the SF-2809 is prior to the effective date of the processing pay period and the employee is not currently enrolled, the uncollected premiums can be paid in a lump sum in one pay period or prorated. The "Retro collection by NFC" field is used to indicate the choice of payment.

FEHB Premiums During Non-pay Status

There are two cases when employees on LWOP should not be billed for health benefits premiums.

- LWOP pending approval of the OWCP claim, and the application is approved. When entering the personnel action for OWCP use NOAC 460, LWOP NTE, Authority Code Q3K. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **7** (OWCP-LWOP) on IRIS Program IR102, Dates & Misc. Salary/Personnel Data.
- LWOP pending OPM approval of disability retirement and the application is approved. When entering the personnel action for preliminary disability retirement, use NOA 976, Preliminary Disability Retirement with Remark Code 211, LWOP Pending Approval of Disability. A bill will not be generated to the employee. After the personnel action is processed, verify that the Current Employment Status field is coded **8** (LWOP Pending Approval Of Disability Retirement Application) on IRIS Program IR102.

FEHB coverage cannot be continued if an employee reaches 26 consecutive pay periods of LWOP or LWOP pending OWCP.

Note: When FEHB coverage is canceled due to 365 days of LWOP status, the FEHB coverage code changes to 5 (canceled) after the personnel action is processed and the employee is automatically billed.

If a personnel action was processed for LWOP in excess of 30 days, timekeepers should not transmit a T&A after the 30 days. A bill is generated for the health benefits premiums if T&A's are transmitted.

If an employee in non-pay status chooses not to pay their share of the health benefits premium before returning to work, the payroll office sends a letter to the employee indicating the amount owed. When the employee returns to duty, either the entire amount may be paid or an additional premium (in addition to the regular premium deduction) will be automatically deducted each pay period, until the debt is repaid. For more information, see Title I, Chapter 11, Nonautomated Processing, and Employee Indebtedness.

If an employee separates from an agency owing FEHB premiums, the amount due will be withheld from the employee's final salary. If this amount is insufficient, it will be considered indebtedness due to the United States. Recovery of the funds is made from any lump sum payment due the employee, retirement deductions, annuities, or other monies owed to the employee by the Federal Government. For more information, see Title I, Chapter 8, Special Payroll Processing System.

System−Generated SF−2810

Information on the SF-2810 should not be entered in the PPS under certain conditions. The PPS generates the SF-2810 when one of the following personnel actions is processed. The carrier copy is sent to the carrier.

- Separation (except termination due to non−pay status for 365 consecutive days). The personnel action separating the employee will cancel the FEHB coverage.
- Death
- Retirement
- Name Change (Enter NOAC 780, Name Change From, to change the employee's name in the database).
- Transfer Out (except to OWCP)

Before Entering The FEHB Data

Employees have up to 31 days from their entry on duty date to either enroll in a plan or waive enrollment. Code the personnel action as follows with the applicable FEHB code to begin deductions, waive election, or cancel prior coverage.

Enter 4 (Eligible Pending) in the FEHB Coverage field of the personnel action before the FEHB enrollment document is entered. After the personnel action and the FEHB document successfully process, withholdings from the employee's salary begin and the system generates 1 (Enrolled) in the FEHB Coverage Code field on IRIS Program IR115.

Enrollment Code 1 cannot be entered on a personnel action nor can it be changed to 4.

CULPRPT Report P0059, Employees With FEHB Eligibility Pending, lists employees with FEHB Coverage Code 4. These employees have not yet registered to either enroll or waive FEHB enrollment. Personnel offices should run this report each pay period and remind employees to register before the end of the 31-day eligibility period. AEC037U4, Temporary Employees FEHB Coverage Eligibility, lists employees who will become eligible to participate in FEHB in two pay periods.

FEHB − New Enrollment

This section will show how to enter an employee's Health Benefits (FEHB) Registration Form (SF 2809).

Note: Before the FEHB enrollment data can be entered in this module; FEHB Coverage must be established (e.g., FEHB Coverage Code 4, Eligible−Pending) in the Benefits Data of the ***EmpowHR*** "PAR" module.

Before beginning, the following information is needed (refer to the SF-2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

To enter Health Benefits:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Health Benefits*** component. The ***Find An Existing Value*** tab - Health Benefits page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the applicable search criteria.
3. Click ***Search***. The Elections tab - Health Benefits page (**Figure 386**) is displayed.

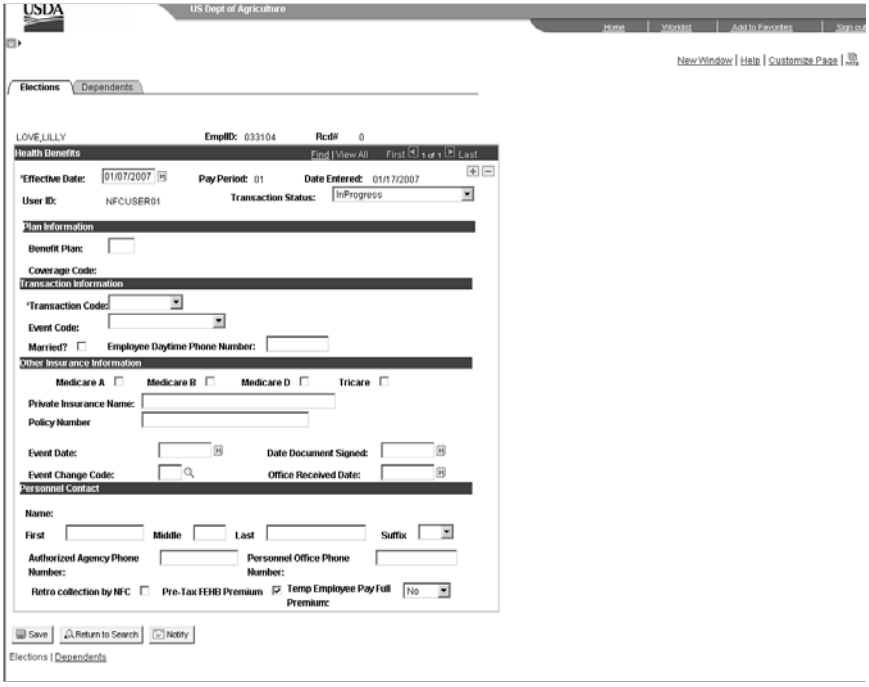


Figure 386. Electionstab - Health Benefits page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`**. Change by selecting data from the drop-down list. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Benefit Plan

Enter the applicable information.

Coverage Code

This field is populated from the benefit plan entered.

***Transaction Code**

Enter the applicable information of select data from the drop-down list. The valid values are as follows.

Transaction Code Valid Values
Cancel
Change
N Enrolmnt
Pre-Tax Ch
Reinstatement
Term Carr
Trnsferln
TransferOU
Waived
Term 365

Event Code

Enter the applicable information of select data from the drop-down list. The valid values are as follows:

Event Code Valid Values
Correction
New Enrollment
Open Season
Other
Reinstatement

Married?

Check the box if applicable.

Employee Daytime Phone Number

Enter the individual's daytime telephone number.

Other Insurance Information/Medicare A

Check the box if applicable.

Other Insurance Information/Medicare B

Check the box if applicable.

Other Insurance Information/Medicare C

Check the box if applicable.

Other Insurance Information/TRICARE

Check the box if applicable.

Private Insurance Name

Enter the applicable information.

Policy Number

Enter the applicable information.

Event Date

Enter the date or select a date from the calendar icon.

Date Document Signed

Enter the date or select a date from the calendar icon.

Event Change Code

Enter the applicable information or select data by clicking the search icon.

Office Received Date

Enter the date or select a date from the calendar icon.

***Personnel Contact/Name: First**

Enter the first name of the individual.

Personnel Contact/Name: Middle

Enter the middle name if applicable.

***Personnel Contact/Name: Last**

Enter the last name of the individual.

Personnel Contact/Name: Suffix

Enter the applicable suffix or select data from the drop-down list. The valid values are as follows:

Suffix Valid Values
I
II
IV
Jr
Sr
V
VI

Authorized Agency Phone Number

Enter the applicable phone number.

Personnel Office Phone Number

Enter the applicable phone number.

Retro Collection By NFC

Check the box if applicable.

Pre-Tax FEHB Premium

This field defaults to **Yes**. Uncheck the box if response should be **No**.

Temp Employee Pay Full Premium

Enter the applicable information or select data from the drop-down list. The valid values are **Yes**, and **No**.

5. Select the ***Dependents*** tab - Health Benefits page. The Dependents tab - Health Benefits page (**Figure 387**) is displayed. Dependent information is required each time a transaction is processed.

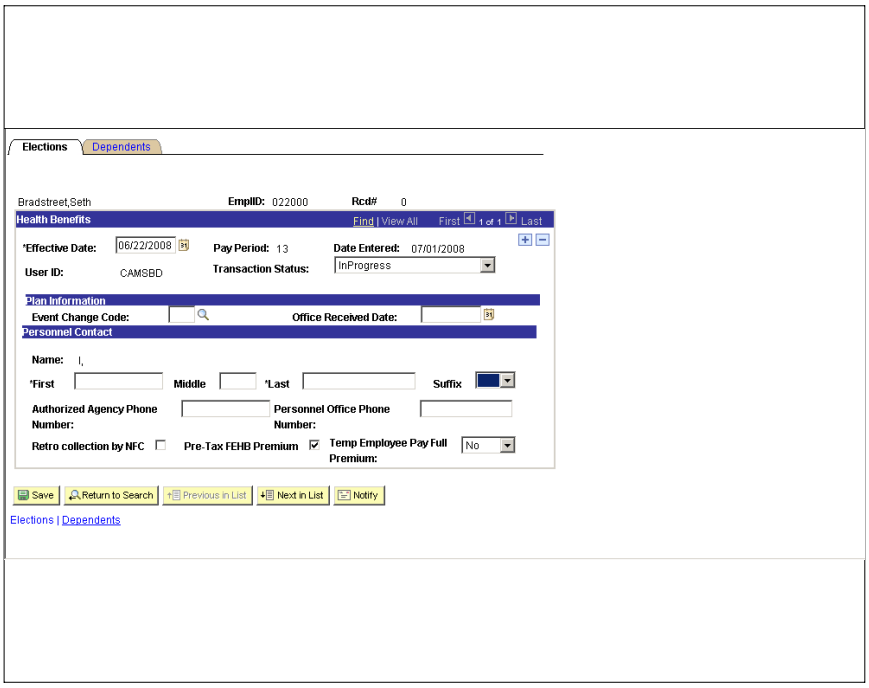


Figure 387. Dependents tab - Health Benefits page

6. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`**.The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Benefit Plan

This field is populated from the elections tab - Health Benefits page (**Figure 386**).

Coverage Code

This field is system-generated from the elections tab - Health Benefits page (**Figure 386**).

Dependents/Name: *First

Enter the first name of the dependent.

Dependents/Name: Middle

Enter the middle name of the dependent if applicable.

Dependents/Name: *Last

Enter the last name of the dependent if applicable.

Dependents/Name: Suffix

Select a suffix from the drop-down list. The valid values are as follows:

Dependents/Name: Suffix Valid Values
I
II
III
IV
Jr
Sr

Dependents/Name: Suffix Valid Values
V
VI

National ID (SSNO)

Enter the applicable social security number.

***Birthdate**

Enter the applicable birthdate of the dependent or select a date from the calendar icon.

Relationship

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Relationship Valid Values
Adopted Ch
Child < 22
Child > 22
Foster Ch
Spouse
Stepchild

***Gender**

Enter the gender or select data from the drop-down list. The valid values are **`Male`**, **`Female`**, and **`Unknown`**.

Address 1

This field allows for freeflow text that describes the street, street number, apartment number, and other address information. Enter the applicable street address.

Address 2

This field allows for freeflow text that describes the street, street number, apartment number, and other address information. Enter the applicable street address.

Address 3

This field allows for freeflow text that describes the street, street number, apartment number, and other address information. Enter the applicable street address.

City

Enter the name of the city, state, and zip code for the address.

Foreign Address Indicator

Check the box if the address is in a foreign country.

Coverage Information/Medicare A

Check the box if applicable.

Coverage Information/Medicare B

Check the box if applicable.

Coverage Information/Medicare D

Check the box if applicable.

Coverage Information/Tricare

Enter the applicable information.

Private Insurance Name

Enter the applicable information.

Policy Number

This field defaults to **`Yes`**. Uncheck the box if response should be **`No`**.

7. Click **Save** to save the transaction.
8. Click **OK** on the pop-up.
9. Click **Return To Search** to enter additional Health Benefits.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

FEHB Change In Enrollment

This section will show how to change an employee's Health Benefits (FEHB) Registration Form (SF 2809).

Before beginning, the following information is needed (refer to the SF−2809):

- Plan Information
- Transaction Information
- Other Insurance Information
- Personnel Contact
- Dependents
- Address Information
- Coverage Information

To change a FEHB Enrollment::

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Health Benefits*** component. The ***Find An Existing Value*** tab - Health Benefits page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the applicable search criteria.
3. Click ***Search***. The Elections tab - Health Benefits page (**Figure 386**) is displayed. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab - Health Benefits page (**Figure 387**).
4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.
6. Click **Return To Search** to enter additional Health Benefits.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

FEHB Cancel Enrollment

This section will explain how to cancel a FEHB enrollment.

To cancel a FEHB enrollment

1. Select ***Payroll Documents*** menu group.

2. Select the ***Health Benefits*** component. The ***Find An Existing Value*** tab - Health Benefits page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the search criteria.

3. Click ***Search***. The Elections tab - Health Benefits page (**Figure 386**) is displayed. Change the applicable data on the Elections tab - Health Benefits page or the Dependents tab - Health Benefits page (**Figure 387**).

4. Complete the fields as follows:

Event Change Code

Enter the applicable event code.

Transaction Code

Change the transaction code to **`Cancel`**.

5. Click the ***Remarks*** link. The Reviewer Comment page (**Figure 388**) is displayed. Enter comments.

Figure 388. Reviewer Comment page

6. Click **OK**.The Elections tab - Health Benefits page (**Figure 386**) is displayed.

   OR

   Click **Cancel**.The Elections tab - Health Benefits page (**Figure 386**) is displayed.

7. Click **Save** to save the transaction.

8. Click **OK** on the pop-up.

9. Click **Return To Search** to enter additional Health Benefits.

OR

Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

OR

Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Leave Data Transferred

Leave data is transferred in accordance with Federal regulations to record an employee's leave record when the employee separates and is rehired. The Form SF−1150, Record Of Leave Data, is used to credit the employee's leave account for annual and/or sick leave, and non-pay status. The SF−1150 is processed (in conjunction with the accession action) to enter leave data when an employee transfers into the PPS from a department not serviced by NFC or from one department to another department in the PPS. The gaining department enters the data to transfer the leave data into the PPS when an employee is rehired and has leave that is creditable.

This section will show how to enter a Record Of Leave Data Transferred document.

Before beginning, the following information is needed:

- SF−1150

To enter Leave Data to be transferred:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Leave Data Transferred*** component. The ***Find An Existing Value*** tab - Leave Data Transferred page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Leave Data Transferred. Enter the search criteria.
3. Click ***Search***. The Leave Data Transferred page (**Figure 389**) is displayed.

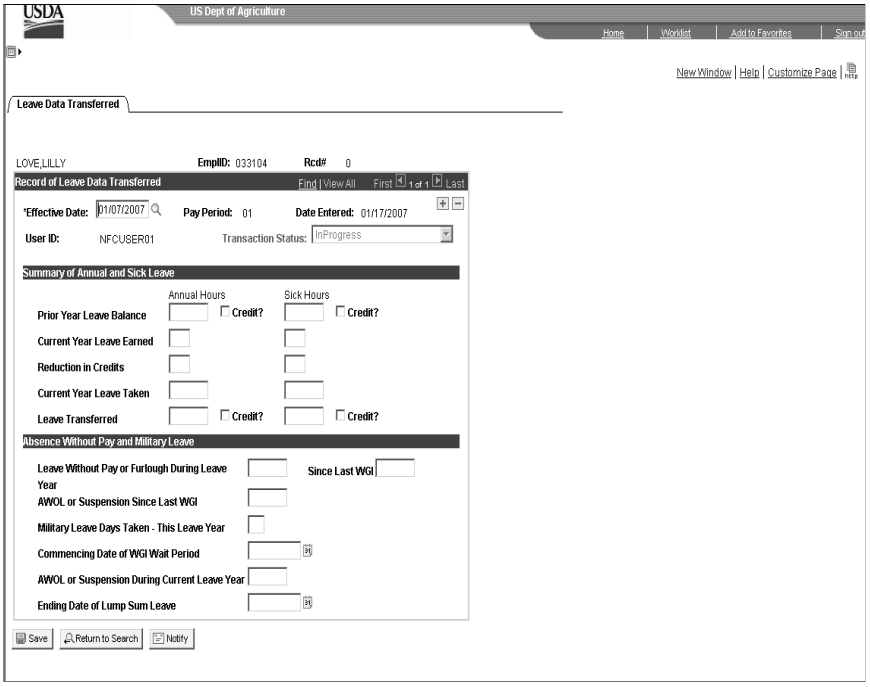


Figure 389. Leave Data Transferred page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`**.The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Prior Leave Balance/Annual Hours

Enter the prior year annual leave balance(s).

Credit?

If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Prior Leave Balance/Sick Hours

Enter the prior year sick leave balance(s). If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Credit?

If the prior leave balance is negative, check the Credit box. To cancel the credit, check the box again.

Current Leave Earned/Annual

Enter the number of annual leave hours earned during the current leave year.

Current Leave Earned/Sick

Enter the number of sick leave hours earned during the current leave year.

Reduction In Credits/Annual Hours

Enter the number of hours the annual leave is to be reduced.

Reduction In Credits/Sick Hours

Enter the number of hours the sick leave is to be reduced.

Current Year Leave Taken/Sick

Enter the total number of sick leave hours used during the current leave year.

Leave Transferred/Annual Hours

Enter the number of Annual Hours transferred.

Credit?

If the leave transferred is a negative balance, the system generates a checkmark.

Leave Transferred/Sick Hours

Enter the number of Sick Hours transferred.

Credit?

Check the sick credit box for sick hours transferred if applicable.

Leave Without Pay Or Furlough During Leave Year

Enter the number of LWOP or furlough hours during the leave year.

Since Last WGI

Nonpay status record since the last WGI.

AWOL Or Suspension Since Last WGI

Enter the applicable information.

Military Leave Days Taken This Leave Year

Enter the number of days of military leave used during the current leave year.

Commencing Date Of WGI Wait Period

Enter the applicable date or select a date from the calendar icon.

AWOL Or Suspension During Current Leave Year

Enter the applicable information.

Ending Date Of Lump Sum Leave

Enter the date the lump sum payment carried through.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Leave Data Transferred .

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Lump Sum Leave Payments

A final lump sum payment is normally processed when an employee separates from Federal service. Under certain conditions a lump sum payment can be made when NOAC 352, Termination Appointment-In, is processed.

In addition, lump sum payments are also payable to:

- Employees who enter the Armed Forces or who transfer to public international organizations and who do not elect to retain their annual leave to their credit
- Employees who transfer to positions not under a leave system to which annual leave may be transferred
- PT/FT employees who change to an intermittent work schedule
- Intermittent employees for whom there have not been established regular tours of duty during each administrative workweek
- Temporary employees engaged in construction work at hourly rates
- Employees of the Senate or House of Representatives
- Employees of any corporation under the supervision of the Farm Credit Administration (FCA) if any member of the corporation's board of directors is elected or appointed by private interests

A lump sum is not payable to an employee who transfers to a position to which his/her annual leave is transferable, or to a student trainee employed continuously with intermittent duty status between full-time tours of duty.

The lump sum payment to which an employee is entitled is equal to the pay that would have been received had the employee remained in service until the expiration of the period of annual leave. The lump sum payment is to be computed on the basis of an employee's rights at the time of separation under all applicable laws and regulations existing at that time which would have affected pay had the employee remained in service for the period covered by the leave. In some cases this may result in the lump sum being paid at a dual rate.

If the employee is indebted to the Government at the time of separation and the final salary is insufficient to recover the debt, the annual or compensatory leave payment (or other payable leave) will be offset to collect for the indebtedness.

This section will show how to enter data to pay an employee separated from the Federal service or the government of the District of Columbia a lump sum for accumulated and current accrued annual leave.

Before beginning, the following information is needed:

- Form AD−581, Lump Sump Leave Compensatory Time Payments (verify all data provided by the employee)
- Annual/Sick Leave

- Statement of Earnings and Leave

To enter Lump Sum Leave Payments:

1. Select the ***Payroll Documents*** menu group.

2. Select the ***Lump Sum Leave Payments*** component. The ***Find An Existing Value*** tab - Lump Sum Leave Payments page is displayed. The information on this page will allow you to locate an existing employee in order to enter a Lump Sum Leave payment. Enter the search criteria.

3. Click ***Search***. The Lump Sum Leave Payment page (**Figure 390**) is displayed.

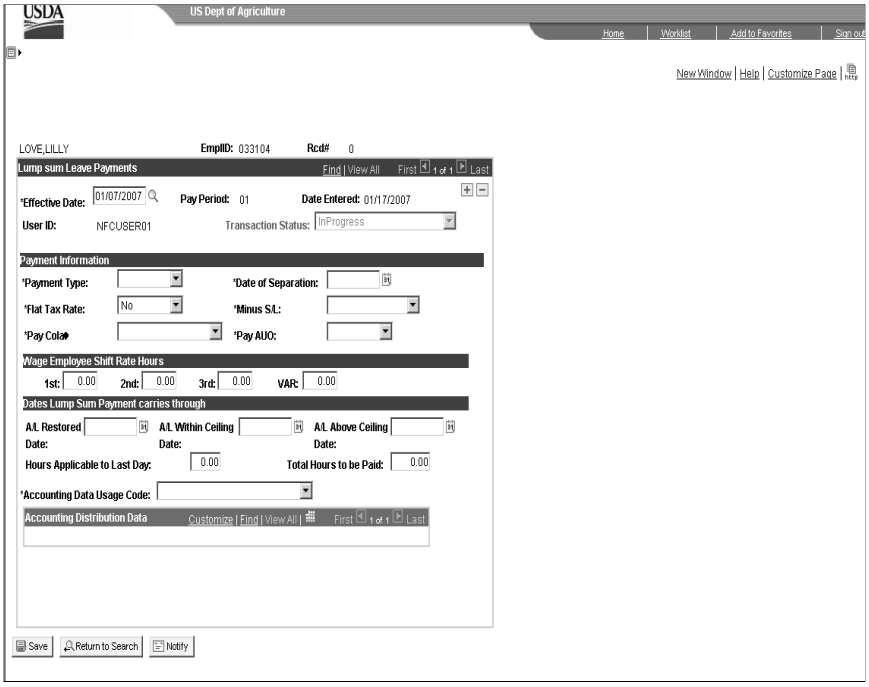


Figure 390. Lump Sum Leave Payments page

4. Complete the fields as follow:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is the date the action was entered.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`**.The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

***Payment Type**

Enter the type payment or select data from the drop-down list. The valid values are **`Final`** for a final lump sum payment for an employee separating from Federal service. The separation action must be entered to pay a final payment or select **`Interim`** from the drop-down list if an interim lump sum payment is being entered for an employee who is not separating but must be paid the lump sum payment due to regulation and/or policy. A separation action should not be processed for an interim payment.

***Date Of Separation**

Enter a date or select a date from the calendar icon. This date must match the separation date on the PAR action.

***Flat Tax Rate**

This field defaults to **`No`**, do not pay flat tax rate, pay at the database withholding rate. If the **`No`** is selected, the Federal tax formula will be used to calculate Federal tax withholding for the lump sum payment based on the current W-4.

If Federal income tax is based on the 27 percent withholding rate, select **`Yes`** from the drop-down list.

***Minus Sick Leave**

If the employee is indebted for sick leave that is forgiven,select **`Forgiven`** from the drop-down list; if the employee is indebted and the sick leave is not forgiven and the debt must be paid, select **`Not Applicable`**. The sick leave balance on the database must be negative hours. If a sick leave indebtedness does not exist, do not make a selection.

***Pay COLA**

Enter the applicable data or select data from the drop-down list. The valid values are as follows:

Foreign Post Differential is not authorized in Lump Sum Payments. Foreign Post Allowance is authorized but the system cannot pay it automatically. Must submit an SPPS request for payment.

Pay COLA Valid Values	Definition
No	Do not pay COLA or Post Differential
COLA	Pay COLA only
COLA & Post Differential	Pay Non-Foreign Post Differential only
Post Differential	Pay both Non-Foreign Post Differential and COLA

***Pay AUO**

Select **Yes** from the drop-down list if the employee is eligible for administratively uncontrollable overtime (AUO); Select **No** from the drop-down list if the employee is ineligible for AUO.

Wage Employee Shift Rate Hours/1st

Enter the first shift rate hours for an FWS employee.

Wage Employee Shift Rate Hours/2nd

Enter the second shift rate hours for an FWS employee.

Wage Employee Shift Rate Hours/3rd

Enter the third shift rate hours for an FWS employee.

Wage Employee Shift Rate Hours/VAR

Enter the varied shift rate hours for an FWS employee.

A/L Restored Date

Enter the date the restored annual leave carries through or select a date from the calendar icon. A restored annual leave balance must exist on the database.

A/L Within Ceiling Date

Enter the date the annual leave within ceiling carries through or select a date from the calendar icon.

A/L Above Ceiling Date

Enter the date the annual leave above ceiling carries through or select a date from the calendar icon.

Hours Applicable To Last Day

Enter the number of hours that are applicable to the last day of the lump sum payment.

Total Hours To Be Paid

Enter the total number of hours to be paid. The hours must agree with the hours on the database.

***Accounting Data Usage Code**

Enter the accounting or select accounting from the drop-down list. If a specific accounting code needs to be used, select **`Use Specified Accounting Code`** option from the drop-down and the **`User Stored Accounting`** and the stored accounting in the NFC database will be used. You may also customize, find, or view all accounting data by selecting the links on the Accounting Distribution Data section.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return to Search** to enter another Lump Sum Leave Payment.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Master File Change

Master File Change data are miscellaneous database elements that are not entered on a personnel action or payroll document but may affect pay and personnel eligibilities of an employee.

This section will show how to update certain data elements in the NFC Payroll/Personnel database (e.g., WGI due code).

Note: There are currently 36 Master File Update Actions that can be performed with this module. Multiple fields can be processed. CA new row is required per field. Click the **+** to add a new row.

To enter a Master File Change:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Master File Change*** component. The ***Find an Existing Value*** tab - Mater File Change is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Master File. Enter the search criteria.
3. Click ***Search***. The Master File Change page (**Figure 391**) is displayed.
4. Click the **+** to add a new row.

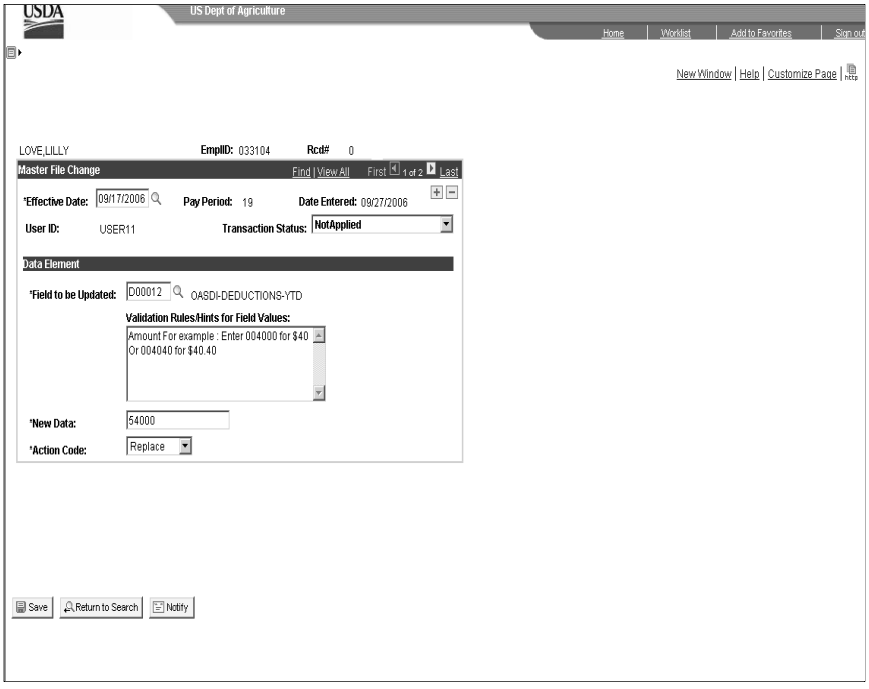


Figure 391. Master File Change page

5. Complete the fields as follows:

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`Not Applied`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Field To Be Updated**

Enter the field to be updated or select a field be clicking the search icon. Once the field to be updated is selected, the narrative for the code will appear next to the code.

Validation Rules/Hints For Field Values

General rules will be shown in this field and may be enough to help you to enter data in the **`New Data`** field.

***New Data**

Enter the applicable information.

***Action Code**

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Replace`**, and **`Subtract`**.

6. Click **Save** to save the transaction.

7. Click **OK** on the pop-up.

8. Click **Return to Search** to enter another Master File Change.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Multi−Element Update

Multi Element update data includes miscellaneous database elements that are not entered on a personnel action or payroll document but used for reporting requirements as well as to denote expertise or experience in various fields. Multiple data elements can be processed on an employee. A new row is required per element. Click the **+** to add a new row.

This section will show how to enter a data element for an employee.

To enter a Multi-Element Update:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Multi−Element Update*** component. The ***Find an Existing Value*** tab - Multi-Element Update page is displayed. The information on this page will allow you to locate an existing employee in order to enter another multi−element update. Enter the search criteria.
3. Click ***Search***. The Master File Change page (**Figure 392**) is displayed.

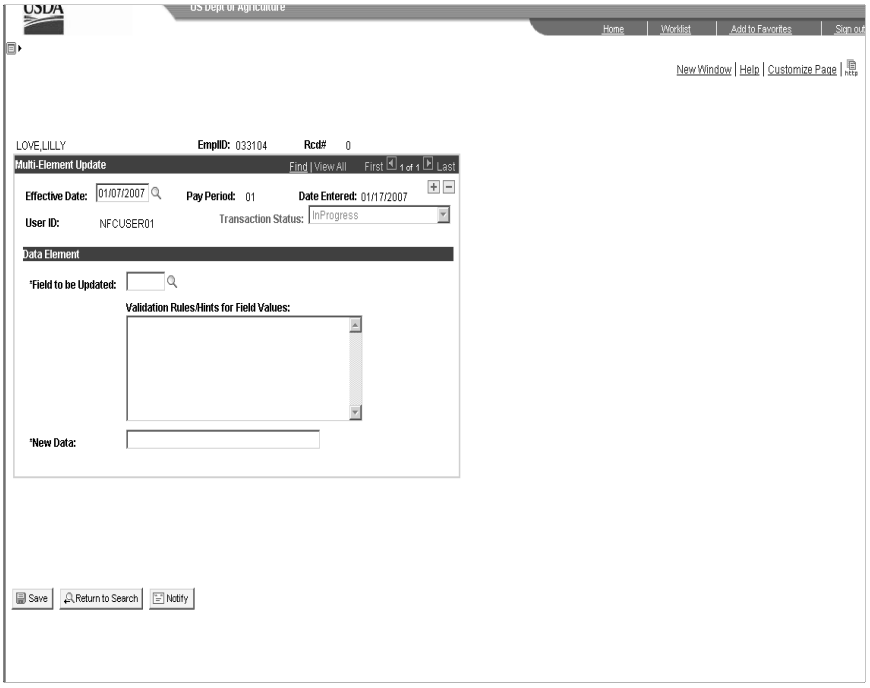


Figure 392. Multi−Element Update page

4. Click the **+** to add a new row.
5. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

***Field To Be Updated**

Enter the field to be updated or select a field be clicking the search icon. Once the field to be updated is selected, the narrative for the code will appear next to the code.

Validation Rules/Hints For Field Values

General rules will be shown in this field and may be enough to help to enter data in the **`New Data`** field.

***New Data**

Enter the applicable information.

6. Click **Save** to save the transaction.
7. Click **OK** on the pop-up.

8. Click **Return To Search** to enter another Multi-Element Update.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

Non-Federal Life Insurance

The Non-Federal Life Insurance Program is a savings and investment plan for certain eligible employees.

Use the following guidelines to enter non-Federal life insurance documents.

- Certain plan codes require the completion of the Option 1, Option 2, or Option 3 field, while others require the field to be blank. Review your agency instructions.
- The plan code must be compatible with the agency.
- Certain plans require part-time employees to work at least 40 hours per pay period.
- The employee can participate in both Federal and non-Federal life insurance plans.
- The work schedule code must be F, P, or I and the type of appointment code must be 01, 02, 06, or 07 for plan code 45. All other type of appointment codes must have a work schedule code of F.
- The appointment must be career or career conditional and the type of appointment code must be 01, 02, 06, or 07 for plan code 46.
- The employee must be younger than 70 years of age for plan code 46.

This section will provide the steps to enter Non-Federal Life Insurance.

To enter Non-Federal Life Insurance:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Non-Federal Life Insurance*** component. The ***Find an Existing Value*** tab - Non-Federal Life Insurance page is displayed. The information on this page will allow you to locate an existing employee in order to enter another non-federal life insurance transaction. Enter the search criteria.
3. Click ***Search***. The Non-Federal Life Insurance page (**Figure 393**) is displayed.

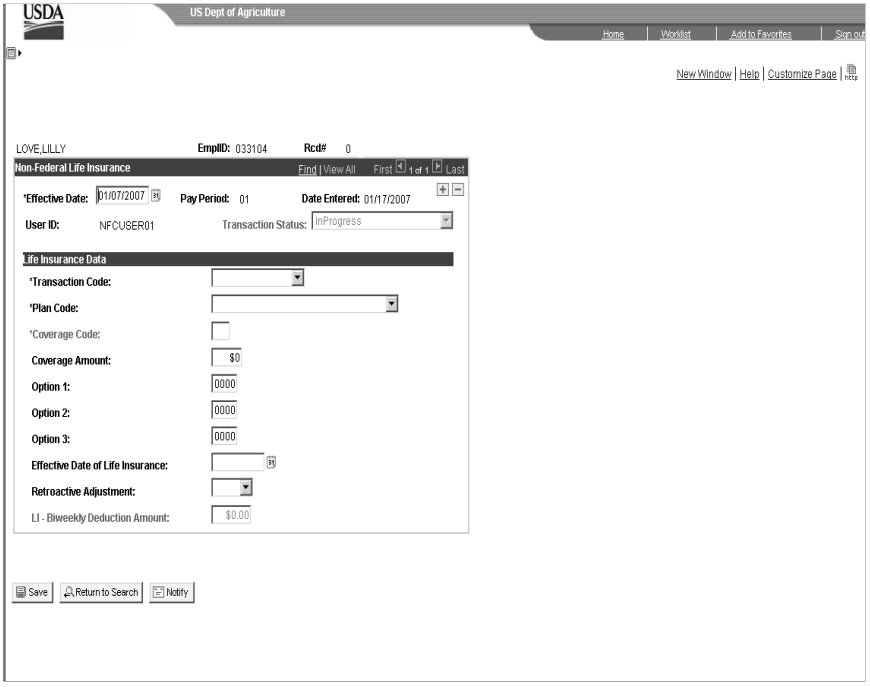


Figure 393. Non-Federal Life Insurance page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

***Transaction Code**

Enter the code or select data from the drop-down list. The valid values are **`Cancellation`**, **`Change`**, and **`New Enrollment`**.

***Plan Code**

Enter the plan code of the insurance plan or select data from the drop-down list. The valid values are as follows:

Plan Code Valid Values
ARC Non-Federal Life
FCA Non-Federal Life
FDIC Non-Federal Life
FSA-CO
Long Term Care - Oth Dependent
Long Term Disability - High
Long Term Disability - Standard
Long Term Care EE/Spouse
Not applicable
OCC 24 Hour Life
OCC Group Life
SAMBA Life Insurance Plan
Smithsonian Accidental Death
Smithsonian Disability
Smithsonian Institution
Smithsonian Non-Federal Life

Coverage Code

Enter the insurance coverage code.

Coverage Amount

Enter the amount of coverage in whole dollars**.** The minimum coverage amount is $10,000; the maximum coverage amount is $500,000. Must be in $10,000 increments.

Option 1

Enter the amount of Option 1. The following are the conditions of the field.

- Must be in multiples of $25,000 and cannot exceed $300,000.
- Cannot exceed five times the adjusted salary.
- For FDIC only, this field cannot exceed $125,000 if the coverage amount is less than $25,000.
- If the coverage amount is between $25,000 and $50,000, this field cannot exceed $250,000.

Option 2

Enter the amount of Option 2.

Option 3

Enter the amount of Option 3.

Effective Date Of Life Insurance

Enter the effective date of the non-Federal life insurance.

Retrocate Adjustment

Enter the applicable information or select data from the drop-down list. The valid values are **Yes** and **No**.

LI-Biweekly Deduction Amount

Enter the applicable amount.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter another Non-Federal Life Insurance transaction.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Savings Bonds

Savings bonds documents are used to enter U.S. Series EE and Series I Savings Bonds data for deductions through the Payroll Savings Plan. Bond data is used for preparation of

semi-annual bond reports that provides statistics pertaining to bond deductions. The bond account is reflected on the employee's AD−334, Statement of Earnings and Leave. Savings bonds documents are used to add new bonds, update bond data, and cancel existing bonds.

This section will show how to enter data for an employee who wants to purchase U. S. Series EE and Series I savings bonds through voluntary participation in the Payroll Savings Plan.

Before beginning, the following information is needed:

- Form SB−2152, Authorization for Purchase and Request for Change − United States Savings Bonds, and/or Form SB−2253, Authorization for Purchase and Request for Change − United States Inflation−Indexed Savings Bonds

This section contains the following topics:

Savings Bonds: Overview

Bond Account

Bond Purchase Price

Bond Inscriptions

Bond Authorization Number

Bond Transfer and Cancelation

Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds

Undeliverable/Returned Savings Bond

Bond Address Change

Savings Bond − New Authorization

Savings Bonds: Overview

Employees may purchase a maximum of 9 allotments for U.S. Series EE and Series I savings bonds combined through voluntary participation in the Payroll Savings Plan. The Payroll Savings Plan is an automatic system for installment purchases of Series EE and Series I Savings Bonds through regular allotments (authorizations) set aside each pay period. Employees may elect to enroll in the Payroll Savings Plan at any time.

The National Finance Center electronically transmits savings bond information to the Federal Reserve Bank (FRB) on the official Thursday payday. FRB prints and distributes savings bonds the following week. Bond owners should receive their bonds within 10 working days after the official payday in which the savings bond was purchased.

Bond Account

The allotment amount specified by the employee is established when the initial bond is entered. This amount is deducted from the employee's salary each pay period. The allotments are accrued in the employee's bond account established in the PPS database until the full purchase price of the bond has been accumulated. At that time, the bond is issued and mailed to the designated bond owner. This cycle continues until the employee cancels the allotment or terminates employment. Upon cancellation of the allotment or termination of employment, the employee's savings bond account is closed in the database.

If the accumulated amount exceeds the purchase price of the bond, the balance is carried forward in the employee's bond account and applied toward the next bond purchase. If any portion of the amount cannot be equally applied toward the purchase of another bond, it is refunded.

Bond Purchase Price

The purchase price of the Series EE bond is one-half of its face value as shown on the bond card. The purchase price of Series I is 100 percent of the face value.

Bond Inscriptions

The savings bond inscription is the owner and/or co−owner/beneficiary information printed on the savings bond. The employee dictates this information. For each savings bond allotment, the savings bond may be issued to a single owner inscription or with a rotating inscription.

This section includes the following topics:

Single Owner Inscription Option
Rotating Inscription Option

Single Owner Inscription Option

The single owner inscription option permits the employee to designate one savings bond owner and zero or one co−owner/beneficiary for a savings bond allotment. Each savings bond purchased from one allotment will be issued to the designated bond owner. The owner and co-owner or beneficiary inscription will remain constant until the employee changes the inscription, cancels that savings bond allotment, or terminates employment.

The employee may:

- Designate an adult or minor as the owner and/or co-owner/beneficiary.
- Designate a fiduciary or an organization, private or public, as the owner. If the institution is an employer, the employer identification number assigned to the Internal Revenue Service must be entered on the bond card in lieu of the owner's social security number (SSNO).

Rotating Inscription Option

The rotating inscription option allows the employee to have the savings bond resulting from one allotment issued to different designated owners and/or different co-owners or beneficiaries on a recurring, sequential cycle. The employee may designate one to nine owners and zero to nine co-owners and/or beneficiaries. The co-owners or beneficiaries designations may be: zero to nine co-owners, zero to nine beneficiaries, or a combination of co-owners and beneficiaries totaling a maximum of nine (i.e., five co-owners and four beneficiaries, three co-owners and six beneficiaries, etc.). Many issuing combinations are possible through the rotating inscription option.

Each employee may have a maximum of nine separate savings bond accounts for Series EE and Series I combined. Each savings bond account has two subdivisions (a savings bond owner section and a co-owner/beneficiary section).

For a new savings bond allotment under the rotating inscription option, as many as nine bond cards may be required. Even though multiple bond cards are required to transact the rotating inscription option, it is only assigned one authorization number.

The bond owner section may designate a total of nine separate savings bond owners. Savings bonds are issued to a designated owner in a rotating sequential order. The owner rotation is accomplished independently with the savings bond account.

The co-owner/beneficiary section may have a total of nine co-owners or nine beneficiaries, or a combination of co−owners and beneficiaries totaling a maximum of nine. The co-owner/beneficiary inscription is rotated with each savings bond issued and is also accomplished independently with the bond account.

Naming multiple savings bond owners and/or multiple co-owners/beneficiaries causes both the savings bond owners and co−owner/beneficiary inscriptions to change with each savings bond issued. Because the savings bond owner and co-owner/beneficiary designation both rotate independently with the employee's savings bond account, the employee can determine the issuing order and sequence by the procedure illustrated below.

1. List the savings bond owners in order of designation (savings bond owner Number 1, 2, etc.).

2. List the co-owners/beneficiaries in a second column in order of designation, if applicable.

3. List the savings bond to be issued and the inscription to be reflected on that savings bond as the owner and co-owner/beneficiary designation are rotated. Remember the savings bond owner designation rotates independently as does the co-owner/beneficiary designation. (The table below depicts an example of a rotating inscription with six bond owners and four co-owners/beneficiaries.)

Savings Bond Owner	**Co−owner/Beneficiary**
1−John Snow	1−Karen Rain (co−owner)
2−Susan Snow	2−Betty Rain (beneficiary)
3−Billy Snow	3−Sharon Rain (beneficiary)
4−Sally Snow	4−Randy Rain (co−owner)
5−Mary Snow	
6−Bob Snow	

Inscription Reflected On Savings Bond When Issued

Savings Bond Issued	**Savings Bond Owner**	**Co−owner/Beneficiary**
1	1−John Snow	1−Karen Rain
2	2−Susan Snow	2−Betty Rain
3	3−Bill Snow	3−Sharon Rain
4	4−Sally Snow	4−Randy Rain
5	5−Mary Snow	1−Karen Rain
6	6−Bob Snow	2−Betty Rain
7	1−John Snow	3−Sharon Rain
8	2−Susan Snow	4−Randy Rain
9	3−Bill Snow	1−Karen Rain
10	4−Sally Snow	2−Betty Rain
11	5−Mary Snow	3−Sharon Rain
12	6−Bob Snow	4−Randy Rain

Bond Authorization Number

An authorization number is assigned to each savings bond allotment. The authorization number identifies the employee's savings bond account in the database. The assigned authorization number will remain with that particular savings bond allotment until the savings bond allotment is canceled. All future transactions affecting a specific savings bond allotment must show the original assigned authorization number.

Each employee may establish a maximum of nine separate savings bond authorizations for Series EE and Series I in the database. Individually, the savings bond allotment may be for any amount equal to or greater than $3.75. For each authorization, the resultant savings bond may be issued to a single owner or issued with a rotating inscription.

The authorization number assigned to each savings bond allotment plays an important role when the employee wishes to enroll in the Payroll Savings Plan for savings bonds, change any information for the savings bond allotment, or wishes to cancel the savings bond allotment. Verify the authorization number in IRIS Program IR108 when processing a savings bond allotment for an employee.

This includes new allotments to ensure that the employee has no savings bond allotments established in the database and that Authorization Number 1 can be used. If the new savings bond allotment is for an employee who has established savings bond allotments in the database, the next sequential number should be used for the authorization number.

Bond Transfer And Cancellation

An employee who transfers from one department to another department is treated as an accession (this includes departments serviced by the USDA PPS). If the new employee wishes to continue and/or start savings bond allotment(s), enter the bond data from the bond card.

Once established, a savings bond authorization continues until the employee cancels the allotment or terminates employment with the department: Intradepartmental movement (changes in personnel office, agency, duty, station, etc.) does not effect the savings bond allotment(s). The employee's savings bond record in the database is automatically updated when the payroll/personnel changes are processed. No action is required at the time of the intradepartmental reassignment unless the reassignment results in a change of address of a designated bond owner. In such cases, enter the data to change the bond inscription(s).

If an employee is transferring to an agency outside the department, retiring, or resigning, the savings bond allotment(s) are automatically canceled. Any balance remaining in the employee's bond account will be included in the final salary payment. If the employee transfers and wishes to continue voluntary participation in the Payroll Savings Plan, a bond card must be completed and submitted to the gaining organization (this includes departments serviced by the USDA PPS).

In the event of death, the balance remaining in the savings bond account is included in the balance paid to the survivors or an estate.

Bond Non−Receipt

If a savings bond has not been received within 30 days after the expected delivery date, the employee should contact the agency personnel office. If the bond has not been returned to the agency personnel office, the agency personnel office should request the savings bond serial number from NFC through DOTSE. The serial numbers are needed to complete the Department of the Treasury's claim form.

If the savings bond has not been received between 31 and 120 days after the expected delivery date, Form PDF 3062, Claim for Relief on Account of Loss, Theft, or Destruction of United States Savings Bonds After Valid Issue But Prior To Receipt By Owner, Co−owner, Or Beneficiary, must be completed. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Federal Reserve Bank
Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15219

OR

Federal Express Form PDF 3062 to the following address:

Federal Reserve Bank
Pittsburgh Branch
717 Grant Street
Pittsburgh, PA 15230

Claims routed to the Federal Reserve Bank, Pittsburgh Branch with issue dates of more than 120 days old are returned to the agency due to these claims being handled by the Bureau of the Public Debt. The agency should assist the employee in completing Form PDF 3062−4, Claims For Relief On Account Of The Non−receipt Of United States Savings Bonds. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Bureau of the Public Debt
Parkersburg, WV 26106−1328

If the original savings bond is received in the interim before relief is granted, the claimant should promptly notify Treasury in writing at the address mentioned above. If the application can be canceled in time, no replacement savings bond will be issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return.

Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds

A request for a replacement savings bond must be prepared only if the savings bond was received by the owner or representative and was subsequently destroyed, lost, stolen, mutilated, or defaced.

To initiate the replacement of a savings bond, the owner must prepare Form PDF 1048, Application For Relief On Account Of Loss, Theft, or Destruction Of United States Savings

And Retirement Securities. This form can be obtained from the local servicing Federal Reserve Bank. The employee should follow the instructions attached to the form and submit the form and the defaced savings bond and all available fragments of a mutilated savings bond, in any form whatsoever, to the following address:

Bureau of the Public Debt
Parkersburg, WV 26106−1328

Undeliverable/Returned Savings Bonds

All undeliverable savings bonds are returned to the Department of the Treasury. The Department of the Treasury returns the original savings bond to NFC for handling.

Upon receipt of undeliverable savings bonds, NFC will determine which agency personnel office services the employee. The original savings bond is then forwarded to the employee's agency personnel office with a memorandum that provides instructions for sending the savings bond to the employee and asking that the employee's savings bond address be corrected. A bond card must be completed to change an address for savings bond allotments. An employee address document will not change an address for a savings bond allotment.

The agency personnel office should give the original savings bond to the employee, if possible. If the savings bond cannot be given to the employee (e.g., the employee is at another location, separated, etc.) the agency should make every effort to notify the employee of the undeliverable/returned bond so that arrangements can be made to deliver the bond to the employee.

Have the employee complete a bond card to correct the address and enter the address in the system. If a subsequent savings bond is issued before the inscription is changed, it is also returned to the Department of the Treasury and then to NFC. This procedure continues until the address is corrected; therefore, it is important to correct the employee's address in the PPS as soon as possible.

If the agency personnel office is unable to contact the employee within 90 days after the savings bond issue date, forward the savings bond to the Bureau of the Public Debt, Parkersburg, WV 26106−1328, using Form PD 4581 ABC, Forwarding Item Transmittal − U.S. Savings Bonds/Notes − Retirement Plan Bonds − Individual Retirement Bonds. The Remarks block should be annotated with a description of the efforts made to deliver the bond (e.g., "Attempted to contact employee at last known address."). This form can be obtained from the local servicing Federal Reserve Bank.

Forward a deceased employee's bond to the co-owner or beneficiary, if any, and obtain a receipt. If the savings bond cannot be delivered within 30 days to a co-owner or beneficiary, or it is in a single ownership form, it should be returned to NFC with a statement indicating why the bond cannot be delivered. NFC will then forward this information to the Bureau of the Public Debt. A 90−day waiting period is not necessary in this case.

Bond Address Change

Enter a change in inscription to change an address for a savings bond allotment.

Note: Processing an employee address document does not change an address for a savings bond allotment.

Savings Bond − New Authorization

This section explains how to enter a new savings bond authorization.

To add a new Savings Bond Authorization

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Savings Bond Authorization*** component.
3. Select the ***Add A New Value*** tab - Savings Bonds page to enter a new savings bond for an employee. The Savings Bonds page (**Figure 394**) is displayed.

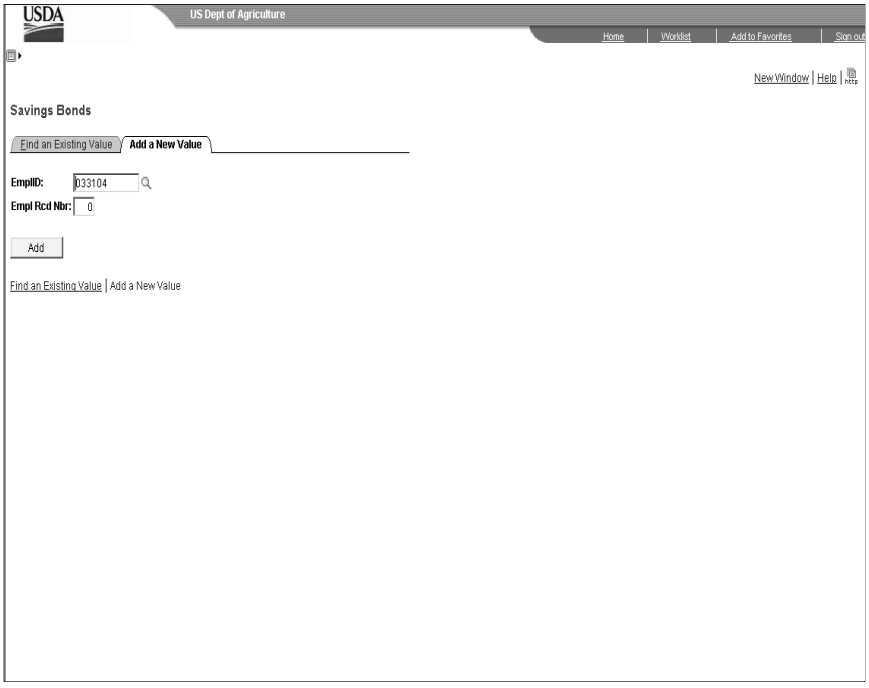


Figure 394. Add A New Value tab - Savings Bonds page

4. Complete the field as follows:

EmplID

Enter the employee ID or select data by clicking the search icon.

Empl Rcd Nbr

No entry field.

5. Click **Add**. The Bond Information tab - Savings Bonds page (**Figure 395**) is displayed.

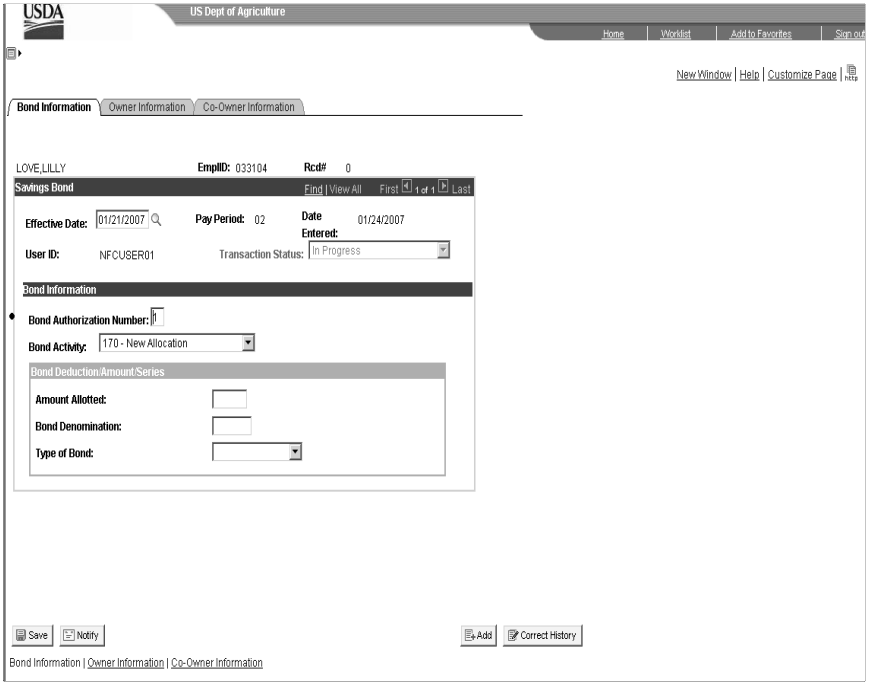


Figure 395. Bond Information tab - Savings Bonds page

6. Complete the fields as follow:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Bond Authorization Number

Enter the bond authorization number that identifies the bond. Valid values are **`1`** through **`9`**.

Bond Activity

Enter the applicable number or select data from the drop-down list. The valid values are listed below.

Bond Activity Valid Values	Description
170	New Allocation
171	Change Denom/Allotment
172	Chg Inscription/Denom/Allot
173	Cancel Bond
174	Cnacel Owner/Co/Benef

Amount Allotted

Enter the amount in dollars and cents to be deducted each pay period for the savings bond allotment.

Bond Denomination

The savings bond denomination in whole dollars. Click the arrow and select the bond denomination amount.

Type Of Bond

Enter the type of bond to be issued or select data from drop-down list. The valid values are **`EE Series Bonds`**, and **`I Series Bonds`**.

7. Select the ***Owner Information*** tab - Savings Bonds page to enter the owner of the new bond information. The Owner Information tab - Savings Bonds page (**Figure 396**) is displayed.

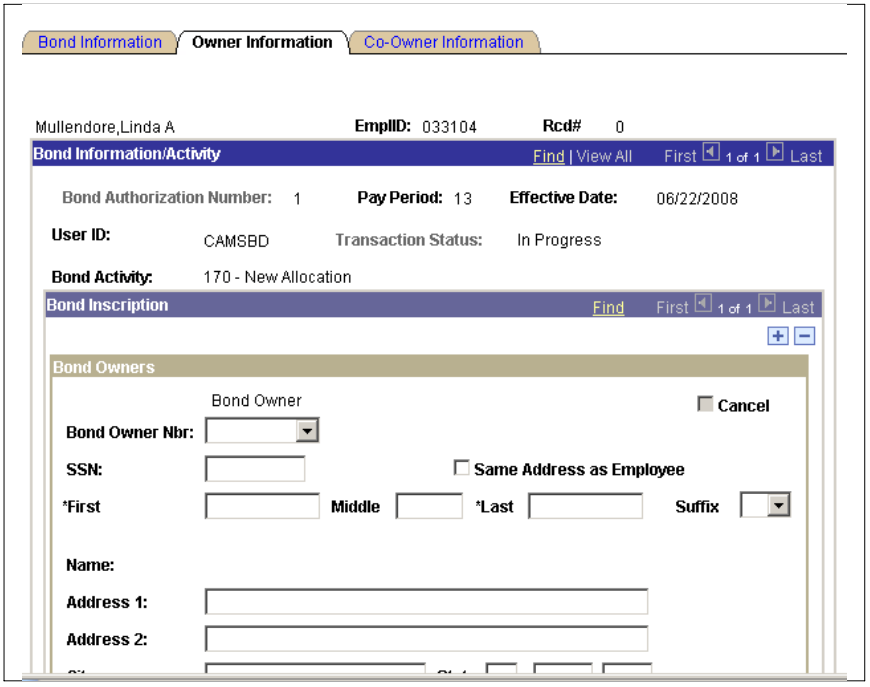


Figure 396. Owner Information tab - Savings Bonds page

8. Complete the fields as follow:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This date is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Authorization Number

This field is populated from the Bond Information page.

Pay Period

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Bond Activity

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Owner Nbr

Enter the applicable information or select data from the drop-down list. The valid values are **`1st`**, **`2nd`**, **`3rd`**, **`4th`**, and **`5th`**.

Cancel

This box is used to cancel a bond that has been previously established.

SSN

Enter the social security number of the bond owner.

Same Address As Employee

Check this box if the address is the same as the employee.

***First**

Enter the first name of the bond owner.

Middle

Enter the middle name if applicable.

***Last**

Enter the last name of the owner of the bond.

Suffix

Enter the applicable suffix or select data from the drop-down list. The valid values are as follows:

Suffix Valid Values
I
II

Suffix Valid Values
IV
Jr
Sr
V
VI

Name

This name is populated.

Address 1

Enter the 1st line of the address.

Address 2

Enter the 2nd line of the address if applicable.

City

Enter the city.

State

Enter the state and zip code.

9. Click **Save** to save the transaction.
10. Click **Add** to add the new bond owner information.
11. Select the ***Co-Owner Information*** tab - Savings Bonds page to enter the owner new bond information. The Co-Owner Information tab - Savings Bonds page (**Figure 397**) is displayed.

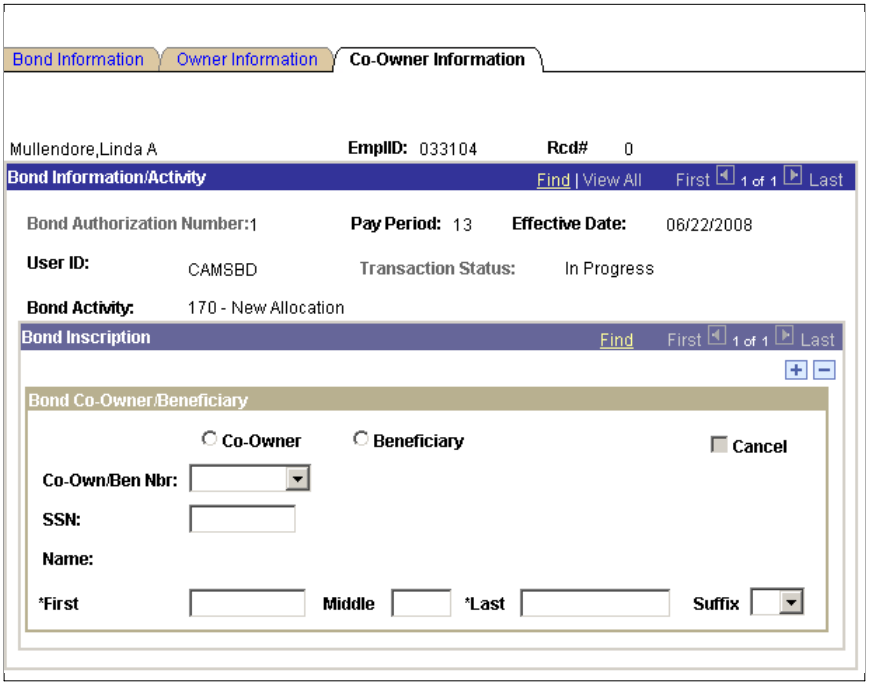


Figure 397. Co-Owner Information tab - Savings Bonds page

12. Complete the fields as follow:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This date is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Authorization Number

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Pay Period

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Bond Activity

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 395**).

Bond Authorization Number

This field is populated from the Bond Information tab - Savings Bonds page.

Bond Activity

This field is populated from the Bond Information tab - Savings Bonds page.

Co-Owner

Check this box if there is a beneficiary on the bond.

Co-Owner/Ben Nbr

Enter the applicable information or select data from the drop-down list. The valid values are **`1st`**, **`2nd`**, **`3rd`**, **`4th`**, and **`5th`**.

Cancel

This box is used to cancel an already established bond.

SSN

Enter the social security number of the bond co-owner.

***First**

Enter the first name of the bond co-owner.

Middle

Enter the middle name if applicable.

***Last**

Enter the last name of the co-owner.

Suffix

Enter the applicable suffix or select data from the drop-down list.

Suffix Valid Values
I
II
IV
Jr
Sr
V
VI

13. Click **Save** to save the transaction.

14. Click **Add** to add the Co-owner bond information.

    OR

    Click **Notify** to send an e-mail to the next individual in the workflow.

    OR

    Click **Correct History** to correct information in history.

Savings Bond − Change/Cancel

This section will show you how to:

- Change an established savings bond authorization inscription, denomination, and/or allotment.
- Change the amount of their savings bond allotment and/or change the denomination of the savings bond at any time.
- Cancel an owner and/or co-owner/beneficiary for an established inscription savings bond allotment.
- Cancel their savings bond allotment(s) at any time. Savings bond deductions will normally discontinue in the pay period selected.

Before beginning, the following information is needed:

- Form SB−2152, Authorization for Purchase and Request for Change − United States Savings Bonds
- Form SB−2253, Authorization for Purchase and Request for Change − United States Inflation−Indexed Savings Bonds.

To change or cancel a Savings Bond:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Savings Bond*** component. The ***Find An Existing Value*** tab - Savings Bonds page is displayed. The information on this page will allow you to locate an existing employee in order to enter or change Payroll Documents. Enter the search criteria.
3. Click **Search**. The Bond Information tab - Savings Bonds page (**Figure 398**) is displayed.

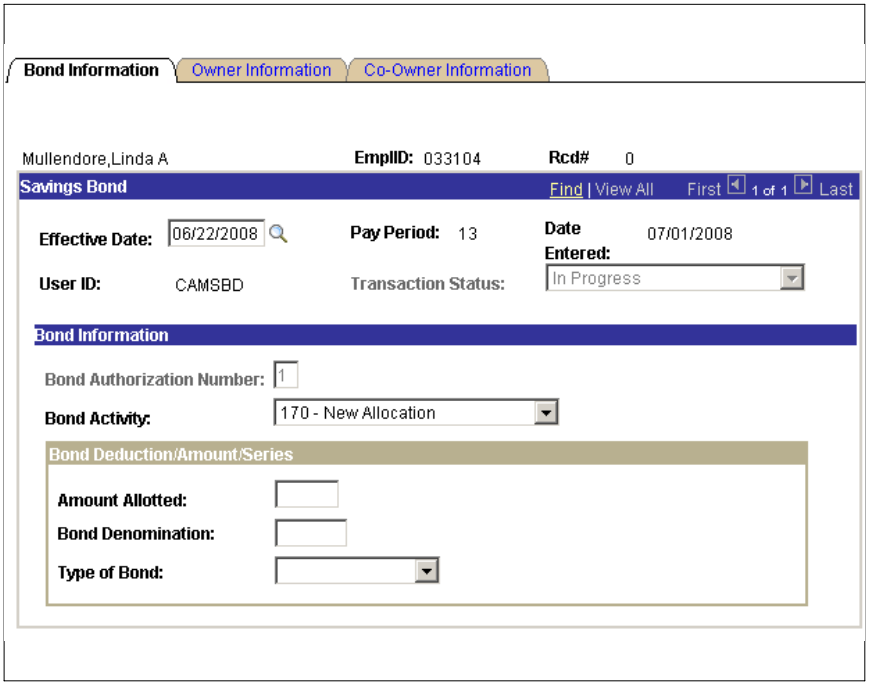


Figure 398. Bond Information tab - Savings Bonds page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Bond Authorization Number

This field is populated from the Bond Information tab - Savings Bonds page (**Figure 398**).

Pay Period

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`Applied`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Bond Authorization Number

Enter the applicable number.

Bond Activity

Make a selection from the following options:

Valid Values	Description
170	New Allocation
171	Change Denom/Allotment
172	Chg Inscription/Denom/Allot
173	Cancel Bond
174	Cancel Owner/Co/Benef

Note: Based on the option that is selected, you may need to select the Owner Information tab - Savings Bonds page or the Co-Owner Information tab -Savings Bonds page to make your modification.

5. Click **Save** to save the transaction on each tab that is modified.
6. Click **OK**.
7. Click **Add** to enter another Savings Bond.

   OR

   Click **Correct History** to correct history for a saving bond.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

SES Performance Appraisal

SES Performance Appraisal is used to enter SES performance appraisals and bonuses.

Review the Remote Forms Queuing System (RFQS) control listing to confirm the employee's evaluation is due before entering the SES performance appraisal. An SF−50−B, NOAC 879, SES Performance Award, is generated after the data is processed.

A maximum of five performance appraisal records (IRIS Program IR313, SES Performance Data) are stored in the database for SES employees.

This Section will provide the steps to enter a SES Performance Appraisal.

- Must be greater than the last performance evaluation anniversary date on the database

To enter an SES Performance Appraisal:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***SES Performance Appraisal*** component. The ***Find An Existing Value*** tab - SES Performance Appraisal page. The information on this will allow you to locate an existing employee in order to enter or change an SES Performance Appraisal. Enter the search criteria.
3. Click **Search**. The SES Performance Appraisal page (**Figure 399**) is displayed.

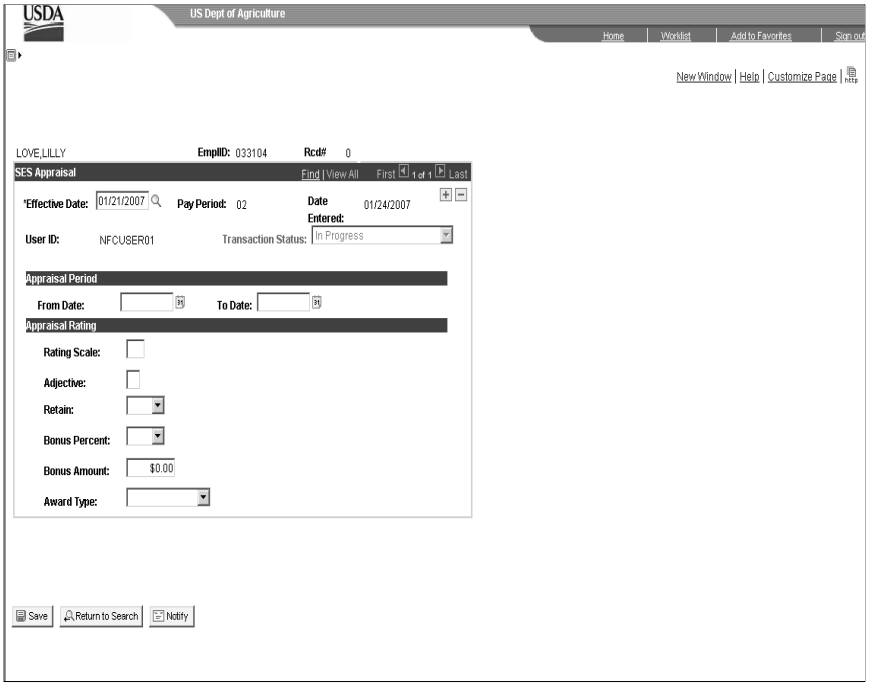


Figure 399. SES Performance Appraisal page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Appraisal Period/From Date

Enter the beginning date of the rating of record period or select a date from the calendar icon.

Appraisal Period/To Date

Enter the ending date of the rating of record period or select a date from the calendar icon.

Rating Scale

Enter the appraisal scale rating code.

Adjective

Enter the adjective rating. The valid values are **`P`**, **`FS`**, or **`U`**.

Retain

Select **`Yes`** or **`No`** from the drop-down list.

Bonus Percent

Enter the percent of the SES bonus. The valid values are **`01`** through **`20`**.The bonus amount must also be entered.

Bonus Amount

Enter the amount of the SES bonus in dollars and cents. The bonus percent must also be entered and cannot be greater than 20 percent of the adjusted salary.

Award Type

Click the applicable radio button to select the type of award. The valid values are **`None`**, **`Distinguished`**, and **`Meritorious`**.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter an additional SES Appraisal.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Severance Payment

Severance pay applies to employees who are involuntarily separated from service by removal for cause on charges of misconduct, delinquency, or inefficiency. IRIS Screen IR134, Severance Payment, displays severance payments made in the PPS; IRIS Screen IR135, Severance Pay Computation, displays a computation of severance pay based on the salary data in the database.

This section shows how to enter a severance payment.

Before beginning, the following information must be verified.

- IRIS Program 135, Severance Pay Computation.

To enter a Severance Payment:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Severance Payment*** component. The ***Find An Existing Value*** tab - Severance Payment page. The information on this will allow you to locate an existing employee in order to enter or change a Severance Payment. Enter the search criteria.
3. Click **Search**. The Severance Payment page (**Figure 400**) is displayed.

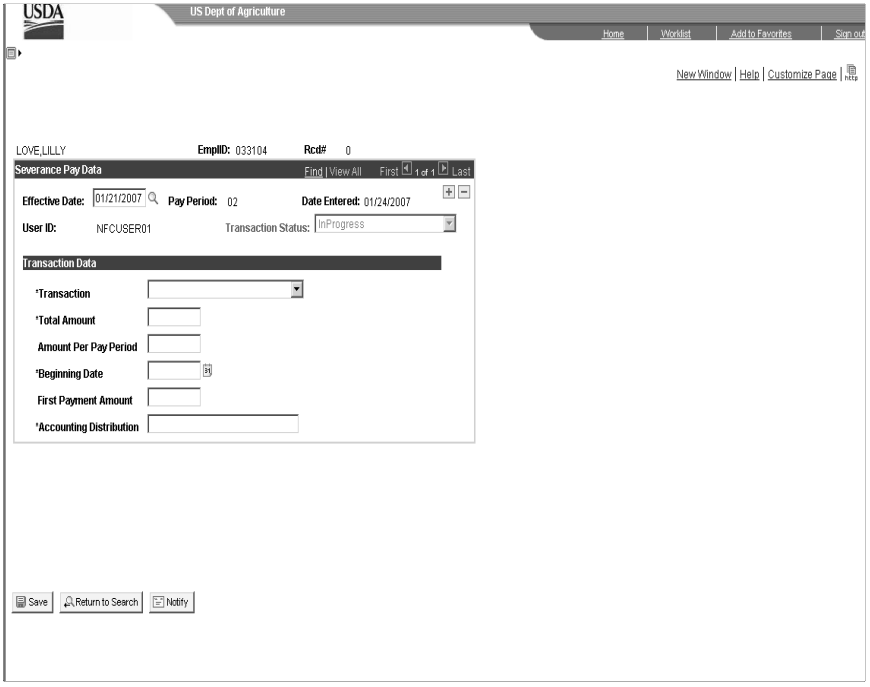


Figure 400. Severance Payment page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Transaction**

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Stop Payment`**.

***Total Amount**

Enter the applicable total amount.

Amount Per Pay Period

Enter the applicable amount of severance pay per pay period.

***Beginning Date**

Enter the applicable date or select a date from the calendar icon. This date should be the same as the beginning date entered in Remarks N22.

First Payment Amount

Enter the applicable payment amount in dollars and cents only if it differs from the Amount Per Pay Period field, otherwise leave this field blank.

***Accounting Distribution**

Enter the accounting distribution.

Note: If the employee separates in the middle of a pay period, the first payment would be a partial payment. If a last action is processed, the first payment may include multiple payments.

5. Click **Save** to save the transaction.
6. Click **OK** on the pop-up.
7. Click **Return To Search** to enter additional Severance Pay data.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Tax Data

This part contains the follow topics:

City Tax Data
County Tax Data
State Tax Data
Federal Tax Data
Earned Income Credit

City Tax Data

Tax documents are processed for local, Federal,and Foreign taxes. Taxes are withheld each pay period through payroll deduction based on a formula or a percentage of earnings.

The employee should complete the applicable tax form to authorize withholding and claim exemptions, as applicable. In most cases, taxes are withheld each pay period based on the processing of a tax document. If a document is not processed, the PPS withholds taxes at the highest rate applicable. Withholding formulas are located on the NFC home page at http://www.nfc.usda.gov/ under NFC Pubs And Forms.

A tax record is established at the time the accession personnel action and/or tax form are processed. Some local taxes are computed based on a percentage of gross wages or on a specific dollar amount designated by the taxing entity and do not require the declaration of exemption information. In these cases, the entry of a tax certificate is not required.

This section will show how to enter data for an employee who (1) claims exemption from city tax withholding, (2) voluntarily elects withholding, (3) authorizes an additional withholding amount, (4) establishes the city tax Total Number of Allowances (if applicable), or (5) declares that more than 25% of annual compensation for services performed outside the city. Users can use the Tab key to advance from one field to the next.

Before beginning, the following information is needed (as provided by the employee on the City Tax Exemption Claim Form):

- City Tax
- State Code
- City Code
- Whether or not employee is a resident of the city where employed.
- (Optional data entry) Percent of Annual Compensation the employee claims for services performed outside the city.
- Total Number of Allowances employee is claiming
- (Optional data entry) Other Allowances-the amount of additional dollars and cents the employee wishes to be withheld.

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W-2, Wage and Tax Statement.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement.

This section contains the following topics:

Voluntary Withholding

Additional Withholding

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT
- The mandatory duty station tax is waived (if allowed)
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station

Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate.

1. Select the ***Tax Data*** menu group.
2. Click ***City Tax Data*** tab - Tax Data page to enter city taxes. The City Tax Data tab - Tax Data page (**Figure 401**) is displayed.

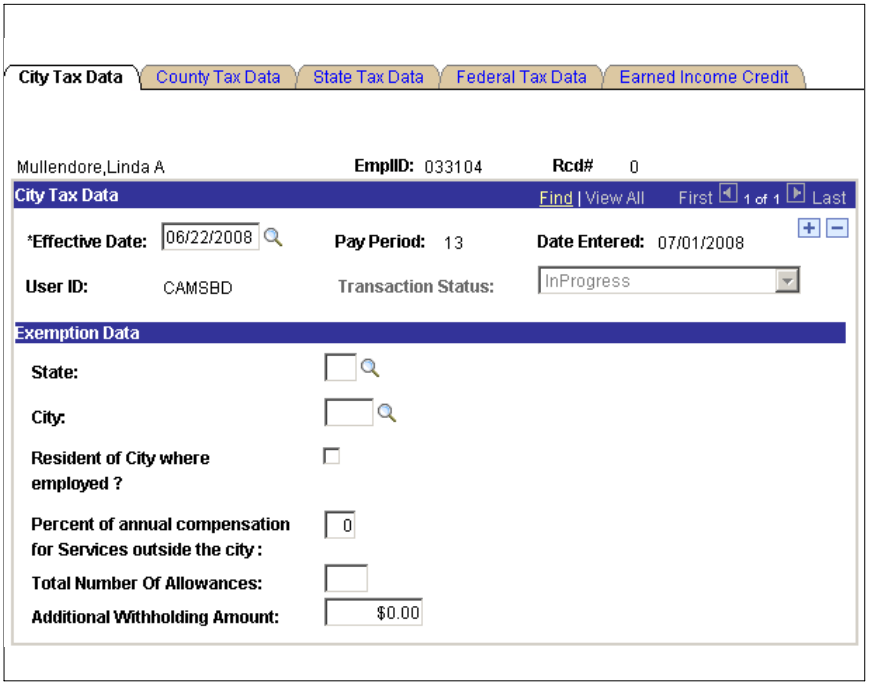


Figure 401. City Tax tab - Tx Data page

3. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

State Code

Enter the applicable state in this field or search by clicking the search icon.

City

Enter the applicable city in this field or search by clicking the search icon.

Resident Of City Where Employed

Check the box if applicable.

Percent Of Annual Compensation For Services Outside Of City

Enter the applicable percent. This is required if the employee works 25% or more of work done outside the duty station.

Total Number Of Allowances

Enter the total number of allowances claimed. The valid criteria is as follows:

- Total Number of Allowances Claimed must be **`00`** except for cities in Michigan and New York, and Philadelphia, PA.
- For Indiana counties: In the first position, type the alpha (**A−Z**) to represent the number of additional exemptions claimed. (**A=1, B=2, C=3**, etc., up to **Z=26**). Otherwise, enter **0** (zero). In the second and third positions, enter the number of exemptions claimed. If less than **10**, precede with a zero.
- For Federal tax, type the marital status code **`S`** (single), **`M`** (married), or **`X`** (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal taxes, then type **`XT`**.
- For Arizona state tax, valid values are **`100`**, **`190`**, **`230`**, **`250`**, **`310`**, and **`370`**.

Additional Withholding Amount

Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.
6. Click **Return To Search** to enter an additional transaction.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

County Tax Data

County tax is withheld for the county in which an employee works or resides. County tax data must be entered if:

- The employee is exempt from withholding.
- The employee wants to authorize additional withholding.
- The employee wants to reduce the amount of tax withholding by estimating a percentage of work performed outside the duty station county.
- The employee resides or works in Clay or Greene county in Indiana.
- The employee is voluntarily electing county tax withholding.

If an employee is transferring into the PPS or transferring from one Department to another within the PPS, the county taxes deducted YTD should be carried forward to the PPS to prevent overpayment of county tax for counties that have maximum annual tax amounts.

This section contains the following topics:

Mandatory Withholding for County Tax

Voluntary County Tax

Waiver/Exemption From Withholding For County Tax

Reduced County Tax For Work Performed Outside The Duty Station

Mandatory Withholding For County Tax

Mandatory withholding is based on the county code in the database. If a county tax document is not entered, withholding will be based on the highest rate applicable for the county. Most mandatory county taxes are computed based on a percentage of gross wages and do not allow for the declaration of exemptions (except Clay and Greene Counties in Indiana); therefore, the processing of county tax data is not required. If a tax certificate is not processed, withholding is based on zero exemptions.

Voluntary County Taxes

Employees whose duty station or residence is located in certain counties may voluntarily elect county tax withholding. A county income tax certificate must be processed to declare the dollar amount or a number of exemptions.

If an employee is subject to mandatory withholding in another county, a waiver must be processed for the mandatory county before election can be made for the voluntary county.

Refer to the tax formulas on the NFC home page for a list of voluntary counties.

Waiver/Exemption From Withholding For County Tax

If the county ordinance contains provisions that allow an employee to waive or claim exemption from the tax, an exemption certificate or FMS-7311 must be processed indicating the employee is not liable for the tax. Enter the duty station county tax document to waive liability before entering the county tax document for the voluntary residence county. Type XT in the Total Number Of Allowances Claimed field.

Reduced County Tax For Work Performed Outside The Duty Station

A county tax reduction is allowed if the employee performs 25 percent or more of their work outside the duty station county and wishes to have the withholding amount reduced to the appropriate tax liability. Enter the percentage of time the employee works outside the duty station city in the "Percent Of Annual Compensation For Services Performed Outside The County/City" field. If this data is not entered, taxes will be withheld on the total wage amount.

To enter County Tax:

7. Click ***County Tax Data*** tab - Tax Data page to enter county taxes. The County Tax Data tab - Tax Data page (**Figure 402**) is displayed

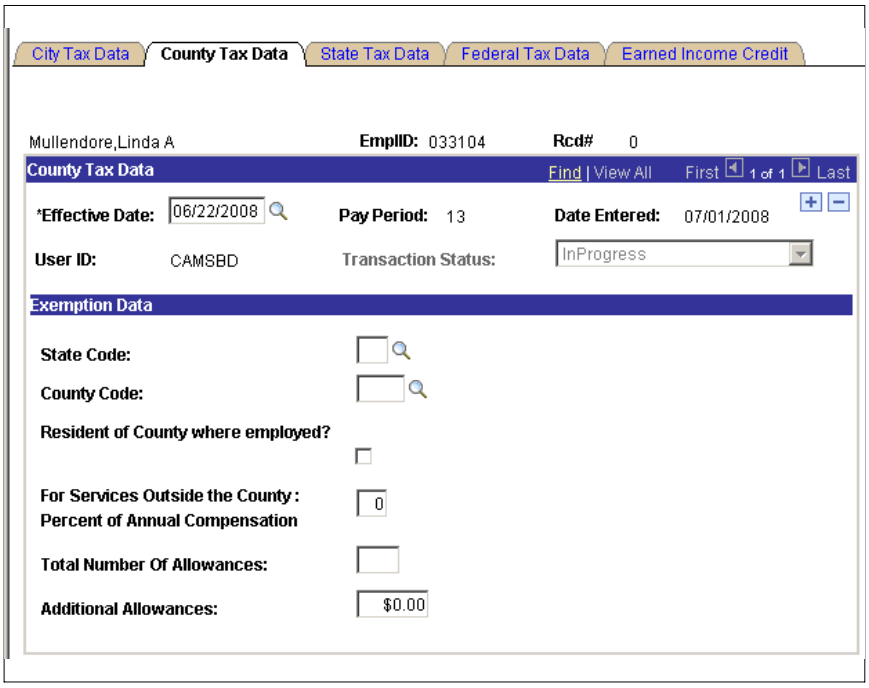


Figure 402. County Tax Data tab - Tax Data page

8. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

Effective Date

This field is populated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***State Code**

Enter the applicable state in this field or search by clicking the search icon.

***Country Code**

Enter the applicable city in this field or search by clicking the search icon.

Resident Of City Where Employed?

Check the box if applicable.

For Services Outside Of Country:Percent Of Annual Compensation

Enter the applicable percent. This is required if the employee works 25% or more of work done outside the duty station.

Total Number of Allowances

Enter the applicable number of allowances.

Additional Withholding Amount

Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

9. Click **Save** to save the transaction.
10. Click **OK** on the pop-up.
11. Click **Return To Search** to enter an additional transaction.

    OR

    Click **Notify** to send an e-mail to the next individual in the workflow.

State Tax Data

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W-2, Wage and Tax Statement.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement

An employee may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, type Only (ONL) in the Total Number Of Allowances field, to indicate the employee is exempt from withholding.

Some states do not provide state withholding exemption certificates for establishing an exemption status; others do not require the processing of state tax withholding data since the income tax formulas are based on a percentage of Federal income tax, Federal exemption status, or a percentage of annual wages. If the state tax withholding is based on the Federal withholding and a IRS Form W-4 is not processed, Federal and State Income Taxes will be automatically withheld at the rate of single with zero exemption until a IRS Form W−4 is entered for processing.

Unless otherwise indicated, state tax deductions for lump sum payments and cash awards are withheld based on the employee's state tax exemptions recorded in the database.

This section contains the following topics:

Dual State Tax Voluntary Withholding

Cancellation Of Voluntary Withholding

Certificate Of Non−Residence For State Tax

Voluntary Withholding

Additional Withholding

Dual State Tax Voluntary Withholding

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and residence states. If state income tax is currently being withheld based on the duty station and a state tax form is entered to begin withholding for the residence state, the document will appear in suspense with an informational message indicating the document entered will result in dual state tax deductions. To release the document, type C in the Status Code field.

The Form AD−304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, serves as a certification that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption certificate. The Form AD−304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the Form AD−304 is used to record voluntary state tax data in lieu of a state tax certificate, the State Tax Withholding State Code, the Total Number of Allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee.

Cancellation Of Voluntary Withholding

Voluntary state tax withholding will terminate if:

- An employee's duty station state changes (the certificate of non−residence is now void)
- The state revokes its tax withholding law,
- An exemption from withholding certificate is processed (ONL in the Total Number Of Allowances field).
- A cancellation of voluntary withholding is processed (CAN in the Total Number Of Allowances field).

Certificate Of Non−Residence For State Tax

States with reciprocal agreements have agreed that if taxes are withheld for the residence state, taxes will not be withheld for the duty station state. A certificate of non-residence allows an employee to declare non-residency for the duty station state to have taxes withheld for the residence state.

State laws and regulations should be checked to determine if reciprocal agreements are in place before processing a certificate of non-residence for an employee. In most cases, the employee must reside in one of several designated states to be exempt from the mandatory withholding provisions of their duty station state.

If an employee's duty station changes, the certificate of non-residence in effect at that time will become void, and a new certificate is required for the new duty station state (if applicable).

Each certificate of non-residence is to be completed following the instructions on the individual form. Enter the duty station state tax document to waive liability before entering the state tax document for the residence state. Type WAV (waiver) in the Total Number of Allowances Claimed field.

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT.
- The mandatory duty station tax is waived (if allowed).
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station.

Additional Withholding

Employees may authorize an amount to be withheld from their salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate page.

This section shows the process of establishing or changing an employee's state income tax withholding code or an additional withholding amount; establishing or canceling a certificate of non-residence and claiming total exemptions from withholding, if permitted by the state.

Before beginning, the following information is needed: (refer to the State Tax withholding certificated completed by the employee).

- State Tax withholding code
- Total number of Allowances
- Additional withholding amount FOR CALIFORNIA, ILLINOIS, MICHIGAN, VIRGINIA AND PUERTO RICO ONLY)
- Additional Exemptions Claimed FOR Puerto Rico ONLY
- Personal Exemptions Claimed
- Public or Private Employee

To enter State Tax Data:

12. Select the ***State Tax Data*** tab - Tax Data page. The State Tax Data tab - Tax Data page (**Figure 403**) is displayed.

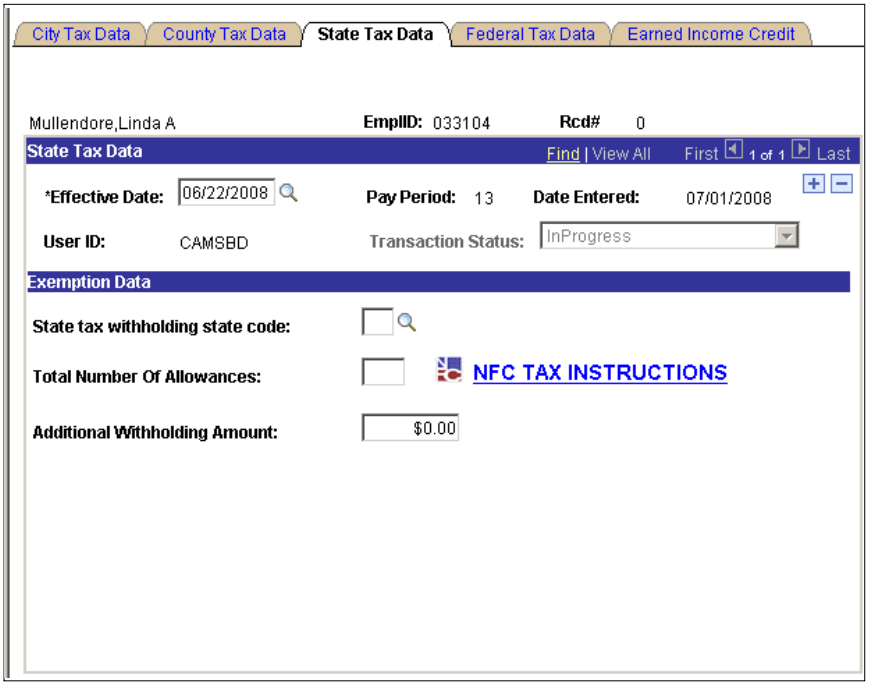


Figure 403. State Tax Data tab - Tax Data page

13. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

Effective Date

This field is populated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

State Tax Withholding State Code

Enter the 2 numeric positions for the state code. The state name is displayed.

Total Number Of Allowances

Enter the total number of allowances (3 numeric positions) for the state tax. Click the ***NFC Tax Instructions*** link for more tax information.

Additional Withholding Amount

Enter the amount of additional withholding.

14. Click **Save** to save the transaction.
15. Click **OK** on the pop-up.
16. Click **Return To Search** to enter an additional transaction.

    OR

    Click **Notify** to send an e-mail to the next individual in the workflow.

Federal Tax Data

Federal tax is withheld through payroll deductions based on the processing of Form W-4. Federal income tax withholding is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax-withholding table for marital status. From this calculation the tax amount is determined based on the taxable income amount and the tax percentage. The formula is located on the NFC home page at www.nfc.usda.gov under NFC Pubs And Forms.

This section will show how to entering Federal Income Tax data from the W-4 completed by the employee.

Before beginning, the following information is needed:

(This information is provided on the W-4 form completed by the employee)

- Marital status of the employee.

- Total number of tax exemptions to be claimed by the employee.
- Any additional withholding amount (in dollars and cents) - **Note**: This is an optional field.

Federal income tax is withheld based on the processing of form W-4. If a W-4 is not processed, Federal income tax will be automatically be withheld at the rate of single with zero exemption until a W-4 is processed.

A Federal income tax certificate does not need to be processed for employees reassigning to another agency serviced by NFC within the same department. However, employees transferring from one department to another department serviced by NFC must submit a new W-4 at the time the accession action is processed.

An employee may choose to claim exempt if no Federal tax was owed the prior year and the employee does not expect to owe any tax in the current year. The employee must file a W-4 before February 15 of each year if total exemption is claimed. Otherwise, tax withholding will automatically be withheld based on single with zero exemptions.

Note: Employees whose duty station is the Republic of Panama, Virgin Islands, Guam or the Northern Mariana Islands, may be exempt from Federal income tax. If exempt, the employee must file a W-4 indicating Exempt status.

Federal income tax is withheld at the rate of 25% on all cash awards and bonuses. For annual leave and compensatory time lump sum payments, an employee can choose to have Federal income tax withheld based on the Federal income tax withholding exemption code in the PPS or at the 25% rate.

Note: Spot awards are grossed up 25%.

To enter Federal Tax:

17. Select the ***Federal Tax Data*** tab - Tax Data page. The Federal Tax Data tab - Tax Data page (**Figure 404**) is displayed.

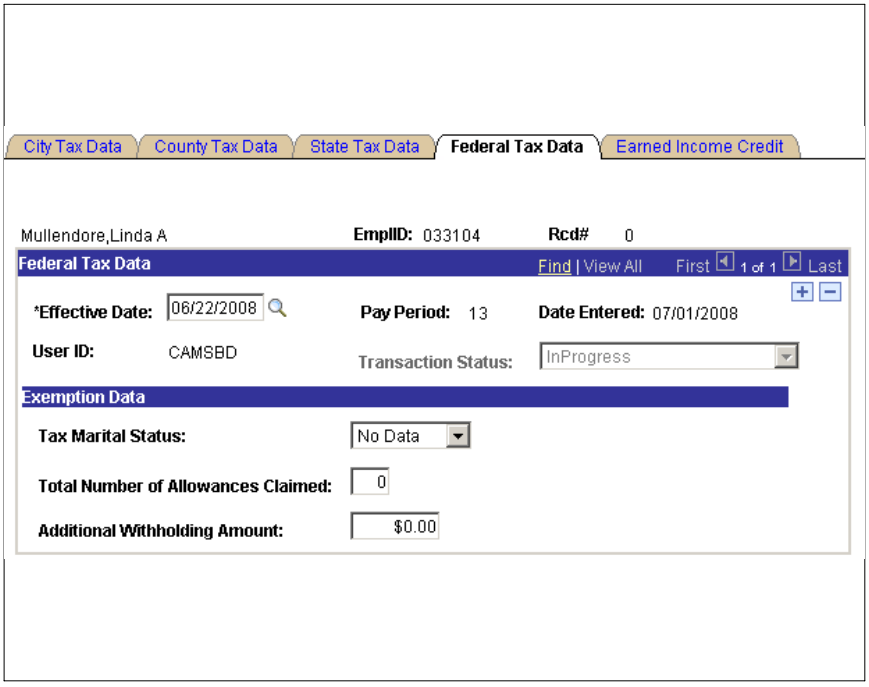


Figure 404. Federal Tax Data tab - Tax Data page

18. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

Effective Date

This field is populated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Tax Marital Status

Enter the applicable information or select data from the Drop-down list. The valid values are **`Exempt`**, **`Married`**, and **`Single`**.

Total Number Of Allowances Claimed

Enter the total number of allowances claimed.

- Total Number of Allowances Claimed must be **`00`** except for cities in Michigan and New York, and Philadelphia, PA.
- For Indiana counties: In the first position, type the alpha (**A−Z**) to represent the number of additional exemptions claimed. (**A=1, B=2, C=3**, etc., up to **Z=26**). Otherwise, enter **0** (zero). In the second and third positions, enter the number of exemptions claimed. If less than **10**, precede with a zero.
- For Federal tax, type the marital status code **`S`** (single), **`M`** (married), or **`X`** (exempt) in the first position. Type the number of exemptions claimed in the second and third positions unless the employee claims total exemption from Federal taxes, then type **`XT`**.
- For Arizona state tax, valid values are **`100`**, **`190`**, **`230`**, **`250`**, **`310`**, and **`370`**.

Additional Withholding Amount

Enter the amount in dollars and cents to be withheld in addition to the amount withheld in accordance with the tax formula.

Earned Income Credit

Earned income credit (EIC) is a special tax credit for certain employees with a qualifying child and is based on the processing of IRS Form W-5, Earned Income Credit. The credit reduces the amount of Federal tax an employee owes and is intended to offset increases in living expenses and social security taxes.

The EIC consists of the basic credit for qualifying children, the health insurance credit, and the extra credit for a child born in the tax year. Only the basic credit for one qualifying child is payable in advance.

Eligible employees have the option of receiving a refund after filing their individual tax returns (IRS Forms 1040 or 1040-A, U.S. Individual Income Tax Return) or in advance payments. Those who choose the EIC advance payments must file a Form W-5each year. The W-5 expires December 31 of each calendar year with payments through Pay Period 24 (or the last pay period of the tax year). The advance payment amount is computed using an IRS formula.

This section will show how to enter data for employees with a qualifying child.

To enter Earned Income Credit:

19. Click ***Earned Income Credit*** tab - Tax Data page. The Earned Income Credit tab - Tax Data page (**Figure 405**) is displayed.

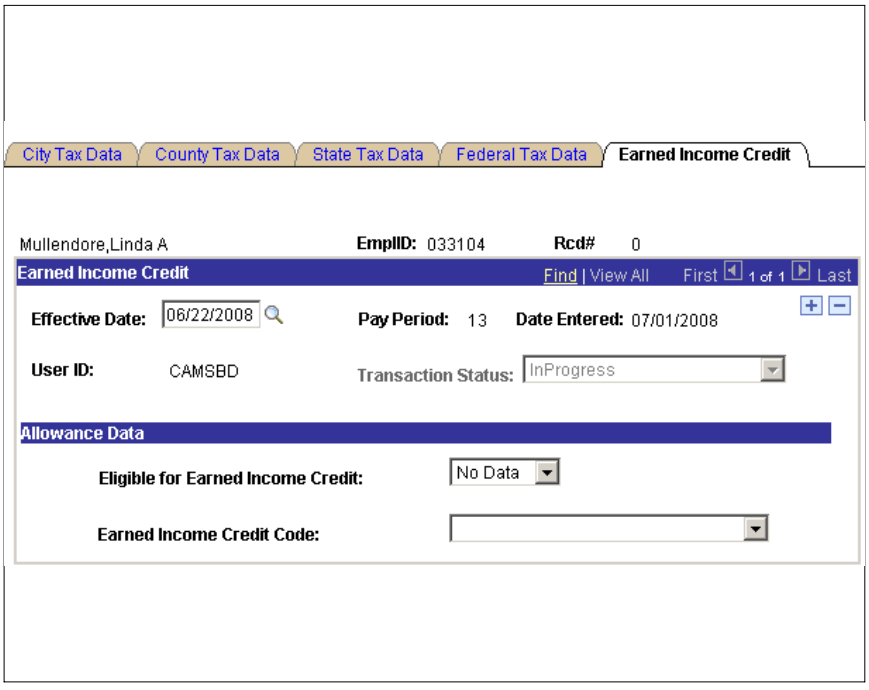


Figure 405. Earned Income Credit tab - Tax Data page

20. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is system-generated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is system-generated and cannot be changed.

Effective Date

This field is system-generated and cannot be changed.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Eligible For Earned Income Credit:**

Enter the applicable information. The valid values are **`No Data`**, **`Yes`**, and **`No`**.

Earned Income Credit Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Married,Emp only Claim`**, **`Married, Emp&Spouse Claim EIC`**, and **`Single, Head of Hsehold/Qua.Widow`**.

Thrift Savings Plan

The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. Employees covered by the Federal Employees' Retirement System (FERS) and the Civil Service Retirement System (CSRS) can contribute to TSP. Employees hired on or after January 1, 1984, are generally FERS employees. The Foreign Service Pension System (FSRS) and other equivalent Government retirement plans are also included in FERS. CSRS includes the CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Government retirement plans. For detailed information regarding TSP, refer to publications and bulletins published by the Federal Retirement Thrift Investment Board.

If the employee elects to start, change, waive,or terminate TSP contributions, the employee must complete form TSP-1, Thrift Savings Plan Election Form.

This section shows how to enter TSP elections, changes and cancellations.

Before beginning, the following information is needed: (refer to Form TS-1)

- The type of action (enrolling, changing, stopping contributions)
- The percent of Contribution OR the amount of Contribution.
- Whether action is being processed during an Open Season.

To enter Thrift Savings Plan data:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Thrift Savings Plan*** component.The ***Find An Existing Value*** tab - Thrift Savings Plan page. The information on this page will allow you to locate an existing employee in order to enter or change a Thrift Savings Plan. Enter the search criteria.
3. Click **Search**. The Thrift Savings Plan page (**Figure 406**) is displayed.

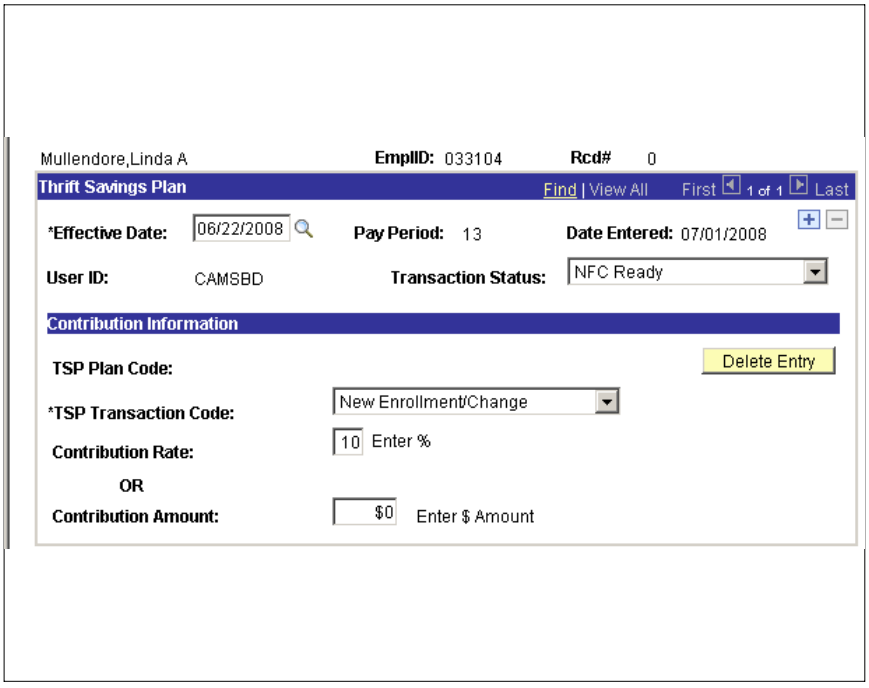


Figure 406. Thrift Savings Plan page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. In some cases, you may have to remove the default entry and enter the correct Effective Date according to TSP guidelines. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Date Entered

This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

TSP Plan Code

Enter the applicable code.

***TSP Transaction Code**

Enter the applicable code or select data from the drop-down list. The valid values are **`Cancel`**, **`New Enrollment/Change`**, and **`Waive`**.

Contribution Rate

If you do not enter the dollar amount, enter the percentage rate.

- Must be in 5-percent increments.
- Must be up to 10 percent for CSRS employees and up to 15 percent for FERS employees.
- The total percentage between each allocation must equal 100.

OR

Contribution Amount

If you do not enter the percentage rate, enter the whole dollar amount.

- The maximum percent allowed is 15 percent of adjusted salary for FERS employees and 10 percent for CSRS employees. When the special employee code is `01`, `02`, `03`, or `08`, 25% is calculated into the adjusted salary before determining the maximum deduction.
- Dollar amount must be whole dollars.

TSP Loan Allotment

To enter Thrift Savings Plan data:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***TSP Loan Allotment*** component.The ***Find An Existing Value*** tab - TSP Loan Allotment page. The information on this page will allow you to locate an existing employee in order to enter or change a Thrift Savings Plan. Enter the search criteria.
3. Click **Search**. The TSP Loan Allotment page (**Figure 407**) is displayed.

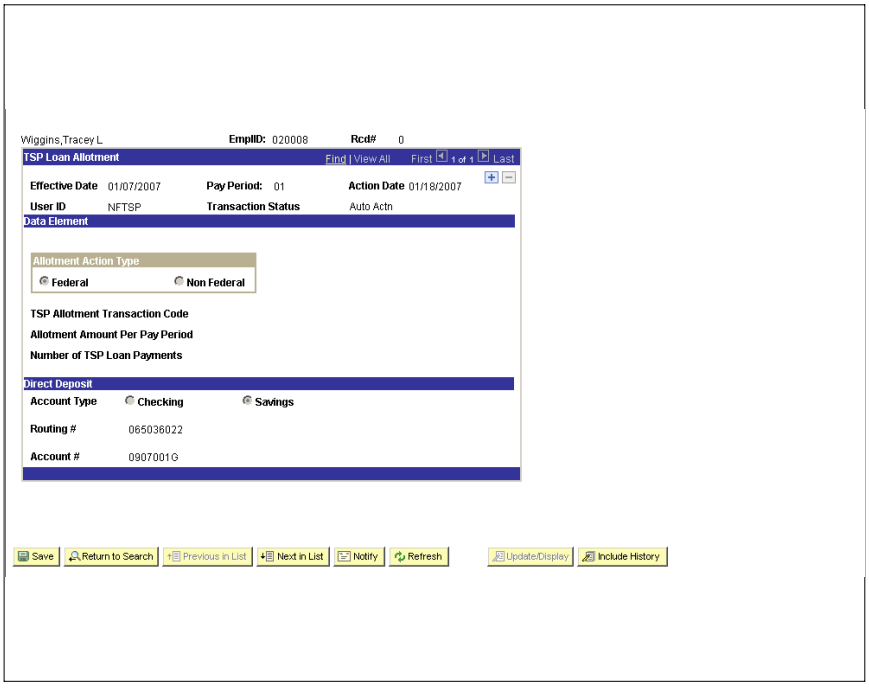


Figure 407. TSP Loan Allotment page

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. In some cases, you may have to remove the default entry and enter the correct Effective Date according to TSP guidelines. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Action Date

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`Applied`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

Allotment Action Type/Federal

Check the box if applicable.

Allotment Action Type/Non Federal

Check the box if applicable.

TSP Allotment Transaction Code

Enter the applicable information.

Allotment Amount Per Pay Period

Enter the amount to be deducted each pay period in dollars and cents.

Number Of TSP Loan Payments

Enter the number of payments required to repay the loan based on the non-Federal loan agreement.

Routing Number

Enter the applicable information.

Accounting Number

Enter the applicable information.

Account Type/Checking

Check the box if the loan allotment will be sent to a checking account.

Account Type/Savings

Check the box if the loan allotment will be sent to a savings account.

4. Click **Save** to save the transaction.
5. Click **OK** on the pop-up.
6. Click **Return To Search** to enter an additional TSP Loan Allotment

   OR

   Click ***Refresh*** to refresh the page and re-enter information.

   OR

   Click **Update Display** to update the display.

   OR

   Click **Include History** to include a TSP allotment loan history.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Thrift Savings Plan Catch−Up

Public Law 107−304 permits eligible TSP participants age 50 or older to make tax-deferred ”catch-up” contributions from basic pay to their TSP accounts. The catch-up contributions are a supplement to the participant’s regular TSP contributions and do not count against either the statutory contribution percentage limitations or the IRS deferral limit.

Participants must meet the following criteria in order to make catch-up contributions:

- In pay status.
- At least 50 years or older in the year that the catch−up contributions are made.

- Not be in the 6-month non-contribution period following a financial hardship in−service withdrawal.
- Contributing the maximum amount allowed according to TSP/IRS regulations.

There are no matching government contributions when making catch-up contributions. Allocations for the catch−up contributions will be made in accordance with the employee's current allocations.

Before beginning, the following information is needed: (refer to Form TSP-1-C)

- Type of action (enrolling, changing, stopping contributions)
- Amount of Contribution

This example shows how to enter TSP Catch-up elections, changes and cancellations.

To enter Thrift Savings Plan Catch-up data:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Thrift Savings Plan Catch-up*** component. The ***Find An Existing Value*** tab - Thrift Savings Plan Catch-up page. The information on this page will allow you to locate an existing employee in order to enter or change a Thrift Savings Plan Catch-up. Enter the search criteria.
3. Click **Search**. The Thrift Savings Plan Catch-Up page (**Figure 408**) is displayed.

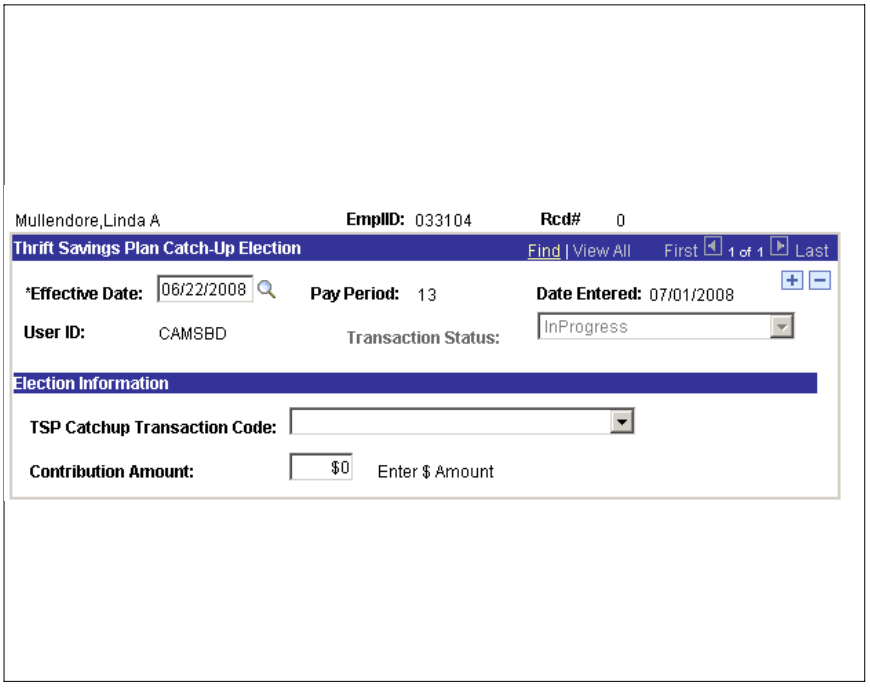


Figure 408. Thrift Savings Plan Catch-up page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

Pay Period

This field is populated and cannot be changed.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified. The transaction status will change when the transaction is saved, in SINQ,or resent to NFC.

TSP Catchup Transaction Code

Enter the applicable code or select data from the drop-down list. The valid values are **`Cancellation`**, **`Change`**, and **`New Enrollment`**.

Contribution Amount

Enter the **dollar amount** that is to be deducted each pay period for the catchup contribution. Enter only whole dollar amounts. No cents or decimals are to be entered in this field.

5. Click **Save** to save the transaction.

6. Click **OK** on the pop-up.

7. Click **Return To Search** to enter an additional TSP Plan Catch-Up Election.

   OR

   Click **Next In List** to view or change the next certification in the list. This button is active only if there are a multiple number of records.

   OR

   Click **Previous In List** to view or change the next certification in the list. This button is active only if there are a multiple number or records.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Union Dues

The SF-1187, Request for Payroll Deductions for Labor Organization Dues, or other appropriate form must be completed by the employee and the union/association to authorize dues deduction when:

- The employee is a member of a labor organization that holds exclusive recognition (Memorandum of Understanding established with the agency) for employees in the unit in which employed.
- The employee is a supervisor or management official and is a member of a supervisory or managerial association, and the agency has agreed in writing with the association to deduct for payment of fees to maintain membership.
- The employee is a member of a professional association or organization, and the agency has agreed in writing with the association or organization to deduct for payment of dues.

Enter the Bargaining Unit Status (BUS) code before processing the payroll document.

The BUS code is entered in PMSO or a FESI.

Access TMGT Table 010 to verify the organization and applicable rates exist in the PPS. Access the applicable IRIS programs to ensure the dues allotment data being entered is accurate and to ensure the allotment to be entered is not currently on the database.

Do not enter more than two union/local or association records for an employee.

- Prior Pay Period Adjustment field must be blank except if dues have been deducted in error or if the cancellation was entered prior to the first full pay period following March 1st or September 1st and not processed.
- Process a new authorization after a cancellation; do not process a change.
- The Effective Pay Period and Pay Period Year fields must be at least 1 year later than the effective pay period/pay period year of the authorization.

- Enter either a dues dollar amount or percent based on the union deduction indicator in TMGT Table 010.
- Do not enter a deduction amount for union dues that require special handling for processing. Special calculations are performed based on certain criteria.
- The national amount for USDA, Foreign Agricultural Services and Office Of Operations, is based on a percentage of basic pay; the chapter amount is based on a flat dollar amount.

Note: Cancellation and Revocation

For cancellations, deductions are withheld for the effective pay period entered and stop the following pay period.

For revocations, the union/organization has an established revocation−eff−code in TMGT; the dues stop the pay period of the authorized revocation date as established in TMGT, Table 010.

This section shows how to: change dues, change between locals and cancel eligible employees' payments of dues to labor organizations and associations. Employees who wish to exercise the option available to them of having payments of dues to labor organizations, professional associations, or other organizations deducted from their salary on a regular basis should submit the appropriate form to their personnel office.

Before beginning, the following information is needed an SF-1187 to authorize the establishment of a union due deduction, a change in dues or a change between locals deductions. The form SF−1188 or other appropriate form is required to cancel payroll deductions for labor organization dues. An allotment for the payment of dues may be revoked by the employee only after receipt of a written request (SF−1188, Cancellation of Payroll Deduction for Labor Organization Dues or other appropriate form) and is administratively controlled by the employee's agency.

To enter Union Dues:

1. Select the ***Payroll Documents*** menu group.
2. Select the ***Union Dues*** component.The ***Find An Existing Value*** tab -Union Dues page. The information on this page will allow you to locate an existing employee in order to enter or change Union Dues. Enter the search criteria.
3. Click **Search**. The Union Dues page (**Figure 409**) is displayed.

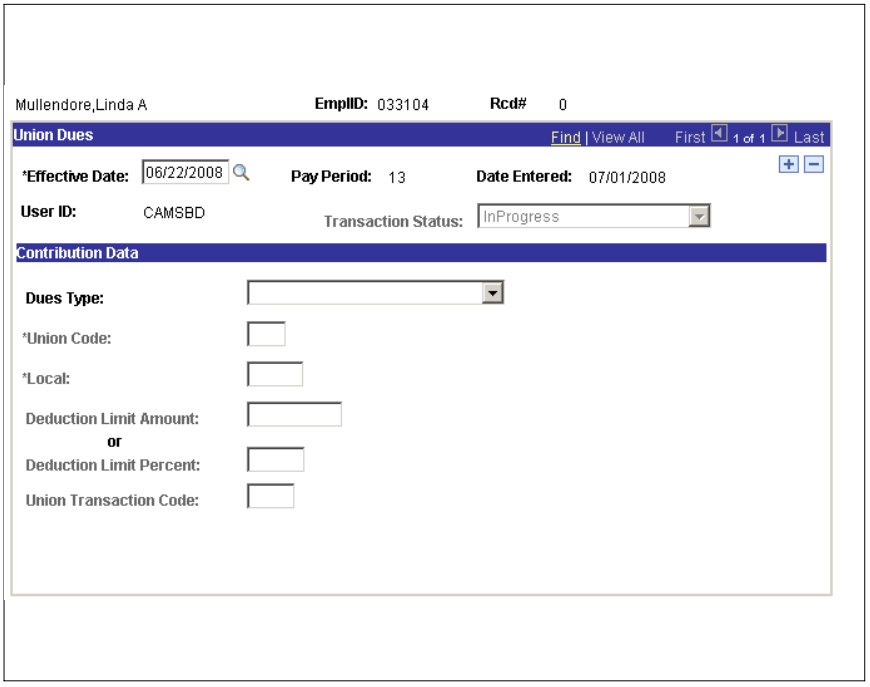


Figure 409. Union Dues page

4. Complete the fields as follows:

Name

This field is populated from the search criteria. The name of the employee is displayed from the EmplID entered.

EmplID

This field is populated from the search criteria.

Rcd#

This field is number of records for that employee.

***Effective Date**

This is the date on which a table row becomes effective; the date that an action begins. This date also determines when to view or change information. This field is populated with the beginning date of the current pay period or select a date from the calendar icon.

Pay Period

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

User ID

This field is system identifier for the individual who generates the transaction. The name is also displayed.

Transaction Status

This field defaults to **`In Progress`** and cannot be modified.

Dues Type

Enter the applicable information or select data from the drop-down list. The valid values are listed below.

Valid Codes	Description
083	Dues Change
084	Change Between Locals
085	Cancel
086	Enrollment

***Union Code**

Enter the union/association code to be established, changed, or canceled/revoked in the database. Verify the union/association code by accessing IRIS Program IR308.

***Local**

Enter the local code to be established, changed, or canceled/revoked in the database.

Deduction Limit Amount

Enter the amount to be deducted each pay period for membership dues in dollars and cents if the deduction is based on a specific amount. No entry is necessary if the deduction amount is established in TMGT.

OR

Deduction Limit Percent

Enter the percent to be deducted each pay period for membership dues in whole numbers and two decimal places if the deduction is based on a percentage. No entry is necessary if the percent amount is established in TMGT.

Note: Do not enter both a deduction amount and a deduction percent.

Union Transaction Code

Enter the applicable code.

5. Click **Save** to save the transaction.

6. Click **OK** on the pop-up.

7. Click **Return To Search** to enter additional Union Dues.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

Part 7.

Worklist

This part contains the following topic:

Worklist

Worklist

PAR Processing has a workflow that automates, streamlines and controls the flow of information through departments and throughout the organization. The workflow routes requests by sending personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed.

This section provides a description and will define the worklist in ***EmpowHR***. The worklist contains transactions that have been created and/or sent to a specific person to take the applicable action to the items listed. The list may contain applied transactions as well as not applied transactions. The not applied transactions are in error. When the specific transaction is selected, The Suspense Inquiry (SINQ) error number and message is displayed. For information regarding SINQ errors, refer to the SINQ addendum under Pub and Forms on the NFC Home Page. Once the PAR or Payroll record is corrected, return to the Worklist and click **Marked Worked** next to the applicable transaction.

This section contains the following topics:

Applied and Not Applied Worklist Items

Action Status

How To Re-send A Personnel Action

Applied and Not Applied Worklist Items

Each time ***EmpowHR*** is accessed, the user has the ability to view a status of their transactions of the prior day. All PAR actions that go to NFC will come back to the worklist. Click any item and ***EmpowHR*** will display the appropriate panel to either view or make corrections.

PAR items will show up only on the worklist of the person that created it. The ***View All SINQ Errors*** will allow the user to view all of the SINQ errors on the record. The ***Reassign*** option is used to reassign the item on the worklist to another employee.

Note: The Worklist Folders for the Not Applied Status (all types) will be refreshed daily, adding new items to the folder and retaining old items. Delete items from the worklist by highlighting the item(s) noted by Available or Selected if the items have been viewed. Click the **Mark Worked** button and then the **Refresh** button.

Action Status

The following items may appear on the users worklist based on how the action cleared NFC PINE edits. This provides a one-stop view of the status of actions.

- **New Action Applied**: A new action applied is an action that did not exist at NFC and has successfully applied to the NFC database. Users work in HR Processing the day before will return to this status folder if the action(s) applied overnight. View the panel or just do a visual of this panel; no further panel action is necessary. It is the users option to keep these items on the worklist. Items may be retained this on a worklist or delete from a worklist per above.

  New Action Did Not Apply: These items need the users attention**.** A new action that did not apply is an action that did not exist at NFC and did not pass the NFC PINE edits. Make sure to pull SINQ reports to determine what action may be needed. Note the name of the employee and the NOA that did not apply. Click the worklist item and you will be taken to the employee record that needs to be corrected. Be sure to locate the specific NOA record that needs correction. Take the appropriate action following the ***EmpowHR*** Processing Procedures Correction/Cancellation Actions for Non-Applied Actions, in the ***EmpowHR*** User Manual. Save the record and return to the worklist.

  After completing work on the record, retain the item on the worklist or clear the item from the worklist by marking the item **Mark Work** as provided above. If the action clears SINQ overnight, it will show up in the appropriate status folder based on the overnight action the next day.

- **Future Actions:** Currently, actions that are in Future at NFC will have a status of 'Not Applied' in ***EmpowHR***. Future actions will not pass all of the NFC PINE edits until the effective date of that action occurs. The status may be from 'Not Applied' to 'Future' and then mark the worklist item as worked. This will prevent the action from showing up on the worklist everyday as 'Not Applied'. The action will show up on the worklist once the effective date of the action occurs.

- **Cancellation Applied**: This is an action that already exists at NFC that has been successfully cancelled. If a Cancel NFC Applied Action is submitted, it will return to this status if it applied overnight. You may retain this on the worklist or delete per above.

- **Cancellation Did Not Apply:** This is an action that already exists at NFC that an attempting to cancel that did not pass the NFC SINQ edits. If you were canceling an NFC Applied action and it did not apply, it will appear in this status folder. Click the item and make the appropriate corrections. You may retain the item on your worklist or clear the item from your worklist as provided above.

- **Correction Applied:** This is an action that already exists at NFC that has been successfully corrected. If you submitted a Correct NFC Applied Action, it will return to this status if it applied overnight. You may retain this on your worklist or delete per above.

- **Correction Did Not Apply:** This is an action that already exists at NFC that you are attempting to correct that did not pass the NFC SINQ edits. If you were doing a correction to an NFC Applied Action and it did not apply, it will appear in this status folder. Click the item and make the appropriate corrections. You may retain the item on your worklist or clear the item from your worklist as provided above.

Action Status Note: If the Help Desk or an ***EmpowHR*** Team member is assisting you in correcting a problem with an action or multiple actions and edits the action(s), the action(s) will not come back to your worklist. You will need to manually review those actions the next day to ensure that they have applied.

To view and modify the Worklist

1. Select the ***Worklist*** menu group.

   OR

   Click the ***Worklist*** link at the top of the header menu. The Worklist For (Name) page (**Figure 410**) i s displayed.

Figure 410. Worklist For (Name) page

2. The Worklist For (Name) contains the following fields:

From

The from field contains the name of the person that sent the transaction to the worklist.

Date From

This field contains the date the transaction was sent to the worklist.

Work Item

This field contains the type of transaction and the status of the transaction once it has been sent to NFC for processing.

Worked By Activity

This field contains the type of transaction and the status of the transaction once it has been sent to NFC for processing. (Same information contain on the Work Item list).

Proposed Effective Date

This field contains the proposed effective date of the action.

Organizational Structure

This field is the organization structure of the employee.

Link

This field contains the link to the individual transaction. If you click the transaction link, it will automatically bring you to the detailed individual transaction. The error links will initially display blue but will display red once a user has opened the item.

Marked Worked

Once the suspense transaction is worked, you can enable this field and the transaction will no longer appear on your worklist.

Reassign

This field is used to send or reassign the transaction to another person or a grouop.

Priority

Select a priority for each transaction on your worklist. This field is to set your own priorities and does not effect another person's worklist.

Work List Filters

Select the specific type of status from the drop-down list. The dorp-down list contains the transaction statuses that are on your worklist. Once the selection is made from the drop-down list, the worklist will only contain the transactions with the selected status.

3. Select a transaction that is marked **`Not Applied`**. The detailed transaction with the **`Not Applied`** status is displayed

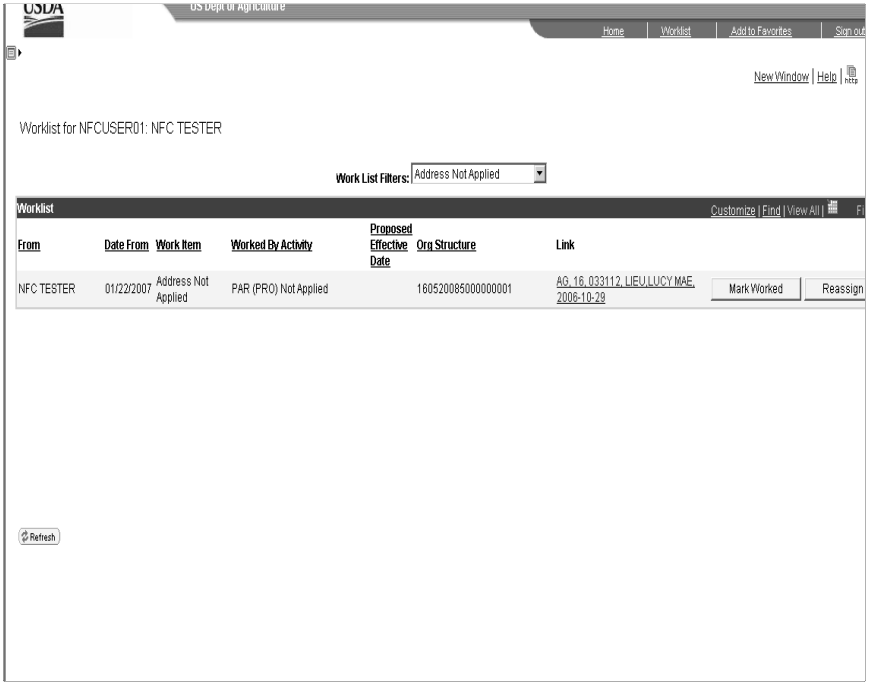


Figure 411. Detailed Transaction - Worklist page

4. Click ***View Current SINQ Errors*** . The View Current SINQ Errors page (**Figure 412**)is displayed. PAR error messages are listed by Run Date, with the most recent listed at the top.

5. Review the errors messages listed. Compare the record to IRIS application to ensure that ***EmpowHR*** matches IRIS.

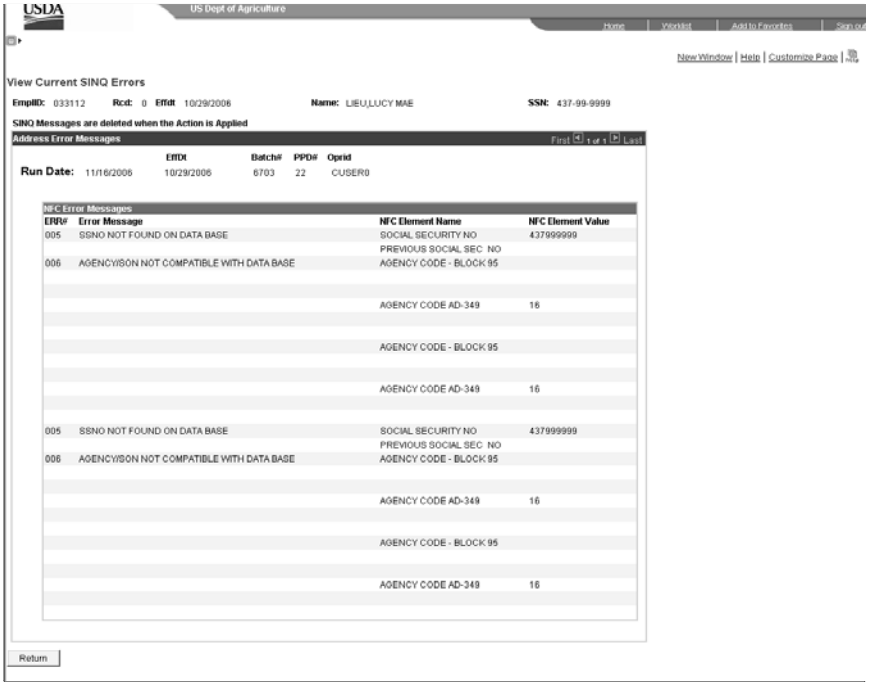


Figure 412. View Current SINQ Errors page

6. Click **Return** at the bottom of the page to return to the previous page (**Figure 411**). Edit the action.

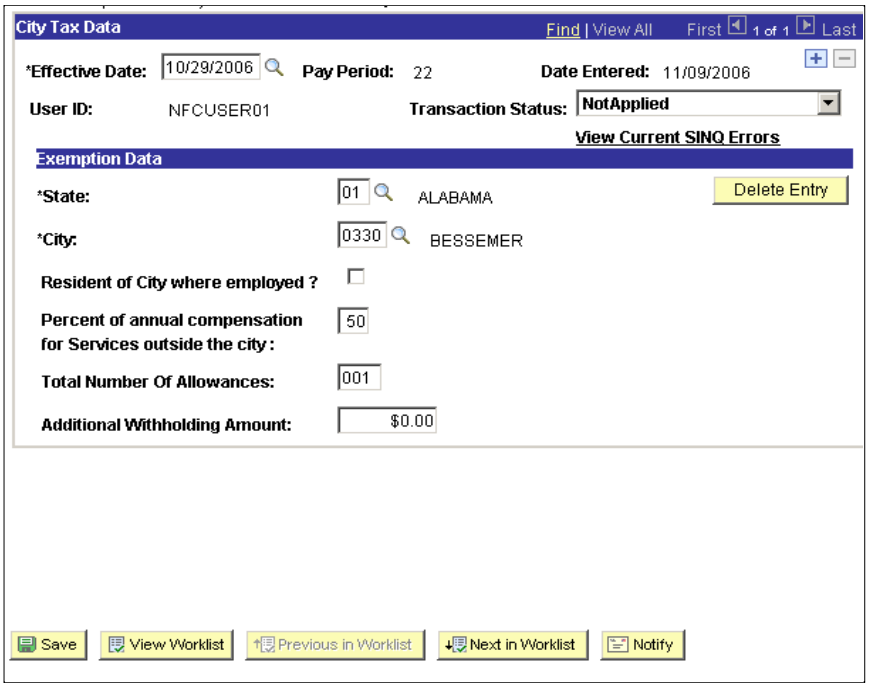


Figure 413. Individual Transaction page

7. Click the ***View Worklist*** link at the bottom of the page to return to the Worklist.

   OR

   Click ***Next In Worklist*** to view and/or correct the next record in the worklist.

   OR

   Click ***Notify*** to send an e−mail message regarding the transaction.

8. Click **Save** at the bottom of the page. The Transaction status will change to **`NFC Ready`**.

   OR

   Click ***Delete*** on the page to delete the record. A pop-up appears to confirm the deletion.

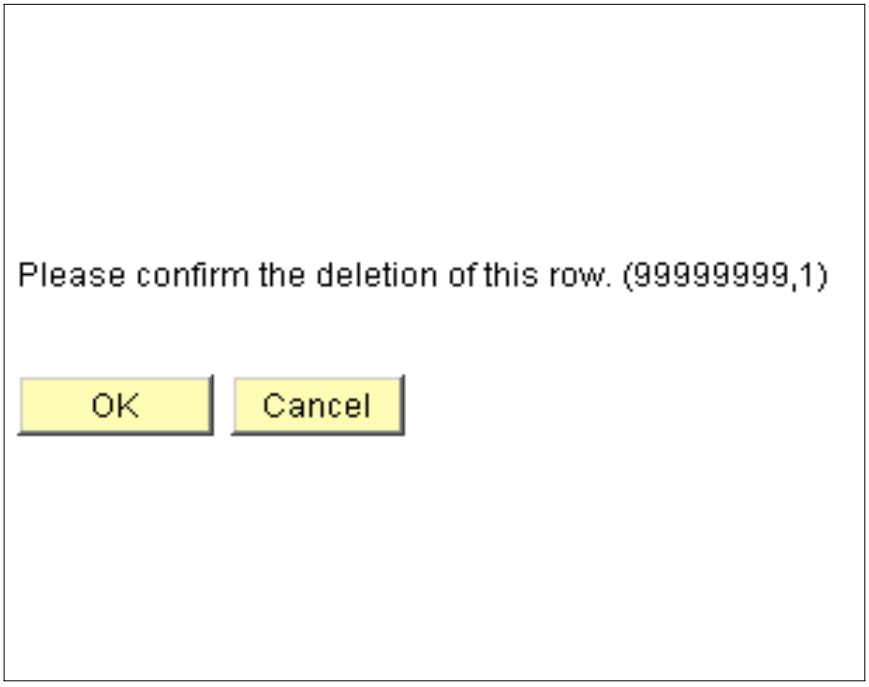


Figure 414. Deletion Pop-Up page

9. Click **OK** to delete the record.

   OR

   Click **Cancel** to cancel the pop-up and return to the previous page (**Figure 413**).

10. All transactions on the worklist must be addressed. Items can be viewed by other personnel in your work group.

How To Re-send A Personnel Action

This feature will allow the reset of the position and re-send it to NFC when the Position Data or the Job code is in SINQ or did not apply to PMSO data base at NFC. An example of this would be when a SINQ error message (Master Record not found and/or IP not found in position management system or the PMSO screen on the NFC data base and the Master record and/or the Individual Positions are not found).

1. Correct the Job Code and/or Position Data information that is in SINQ. Ensure the Status is changed to **`Ready`**. This will reset the position data and the system will resend it to NFC.

2. Select the ***HR Processing*** menu group.

3. Select the applicable employee.

4. Select the ***Data Control*** tab on the Hire Employee page (**Figure 309**). The Transaction Status will display **`Not Applied`**.

5. Change the Transaction Status to **`NFC Ready`** by selecting data from the drop-down list.

6. Click **Save**. This will reset the personnel action and the application will resent it to NFC.

Note: this should only be used when the Position Data or the Job Code are in SINQ or did not apply to the NFC, PMSO database. Remember to correct the Position Data or the Job code first and then to to HR Processing to reset the personnel action.

Part 8.

Employee Self Service

This part contains the following section:

Employee Self Service Overview

ESS - Tasks

ESS - View

ESS - Personal Information

Employee Self Service Overview

EmpowHR Employee Self Service (ESS) is a web application that offers employees direct online access to their own Human Resources (HR) information such as benefits and compensation data. ESS reduces the burden on the HR department as information providers. ESS reduces the amount of phone calls and paperwork in and out of the HR office. The ***EmpowHR*** ESS menu group enables employees to view and/or update information in an easy-to-use experience. ESS provides the ability to initiate an online training request or certain personnel action requests (e.g. address. email, emergency contact inforamation, phone number, LWOP, change in work schedule, etc.) and electronically submit the request for approval to the appropriate individual(s). Furthermore, the employee takes the responsibility for data entry and accuracy of their personal information.

ESS - Tasks

This section contains the following topics:

Career Plan
***EmpowHR* Education**
Exit Interview
Job Classification Request
Payroll Documents
Personnel Actions
Skills Information
Contact Information
Performance
Flexiplace Navigation
Flexiplace Menu
Flexiplace Home Safety Check
Worklist
Awards

Career Plan

Career Plan is divided into four (4) options as follows:

To modify or view a Career Plan:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Click ***Edit Unapproved Career Plan*** to view your unapproved career plan.

   OR

   Click ***Fix Approved Career Plan*** to fix your established career plan.

   OR

   Click ***Initiate Career Plan*** to create your career plan.

   OR

   Click ***View Career Plan*** to view your established career plan.

EmpowHR Education

The education option allows the user to enter data to update their education information.

To update Education Data:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***EmpowHR Education*** component. The Education page (**Figure 415**) is displayed.

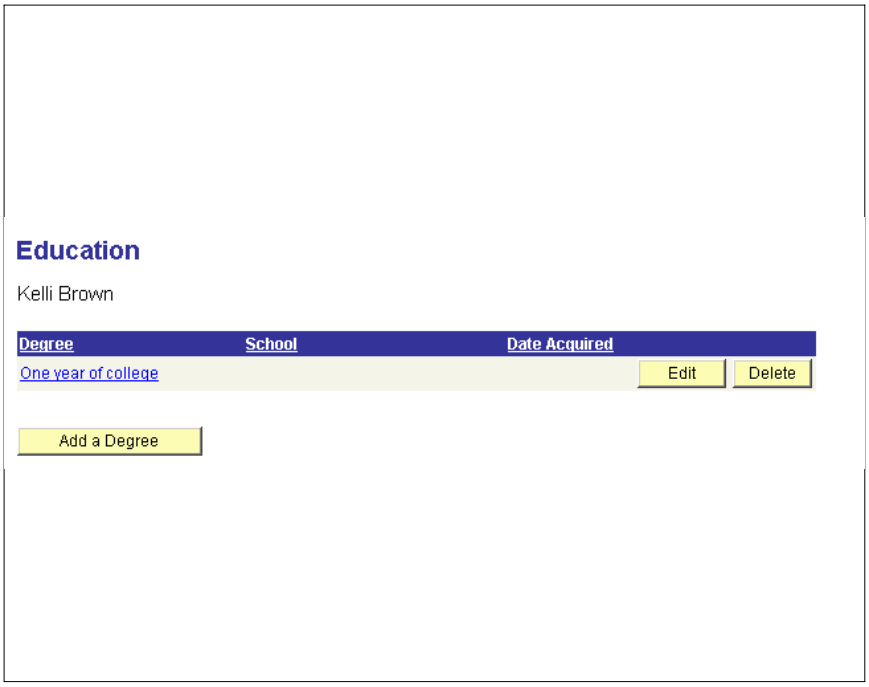


Figure 415. Education page

4. Click **Add A Degree**. The Add a Degree - Education page (**Figure 416**) is displayed.

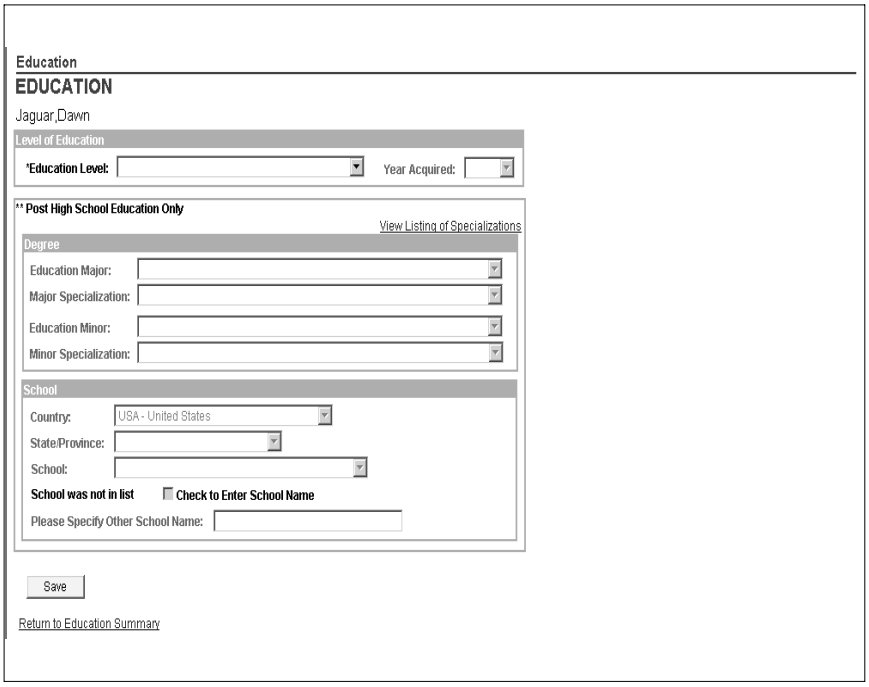


Figure 416. Add A Degree - Education page

5. Complete the fields as follows:

***Education Level**

This field identifies the employee's highest level of education based on the number of years of formal schooling and/or academic degrees or certificates. Enter the applicable information or select data from the drop-down list. The valid values are as follows:

Education Level Valid Values
One year of College
2 Years of College, No Degree
3 Years of College, No Degree
4 Years of College, No Degree
Advanced Masters (6 yr degree)
Associaed Degree
Bachelor's Degree
Doctorate Degree
Elementary School Completed
High School/GED
Post Advanced Masters, with degree
Post HS, Occupational
Post HS, Tech Degree
Post HS, Professional Degree
Post Bachelor's Degree (Non-degree)
Professional (e.i. MD)
Some High School

Year Acquired

Enter the year or select data from the drop-down list. This field is used to identify the calendar year during which the employee received the degree or certificate shown for education level.

Education Major

Enter the applicable information or select data from the drop-down list. The Education Major field identifies the employee's major field of study beyond high school. Complete this field and Year Degree/Certificate received only if the Educational Level field is:

- Code 6 − Terminal occupational program - certificate of completion, diploma or equivalent.
- Code 10 Associate Degree.

  OR
- Code 13 or higher (Bachelor degree or higher).

Major Specialization

Enter the applicable information or select data from the drop-down list.

Minor Major

Enter the applicable information or select data from the drop-down list. The Education Minor field identifies the employee's minor field of study beyond high school. Complete this field and Year Degree/Certificate received only if the Educational Level field is:

- Code 6 − Terminal occupational program - certificate of completion, diploma or equivalent.
- Code 10 Associate Degree.

  OR
- Code 13 or higher (Bachelor degree or higher).

Minor Specialization

Enter the applicable information or select data from the drop-down list.

Country

This field defaults to **`USA United States`**. To change the data select from the drop-down list.

State/Province

Enter the applicable data or select data from the drop-down list.

School

Enter the applicable data or select data from the drop-down list.

School Was Not In List

Check this box if the school is not in the drop-down list. If this box is checked, enter the school name in the Please Specify the School Name field.

Please Specify The School Name

If the School Was Not In List box is checked, enter the school name.

6. Click **Save**. The Save Confirmation page (**Figure 417**) is displayed.

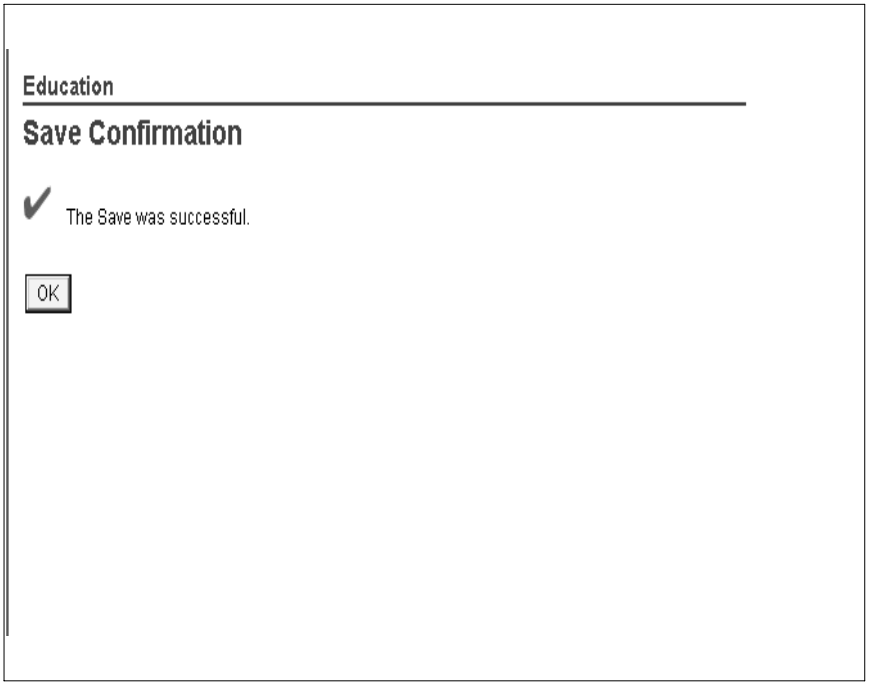


Figure 417. Save Confirmation page

7. Click **OK**. The Education page (**Figure 415**) is displayed.

8. Click **Edit** to modify the degree.

   OR

   Click **Delete** to delete the degree.

9. Click the ***Background Experience*** link.The Background Experience page (**Figure 418**) is displayed.

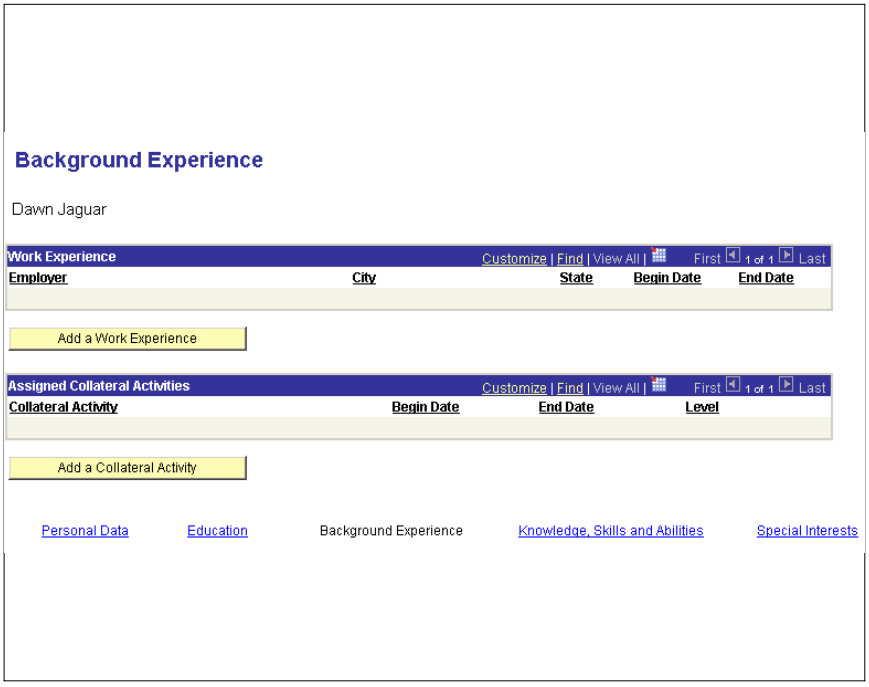


Figure 418. Background Experience page

10. Click ***Add A Work Experience*** to add additional work experience. The Work Experience page (**Figure 419**) is displayed.

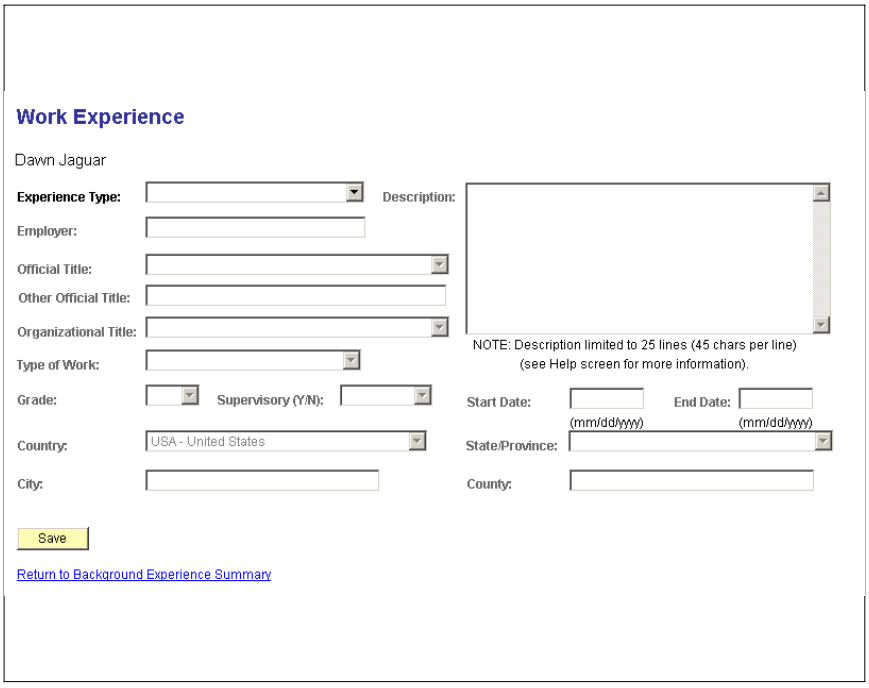


Figure 419. Work Experience page

11. Complete the fields as follows:

Experience

Enter the applicable information or select data from the drop-down list.

Description

Describe your work experience in 25 lines or less.

Employer

Enter the employer for this experience.

Official Title

Enter the official title or select data from the drop-down list.

Other Official Title

Enter the other official title or select data from the drop-down list.

Organizational Title

Enter the organization were the experience took place or select data from the drop-down list.

Type Of Work

Enter the type of work performed or select data from the drop-down list.

Grade

Enter the grade of the work experience.

Supervisory (Y/N)

Enter a **`Yes`** if the work experience was in a supervisory capacity or a **`No`** if the work experience was not in a supervisory capacity.

Start Date

Enter a start date (mm/dd/yyyy) that the work experience began.

End Date

Enter an end date (mm/dd/yyyy) that the work experience ended.

Country

This field defaults to **`USA - United States`**. To change data, select from the drop-down list.

State/Province

Enter the state of the work experience.

City

Enter the city of the work experience.

County

Enter a county of the work experience if applicable.

12. Click **Save**. The Skills Information menu will display.

OR

Click ***Return To Background Experience Summary***.

13. Click the Knowledge/Skills/Abilities (KSA's) link. The Knowledge, Skills, and Abilities page (**Figure 420**) is displayed.

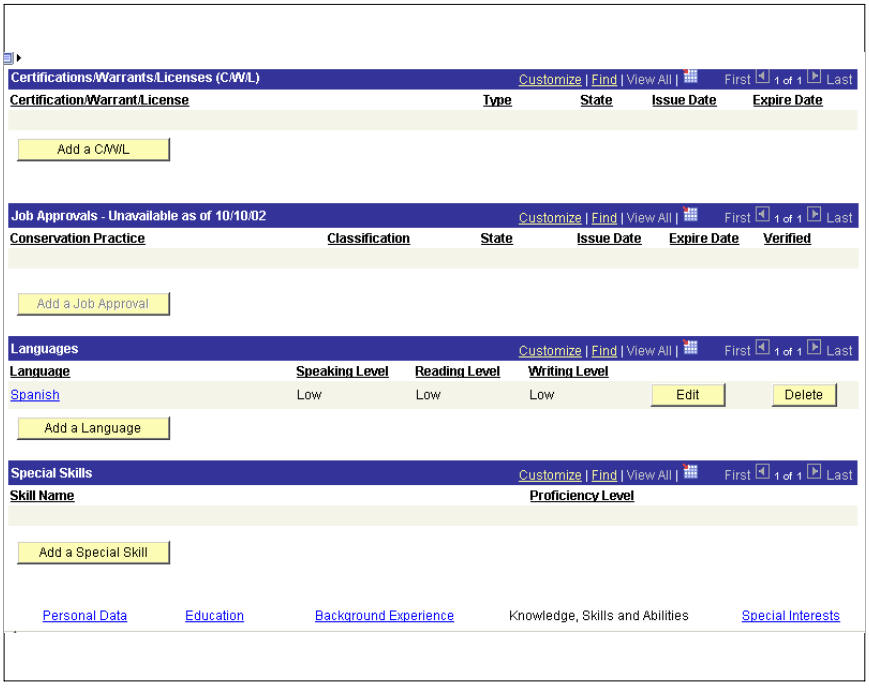


Figure 420. Knowledge, Skils, and Abilities page

14. Click ***Add a C/W/L***. The Certifications/Warrants/Licenses (C/W/L) page (**Figure 421**) is displayed.

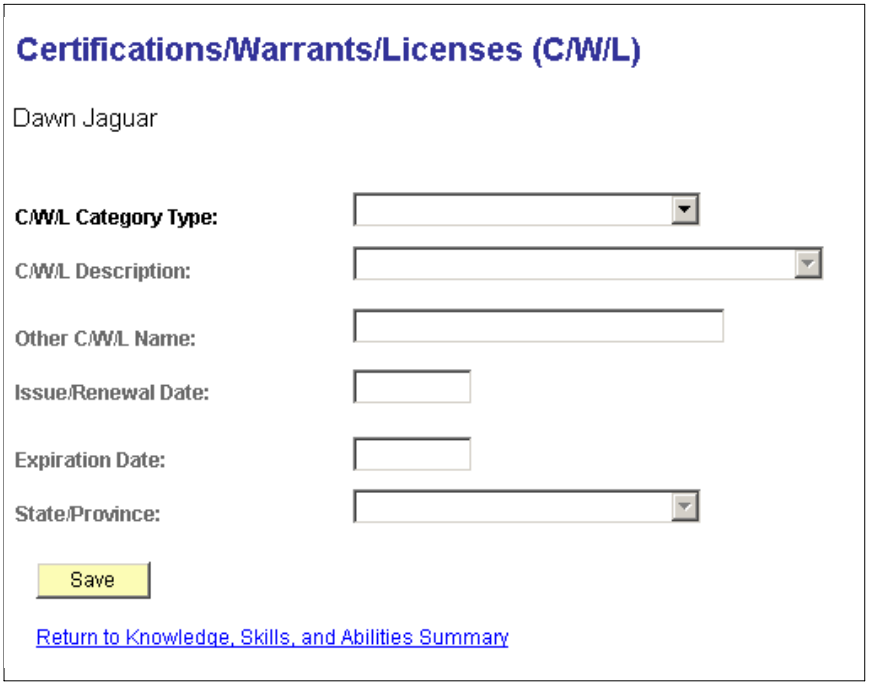


Figure 421. Certifications/Warants/Licenses (C/W/L) page

15. Complete the fields as follows:

C/W/L Category Type

Enter the applicable information or select data from the drop-down list.

C/W/L Description

Enter the applicable information or select data from the drop-down list.

Other C/W/L Name

Enter the applicable information or select data from the drop-down list.

Issue/Renewal Date

Enter the applicable date.

Expiration Date

Enter the applicable date.

State/Province

Enter the State/Province or select data from the drop-down list.

16. Click **Save**.

17. Click ***Return To Knowledge, Skills, and Abilities Summary*** The KSA page (**Figure 420**) is displayed.

Exit Interview

This section will explain how to enter data for an exit interview.

To enter data for an Exit Interview:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Exit Interview*** component. The Find An Existing Value tab - Exit Interview page (**Figure 422**) is displayed.

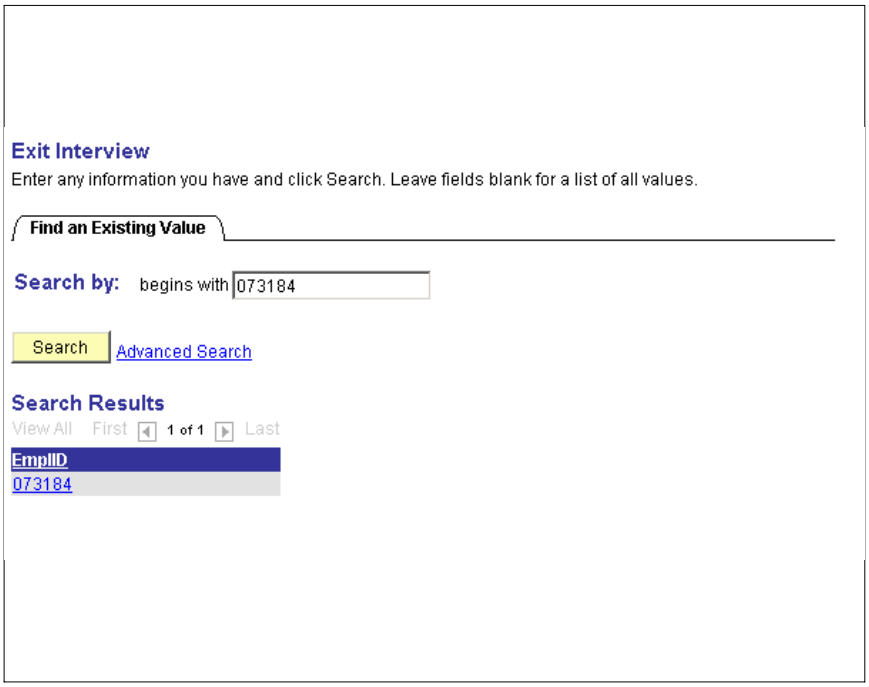


Figure 422. Find An Existing Value tab - Exit Interview page

4. Complete the field as follows:

Search By/Begins With

Enter the EmplID.

5. Click **Search**. The Exit Interview page (**Figure 423**) is displayed.

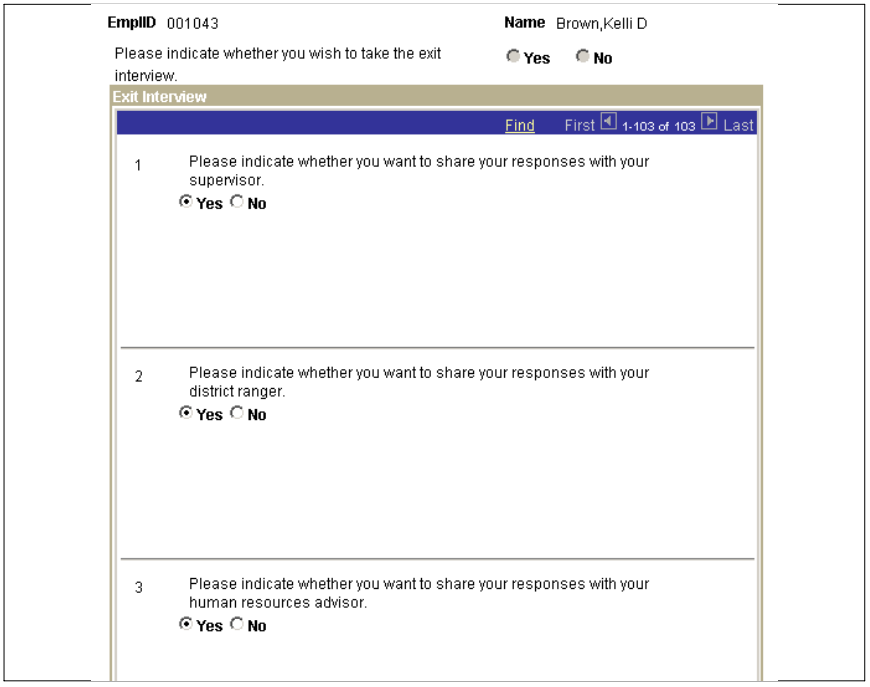


Figure 423. Exit Interview page

6. Complete the field as follows:

Please Indicate Whether You Want To Take The Exit Interview

Check **Yes** or **No** as applicable.

Decline Date

If **No** is checked, enter the decline date or select a date from the calendar icon

Note: On the Exit Interview page, there are 103 questions that required selecting an option or completing a narrative. Answer all of the questions.

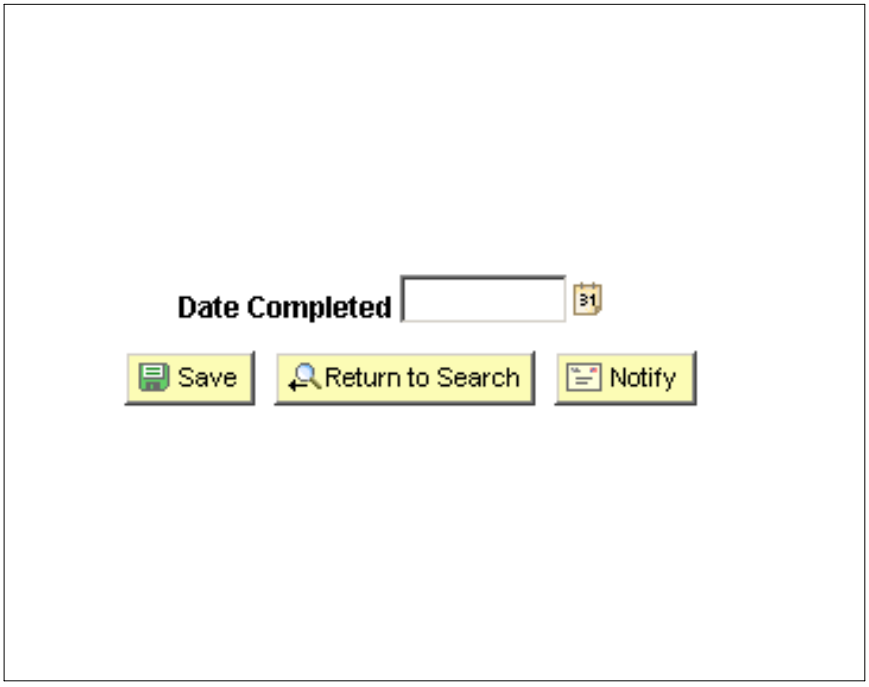


Figure 424. Exit Interview page

7. Complete the field as follows:

Date Completed

Enter the date the exit interview was completed or select a date from the calendar icon.

8. Click **Save**.

9. Click **Return To Search**. The Find An Existing Value tab - Exit Interview page (**Figure 422**) is displayed.

   OR

   Click **Notify** to send this information to the next individual in the workflow.

Job Classification Request

The Job Classification component allows the user to request the reclassification of an existing position. An employee can request their position to be reclassified or a manager can initiate a reclassification on a subordinate's position. The reclassified position does not get recreated in this section. This section will provide the steps to request a Job Classification.

To add or update an existing Job Classification Request::

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Task*** menu.

3. Select the ***Job Classification*** component. The Find An Existing Value tab - Classification Request page (**Figure 425**) is displayed.

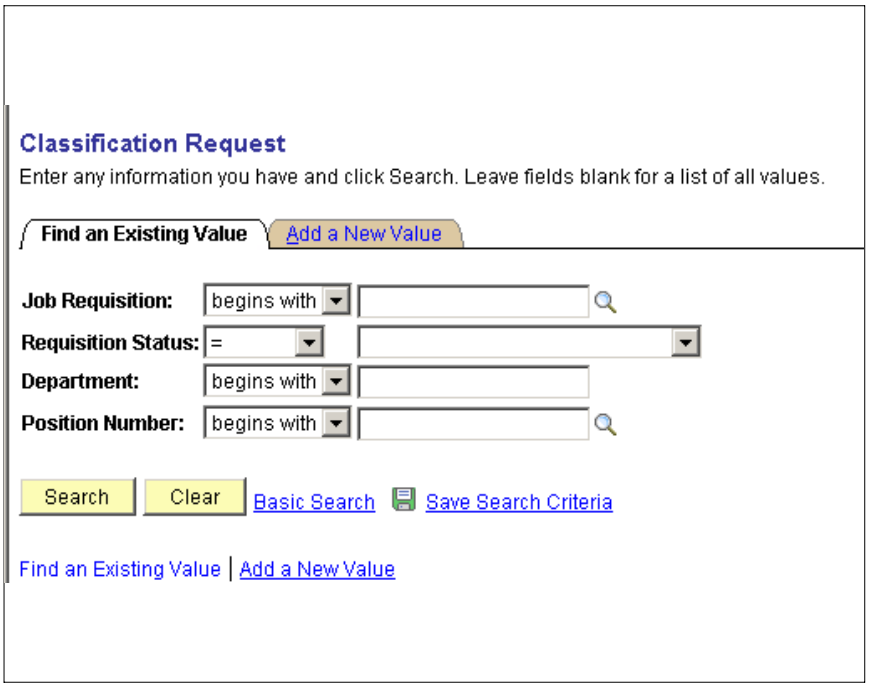


Figure 425. Find An Existing Value tab - Classification Request page

4. Complete the fields as follows:

Job Requisition

Select a search criteria for the drop-down list then enter the job requisition. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.).

Requisition Status

Select a search criteria for the drop-down list then enter the requisition status. Valid values are **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.).

Department

Select a search criteria for the drop-down list then enter the department information. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Position Number

Select a search criteria for the drop-down list then enter the position number. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.)

5. Click **Search**. The Job Classification Request page (**Figure 427**) is displayed.

   OR

   Click **Clear** to clear the entry.

   OR

   Select the ***Add A New Value*** tab. The Add A New Value tab - Classification Request page (**Figure 426**) is displayed.

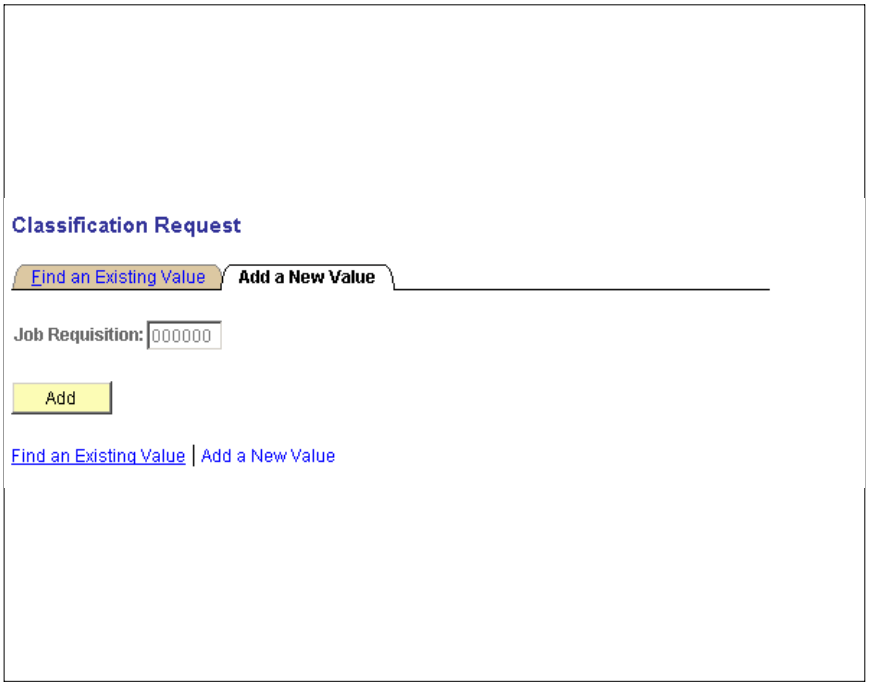


Figure 426. Add A New Value tab - Classification Request page

6. Complete the fields as follows:

Job Requisition

Enter the job requisition.

7. Click **Add**. The Job Classification Request page (**Figure 427**) is displayed.

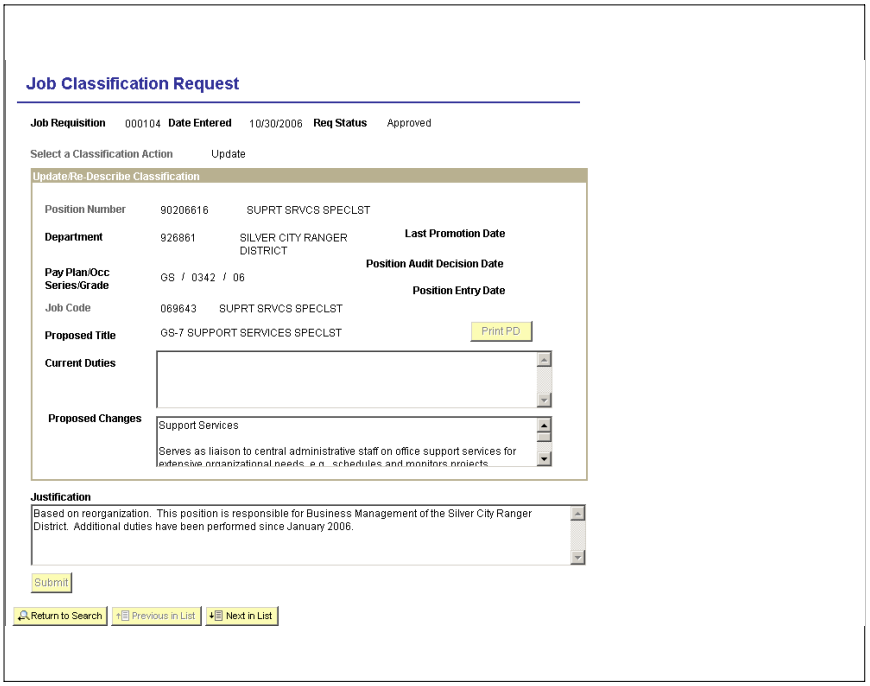


Figure 427. Job Classification Request page

8. Complete the fields as follows:

Note: There are fields on this page that are populated from other pages and cannot be modified.

Job Requisition

This field is populated.

Date Entered

This field is the system date or the current date and cannot be changed.

Req Status

This field is populated.

Select A Classification Action

This field defaults to **`Update`** and cannot be changed.

Position Number

If the employee is in more than one position, select the position to be classified. If there is one position, the field will default to that position.

Pay Plan/Occ Series/Grade

This field is populated from the position number selected.

Last Promotion Date

This field is populated and cannot be changed.

Position Audit Decision Date

This field is populated and cannot be changed.

Position Entry Date

This is the date the position was entered and cannot be changed.

Job Code

This field is populated from the position number selected.

Proposed Title

Enter the proposed title of the position.

Current Duties

This field displays the current duties of the position.

Proposed Changes

Enter the proposed changes to the position.

Justification

Enter the justification for the change.

9. Click **Submit**. The request is entered into the workflow for approval and processing. Your Position Request Has Been Entered Into Workflow (99999999,999) pop-up (**Figure 428**) is displayed.

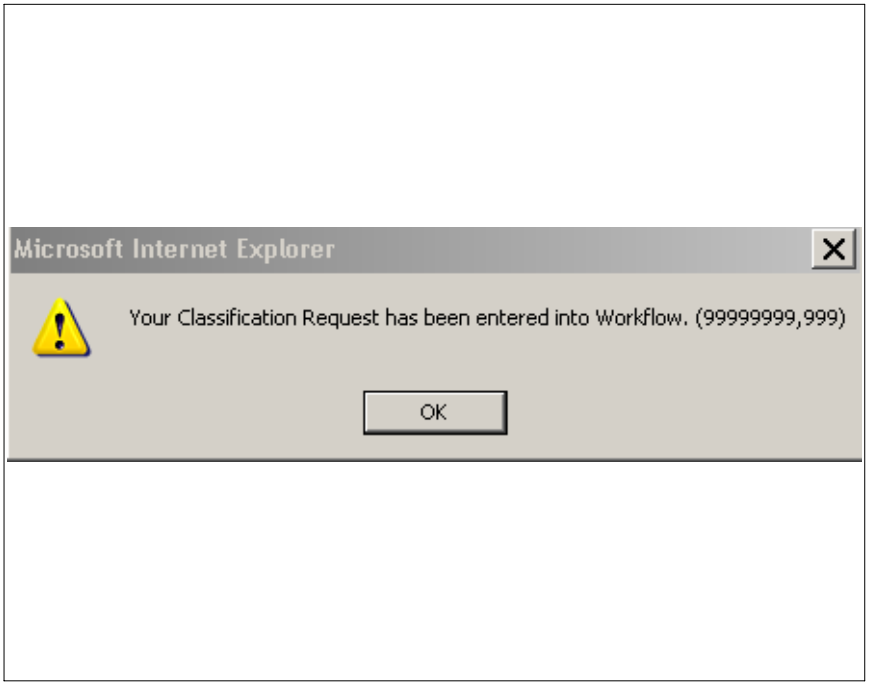


Figure 428. Your Position Request Has Been entered Into Workflow pop-up

10. Click **OK**. The Job Requisition and the Requisition Status have changed. The approver (the Manager of the request's Initiator) will receive an email and the job requisition will become a workflow item on their worklist.

11. Click **Print PD** to print a copy of the job description.

Personnel Actions

Provided below are instructions for entering a personnel action.

To enter a Personnel Action:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Personnel Actions*** component. The Personnel Action Proposed Effective Date page (**Figure 429**) is displayed.

Figure 429. Personnel Action Proposed Effective Date page

1. Complete the fields as follows:

Date Of Request

This field is populated.

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

2. The Personnel Action PAR Category page (**Figure 430**) is displayed

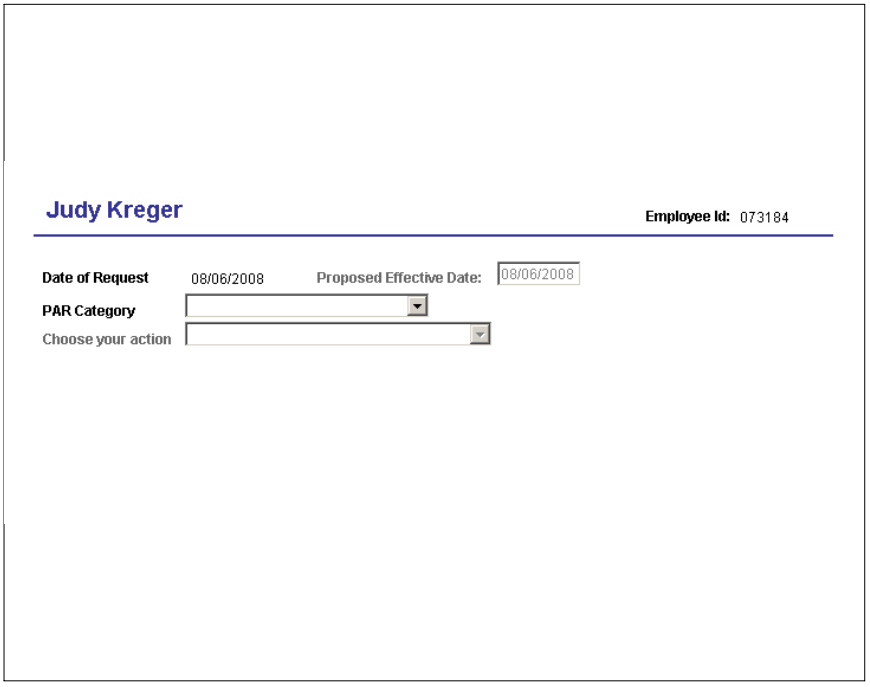


Figure 430. Personnel Action Par Category page

3. Complete the fields as follows:

Date Of Request

This field is populated.

Proposed Effective Date

This field is populated with the date entered on the Personnel Action Proposed Effective Date page (**Figure 429**).

***PAR Category**

Select data from the drop-down list. The valid values are: **`Change Request`**, **`Placement in Non Pay Status`**, **`Placement in Pay Status`**, **`Resignation`**, **`Retirement`**, and **`Travel Savings Incentives`**.

***Choose Your Action**

Select data from the drop-down list. The valid values for this field will depend on the selection made on the PAR Category field.

4. The Personnel Action page (**Figure 431**)is displayed.

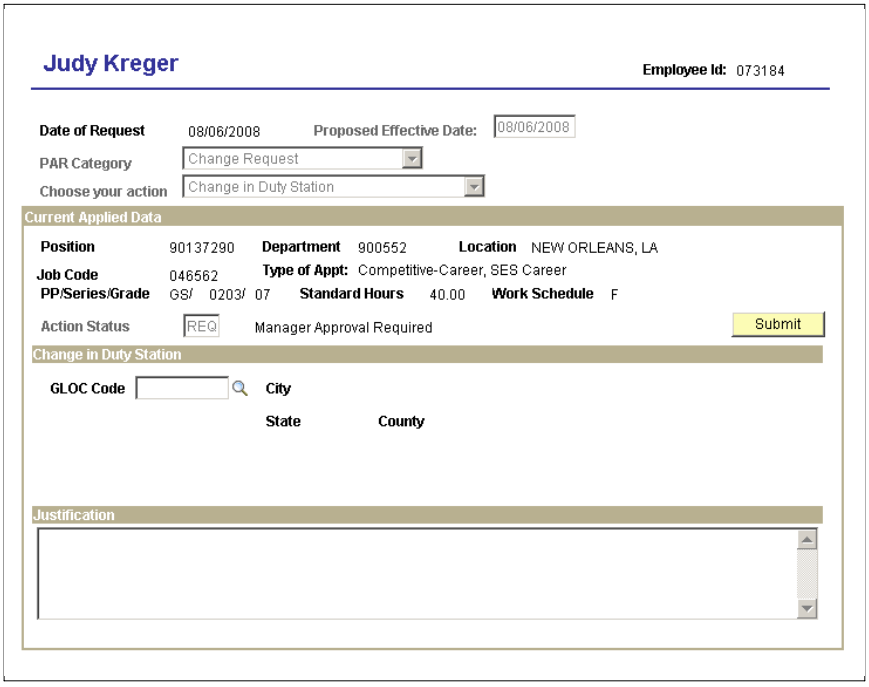


Figure 431. Personnel Action page

5. Complete the fields as follows:

Date Of Request

This field is populated.

Proposed Effective Date

This field is populated with the date entered on the Personnel Action Proposed Effective Date page (**Figure 429**).

***PAR Category**

This field is populated with the selection on the Personnel Action PAR Category page (**Figure 430**).

***Choose Your Action**

This field is populated with the selection on the Personnel Action PAR Category page (**Figure 430**).

Position

This field is populated.

Department

This field is populated.

Location

This field is populated.

Job Code

This field is populated.

Type Of Appt

This field is populated.

PP/Series/Grade

This field is populated.

Standard Hours

This field is populated.

Work Schedule

This field is populated.

Action Status

This field is populated.

GLOC Code

Enter the GLOC code.

City

This field is populated based upon the GLOC Code entered.

State

This field is populated based upon the GLOC Code entered.

County

This field is populated based upon the GLOC Code entered.

Justification

Enter the justification for the action.

6. Click **Submit** to submit the personnel action. The Workflow Confirmation pop-up (**Figure 432**) is displayed.

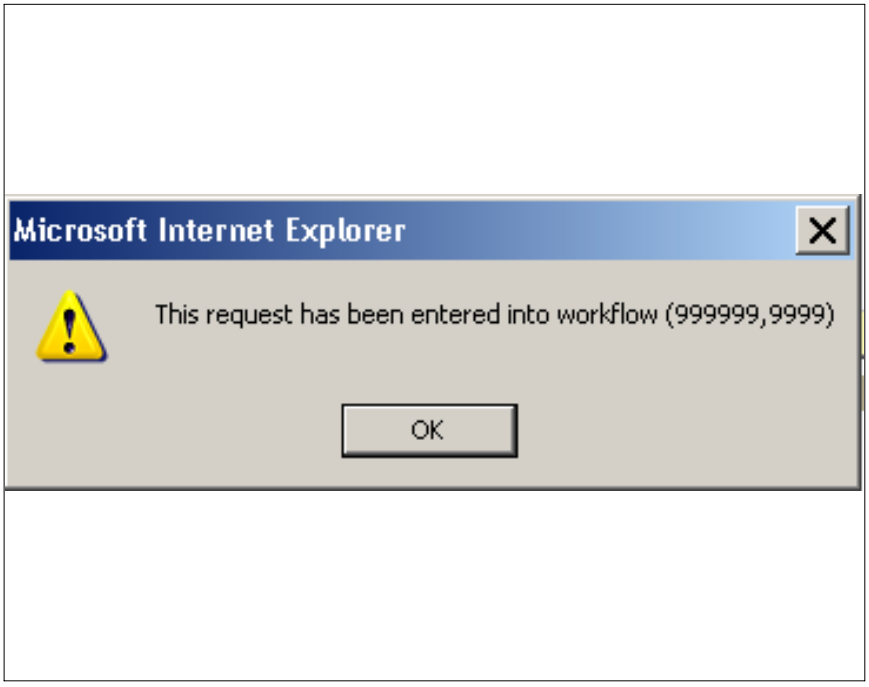


Figure 432. Workflow Confirmation pop-up

7. Click **OK**. The Successfully Saved Confirmation pop-up (**Figure 433**) is displayed.

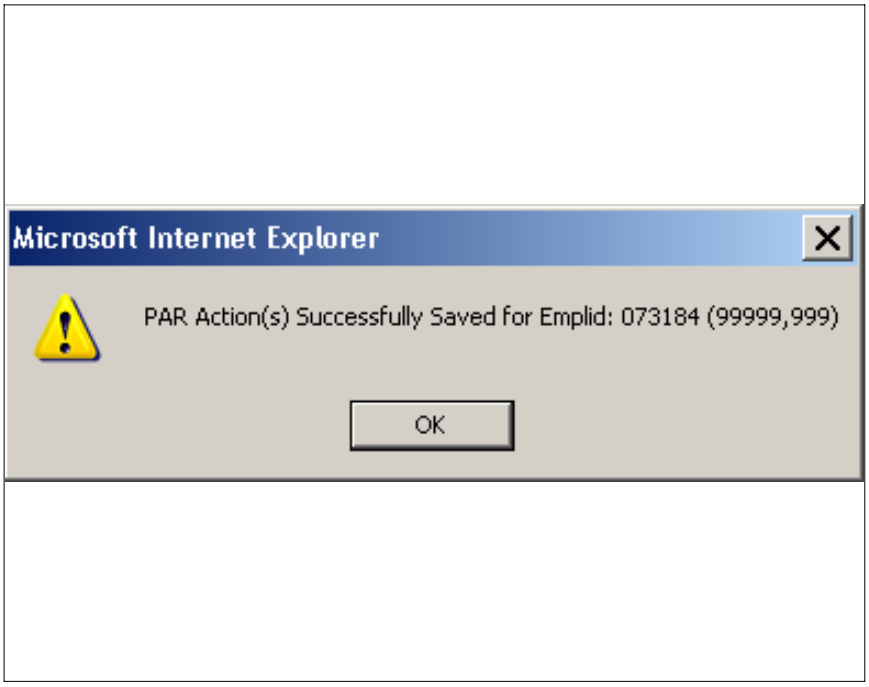


Figure 433. Successfully Saved Confirmation pop-up

8. Click **OK**.

Skills Information

Provided below are instructions for entering Skill Information.

This section is divided into the following topics:

Personal Data
Education
Honors And Awards
Memberships
Background Experience
KSA's
Special Interests
Languages
Licenses/Certificates
Professional Training

Personal Data

This section explains how to view/modify your Personal Data.

This section includes the following topics:

To view/modify your personal data:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu
3. Select the ***Skills Information*** component. The Skills Information page (**Figure 434**) is displayed.

Figure 434. Skills Information page

Education

This section allows the user to update Education data.

To update education data:

4. Click ***Education***. The Education page (**Figure 435**) is displayed.

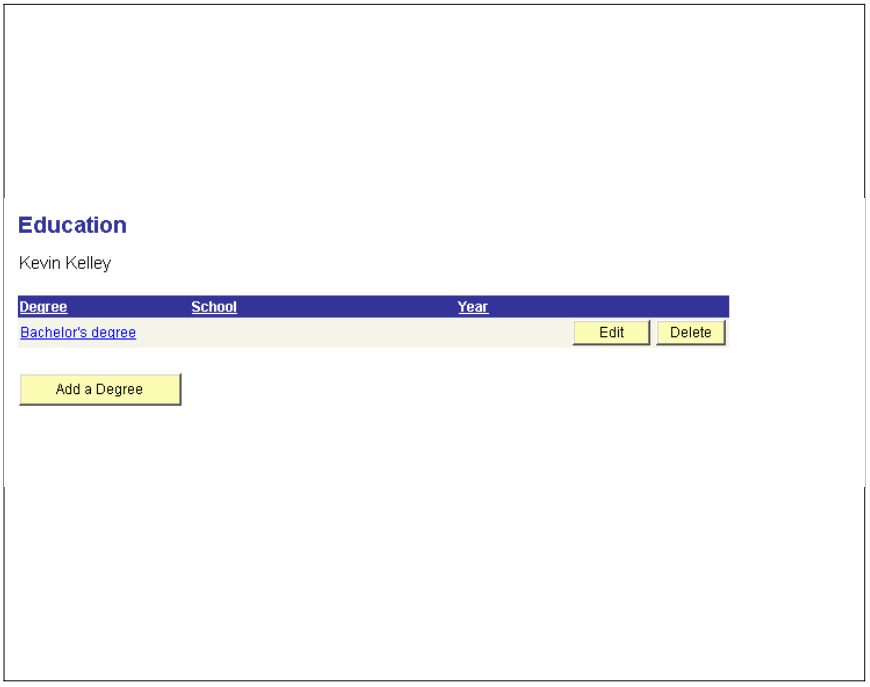


Figure 435. Education page

5. Click **Add A Degree**. The Education Detail page (**Figure 436**) is displayed.

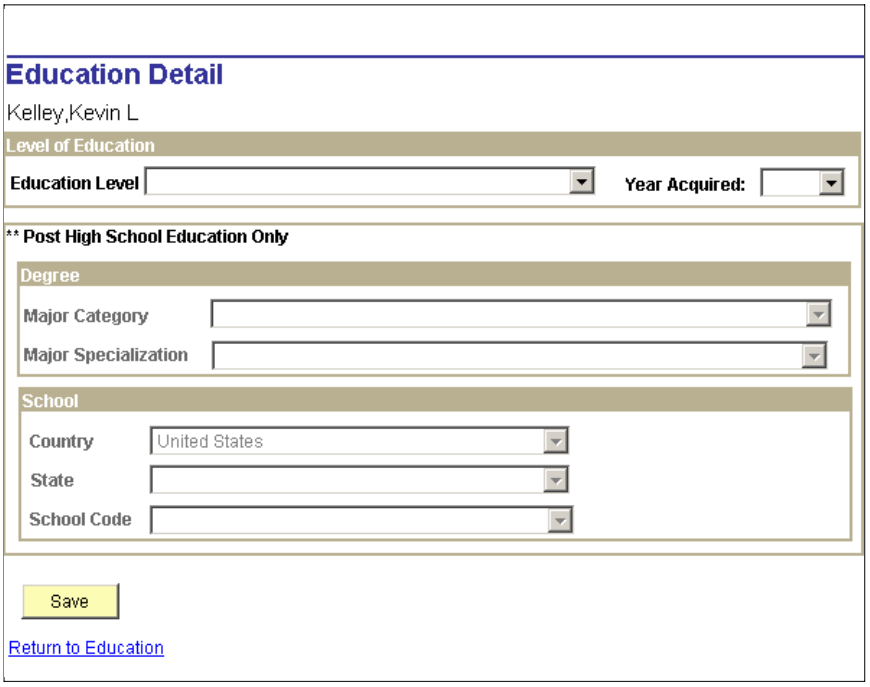


Figure 436. Education Detail page

6. Complete the fields as follows:

***Education Level**

Enter the applicable data or select data from the drop-down list.

Year Acquired

Enter the applicable year or select data from the drop-down list.

Major Category

Enter the applicable data or select data from the drop-down list.

Major Specialization

Enter the applicable data or select data from the drop-down list.

County

Enter the applicable data or select data from the drop-down list.

State/Province

Enter the applicable data or select data from the drop-down list.

School

Enter the applicable data or select data from the drop-down list.

7. Click **Save**. The Save Confirmation page (**Figure 437**) is displayed.

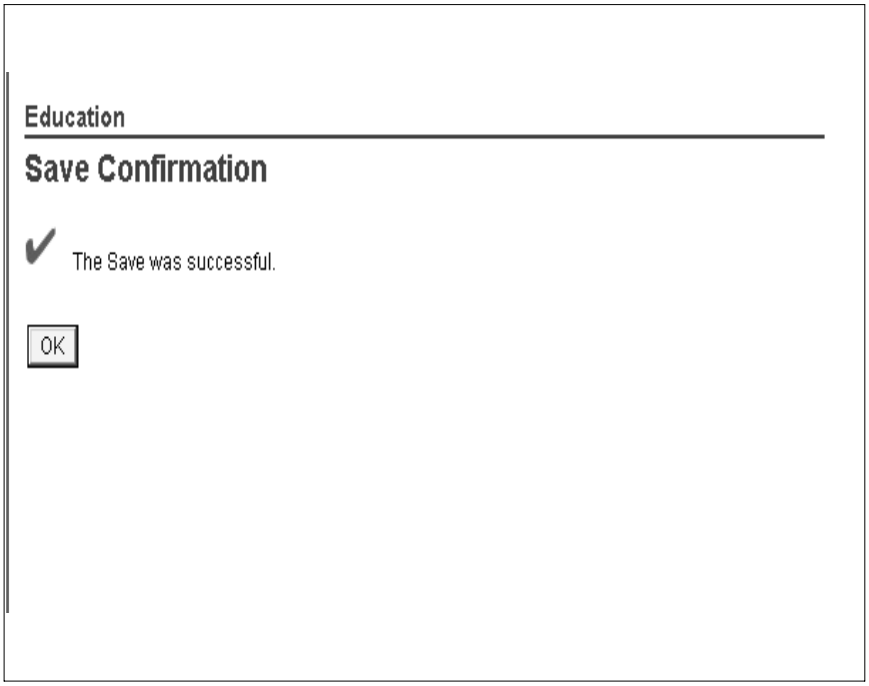


Figure 437. Save Confirmation page

8. Click **OK**.

Languages

9. Click ***Add A Language***. The Languages page (**Figure 438**)is displayed.

Note: You can also Add a Language from the Skills Information menu.

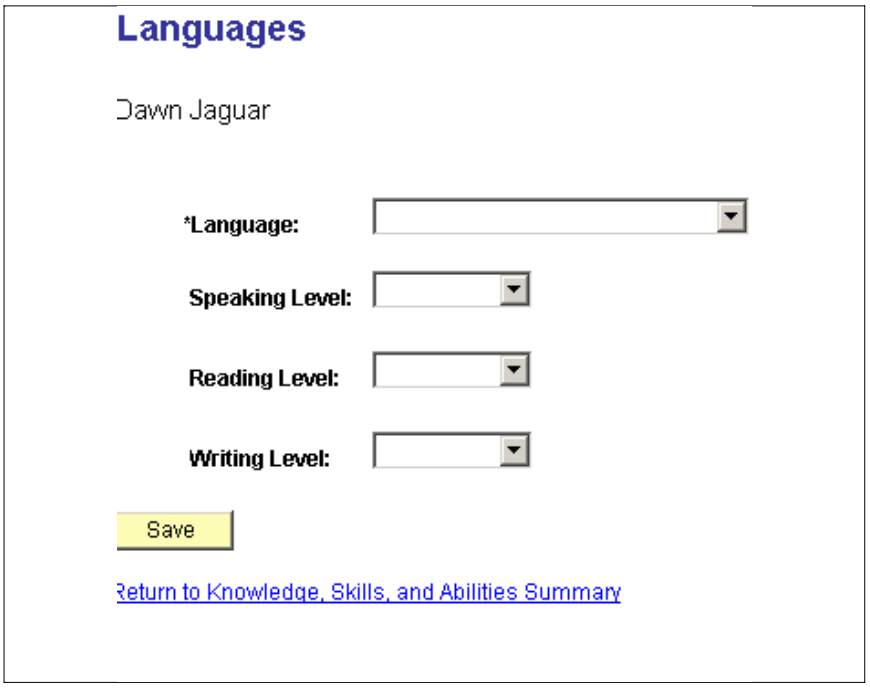


Figure 438. Languages page

10. Complete the fields as follows:

***Language**

Enter the language or select a language from the drop-down list.

Speaking Level

Enter the speaking level of the language selected or select a speaking level from the drop-down list.

Reading Level

Enter the reading level of the language selected or select a reading level from the drop-down list.

Writing Level

Enter the writing level of the language selected or select a writing level from the drop-down list.

11. Click **Save**. The Knowledge, Skills, and Abilities page (**Figure 420**) is displayed.

12. Click ***A Special Skill***. The Special Skill page (**Figure**) is displayed.

Note: You can also add a Special Interests from the Skills Information menu.

Figure 439. Special Skill page

13. Complete the fields as follows:

Skill Description

Enter a skill or select a skill from the drop-down list.

Other Skill Description

Enter another skill.

Proficiency Level

Enter the proficiency level of the skill or select a level from the drop-down list.

Click **Save**.

14. Click ***Return To Knowledge, Skills, and Abilities Summary*** The KSA page (**Figure 420**)is displayed. Select the links on the bottom of the page to return to the selections on the Skills Information page (**Figure 434**).

Honors And Awards

Special Interests

To enter special interests:

15. Click the ***Special Interests*** option. The Special Interests page (**Figure 440**) is displayed.

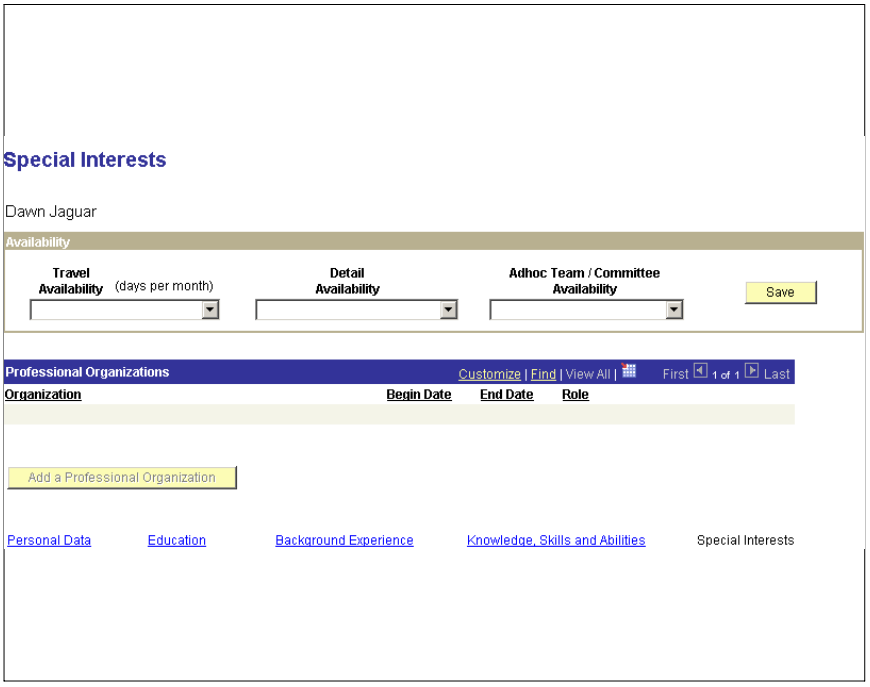


Figure 440. Special Interests page

16. Complete the fields as follows:

Travel Availability (Days Per Month)

Enter the applicable information or select data from the drop-down list.

Detail Availability

Enter the applicable information or select data from the drop-down list.

Adhoc Team/Committee Availability

Enter the applicable information or select data from the drop-down list.

17. Click **Save**. The ***Add A Professional Organization*** button is activated.

18. Click ***Add A Professional Organization***. The Add A Professional Organization page (**Figure 441**) is displayed.

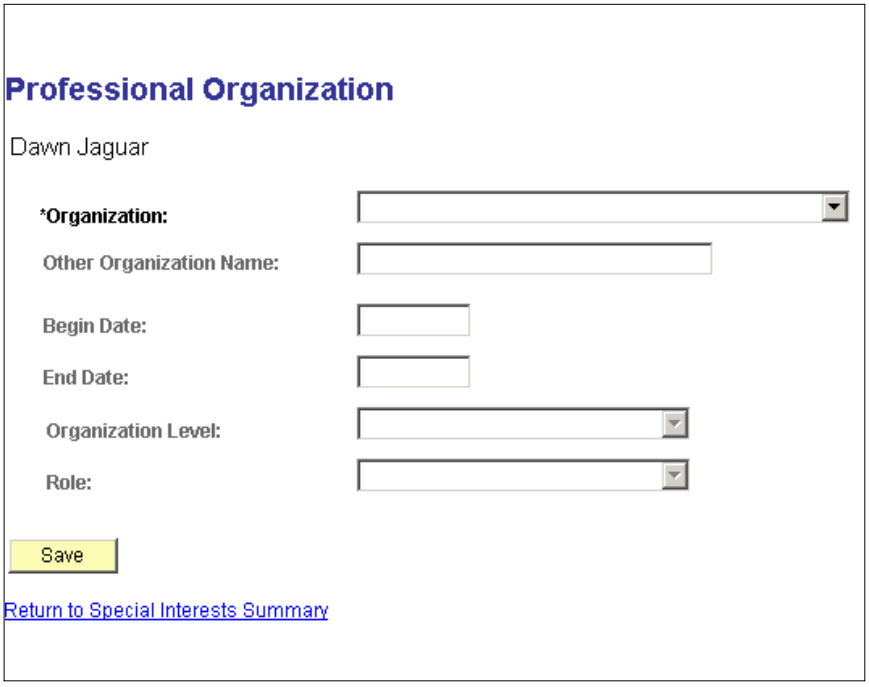


Figure 441. Professional Organization page

19. Complete the fields as follows:

***Organization**

Enter the organization or select data from the drop-down list.

Other Organization Name

This is a non-entry field.

Begin Date

Enter a date or select a date from the calendar icon.

End Date

Enter a date or select a date from the calendar icon.

Organization Level

Enter the applicable information or select data from the drop-down list.

Role

Enter the role or select a role from the drop-down list.

20. Click **Save**. The Special Interest page (**Figure 440**) is displayed. Select the links on the bottom of the page to return to the selections on the Skills Information page (**Figure 434**).

Languages

21. Click the ***Languages*** option. The Languages page (**Figure 442**) is displayed.

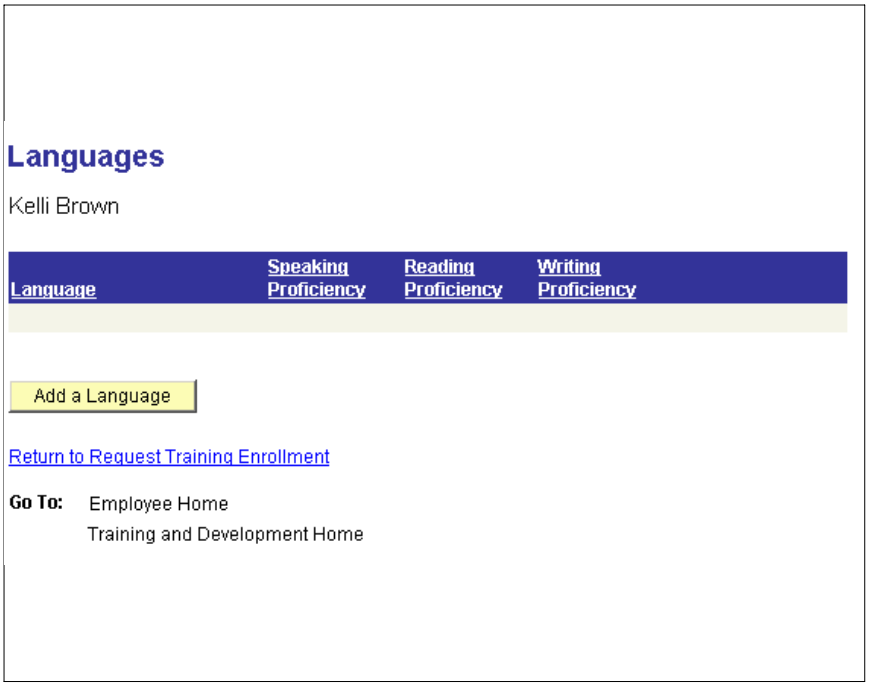


Figure 442. Languages page

22. Click ***Add A Language***. The Language Detail page (**Figure 443**) is displayed.

OR

Click ***Return To Request Training Enrollment*** link.

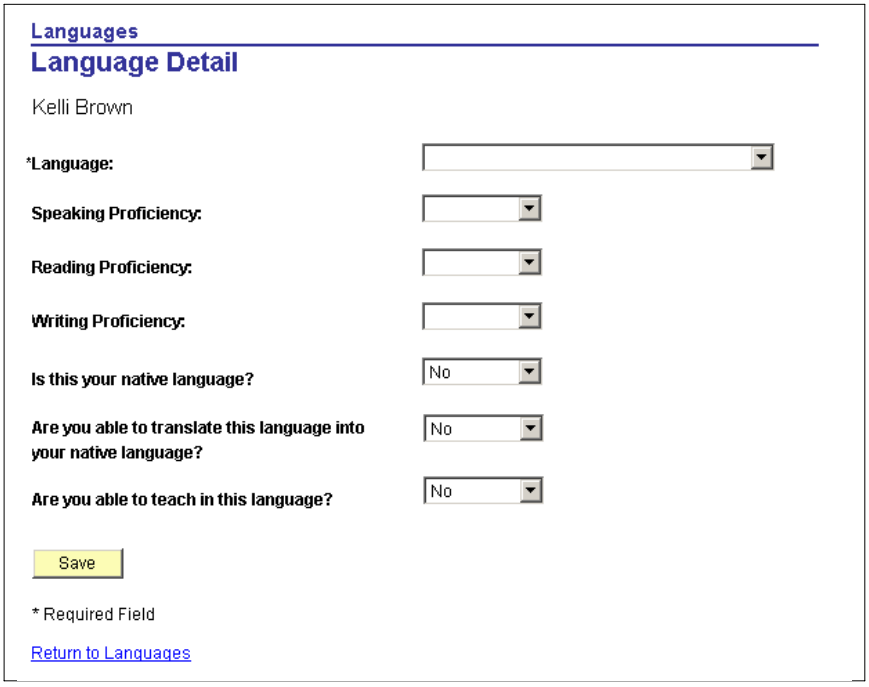


Figure 443. Language Detail page

23. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list.

Speaking Level

Enter the applicable data or select data from the drop-down list.

Reading Level

Select data from the drop-down list.

Writing Level

Select data from the drop-down list.

Is This Your Native Language?

Enter the applicable data or select data from the drop-down list.

Are You Able To Translate This Language?

Enter the applicable data or select data from the drop-down list.

Enter the applicable data or select data from the drop-down list.

24. Click **Save**.

25. Click ***Return To Languages*** to add another language.

Licenses/Certificates

1. Click the ***Licenses And Certificates*** option. The Licenses and Certificate page (**Figure 444**) is displayed.

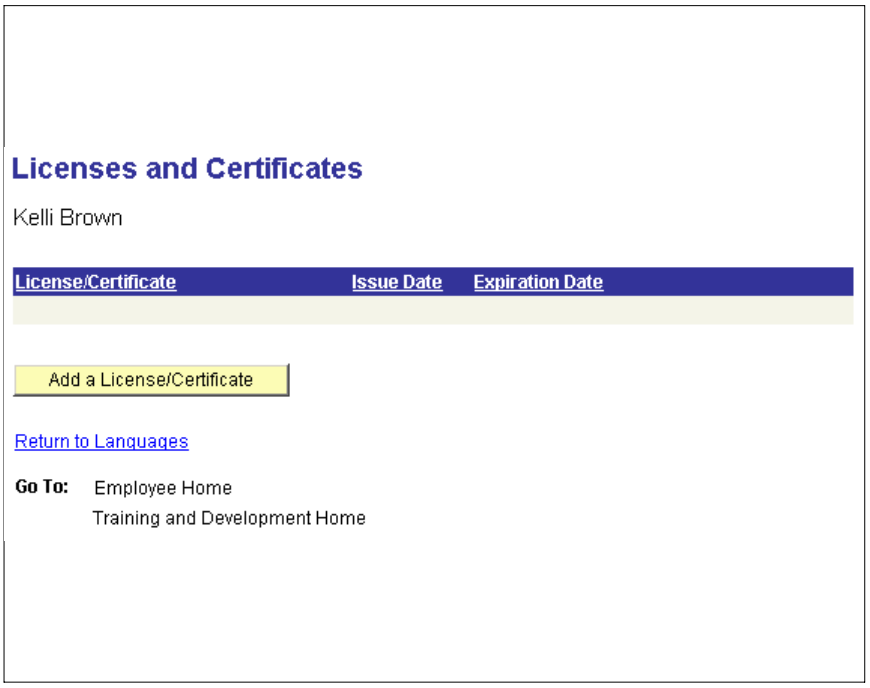


Figure 444. Licenses/Certificates page

2. Click the ***Add A Licence/Certificate***. The Licenses/Certificates Detail page (**Figure 445**) is displayed.

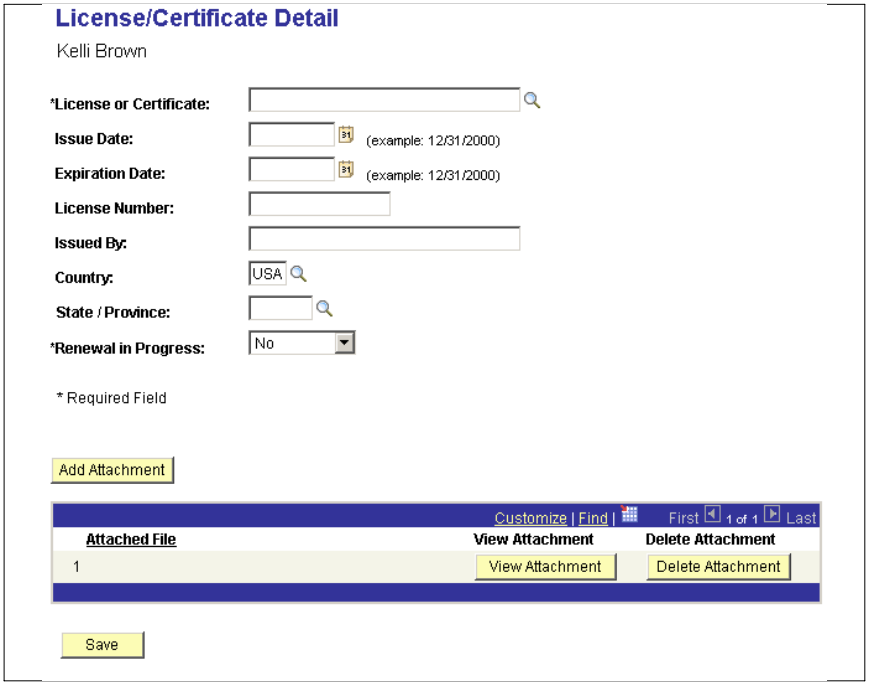


Figure 445. Licenses/Certificates Detail page

3. Complete the fields as follows:

***License Or Certificate**

Select the applicable data by clicking the search icon.

Issue Date

Enter the date the license or certificate was issued or select a date from the calendar icon. (XX/XX/XXXX)

Expiration Date

Enter the data the license or certificate expires or select a date from the calendar icon. (XX/XX/XXXX)

License Number

Enter the license or certificate number.

Country

This field defaults to **USA**. Change data by clicking on the search icon.

State/Province

Enter the state/province where the license/certificate was acquired.

***Renewal in Progress**

This field defaults to **No**. Change by selecting data from the drop-down list.

School

Enter the applicable data or select data from the drop-down list.

4. Click **Add Attachment** to attach the applicable information. The Add Attachment file page (**Figure 446**) is displayed

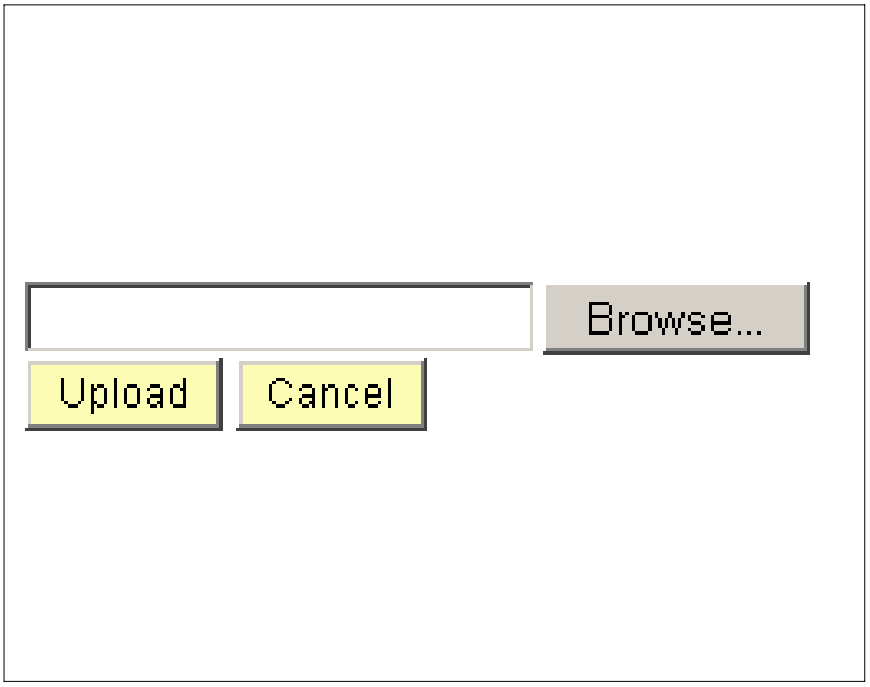


Figure 446. Add Attachement page

5. Click **Browse** and select the document to attach.
6. Click **Upload** to add an attachment.

   OR

   Click **Cancel** to return to the Licenses/Certificates Detail page (**Figure 445**).

7. Click **Save**.
8. Click **OK**.

Memberships

Professional Training

This example will provide the steps to enter a Professional Training Course. You can also edit or delete a training course once the training course has been established.

9. Click the ***Professional Training*** option. The Professional Training page (**Figure 447**) is displayed.

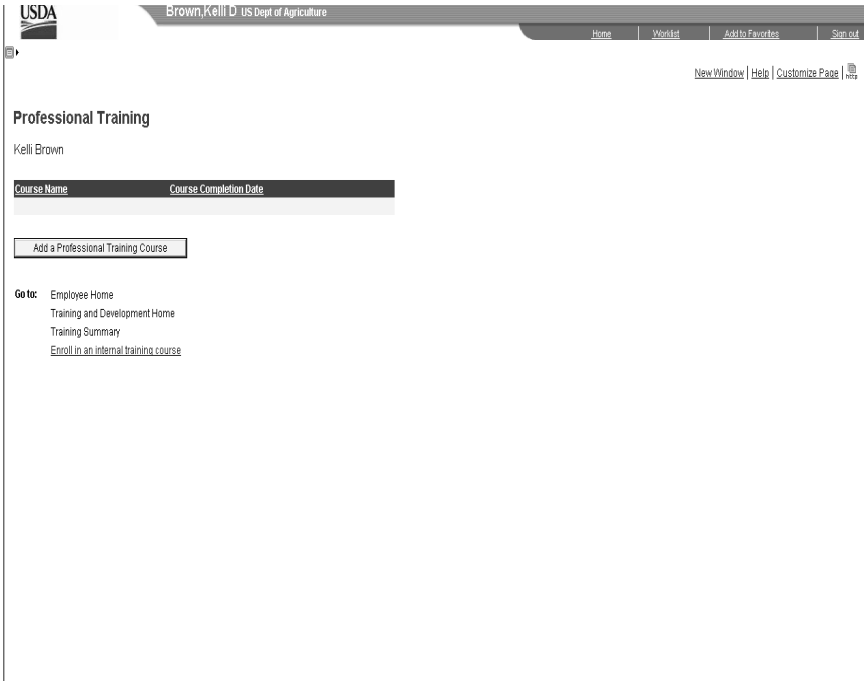


Figure 447. Professional Training page

10. Click ***Add A Professional Training Course***. The Professional Training Detail page (**Figure 448**) is displayed.

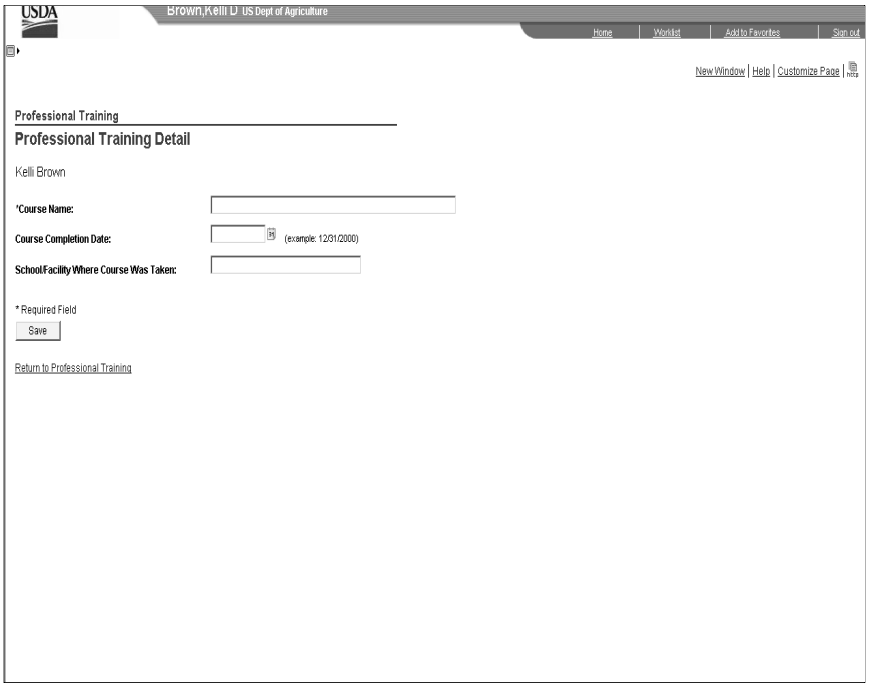


Figure 448. Professional Training Detail page

11. Complete the fields as follows:

***Course Name**

Enter the the course name.

Course Completion Date

Enter the date the course was completed or select a date from the calendar icon.

School/Facility Where Course Was Taken

Enter the school/facility where the course was taken.

12. Click **Save**.

13. Click ***Enroll In An Internal Training Course***. The Request Training Enrollment page (**Figure 449**) is displayed.

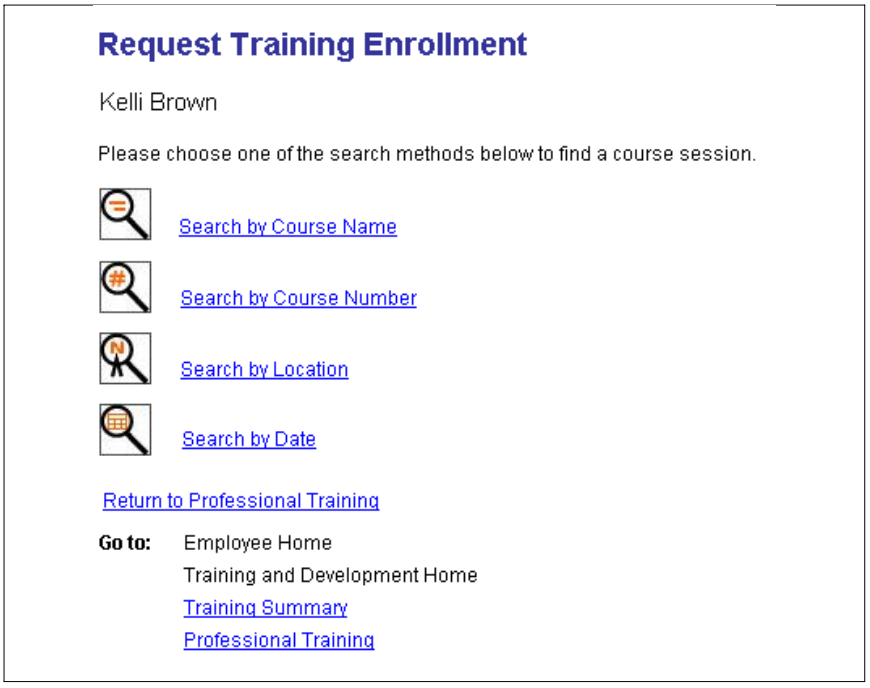


Figure 449. Request Training Enrollment page

Note: Select the applicable link to search for a course session or to return to the prior menu options.

14. Click **Save**.

Payroll Documents

The Payroll Documents module of ***EmpowHR*** contains payroll and benefit related information. Employees can access and update their own data. The ESS Payroll Documents have additional instruction in the application to mimic the Employee Personal Page located on the NFC's Home Page for ease of use.

This section is divided into the following topics:

Charitable Contribution

Direct Deposit

Federal Tax Data

Financial Allotments

Health Benefits

Savings Bonds

State Tax

Thrift Savings Plan

TSP Catchup

Charitable Contributions

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the CFC.

Any employee whose duty station is located within an approved CFC area, and whose net pay is sufficient to cover the allotment, may authorize payroll deductions for charitable contributions. Employees may choose to have CFC contributions submitted to two different campaign areas. Included are employees whose appointments are limited to 1 year or less, provided an appropriate official of the employing agency determines the employee will continue employment for a period sufficient to justify the allotment. The allotment will be an equal amount deducted each pay period (minimum $1.00). The allotment will be for a term of 1 year beginning with the first pay period that begins in January and ending with the last pay period that begins in December.

No deductions are made for any pay period in which the employee's net pay is insufficient to cover the deduction amount. When an employee has insufficient coverage of an allotment, the agency may establish a standard order in which the deduction is made, or they may request the employee to designate the order in which deductions are made. No adjustments are made in subsequent pay periods to make up for deductions not made to cover the authorized amount.

All CFC contributions are automatically discontinued only upon expiration of the 1-year withholding period, in the event of death or retirement, or upon separation from Federal service.

A charitable contribution is the authorization by an employee to withhold, through payroll deductions, contributions for the CFC.

Following are guidelines for processing charitable contribution data:

- Since most of the CFC documents are processed for Pay Period 1, enter the CFC data as soon as possible.
- Do not enter one-time cash contributions in EmpowHR; send the contribution directly to the designated charity or federated group.
- An employee may discontinue an allotment at any time by submitting a signed letter or memorandum to the personnel office. The document must include the employee's name, the amount, and the organization from which the contribution is being revoked. The cancellation is effective in the pay period it is entered into the system.
- The Office of Personnel Management regulations provide that allotment authorizations be transferred when an employee moves to an organization serviced by a different payroll office. A new authorization form should be completed only if an authorization was in effect with the losing department on the date of transfer.
- The maximum number of charitable contribution records allowed is two.

This example will show how to enter data for an employee who wants to (1) authorize, (2) change, or (3) cancel biweekly payroll deductions for charitable contributions to the Combined Federal Campaign.

To add/change/cancel Charitable Contributions:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Payroll Documents*** component. The Charitable Contributions page is displayed.

Employee Self Service - Payroll Documents

		Effective Date	Amount	Add/Change/Cancel
Charitable Contribution	(Open Season Only)	01/06/2008	5.00	Add/Change/Cancel
Direct Deposit		08/24/2003		Add/Change/Cancel
Federal Tax		01/20/2008		Add/Change/Cancel
Financial Allotment/Heath Sav		07/11/2004	75.00	Add/Change/Cancel
Health Benefits	(Open Season Only)	01/06/2008		Add/Change/Cancel
Savings Bonds		08/06/2008		Add/Change/Cancel
State Tax		01/20/2008		Add/Change/Cancel
TSP Catchup				Add/Change/Cancel
Thrift Savings Plan		02/17/2008	100.00	Add/Change/Cancel

Figure 450. Employee Self Service - Payroll Documents page

4. Select ***Add/Change/Cancel*** next to Charitable Contributions. The Charitable Contributions page (**Figure 451**) is displayed.

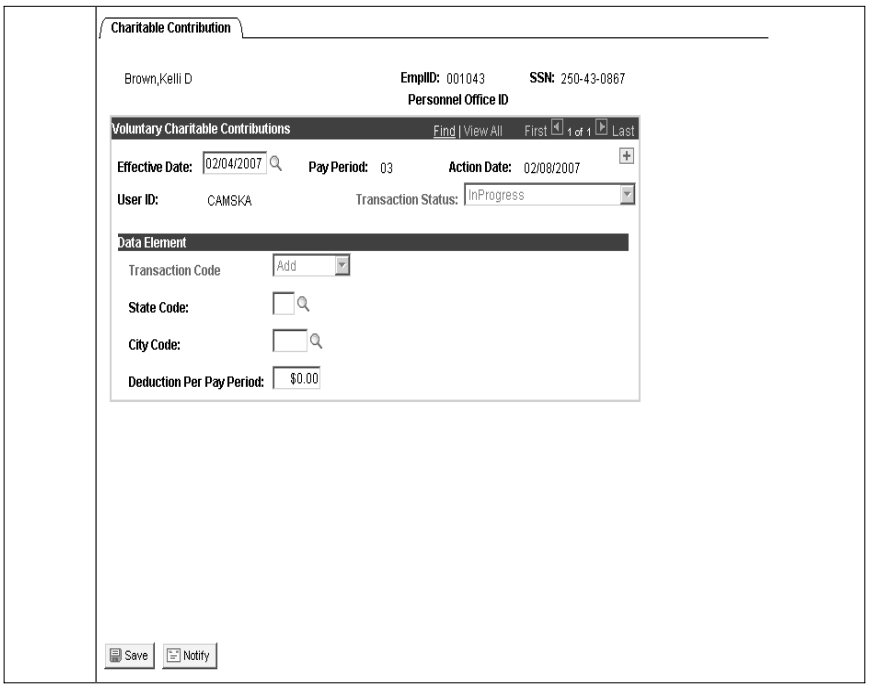


Figure 451. Charitable Contributions page

5. Complete the fields as follows:

Effective Date

Enter the date the charitable contribution was entered or select data by clicking the search icon.

Action Date

This field is populated and cannot be changed.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

State Code

Enter the state code or select data by clicking on the search icon.

City Code

Enter the city code or select data by clicking on the search icon.

Deduction Per Pay Period

Enter the amount of charitable deduction to be withheld per pay period.

6. Click **Save**.
7. Click **OK**.

Direct Deposit

Direct Deposit allows net pay of net pay into a checking or savings account at a financial organization through DD/EFT. It is the employee's pay after deductions, which is transmitted through DD/EFT to a financial organization. A net pay allotment is the direct deposit of net pay into a checking or savings account at a financial organization through DD/EFT.

Before beginning the following information in needed

- Bank Routing Number
- Employee's Account Number
- Type of Account (Savings or Checking) into which the deposit will be made

This section contains the following topics:

Changing Net Pay
Canceling Net Pay

Changing Net Pay

Once the employee is participating in direct deposit, an employee can:

- Change the depositor account number
- Change from a checking to a savings account or vice versa
- Change from one financial organization to another
- Change the routing number of a financial organization

Cancelling Net Pay

To cancel a direct deposit authorization, enter the new check mailing address data or designated agent code in the Employee Address document. You must enter the new check mailing address or designated agent number; otherwise the salary will continue to be disbursed to the financial organization through DD/EFT.

To cancel Net Pay data:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Payroll Documents*** component.
4. Select the ***Add/Change/Cancel*** Direct Deposit The Direct Deposit page (**Figure 452**) is displayed.

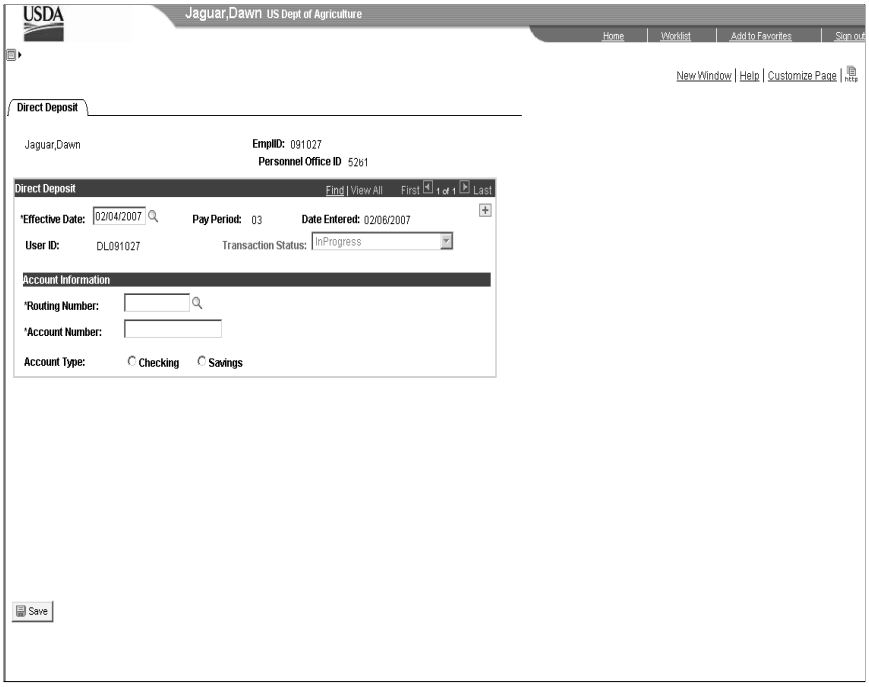


Figure 452. Direct Deposit page

5. Complete the fields as follows:

Effective Date

This field is automatically populated with the beginning date of the current pay period. Change the date if applicable.

Date Entered

This date is populated.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Routing Number**

Enter the routing number of the bank or select data by clicking on the search icon.

***Account Number**

Enter the account number of the direct deposit.

Account Type/Checking

Check this box if the account is a checking account

Account Type/Savings

Check this box if the account is a savings account.

School

Enter the applicable data or select data from the drop-down list.

6. Click **Save**.
7. Click **OK**.

Federal Tax Data

Federal tax is withheld through payroll deductions based on the processing of Form W−4. Federal income tax withholding is based on an IRS formula that includes a calculation of TSP contributions, the number of allowances claimed, and a tax-withholding table for marital status. From this calculation, the tax amount is determined based on the taxable income amount and the tax percentage.

Federal income tax is withheld based on the processing of Form W−4. If a W−4 is not processed, Federal income tax will be automatically be withheld at the rate of single with zero exemption until a W−4 is processed.

A Federal income tax certificate does not need to be processed for employees reassigning to another agency serviced by NFC within the same department. However, employees transferring from one department to another department serviced by NFC must submit a new W−4 at the time the accession action is processed.

An employee may choose to claim exempt if no Federal tax was owed the prior year and the employee does not expect to owe any tax in the current year. The employee must file a W−4 before February 15 of each year if total exemption is claimed. Otherwise, tax withholding will automatically be withheld based on single with zero exemptions.

Note: Employees whose duty station is the Republic of Panama, Virgin Islands, Guam or the Northern Mariana Islands, may be exempt from Federal income tax. If exempt, the employee must file a W−4 indicating *Exempt* status.

Before beginning, the following information is needed:

- Marital Status of the employee.
- Total number of tax exemptions to be claimed by the employee.
- Any additional withholding amount (in dollars and cents) − **NOTE**: this is an optional field.

To add/change/cancel Federal Tax data:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Payroll Documents*** component.
4. Select the ***Add/Change/Cancel*** Federal Tax. The Federal Tax page (**Figure 453**) is displayed.

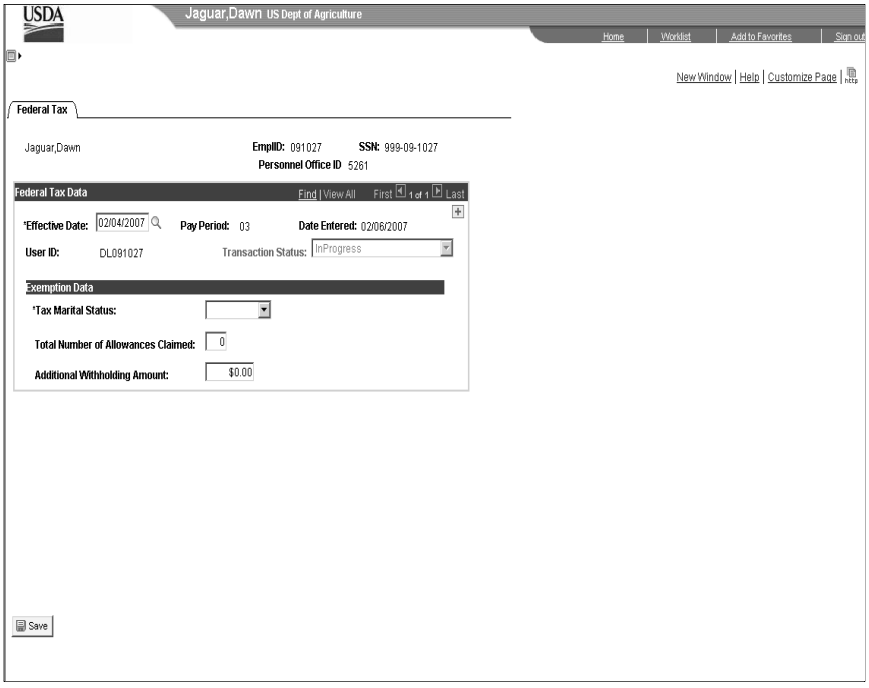


Figure 453. Federal Tax Data page

5. Complete the fields as follows:

Effective Date

This field is populated with the beginning date of the current pay period. This field can be changed. Select data by clicking on the search icon.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Tax Marital Status**

Enter the tax marital status or select data from the drop-down list. The valid values are:

Total Number Of Allowances Claimed

Enter the number of exemption.

Additional Withholding Amount

Enter the additional amount to be withheld over the amount deduction for the number of exemptions.

6. Click **Save**.
7. Click **OK**.

Financial Allotments

Financial Allotments are voluntary deductions to financial institutions with direct deposit. This does not include such items as charity, savings bonds, thrift savings, garnishments, union, or other organizational dues. For these changes, see your personnel office.

In order to participate in Health Savings Plan, you must participate in a High Deductible Health Plan, have no other insurance coverage other than those specifically allowed (e.g., disability, dental, vision, long−term care and limited expense flexible spending accounts) and not be claimed as a dependent on someone else's tax return. Filing jointly as a spouse does not mean you are a dependent on your spouse's tax return. You cannot contribute to an HSA if you participate in a general−purpose health care flexible spending account (HCFSA), a spouse's HCFSA, a spouse's family enrollment in other non−high deductible health insurance coverage, TRICARE, Medicare or have received VA benefits within the previous three months.

The following options are available for a Financial Allotment or a Health Savings Plan:

- Start a new allotment
- Change an existing allotment amount
- Stop an existing allotment

8. Select ***Add/Change/Cancel*** button next to Financial Allotment. The Financial Allotment page (**Figure 454**) is displayed.

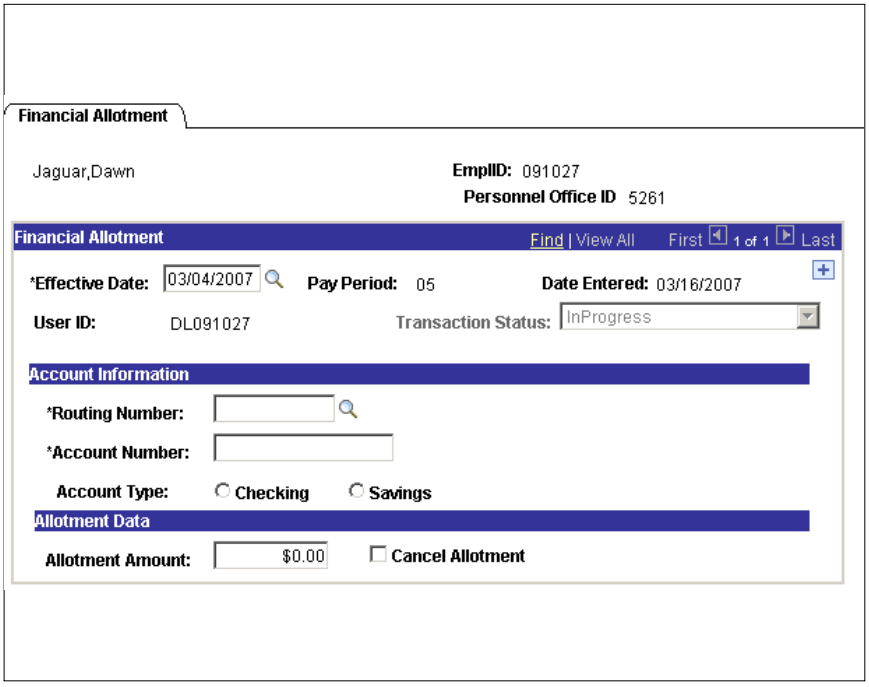


Figure 454. Financial Allotment page

9. Complete the fields as follows:

Effective Date

This field is populated with the beginning date of the current pay period. This field can be changed. Select data by clicking on the search icon.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***Routing Number**

Enter the routing number of the bank or select data by clicking on the search icon.

***Account Number**

Enter the account number of the direct deposit.

Account Type/Checking

Check this box if the account is a checking account

Account Type/Savings

Check this box if the account is a savings account.

Allotment Amount

Enter the amount of the financial allotment.

Cancel Allotment

Check this box if the allotment should be canceled.

10. Click **Save**.

Health Benefits

Any Federal Health Benefits (FEHB) Change Request entered during Open Season will be effective Pay Period 01. If you meet the criteria for a ”qualifying life event” and wish to have your FEHB change effective on a different date, please see your servicing personnel office. The major ”Qualifying Life Events” (QLEs) that permit enrollment or change in enrollment outside of open season are:

- A change in family status:
  - Marriage
  - Birth or adoption of a child
  - Acquisition of a foster child
  - Legal separation
  - Divorce
  - Death of a spouse or dependent
  - Change in employment status:
    - Reemployed after a break in service of more than 3 days
    - Return to pay status after your coverage terminated during leave without pay status or because you were in leave without pay status for more than 365 days
    - Pay increases enough for premiums to be withheld
    - Restored to a civilian position after serving in the uniformed services
    - Change from a temporary appointment to an appointment that entitles you to a Government contribution
    - Change to or from part−time career employment
  - Employee or a family member lose FEHB or other coverage:
    - Under another FEHB enrollment because the covering enrollment was terminated, canceled, or changed to self only

- Under another federally−sponsored health benefits program
- Under Medicaid or similar State−sponsored program for the needy because your membership terminates in the employee organization sponsoring the FEHB plan
- Under a non−Federal health plan

- When one of these events occur, the employee may:
  - Enroll
  - Change enrollment from self only to self and family
  - Change enrollment to self only
  - Cancel enrollment

Note: A change to self only may be made only if the QLE causes the enrollee to be the last eligible family member under the FEHB enrollment. A cancellation may be made only if the enrollee can show that as a result of the QLE, he or she and all eligible family members now have other health insurance.

11. Select the ***Add/Change/Cancel*** button Health Benefits. The Health Benefits Elections page (**Figure 455**) is displayed.

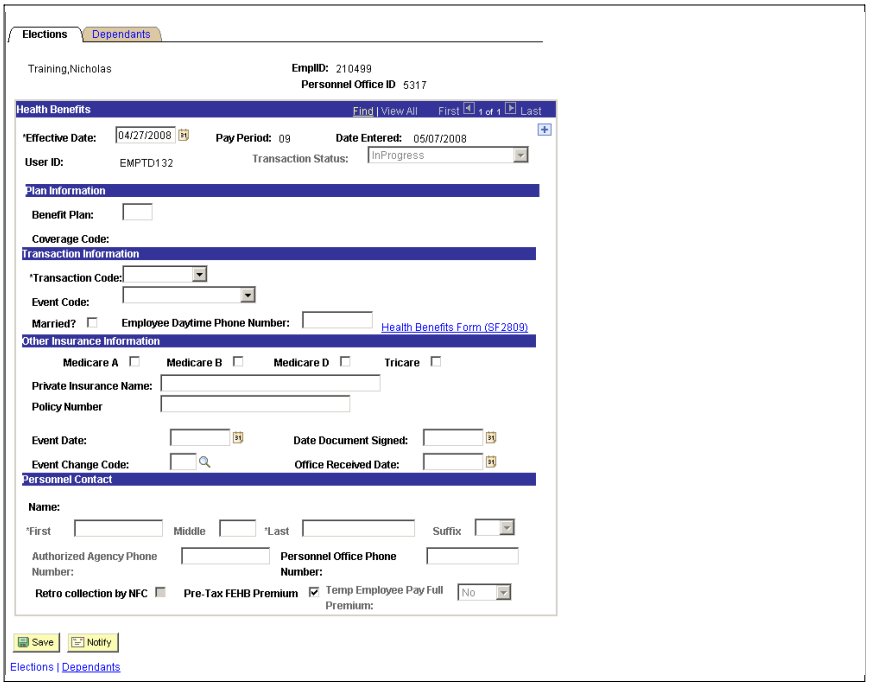


Figure 455. Health Benefits Elections page

12. Complete the fields as follows:

Effective Date

This field is populated with the beginning date of the current pay period. This field can be changed. Select data by clicking on the search icon.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Benefit Plan

Enter the health benefit plan.

Transaction Code

Enter the applicable information or select data from the drop-down list. The valid values are **`Add`**, **`Change`**, and **`Delete`**.

Event Code

Enter the applicable data or select data from the drop-down list. the valid values are:

Married?

Check this box if the applicant is married.

Employee Daytime Phone Number

Enter the phone number of the applicant.

Medicare A

Check this box if applicable.

Medicare B

Check this box if applicable.

Medicare D

Check this box if applicable.

Tricare

Check this box if applicable.

Private Insurance Name

Enter the private insurance name if the applicant has additional insurance.

Policy Number

Enter the policy number if the applicant had additional insurance.

Event Date

Enter the event date or select a date from the calendar icon.

Date Document Signed

Enter the date the insurance document was signed or select a date from the calendar icon.

Office Received Date

Enter the date the office received the document or select a date from the calendar icon.

Event Change Code

Enter the event change code or select data by clicking the search icon.

***First**

Enter the first name of the personnel contact.

Middle

Enter the middle name of the personnel contact if applicable.

***Last**

Enter the last name of the personnel contact.

Authorized Agency Phone Number

Enter the phone number of the personnel contact's agency.

Personnel Office Phone Number

Enter the phone number of the personnel office for the personnel contact.

Retro Collection By NFC

Check this box if applicable.

Pre-Tax Premium

This box is checked. Uncheck if the pre-tax premium is no.

Temp Employee Pay full Premium

This field defaults to **No**. Change by selecting data from the drop-down list.

Personnel Office Phone Number

Enter the phone number of the personnel office for the personnel contact.

13. Click ***Health Benefits Form (SF2809)*** link to complete the Health Benefits form for submission.

14. Click **Save**.

15. Click the ***Dependents*** link at the bottom of the page. The Dependents page (**Figure 456**) is displayed.

    OR

    Click the ***Dependents*** tab at the top of the page. The Dependents page (**Figure 456**) is displayed.

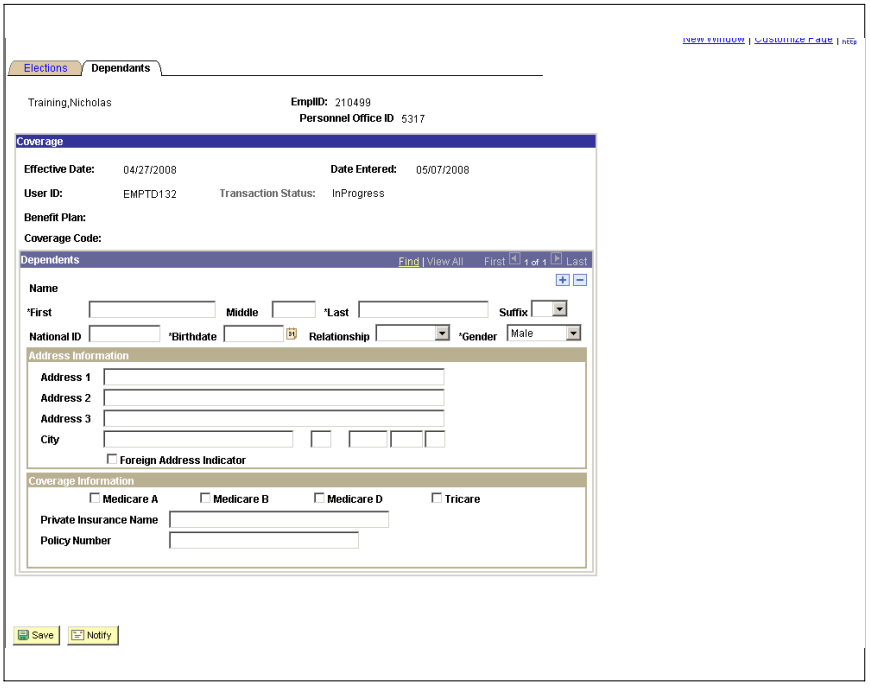


Figure 456. Health Benefits Dependents page

16. Complete the fields as follows:

Effective Date

This field is populated with the beginning date of the current pay period. This field can be changed. Select data by clicking on the search icon.

User ID

This field is populated when the employee signs on to Employee Self Service.

Benefit Plan

The health benefit plan is populated from the elections page.

Transaction Status

The transaction status is based on the status of the transaction. When the transaction is saved, the status will change.

***First**

Enter the first name of the personnel contact.

Middle

Enter the middle name of the personnel contact if applicable.

***Last**

Enter the last name of the personnel contact.

Suffix

Enter the suffix if applicable or select data from the drop-down list. The valid values are:

***Birthdate**

Enter the birthdate of the dependent or select a date from the drop-down list.

Relationship

Enter the relationship between the applicant and the dependent or select data from the drop-down list. The valid values are:

***Gender**

Enter the gender of the dependent or select data from the drop-down list. The valid values are:

Address 1

Enter the first line of the dependent’s address.

Address 2

Enter the second line of the dependent’s address if applicable.

Address 3

Enter the third line of the dependent’s address if applicable.

City/State/ Postal Code

Enter the city, state, and zip code of the address.

Foreign Address Indicator

Check this box if the address is in a foreign country.

Medicare A

Check this box if applicable.

Medicare B

Check this box if applicable.

Medicare D

Check this box if applicable.

Tricare

Check this box if applicable.

Private Insurance Name

Enter the private insurance name if the applicant has additional insurance.

Policy Number

Enter the policy number if the applicant had additional insurance.

17. Click the **+** to add another dependent. If more than two, click the **+** for each additional dependent.
18. Click **Save**.
19. Click the ***Elections*** link at the bottom of the page. The Elections page (**Figure 455**) is displayed.

Savings Bonds

Savings bonds documents are used to enter U.S. Series EE and Series I Savings Bonds data for deductions through the Payroll Savings Plan. Bond data is used for preparation of semi-annual bond reports that provides statistics pertaining to bond deductions. The bond account is reflected on the employee's AD−334, Statement of Earnings and Leave. Savings bonds documents are used to add new bonds, update bond data, and cancel existing bonds.

This section will show how to enter data for an employee who wants to purchase U. S. Series EE and Series I savings bonds through voluntary participation in the Payroll Savings Plan.

Before beginning, the following information is needed:

- Form SB−2152, Authorization for Purchase and Request for Change − United States Savings Bonds, and/or Form SB−2253, Authorization for Purchase and Request for Change − United States Inflation−Indexed Savings Bonds

This section contains the following topics:

Savings Bond: Overview

Bond Account

Bond Purchase Price

Bond Inscriptions

Bond Authorization Number

Bond Transfer and Cancelation

Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds

Undeliverable/Returned Savings Bond

Bond Address Change

Savings Bond: Overview

Employees may purchase a maximum of 9 allotments for U.S. Series EE and Series I savings bonds combined through voluntary participation in the Payroll Savings Plan. The Payroll Savings Plan is an automatic system for installment purchases of Series EE and Series I Savings Bonds through regular allotments (authorizations) set aside each pay period. Employees may elect to enroll in the Payroll Savings Plan at any time.

The National Finance Center electronically transmits savings bond information to the Federal Reserve Bank (FRB) on the official Thursday payday. FRB prints and distributes savings bonds the following week. Bond owners should receive their bonds within 10 working days after the official payday in which the savings bond was purchased.

Bond Account

The allotment amount specified by the employee is established when the initial bond is entered. This amount is deducted from the employee's salary each pay period. The allotments are accrued in the employee's bond account established in the PPS database until the full purchase price of the bond has been accumulated. At that time, the bond is issued and mailed to the designated bond owner. This cycle continues until the employee cancels the allotment or terminates employment. Upon cancellation of the allotment or termination of employment, the employee's savings bond account is closed in the database.

If the accumulated amount exceeds the purchase price of the bond, the balance is carried forward in the employee's bond account and applied toward the next bond purchase. If any portion of the amount cannot be equally applied toward the purchase of another bond, it is refunded.

Bond Purchase Price

The purchase price of the Series EE bond is one-half of its face value as shown on the bond card. The purchase price of Series I is 100 percent of the face value.

Bond Inscriptions

The savings bond inscription is the owner and/or co−owner/beneficiary information printed on the savings bond. The employee dictates this information. For each savings bond allotment, the savings bond may be issued to a single owner inscription or with a rotating inscription.

This section includes the following topics:

Single Owner Inscription Option

Rotating Inscription Option

Single Owner Inscription Option

The single owner inscription option permits the employee to designate one savings bond owner and zero or one co−owner/beneficiary for a savings bond allotment. Each savings bond purchased from one allotment will be issued to the designated bond owner. The owner and co-owner or beneficiary inscription will remain constant until the employee changes the inscription, cancels that savings bond allotment, or terminates employment.

The employee may:

- Designate an adult or minor as the owner and/or co-owner/beneficiary.
- Designate a fiduciary or an organization, private or public, as the owner. If the institution is an employer, the employer identification number assigned to the Internal Revenue Service must be entered on the bond card in lieu of the owner's social security number (SSNO).

Rotating Inscription Option

The rotating inscription option allows the employee to have the savings bond resulting from one allotment issued to different designated owners and/or different co-owners or beneficiaries on a recurring, sequential cycle. The employee may designate one to nine owners and zero to nine co-owners and/or beneficiaries. The co-owners or beneficiaries designations may be: zero to nine co-owners, zero to nine beneficiaries, or a combination of co-owners and beneficiaries totaling a maximum of nine (i.e., five co-owners and four beneficiaries, three co-owners and six beneficiaries, etc.). Many issuing combinations are possible through the rotating inscription option.

Each employee may have a maximum of nine separate savings bond accounts for Series EE and Series I combined. Each savings bond account has two subdivisions (a savings bond owner section and a co-owner/beneficiary section).

For a new savings bond allotment under the rotating inscription option, as many as nine bond cards may be required. Even though multiple bond cards are required to transact the rotating inscription option, it is only assigned one authorization number.

The bond owner section may designate a total of nine separate savings bond owners. Savings bonds are issued to a designated owner in a rotating sequential order. The owner rotation is accomplished independently with the savings bond account.

The co-owner/beneficiary section may have a total of nine co-owners or nine beneficiaries, or a combination of co−owners and beneficiaries totaling a maximum of nine. The co-owner/beneficiary inscription is rotated with each savings bond issued and is also accomplished independently with the bond account.

Naming multiple savings bond owners and/or multiple co-owners/beneficiaries causes both the savings bond owners and co−owner/beneficiary inscriptions to change with each savings bond issued. Because the savings bond owner and co-owner/beneficiary designation both rotate independently with the employee's savings bond account, the employee can determine the issuing order and sequence by the procedure illustrated below.

1. List the savings bond owners in order of designation (savings bond owner Number 1, 2, etc.).
2. List the co-owners/beneficiaries in a second column in order of designation, if applicable.
3. List the savings bond to be issued and the inscription to be reflected on that savings bond as the owner and co-owner/beneficiary designation are rotated. Remember the savings bond owner designation rotates independently as does the co-owner/beneficiary designation. (The table below depicts an example of a rotating inscription with six bond owners and four co-owners/beneficiaries.)

Savings Bond Owner	Co−owner/Beneficiary
1−John Snow	1−Karen Rain (co−owner)
2−Susan Snow	2−Betty Rain (beneficiary)
3−Billy Snow	3−Sharon Rain (beneficiary)
4−Sally Snow	4−Randy Rain (co−owner)
5−Mary Snow	
6−Bob Snow	

Inscription Reflected On Savings Bond When Issued

Savings Bond Issued	Savings Bond Owner	Co−owner/Beneficiary
1	1−John Snow	1−Karen Rain
2	2−Susan Snow	2−Betty Rain
3	3−Bill Snow	3−Sharon Rain
4	4−Sally Snow	4−Randy Rain
5	5−Mary Snow	1−Karen Rain
6	6−Bob Snow	2−Betty Rain
7	1−John Snow	3−Sharon Rain
8	2−Susan Snow	4−Randy Rain
9	3−Bill Snow	1−Karen Rain
10	4−Sally Snow	2−Betty Rain
11	5−Mary Snow	3−Sharon Rain
12	6−Bob Snow	4−Randy Rain

Bond Authorization Number

An authorization number is assigned to each savings bond allotment. The authorization number identifies the employee's savings bond account in the database. The assigned authorization number will remain with that particular savings bond allotment until the savings bond allotment is canceled. All future transactions affecting a specific savings bond allotment must show the original assigned authorization number.

Each employee may establish a maximum of nine separate savings bond authorizations for Series EE and Series I in the database. Individually, the savings bond allotment may be for any amount equal to or greater than $3.75. For each authorization, the resultant savings bond may be issued to a single owner or issued with a rotating inscription.

The authorization number assigned to each savings bond allotment plays an important role when the employee wishes to enroll in the Payroll Savings Plan for savings bonds, change any information for the savings bond allotment, or wishes to cancel the savings bond allotment. Verify the authorization number in IRIS Program IR108 when processing a savings bond allotment for an employee.

This includes new allotments to ensure that the employee has no savings bond allotments established in the database and that Authorization Number 1 can be used. If the new savings bond allotment is for an employee who has established savings bond allotments in the database, the next sequential number should be used for the authorization number.

Bond Transfer And Cancellation

An employee who transfers from one department to another department is treated as an accession (this includes departments serviced by the USDA PPS). If the new employee wishes to continue and/or start savings bond allotment(s), enter the bond data from the bond card.

Once established, a savings bond authorization continues until the employee cancels the allotment or terminates employment with the department: Intradepartmental movement (changes in personnel office, agency, duty, station, etc.) does not effect the savings bond allotment(s). The employee's savings bond record in the database is automatically updated when the payroll/personnel changes are processed. No action is required at the time of the intradepartmental reassignment unless the reassignment results in a change of address of a designated bond owner. In such cases, enter the data to change the bond inscription(s).

If an employee is transferring to an agency outside the department, retiring, or resigning, the savings bond allotment(s) are automatically canceled. Any balance remaining in the employee's bond account will be included in the final salary payment. If the employee transfers and wishes to continue voluntary participation in the Payroll Savings Plan, a bond card must be completed and submitted to the gaining organization (this includes departments serviced by the USDA PPS).

In the event of death, the balance remaining in the savings bond account is included in the balance paid to the survivors or an estate.

Bond Non−Receipt

If a savings bond has not been received within 30 days after the expected delivery date, the employee should contact the agency personnel office. If the bond has not been returned to the agency personnel office, the agency personnel office should request the savings bond serial number from NFC through DOTSE. The serial numbers are needed to complete the Department of the Treasury's claim form.

If the savings bond has not been received between 31 and 120 days after the expected delivery date, Form PDF 3062, Claim for Relief on Account of Loss, Theft, or Destruction of

United States Savings Bonds After Valid Issue But Prior To Receipt By Owner, Co−owner, Or Beneficiary, must be completed. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Federal Reserve Bank
Pittsburgh Branch
P.O. Box 299
Pittsburgh, PA 15219

OR

Federal Express Form PDF 3062 to the following address:

Federal Reserve Bank
Pittsburgh Branch
717 Grant Street
Pittsburgh, PA 15230

Claims routed to the Federal Reserve Bank, Pittsburgh Branch with issue dates of more than 120 days old are returned to the agency due to these claims being handled by the Bureau of the Public Debt. The agency should assist the employee in completing Form PDF 3062−4, Claims For Relief On Account Of The Non−receipt Of United States Savings Bonds. This form can be obtained from the local servicing Federal Reserve Bank. The completed form should be sent to:

Bureau of the Public Debt
Parkersburg, WV 26106−1328

If the original savings bond is received in the interim before relief is granted, the claimant should promptly notify Treasury in writing at the address mentioned above. If the application can be canceled in time, no replacement savings bond will be issued.

If the original savings bond is received after the replacement savings bond, the original savings bond should be forwarded promptly to the Department of the Treasury with a letter explaining the reason for the return.

Destroyed, Lost, Stolen, Mutilated, Or Defaced Savings Bonds

A request for a replacement savings bond must be prepared only if the savings bond was received by the owner or representative and was subsequently destroyed, lost, stolen, mutilated, or defaced.

To initiate the replacement of a savings bond, the owner must prepare Form PDF 1048, Application For Relief On Account Of Loss, Theft, or Destruction Of United States Savings And Retirement Securities. This form can be obtained from the local servicing Federal Reserve Bank. The employee should follow the instructions attached to the form and submit the form and the defaced savings bond and all available fragments of a mutilated savings bond, in any form whatsoever, to the following address:

Bureau of the Public Debt
Parkersburg, WV 26106−1328

Undeliverable/Returned Savings Bonds

All undeliverable savings bonds are returned to the Department of the Treasury. The Department of the Treasury returns the original savings bond to NFC for handling.

Upon receipt of undeliverable savings bonds, NFC will determine which agency personnel office services the employee. The original savings bond is then forwarded to the employee's agency personnel office with a memorandum that provides instructions for sending the savings bond to the employee and asking that the employee's savings bond address be corrected. A bond card must be completed to change an address for savings bond allotments. An employee address document will not change an address for a savings bond allotment.

The agency personnel office should give the original savings bond to the employee, if possible. If the savings bond cannot be given to the employee (e.g., the employee is at another location, separated, etc.) the agency should make every effort to notify the employee of the undeliverable/returned bond so that arrangements can be made to deliver the bond to the employee.

Have the employee complete a bond card to correct the address and enter the address in the system. If a subsequent savings bond is issued before the inscription is changed, it is also returned to the Department of the Treasury and then to NFC. This procedure continues until the address is corrected; therefore, it is important to correct the employee's address in the PPS as soon as possible.

If the agency personnel office is unable to contact the employee within 90 days after the savings bond issue date, forward the savings bond to the Bureau of the Public Debt, Parkersburg, WV 26106−1328, using Form PD 4581 ABC, Forwarding Item Transmittal − U.S. Savings Bonds/Notes − Retirement Plan Bonds − Individual Retirement Bonds. The Remarks block should be annotated with a description of the efforts made to deliver the bond (e.g., "Attempted to contact employee at last known address."). This form can be obtained from the local servicing Federal Reserve Bank.

Forward a deceased employee's bond to the co-owner or beneficiary, if any, and obtain a receipt. If the savings bond cannot be delivered within 30 days to a co-owner or beneficiary, or it is in a single ownership form, it should be returned to NFC with a statement indicating why the bond cannot be delivered. NFC will then forward this information to the Bureau of the Public Debt. A 90−day waiting period is not necessary in this case.

Bond Address Change

Enter a change in inscription to change an address for a savings bond allotment.

Note: Processing an employee address document does not change an address for a savings bond allotment.

4. Select the ***Add/Change/Cancel*** button next to Savings Bonds. The Savings Bond Summary page (**Figure 457**) is displayed.

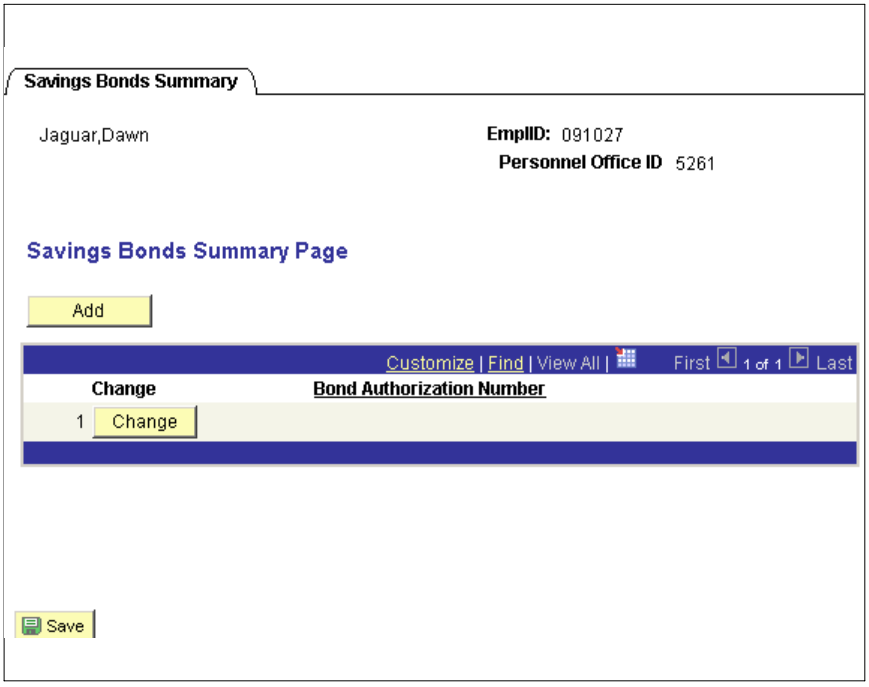


Figure 457. Savings Bonds Summary page

5. Click **Change**. The Bond Information page (**Figure 458**) is displayed.

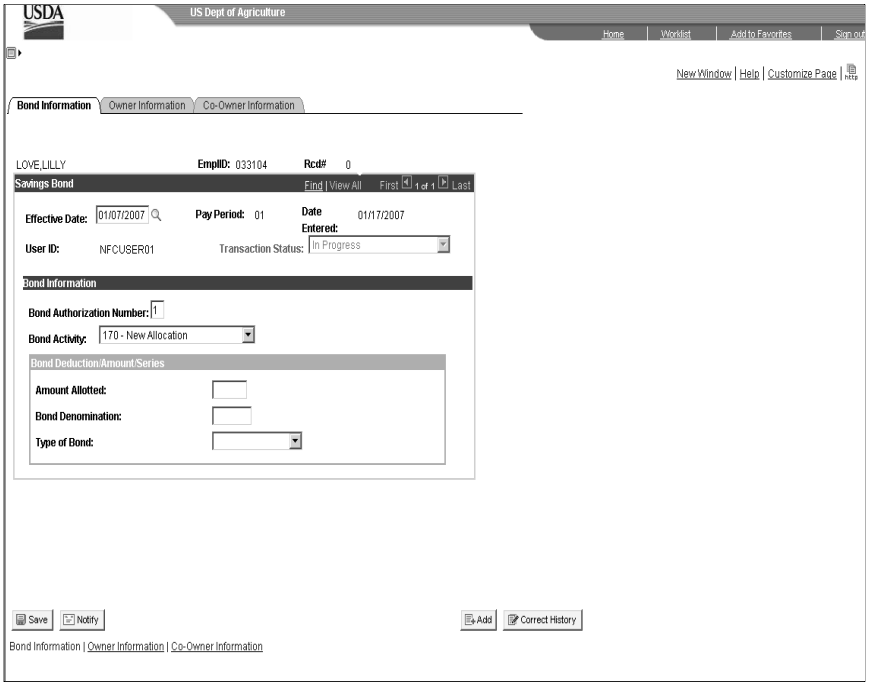


Figure 458. Bond Information page

6. Complete the fields as follows:

Effective Date

This field is populated with the beginning date of the current pay period. This field can be changed. Select data by clicking on the search icon.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

The transaction status is based on the status of the transaction. When the transaction is saved, the status will change.

Bond Authorization Number

Enter the bond authorization number (1−9).

Bond Activity

Enter the applicable data or select data from the drop-down list. The valid values are

Amount Allocated

Enter the amount allocated to purchase the bond.

Bond Denomination

Enter the denomination of the bond.

Type Of Bond

Enter the bond type or select data from the drop-down list. The valid values are:

School

Enter the applicable data or select data from the drop-down list.

7. Click **Save** to save the transaction.
8. Select the ***Owner Information*** tab to enter the owner new bond information. The Owner Information page (**Figure 459**)is displayed.

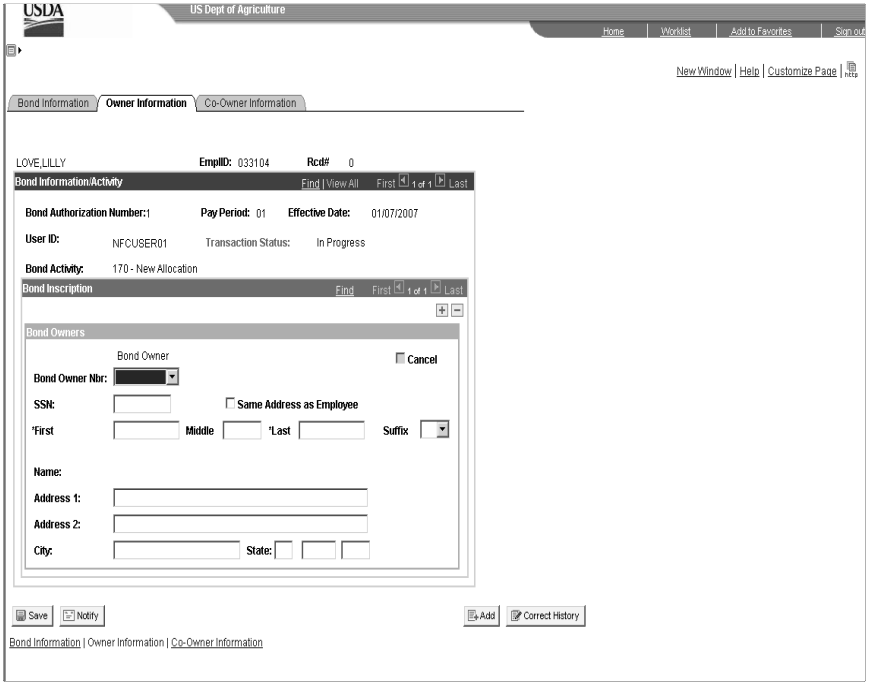


Figure 459. Owner Information page

9. Complete the fields as follows:

Bond Owner Nbr

Enter the bond owner number or select data from the drop-down list. The valid values are:

Cancel

Click this box to cancel the bond.

SSN

Enter the social security number of the bond owner.

Same Address As Employee

Check this box if the address of the bond owner is the same as the employee.

***First**

Enter the first name of the bond owner.

Middle

Enter the middle name of the bond owner if applicable.

***Last**

Enter the last name of the bond owner.

Suffix

Enter the suffix if applicable or select data from the drop-down list. The valid values are:

Address 1

Enter the first line of the bond owner address.

Address 2

Enter the second line of the bond owner address if applicable.

Address 3

Enter the third line of the bond owner address if applicable.

City

Enter the city for the address.

State/Postal Code

Enter the state and postal code for the bond owner's address.

10. Click **Save** .

11. Click the ***Beneficiary Information*** link at the bottom of the page (**Figure 459**). The Bond Beneficiary Information page (**Figure 460**) is displayed.

    OR

    Click the ***Beneficiary Information*** tab at the top of the page. The Bond Beneficiary Information page(**Figure 460**)is displayed.

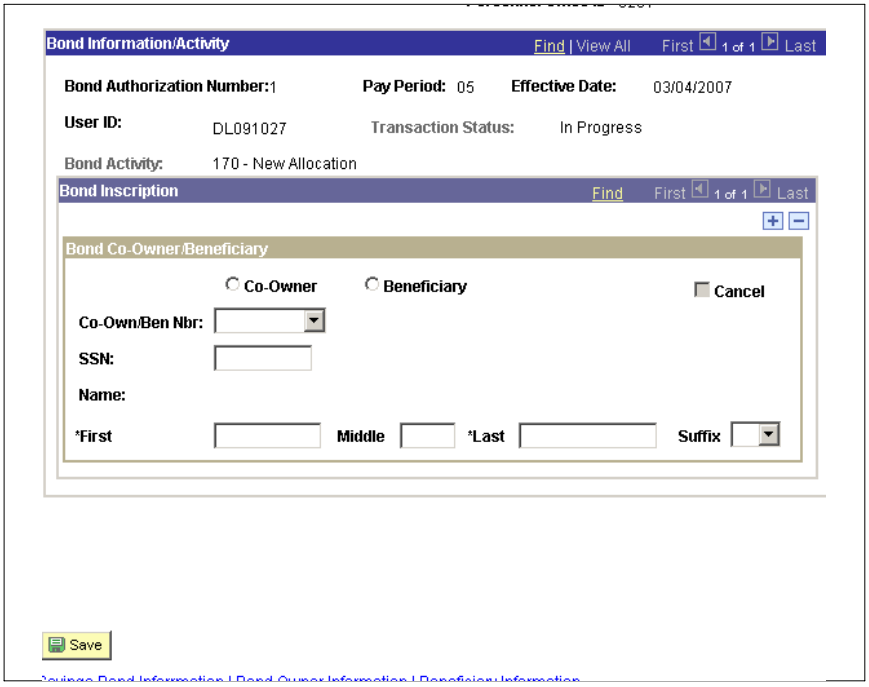


Figure 460. Beneficiary Information page

12. Complete the fields as follows:

Co-Owner

Check this box if the bond will have a co-owner.

Beneficiary

Check this box if the bond will have a beneficiary.

Cancel

Check this box if the co-owner or beneficiary should be canceled.

Co-Owner Nbr

Enter the co-owner number or select data from the drop-down list. The valid values are:

SSN

Enter the social security number of the co-owner or beneficiary.

***First**

Enter the first name of the co-owner or beneficiary.

Middle

Enter the middle name of the co-owner or beneficiary if applicable.

***Last**

Enter the last name of the co-owner or beneficiary.

Suffix

Enter the suffix for the co-owner or beneficiary or select data from the drop-down list. The valid values are:

13. Click **Save** .

State Tax

For processing purposes, the tax year usually begins in Pay Period 25 and ends in Pay Period 24. All taxes withheld for those inclusive pay periods are reported on the IRS Form W−2, Wage and Tax Statement.

A new tax certificate may be processed at any time to change an employee's tax information. If the employee's duty station or residence changes and the new local tax location has an agreement with Treasury for mandatory withholding, a new tax certificate should be processed. All previously processed exemptions, additional withholdings, etc., will be removed and must be reprocessed, if applicable. If a new tax certificate is not processed, the PPS will begin withholdings at the highest taxable rate if the duty station has a mandatory tax withholding agreement

You may be exempt from withholding of state tax on the basis of limited earnings or other reasons determined by the state. If exemption is allowed by the state, type Only (ONL) in the Total Number Of Allowances field, to indicate the employee is exempt from withholding.

Some states do not provide state withholding exemption certificates for establishing an exemption status; others do not require the processing of state tax withholding data since the income tax formulas are based on a percentage of Federal income tax, Federal exemption status, or a percentage of annual wages. If the state tax withholding is based on the Federal withholding and a IRS Form W−4 is not processed, Federal and State Income Taxes will be automatically withheld at the rate of single with zero exemption until a IRS Form W−4 is entered for processing.

Unless otherwise indicated, state tax deductions for lump sum payments and cash awards are withheld based on the employee's state tax exemptions recorded in the database.

This section contains the following topics:

Dual State Tax Voluntary Withholding
Cancellation Of Voluntary Withholding
Certificate Of Non−Residence For State Tax
Voluntary Withholding
Additional Withholding

Dual State Tax Voluntary Withholding

Dual state tax withholding allows employees to voluntarily elect to pay state tax in both their duty station and residence states. If state income tax is currently being withheld based on the

duty station and a state tax form is entered to begin withholding for the residence state, the document will appear in suspense with an informational message indicating the document entered will result in dual state tax deductions. To release the document, type C in the Status Code field.

The Form AD−304, Request and Authorization for Allotments of Compensation for State Income Tax Purposes, serves as a certification that the employee is authorizing voluntary withholding from his/her pay and must accompany the appropriate state withholding exemption certificate. The Form AD−304 can also be used to record the voluntary state tax withholding data in cases where the state does not provide a form for the declaration of withholding.

If the Form AD−304 is used to record voluntary state tax data in lieu of a state tax certificate, the State Tax Withholding State Code, the Total Number of Allowances, and the Additional Amount (if applicable) must be indicated on the form when signed by the employee.

Cancellation Of Voluntary Withholding

Voluntary state tax withholding will terminate if:

- The duty station state changes (the certificate of non−residence is now void)
- The state revokes its tax withholding law,
- An exemption from withholding certificate is processed (ONL in the Total Number Of Allowances field).
- A cancellation of voluntary withholding is processed (CAN in the Total Number Of Allowances field).

Certificate Of Non−Residence For State Tax

States with reciprocal agreements have agreed that if taxes are withheld for the residence state, taxes will not be withheld for the duty station state. A certificate of non-residence allows an employee to declare non−residency for the duty station state to have taxes withheld for the residence state.

State laws and regulations should be checked to determine if reciprocal agreements are in place before processing a certificate of non−residence for an employee. In most cases, the employee must reside in one of several designated states to be exempt from the mandatory withholding provisions of their duty station state.

If your duty station changes, the certificate of non−residence in effect at that time will become void, and a new certificate is required for the new duty station state (if applicable).

Each certificate of non−residence is to be completed following the instructions on the individual form. Enter the duty station state tax document to waive liability before entering the state tax document for the residence state. Type WAV (waiver) in the Total Number of Allowances Claimed field.

Voluntary Withholding

Several taxing entities that do not have agreements with the Secretary of the Treasury have been established in the database for voluntary tax withholding. Tax data must be processed for these entities for taxes to be withheld. Voluntary withholding is based on residence. An employee may voluntarily elect to pay tax based on residence if:

- The residence city, county, or state is established in TMGT.
- The mandatory duty station tax is waived (if allowed).
- The residence tax locality on the tax form agrees with the residence tax locality of the duty station.

Additional Withholding

You may authorize an amount to be withheld from your salary each pay period in addition to the amount automatically withheld in accordance with the income tax formula. Most exemption certificates allow for additional withholding. This dollar amount is entered in the Additional Amount field of the applicable income tax certificate page.

This section shows the process of establishing or changing an employee's state income tax withholding code or an additional withholding amount; establishing or canceling a certificate of non−residence and claiming total exemptions from withholding, if permitted by the state.

Before beginning, the following information is needed: (refer to the State Tax withholding certificated completed by the employee).

- State Tax withholding code
- Total number of Allowances
- Additional withholding amount FOR CALIFORNIA, ILLINOIS, MICHIGAN, VIRGINIA AND PUERTO RICO ONLY)
- Additional Exemptions Claimed FOR Puerto Rico ONLY
- Personal Exemptions Claimed
- Public or Private Employee

14. Select the ***Add/Change/Cancel*** button next to State Tax. The State Tax tab page (**Figure 461**) is displayed.

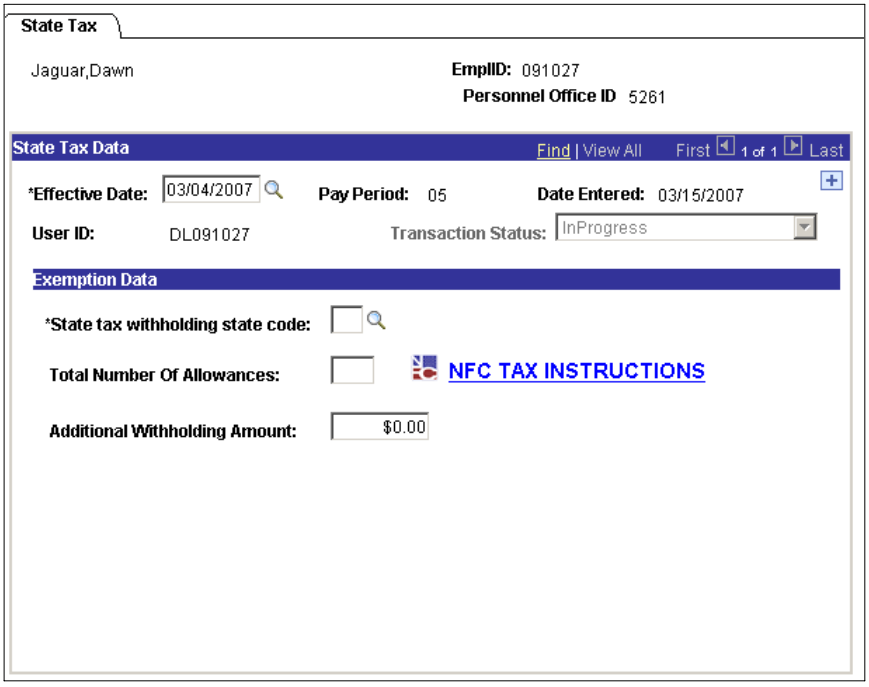


Figure 461. State Tax tab page

15. Complete the fields as follows:

Effective Date

This field is automatically populated with the beginning date of the current pay period. Change the date if applicable.

Date Entered

This date is populated.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***State Tax Withholding State Code**

Enter the state tax withholding code or select data by clicking on the search icon.

Total Number Of Allowances

Enter the applicable number.

Additional Withholding Amount

Enter the additional amount to be withheld.

16. Click **Save** .

Thrift Savings Plan

The Thrift Savings Plan transaction allows you to specify a percentage of pay (up to 99%) or whole dollar amount to contribute to your TSP each pay period. Your total contributions for the year may not exceed the Internal Revenue Service (IRS) limit. When changing your TSP contribution amounts, please enter either a percentage or whole dollar amount. Do no enter both.

FERS employees should refer to the TSP Fact Sheet **`Annual Limit on Elective Deferrals`** dated 11/2/05 available on ***www.tsp.gov*** to ensure your contribution will receive the maximum agency matching.

Before beginning, the following information is needed: (refer to Form TSP−1)

- The type of action (enrolling, changing, stopping contributions)
- The percent of Contribution OR the amount of Contribution.
- Whether action is being processed during an Open Season.

17. Select ***Add/Change/Cancel*** button next to Thrift Savings Plan. The Thrift Savings Plan page (**Figure 462**) is displayed.

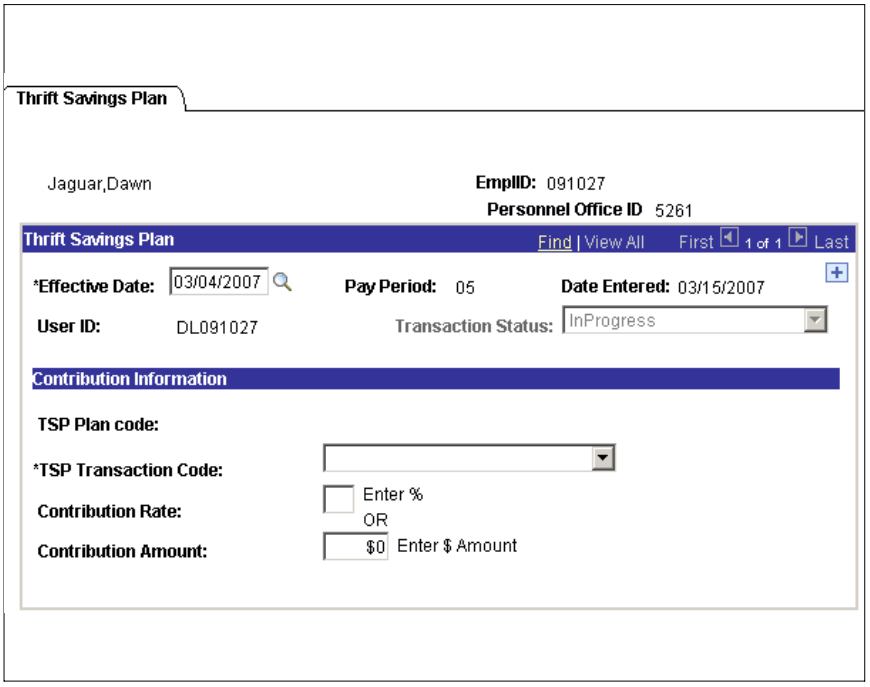


Figure 462. Thrift Savings Plan page

18. Complete the fields as follows:

Effective Date

This field is automatically populated with the beginning date of the current pay period. Change the date if applicable.

Date Entered

This date is populated.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

***TSP Transaction Code**

Enter the TSP transaction code or select data from the drop-down list. The valid values are:

Contribution Rate

Enter the contribution percent.

OR

Contribution Amount

Enter the contribution amount ($XX.XX)

19. Click **Save** .

TSP Catchup

Public Law 107−304 permits eligible TSP participants age 50 or older to make tax-deferred ”catch-up” contributions from basic pay to their TSP accounts. The catch-up contributions are a supplement to the participant’s regular TSP contributions and do not count against either the statutory contribution percentage limitations or the IRS deferral limit.

You must meet the following criteria in order to make catch−up contributions:

- In pay status.
- At least 50 years or older in the year that the catch−up contributions are made.
- Not be in the 6-month non-contribution period following a financial hardship in−service withdrawal.

- Contributing the maximum amount allowed according to TSP/IRS regulations.

There are no matching government contributions when making catch-up contributions. Allocations for the catch−up contributions will be made in accordance with the employee's current allocations.

Before beginning, the following information is needed: (refer to Form TSP−1−C)

- Type of action (enrolling, changing, stopping contributions)
- Amount of Contribution

20. Select the ***Add/Change/Cancel*** button next to TSP Catchup. The TSP Catchup page (**Figure 463**) is displayed.

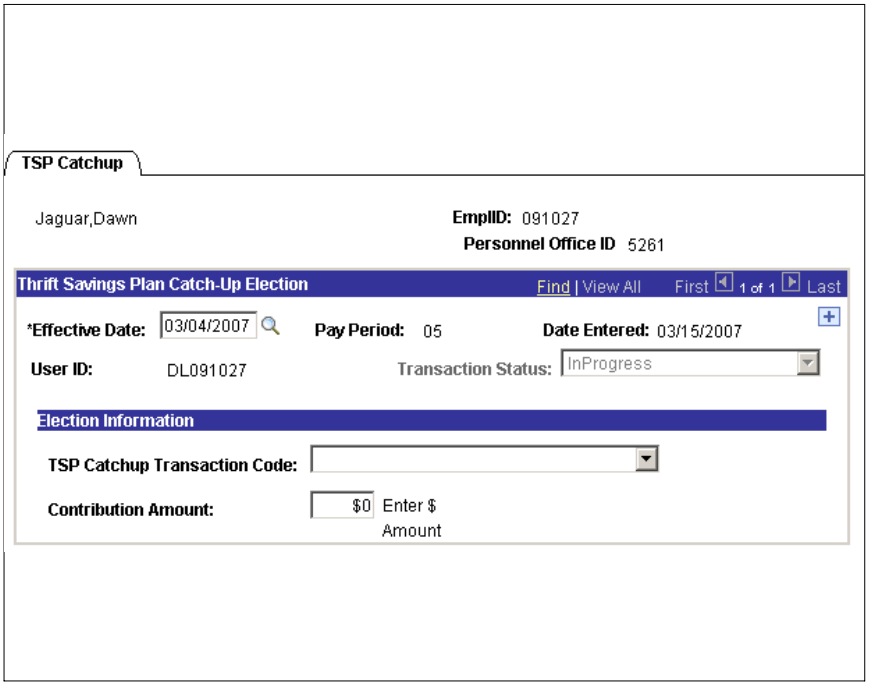


Figure 463. TSP Catchup page

21. Complete the fields as follows:

Effective Date

This field is automatically populated with the beginning date of the current pay period. Change the date if applicable.

Date Entered

This date is populated.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

TSP Catchup Transaction Code

Enter the TSP transaction code or select data from the drop-down list. The valid values are:

Contribution Amount

Enter the contribution amount ($XX.XX)

22. Click **Save**.

Awards Request

To view and update an Award:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Awards Request*** component. The Find An Existing Value tab - GAO Employee Award Request page (**Figure 466**) is displayed.

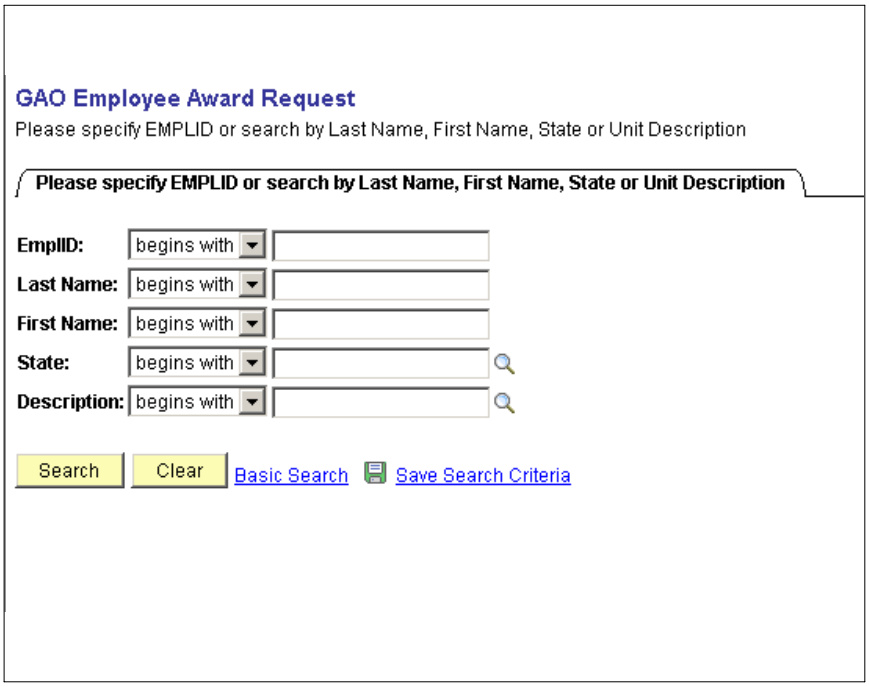


Figure 464. GAO Award Request page

4. Complete the fields as follows:

EmplID

Enter the EmplID.

Last Name

Enter the last name.

First Name

Enter the first name.

State

Enter the state.

Description

Enter the description.

5. Click **Search**. The Award Request For (the selected employee) page (**Figure 465**) is displayed.

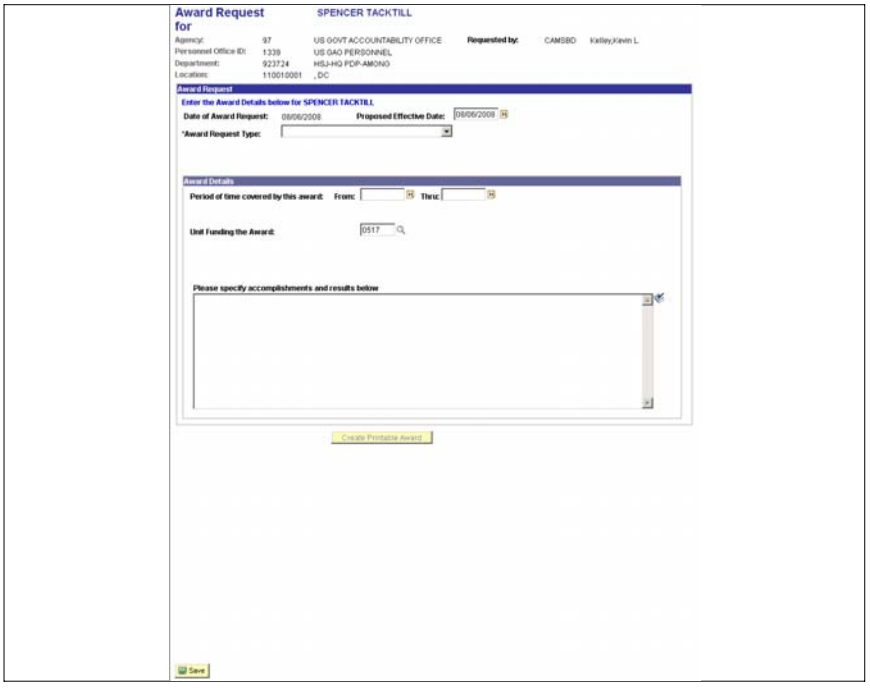


Figure 465. Award Request For (the selected employee) page

6. Complete the fields as follows:

Agency

This field is the agency of the employee and is populated from the ESS logon.

Personnel Office ID

This field is the POI of the employee and is populated based on the employee.

Department

This field is the Department of the employee/POI and is populated.

Requested By

This field is populated from the User ID.

Request Approver

This field is the person approving the award and is populated from the ESS workflow.

Enter The Award Details Below For

Enter the the award justification.

Date Of Award Request

This date is the current date or the date of the award request.

***Award Request Type**

Enter the award type or select data from the drop-down list. The valid values are:

Request Status

Enter the request status or select data by clicking the search icon. The valid values are:

Period Of Time Covered By This Award/From

Enter the date the award period started or select a date from the calendar icon.

Period Of Time Covered By This Award/Thru

Enter the date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the amount of the award.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

7. Click **Save** to save the data.

8. Click **Create Printable Award** to print the actual award.

Awards

This process allows an to view and update an award.

To view and update an Award:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Awards*** component. The Find An Existing Value tab - Awards page (**Figure 466**) is displayed.

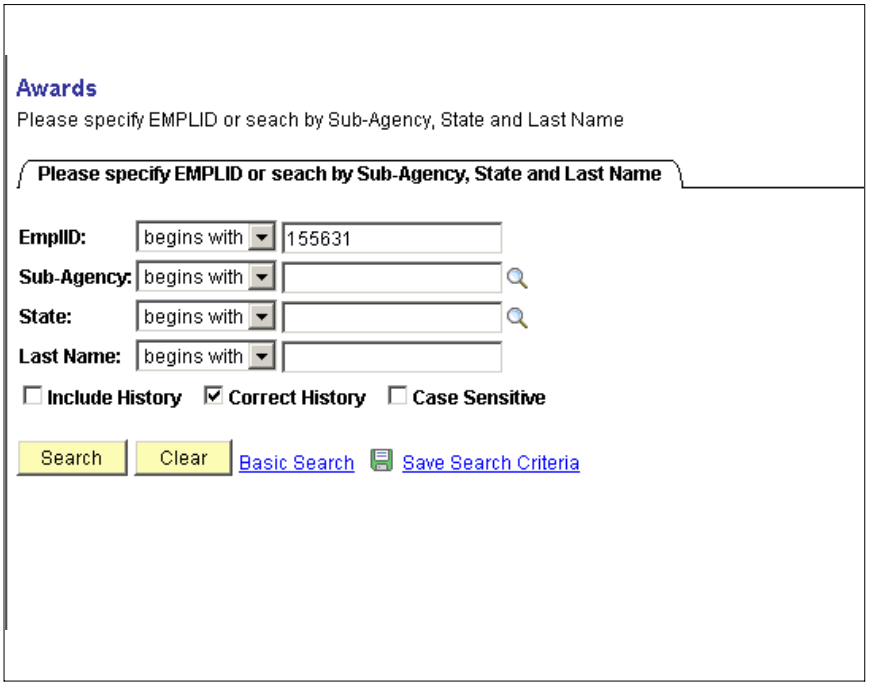


Figure 466. Find An Existing Value tab - Award Request page

4. Complete the fields as follows:

5. Complete the fields as follows:

EmplID

Enter the EmplID.

Last Name

Enter the last name.

First Name

Enter the first name.

State

Enter the state.

Description

Enter the description.

6. Click **Search**. The Award Request For (the selected employee) page (**Figure 465**) is displayed.

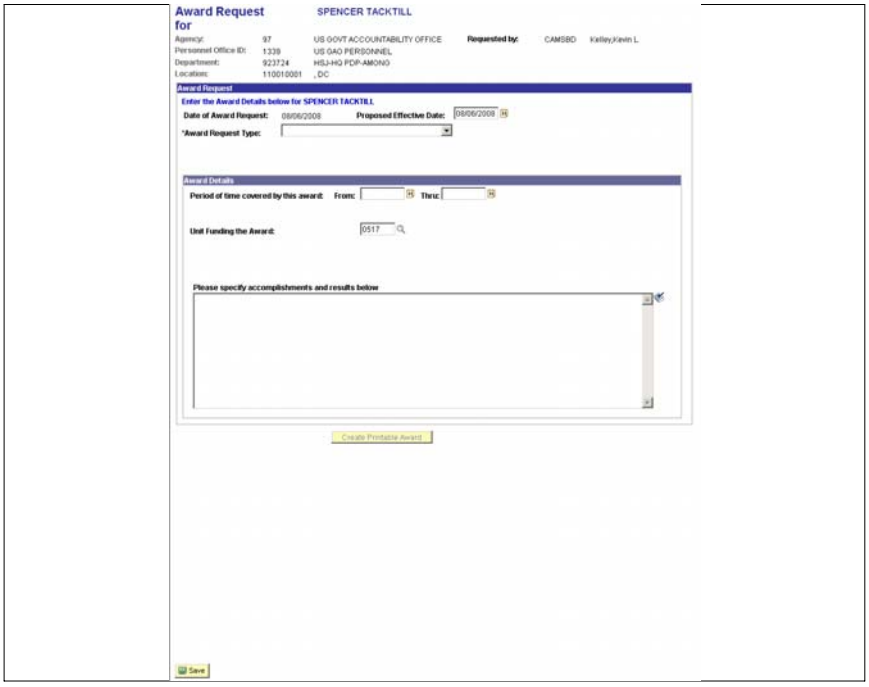


Figure 467. Award Request For (the selected employee) page

Agency

This field is the agency of the employee and is populated from the ESS logon.

Personnel Office ID

This field is the POI of the employee and is populated based on the employee.

Department

This field is the Department of the employee/POI and is populated.

Requested By

This field is populated from the User ID.

Request Approver

This field is the person approving the award and is populated from the ESS workflow.

Enter The Award Details Below For

Enter the the award justification.

Date Of Award Request

This date is the current date or the date of the award request.

***Award Request Type**

Enter the award type or select data from the drop-down list. The valid values are:

Request Status

Enter the request status or select data by clicking the search icon. The valid values are:

Period Of Time Covered By This Award/From

Enter the date the award period started or select a date from the calendar icon.

Period Of Time Covered By This Award/Thru

Enter the date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the amount of the award.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

7. Click **Save** to save the data.
8. Click **Create Printable Award** to print the actual award.

Performance

The Employee Self Service (ESS) Performance option allows the employee to view and edit their performance plan documents. The employee can view the performance plan start and

end dates and the performance plan date, rating scale and their employment information for the following year. The Supervisor's latest actions can also be viewed by the employee. The employee can view the Elements and Standards tab and cannot edit the plan it is is finalized by their manager.

This section contains the following topics:

Existing Plan

Progress Review

Summary Rating

Existing Plan

To view or modify an existing Performance Plan:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Performance*** component. The Performance Request page (**Figure 468**) is displayed.

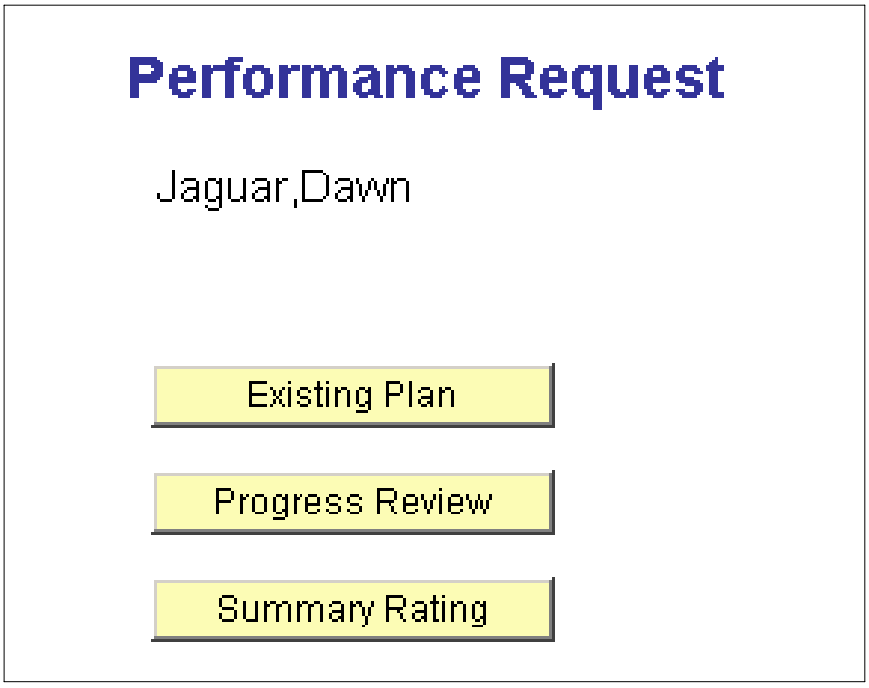


Figure 468. Performance Request page

4. Click **Existing Plan**. The Find An Existing Value tab - Employee Views Plan page (**Figure 469**) is displayed.

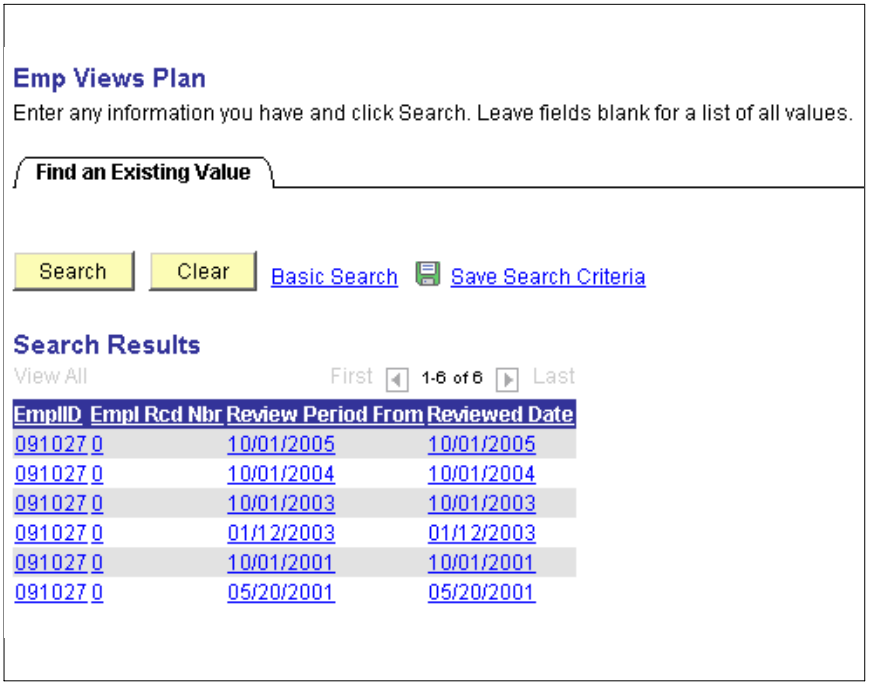


Figure 469. Employee Views Plan page

5. Select a plan from the list.
6. Click **Search**. The Performance Plan tab - Employee Views Plan page (**Figure 470**) for the selected plan is displayed.

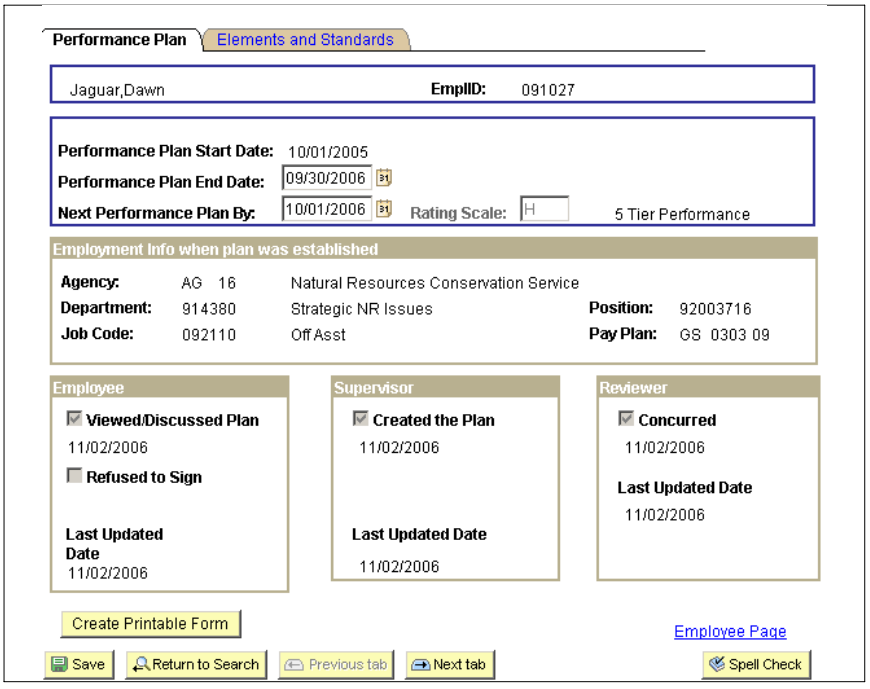


Figure 470. Performance Plan tab - Employee Views Plan page

Note: There are fields on this page that are populated from other pages in the application. These field cannot be modified.

7. Complete the fields as follows:

Performance Plan Start Date

This field is populated from the MSS entry.

Performance Plan End Date

Enter the performance plan end date or select a date from the calendar icon.

Next Performance Plan By

Enter the date that the next plan is due or select a date from the calendar icon.

Rating Scale

This field is populated from the MSS entry.

Agency

This field is populated from the ESS logon.

Department

This field is populated from the ESS logon.

Job Code

This field is populated from the ESS logon.

Position

This field is populated from the ESS logon.

Pay Plan

This field is populated from the ESS logon.

Employee/Viewed Discussed Plan

Check this box if the employee has viewed the plan or discussed with the supervisor. The employee can check this block or the refused to sign block.

Employee Refused To Sign

Check this box if the employee refused to sign the rating performance plan. The employee can check this box or the viewed discussed plan box.

Last Updated Date

This date is populated once the Viewed Discussed Plan or Refused To Sign box.

Supervisor/Created The Plan

This box is checked and dated from the MSS entry.

Supervisor/Last Updated Date

This date is the last date the plan was updated and is populated from the MSS entry.

Reviewed/Concurred

This box is check and dated by the reviewer of the plan and is populated from the MSS workflow process.

Reviewed/Last Updated Date

This is dated by the reviewer of the plan and is populated from the MSS workflow process.

8. Click **Create Printable Form** to print the Performance Plan.

OR

Click **Save**.

OR

Click **Return To Search** to find another performance plan.

OR

Click **Next Tab** to advance to the Elements and Standards tab- Employee Views Plan page. The Elements and Standards page (**Figure 471**) is displayed.

OR

Click ***Employee Page*** to go back to the Performance Request tab - Employee Views Plan page (**Figure 468**).

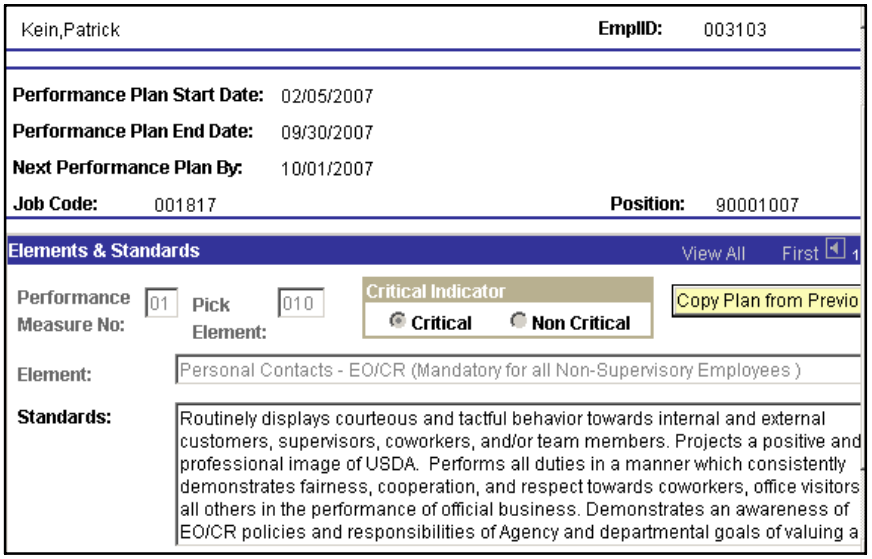


Figure 471. Elements and Standards tab - Employee Views Plan page

9. Complete the field as follows:

Standards

Enter the function requirement of the standard.

10. Click **Save**.

OR

Click **Notify** to notify a particular person of the change.

OR

Click **Previous Tab** to move to the next tab. The Performance Plan tab - Employee View Plan page (**Figure 470**) is displayed.

OR

Click **Spell Check** to check the spelling of the explanation of the standard.

OR

Click **Copy Plan From Previous** to copy a plan from a previous plan.

Progress Review

The Employee Self Service Progress Review option allows employees to view and edit their progress review, elements and standards. The employee cannot edit the Critical and Non-Critical Indicator, however, they can edit the standards detail.

To enter or modify a Progress Review:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Performance*** component. The Find An Existing Value tab - Self Progress Review page (**Figure 472**) is displayed.

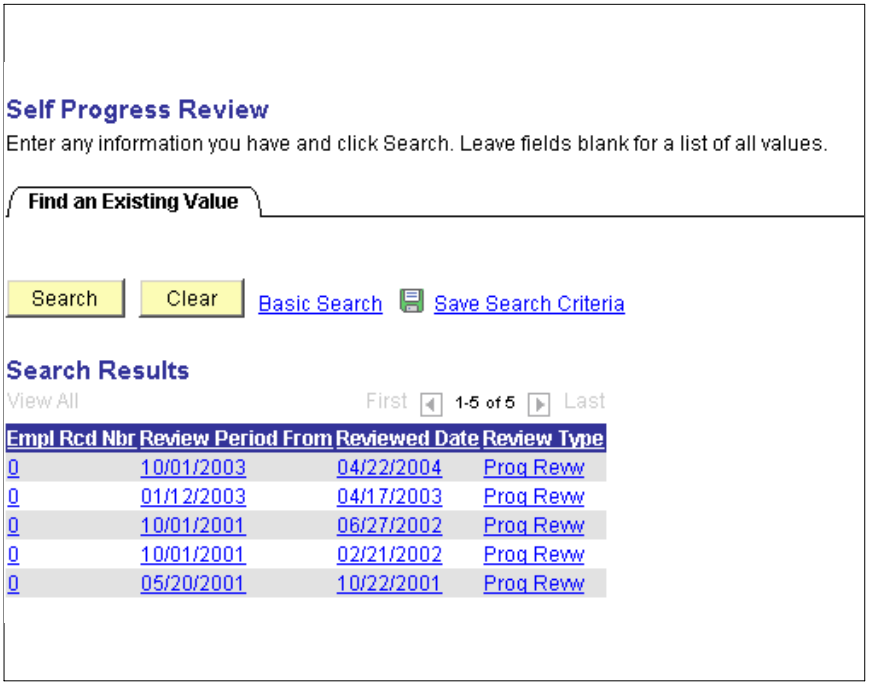


Figure 472. Self Progress Review tab - Self Progress Review page

4. Select a Progress Review.
5. Click **Search**. The Progress Review tab - Self Progress Review page (**Figure 473**) is displayed.

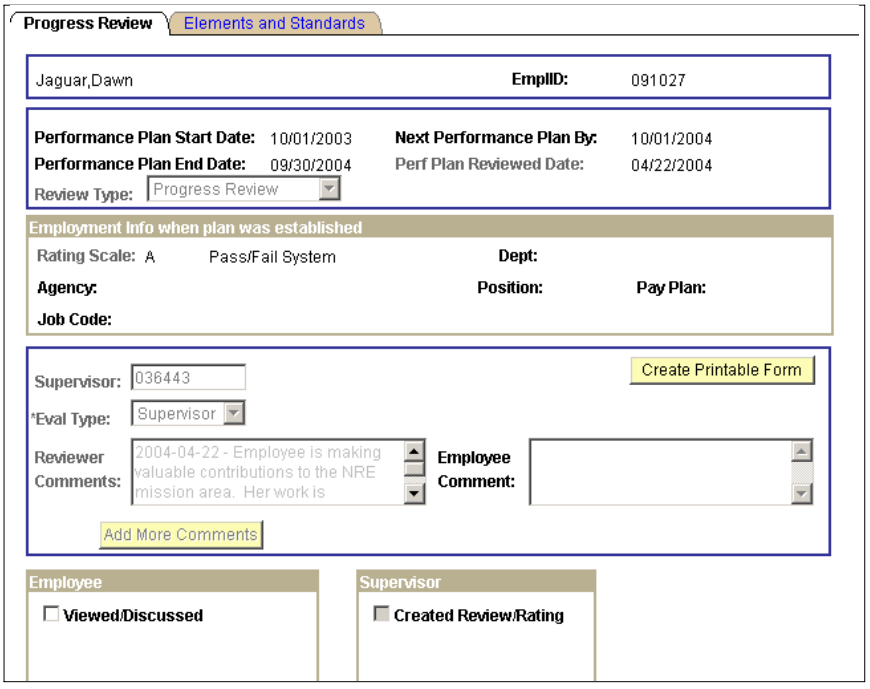


Figure 473. Progress Review page

Note:There are fields on this page that are populated from other pages in the application. These field cannot be modified.

6. Complete the fields as follows:

Performance Plan Start Date

This field is populated from the MSS entry.

Performance Plan End Date

Enter the performance plan end date or select a date from the calendar icon.

Next Performance Plan By

Enter the date that the next plan is due or select a date from the calendar icon.

Rating Scale

This field is populated from the MSS entry.

Agency

This field is populated from the ESS logon.

Department

This field is populated from the ESS logon.

Job Code

This field is populated from the ESS logon.

Position

This field is populated from the ESS logon.

Pay Plan

This field is populated from the ESS logon.

Supervisor

This field is populated from the MSS entry.

***Evaluation Type**

This field is populated from the MSS entry.

Employee Comment

Enter the comments for the progress review.

Reviewer Comments

This field is populated from the MSS entry.

Note: Click **Add More Comments** to add additional reviewer or employee comments.

Employee/Viewed/ Discussed

Check this box if the employee viewed the performance plan and if the manager has discussed the plan with the employee. The current date is populated.

Supervisor/Reviewed/ Rating

This box is checked if the supervisor created/reviewed the progress review. The current date is populated.

Reviewer/Concurred Rating

This box is checked if the reviewed has reviewed the progress review. The current date is populated.

7. Click **Save**.

8. Click **Return To Search**.

   OR

   Click **Next Tab**. The Elements and Standards tab - Self Progress Review page (**Figure 474**) is displayed.

   OR

   Click ***Employee Page*** to return to the list of progress reviews.

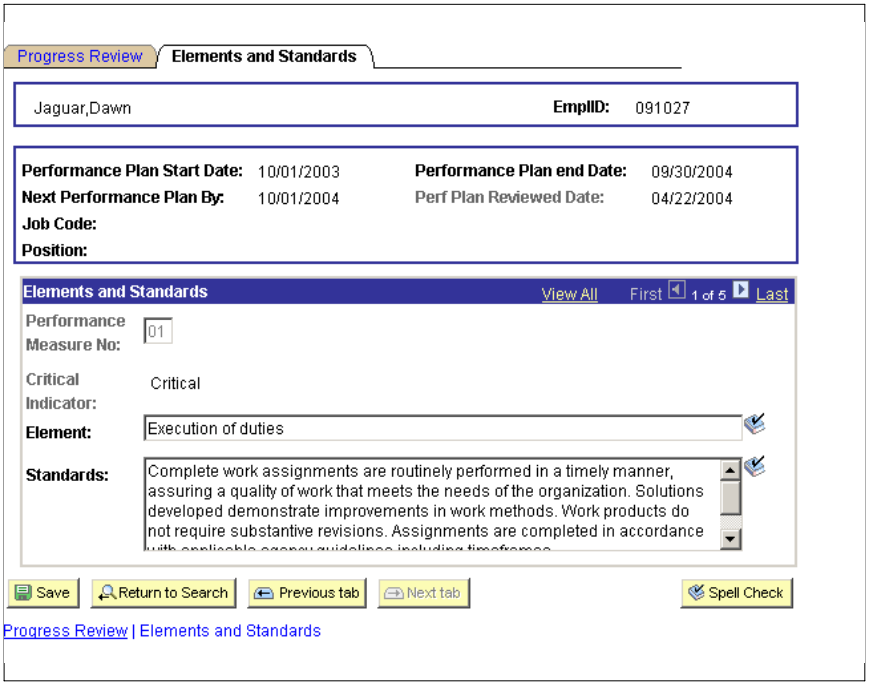


Figure 474. Elements and Standardstab - Self Progress Review page

9. Complete the fields as follows:

Element

This field is populated with information. Change if applicable.

Standards

This field is populated with information. Change if applicable.

10. Click **Save**.

11. Click **Spell Check** to check the spelling of the Standards.

12. Click **Return To Search**.

    OR

    Click **Previous Tab**. The Performance Plan tab - Self Progress Review page (**Figure 470**) will display.

Summary Rating

The ESS Summary Rating option allows employees to view or edit their summary rating (final rating). When the employee selects the Summary Rating button, any rating that has started is displayed.

To review/edits a Summary Rating:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Performance*** component. The Find An Existing Value tab - Self Progress Review page (**Figure 475**) is displayed.

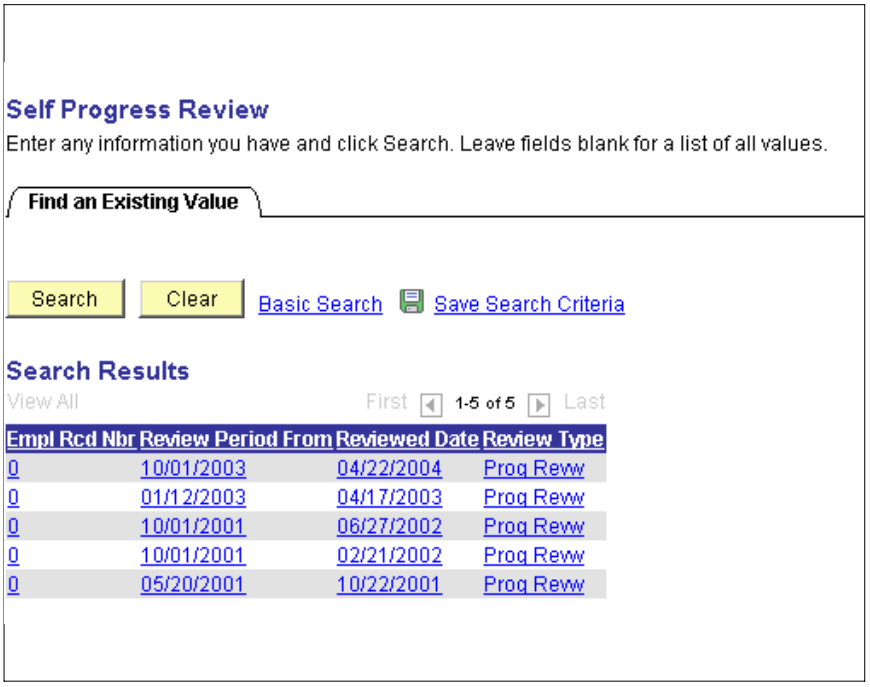


Figure 475. Find An Existing Value tab - Self Progress Review page

4. Select a Summary Rating.

5. Click **Search**. The Summary Rating page (**Figure 476**) is displayed.

Figure 476. Summary Rating page (DPR REPORTED)

Note:There are fields on this page that are populated from other pages in the application. These field cannot be modified.

6. Complete the fields as follows:

Performance Plan Start Date

This field is populated from the MSS entry.

Performance Plan End Date

Enter the performance plan end date or select a date from the calendar icon.

Next Performance Plan By

Enter the date that the next plan is due or select a date from the calendar icon.

Rating Scale

This field is populated from the MSS entry.

Agency

This field is populated from the ESS logon.

Department

This field is populated from the ESS logon.

Job Code

This field is populated from the ESS logon.

Position

This field is populated from the ESS logon.

Pay Plan

This field is populated from the ESS logon.

Supervisor

This field is populated from the MSS entry.

***Evaluation Type**

This field is populated from the MSS entry.

Employee Comment

Enter the comments for the progress review.

Reviewer Comments

This field is populated from the MSS entry.

Note: Click **Add More Comments** to add additional reviewer or employee comments.

Employee

Check this box if the employee viewed the summary rating and if the manager has discussed the plan with the employee. The current date is populated.

Supervisor/Created Review/Rating

This box is checked if the supervisor created/reviewed the summary rating. The current date is populated.

7. Click **Save**.

Manager Authorizes Restored Leave

To view authorized Restored Leave:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.

3. Select the ***Mgr Authorizes Restored Leave*** component. The Find An Existing Value tab - Mgr Authorized Restored Leave page (**Figure 477**) is displayed.

Figure 477. Find An Existing Value tab - Manager Authorized Restored Leave page

4. Complete the fields as follows:

Search By

This field defaults to **`EmplID`**. To change, select data from the drop-down list. The valid value is **`EmplID`**.

Begins With

Enter the corresponding data for the search by value.

5. Click **Search**. The Authorized Restored Leave tab page (**Figure 478**) is displayed.

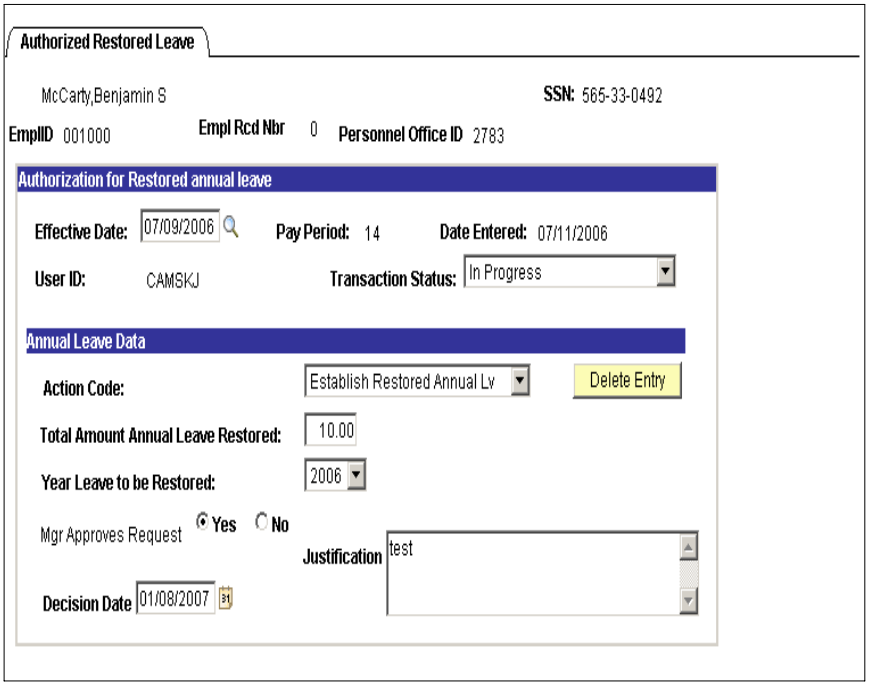


Figure 478. Authorized Restored Leave page

6. Complete the fields as follows:

Effective Date

This field is automatically populated with the beginning date of the current pay period. Change the date if applicable.

Date Entered

This date is populated.

User ID

This field is populated when the employee signs on to Employee Self Service.

Transaction Status

This field defaults to **`In Progress`** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.

Action Code

Enter the applicable data or select data from the drop-down list. The valid values are:

Total Amount Of Annual Leave Restored

Enter the total number of hours to be restored. Use a decimal to record the quarter hour.

Year Leave To Be Restored

Enter the year of the leave to be restored or select data from the drop-down list.

Mgr Approves Request

The manager checks **`Yes`** if the restored leave is approved. The manager checks **`No`** if the restored leave is disapproved.

Decision Date

Enter the date the managers decision was made or select a date from the calendar icon.

Justification

Enter the justification for the approval or disapproval of the restored leave.

7. Click **Save** to save the information.

OR

Click **Notify** to send the information to another manager.

OR

Click **Delete Entry** to delete the entered information.

Change Proposed Effective Dates

This process allows the manger to change proposed effective dates on Hires and Rehires.

To change proposed Effective Dates:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Change Proposed Effdt*** component. The Change Proposed Effective Date page (**Figure 479**) is displayed.

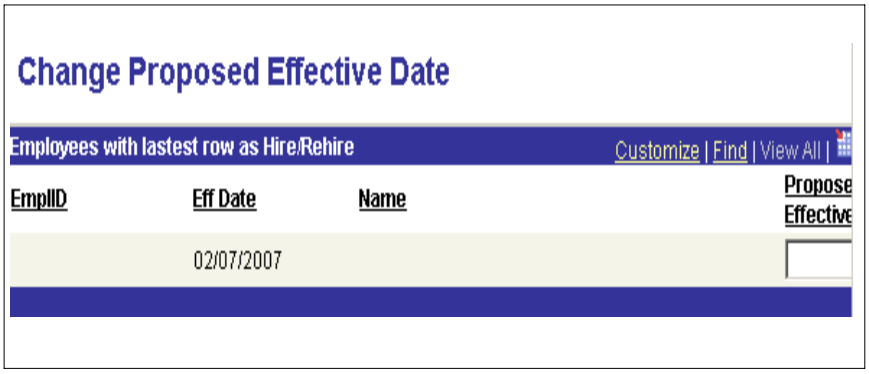


Figure 479. Change Proposed Effective Date page

4. Enter a date in the **`Proposed Effective Date`** field or select data from the calendar icon.
5. Click **Process**. The proposed effective date has been changed.

Contact Information

This section includes the following topics:

Email Address

Emergency Contacts

Home Address

Phone Numbers

Email Address

This section explains how to enter an email address.

To enter an Email Address:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Contact Information*** component. The Contact Information page (**Figure 480**) is displayed.

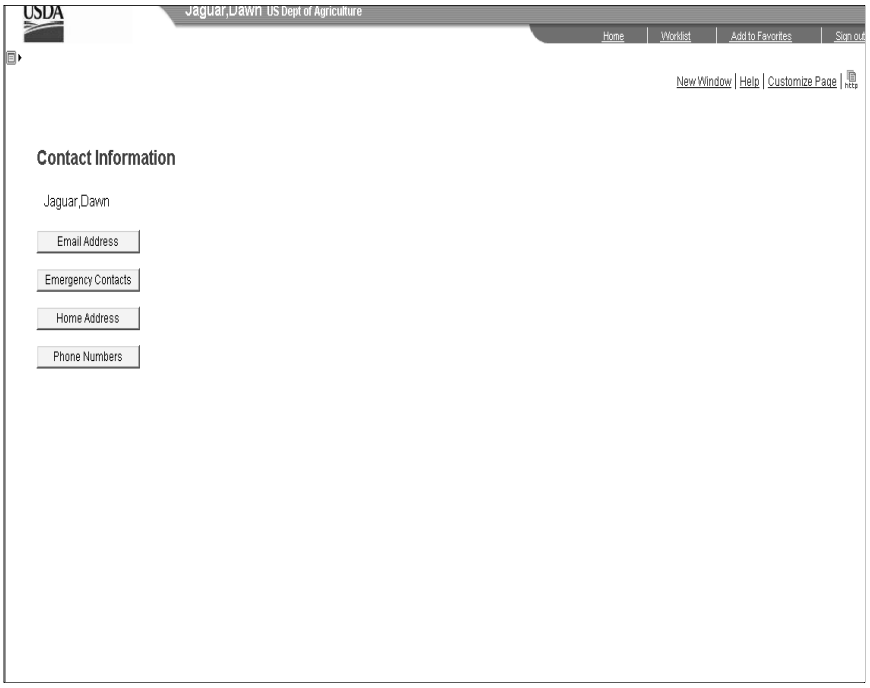


Figure 480. Contact Information page

4. Select ***Email Address***. The Email Addresses page (**Figure 481**) is displayed.

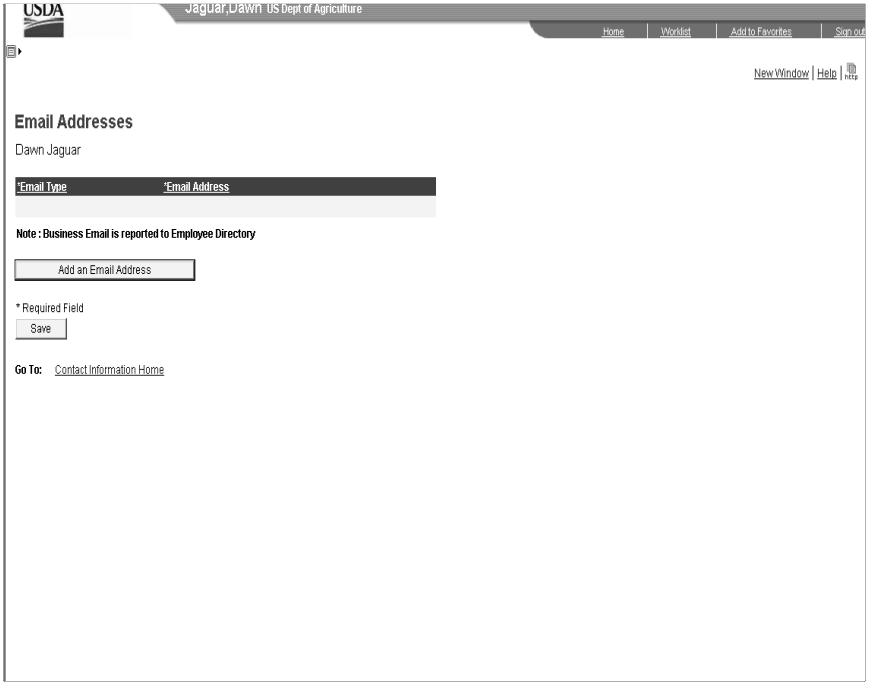


Figure 481. Email Addresses page

5. Click **Add An Email Address**.

6. Complete the fields as follows:

***Email Type**

Enter the type of email address or select data from the drop-down list. The valid values are:

***Email Address**

Enter the email address.

Note: If an email address is established, click **Delete** to delete the established email address.

7. Click **Save**.

8. Click **OK**.

9. Click ***Contact Information Home***.

Emergency Contacts

This section will explain how to enter an emergency contact.

To enter an Emergency Contact::

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Contact Information*** component. The Contact Information page (**Figure 480**) is displayed.

4. Select the ***Emergency Contacts*** option. The Emergency Contacts page (**Figure 482**) is displayed.

Figure 482. Emergency Contacts page

5. Click **Add An Emergency Contact**.

6. Complete the fields as follows:

***First Name**

Enter the first name of the emergency contact.

Middle Name

Enter the middle name if applicable.

***Last Name**

Enter the last name of the emergency contact.

Name Suffix

Enter the suffix for the name if applicable or select data from the drop-down list. The valid values are:

***Relationship To The Employee**

Enter the relationship the contact is to the employee or select data from the drop-down list. The valid values are:

Contact Has The Same Address

Check this box if the contact has the same address as the employee.

Conact Has The Same Phone Number

Check this box if the contact has the same phone number as the employee.

7. Click **Save**.
8. Click **OK**.
9. Click **Edit** to modify an emergency contact.
10. Click **Delete** to delete an emergency contact.

Home Address

This section will explain how to enter a Home Address Contact.

To enter a home address:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Contact Information*** component. The Contact Information page (**Figure 480**) is displayed.
4. Select the ***Home Address***. The Home Address page (**Figure 483**) is displayed.

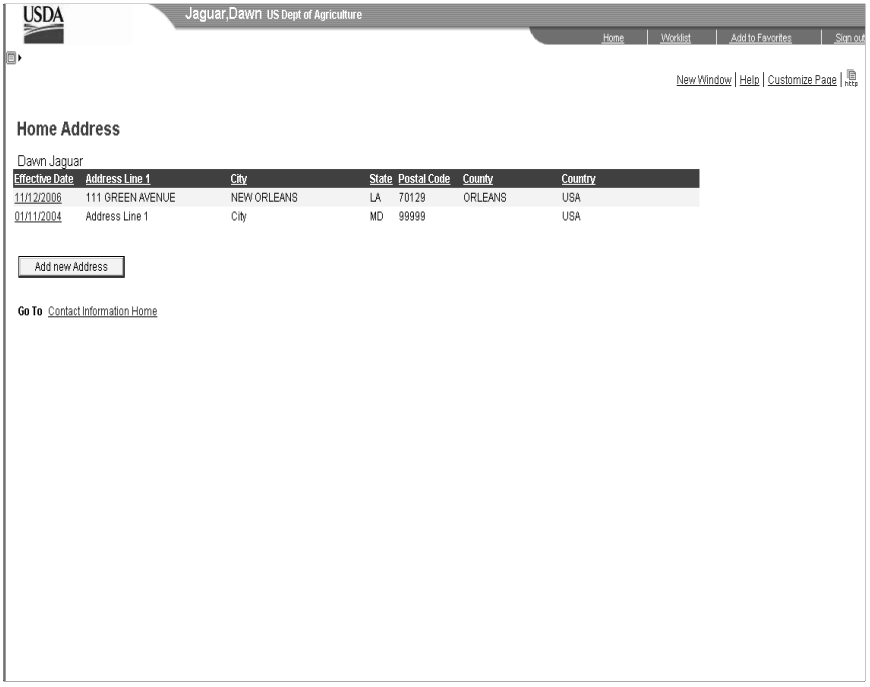


Figure 483. Home Address page

5. Click **Add New Address**.
6. Complete the fields as follows:

***Date Address Is Effective**

Enter the date that the address is effective or select a date from the calendar icon.

***Address Line 1**

Enter the address for the home address.

Address Line 2

Enter the 2nd line of the home address if applicable.

Address Line 3

Enter the 3rd line of the home address if applicable.

***City**

Enter the city of the home address.

***State**

Enter the state of the home address.

***Postal Code**

Enter the zip code of the city.

Country

This field defaults to **USA**. Change by selecting data from the search icon.

7. Click **Save**.
8. Click **OK**.

Phone Numbers

This section will explain how to enter a Phone Number.

To enter a Phone Number:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Contact Information*** component. The Contact Information page (**Figure 495**) is displayed.
4. Select ***Phone Numbers***. The Phone Numbers page is displayed.

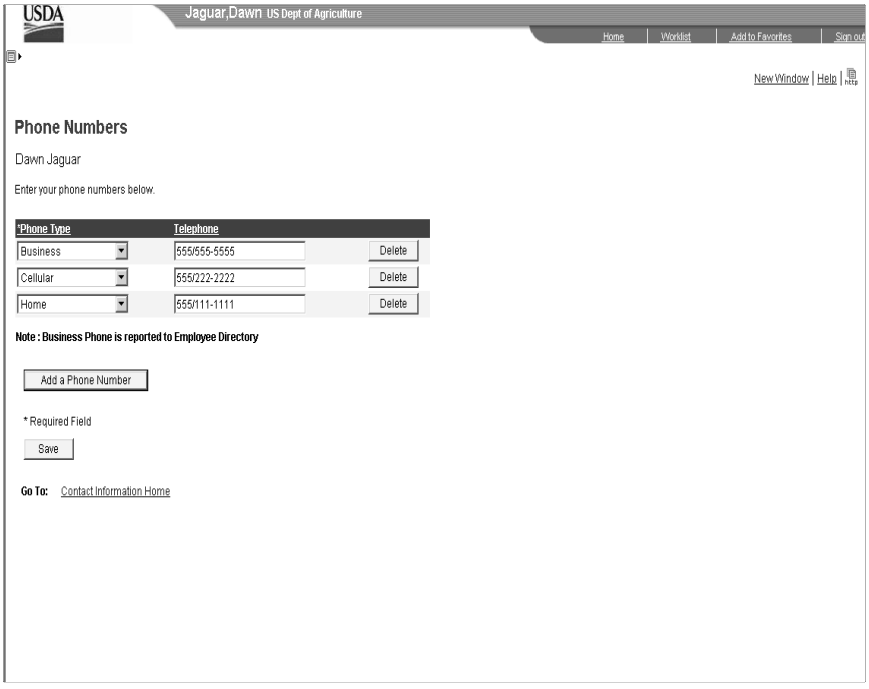


Figure 484. Phone Numbers page

5. Click **Add A Phone Number**.
6. Complete the fields on the Phone Numbers page as follows:

***Phone Number Type**

Enter the type of phone number or select data from the drop-down list. The valid values are:

Telephone

Enter the telephone number.

Note: If a phone number has been previously established, click **Delete** to delete the established phone number.

7. Click **Save**.
8. Click **OK**.

ESS - View

This section is contains the following topics:

Award Tracking
Job Information
Personal Information
Personnel Actions
Position Description
Worklist

Award Tracking

To track an award:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***View*** menu.
3. Select the ***Award Tracking*** component. The Find An Existing Value tab - Award Tracking page (**Figure 485**) is displayed.

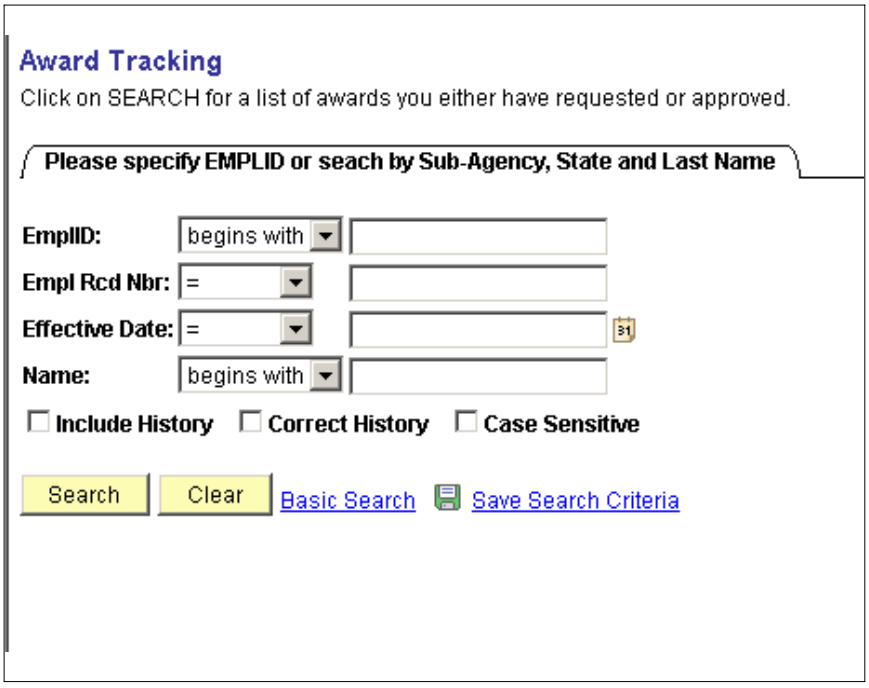


Figure 485. Find An Existing Value - Award Tracking page

4. Complete the fields as follows:

EmplID

Enter the EmplID.

Empl Rcd Nbr

Enter the employee record number.

Effective Date

Enter the effective date or select a date from the calendar icon.

Name

Enter the name.

Include History

Check this box if applicable.

Correct History

Check this box if applicable.

Case Sensitive

Check this box if applicable.

5. Click **Search**. The Award Request For (the selected employee) page (**Figure 465**) is displayed.
6. Click **View All** to view a second page, if applicable.

Job Information

In this section, you will view your job information.

To view Job Information:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***View*** from the Employee Self Service drop-down menu.
3. Select the ***Job Information*** from the Tasks drop-down menu. The Employee Job Information page is displayed.

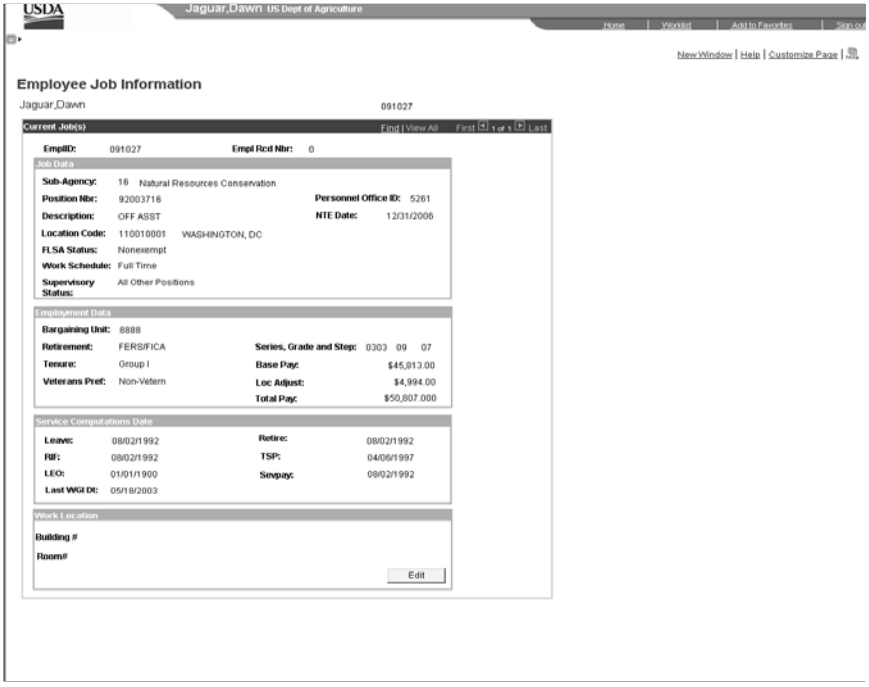


Figure 486. Employee Job Information page

4. Click **View All** to view a second page, if applicable.
5. Click ***Home***.

Personal Information

In this section you will view your personal information.

To view Personal Information:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***View*** from the Employee Self Service drop-down menu.
3. Select the ***Personal Information*** from the Tasks drop-down menu. The Personal Information page is displayed.

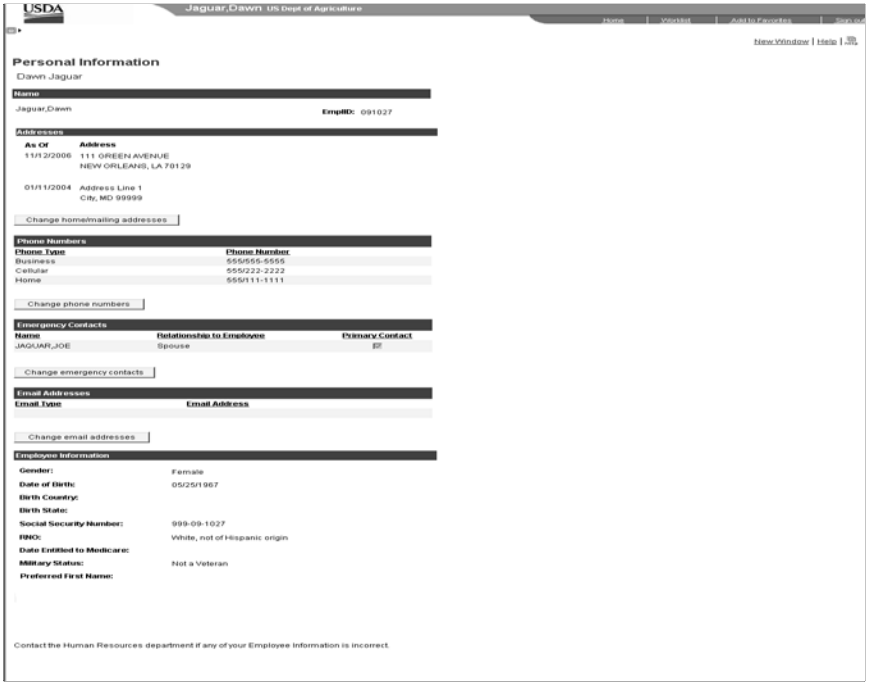


Figure 487. Personal Information page

4. Click ***Home***.

Personnel Actions

In this section, you will be able to view or print your SF−50, Notification of Personnel Action.

To view/print Personnel Actions:

1. Select the ***Employee Self Service*** menu group
2. Select the ***View*** from the Employee Self Service drop-down menu.
3. Select the ***Personnel Actions*** from the Tasks drop-down menu. The Personnel Actions page is displayed.

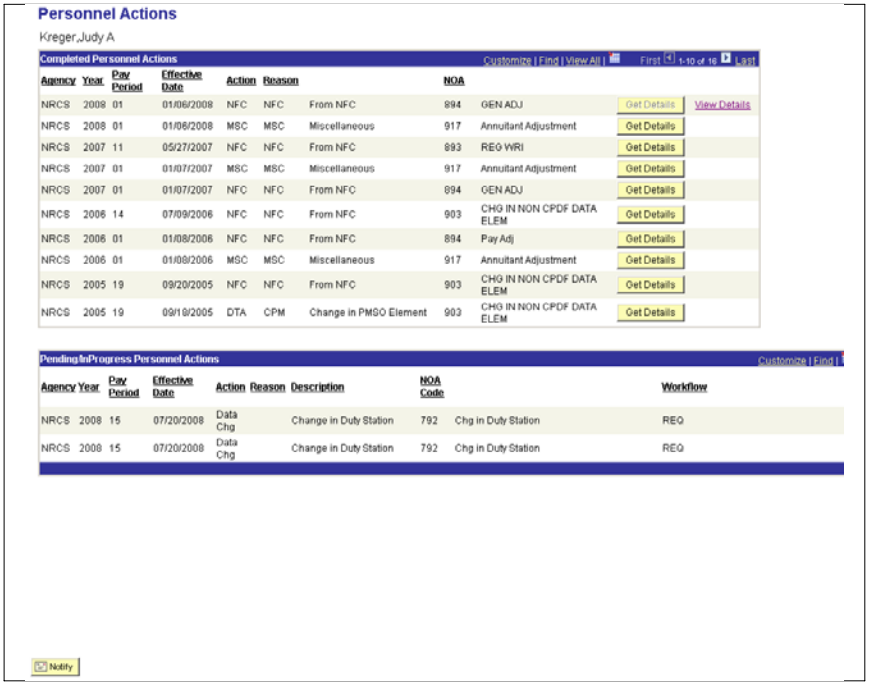


Figure 488. Personnel Actions page

4. Click **Get Details** to activate the ***View Details*** link.

5. Click the **View Details** link to view or print the selected personnel action. This process involves Adobe Acrobat Reader; therefore, there may be a delay before the SF50's are displayed.

6. Click ***Notify*** to notify a person in the workflow.

Position Description

If your HR Office has entered your Position Description (PD) into EmpowHR, this feature allows you to view it.

To view a Position Description:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Position Descriptions*** component. The Position Description page (**Figure 489**) is displayed.

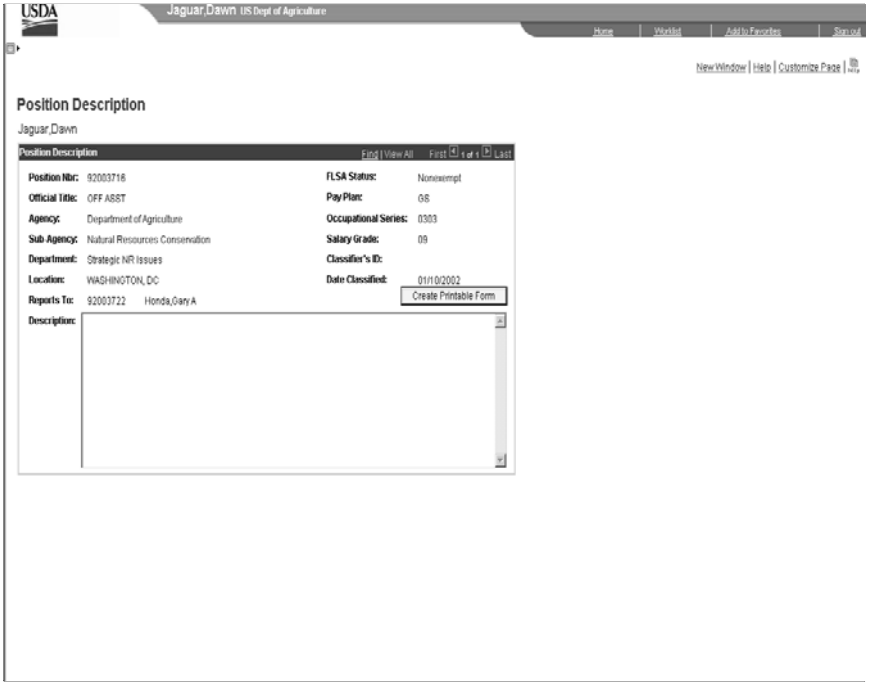


Figure 489. Position Description page

4. Click **Create Printable Form**. This may take several moments to complete.
5. Click **View Details**. This will bring up a position description. View or print the position description.

Flexiplace Navigation

Flexiplace Menu

Flexiplace Home Safety Check

Worklist

When an Employee/Manager access EmpowHR, the worklist provides an instant view of the status of requested items. EmpowHR Self Service actions that require additional approval will come back on the worklist. The worklist provides the Employee/Manager the most up to data information concerning generated request. Employees/Managers can click on any item and it will take them to the appropriate panel to either view or make corrections.

This section explains users how to view an item on a worklist.

To view an item on your Worklist::

1. Click ***Worklist*** link at the top of the page.

OR

Click ***Worklist*** from the menu.

2. Click the applicable item under **`link`**. The Job Classification Request page is displayed

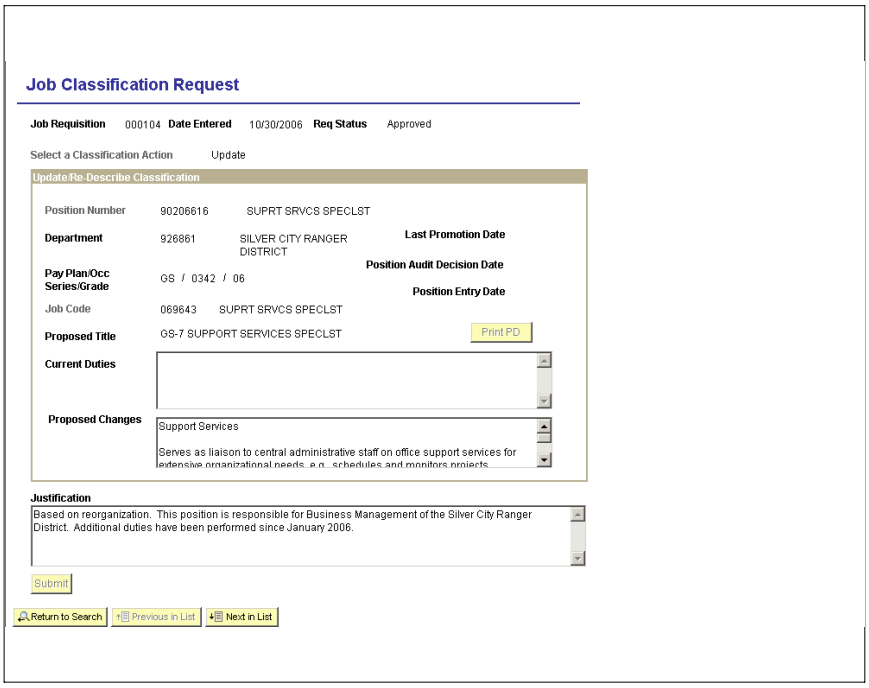


Figure 490. Job Classification Request page

3. Click ***Home***.

ESS - Personal Information

This section is divided into the following topics:

Personal Information Home

Personal Information Summary

Home And Mailing Address

Phone Numbers

Email Addresses

Emergency Contacts

Personal Information Home

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Personal Information Home*** component. The Personal Information Home page (**Figure 491**) is displayed.

Figure 491. Personal Information Home page

Personal Information Summary

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Personal Information Summary*** component. The Personal Information page (**Figure 492**) is displayed.

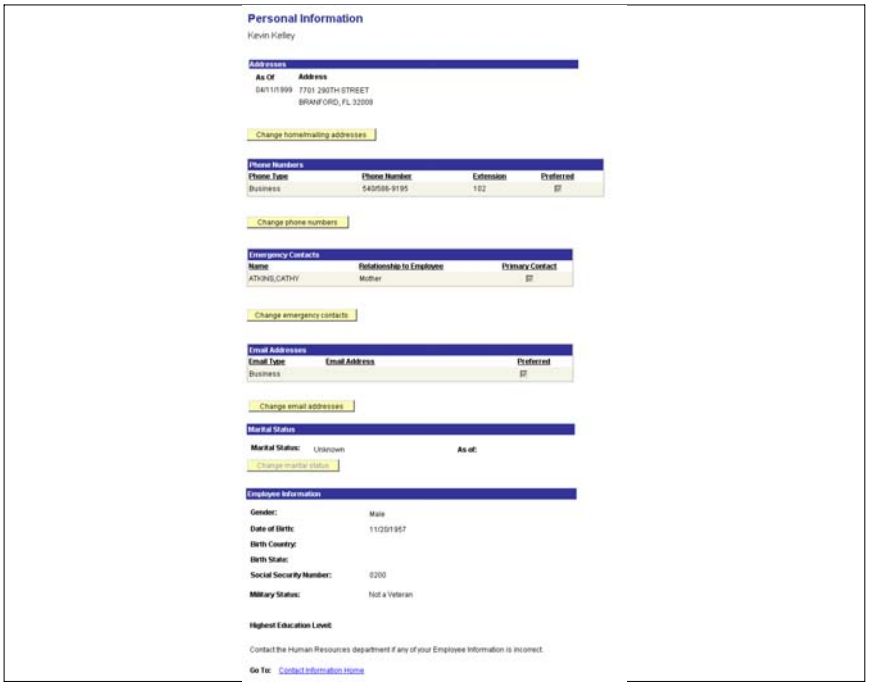


Figure 492. Personal Information page

4. Click **Change Home/Mailing Addresses** to edit an existing address or add a new one. For more information about this topic, refer to the Home And Mailing Address section of this procedure manual.

5. Click **Change Phone Numbers** to edit an existing phone number or add a new one. For more information about this topic, refer to the Phone Numbers section of this procedure manual.

6. Click **Change Emergency Contacts** to edit an existing phone number or add a new one. For more information about this topic, refer to the Emergency Contacts section of this procedure manual.

7. Click **Change Email Addresses** to edit an existing phone number or add a new one. For more information about this topic, refer to the Email Addresses section of this procedure manual.

Home And Mailing Address

To view a Home And/Or Mailing Address:

1. Select the ***Employee Self Service*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Home And Mailing Address*** component. The Home Address page (**Figure 493**) is displayed.

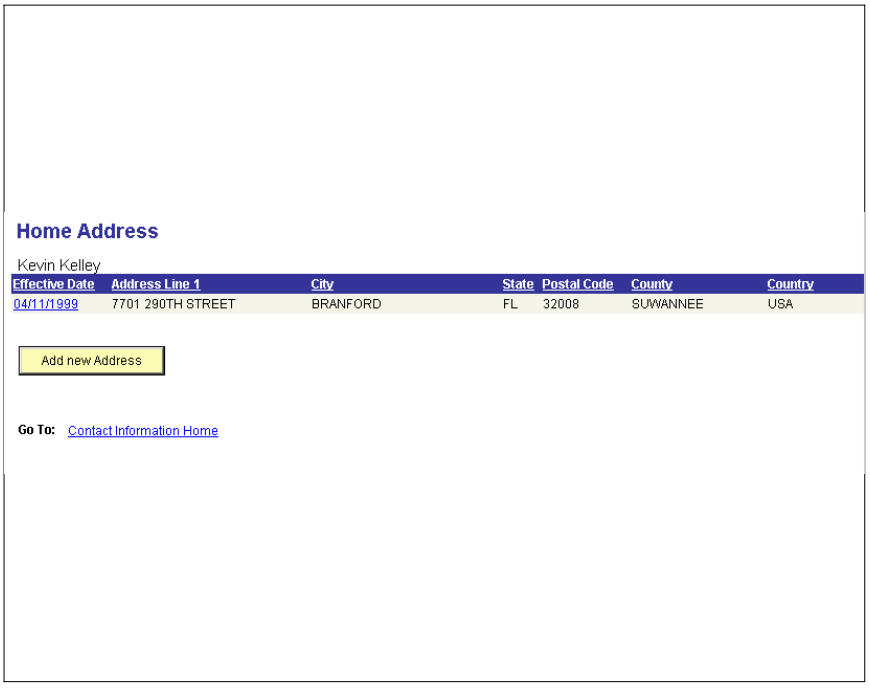


Figure 493. Home Address page

4. Click ***Add New Address***. The Home Address Detail page (**Figure 494**) is displayed.

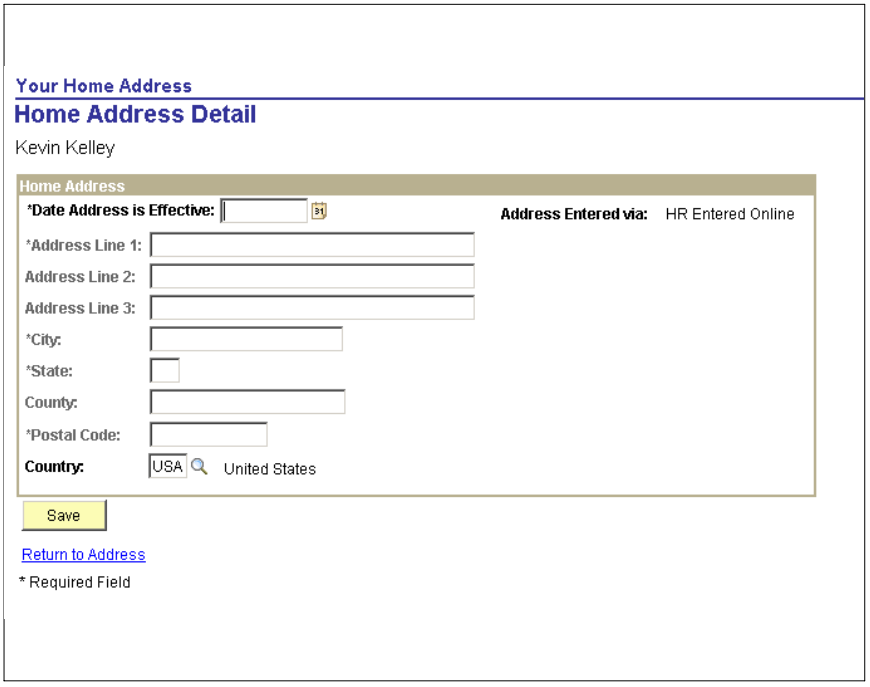


Figure 494.

5. Complete the fields as follows:

6. Click **Save** to save the information.

7. Click the ***Return To Address*** link. The Home Address page (**Figure 493**) is displayed.

8. Click the ***Contact Information Home*** link. The Contact Information Home page (**Figure 495**) is displayed.

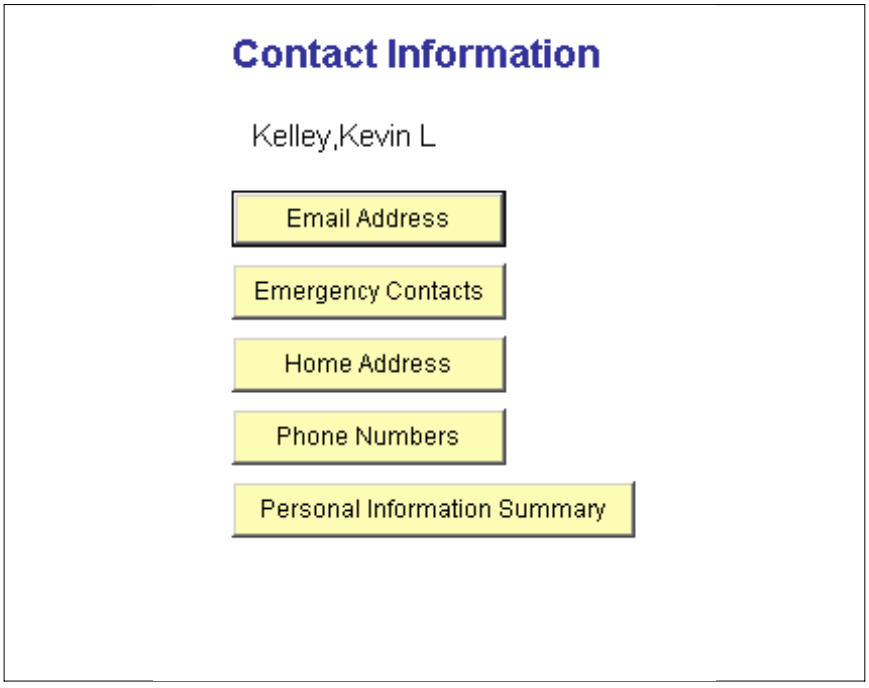


Figure 495. Contact Information page

9. Click **Email Address** to edit an existing phone number or add a new one. For more information about this topic, refer to the Email Addresses section of this procedure manual.

10. Click **Emergency Contacts** to edit an existing phone number or add a new one. For more information about this topic, refer to the Emergency Contacts section of this procedure manual.

11. Click **Home Address** to edit an existing address or add a new one. For more information about this topic, refer to the Home And Mailing Address section of this procedure manual.

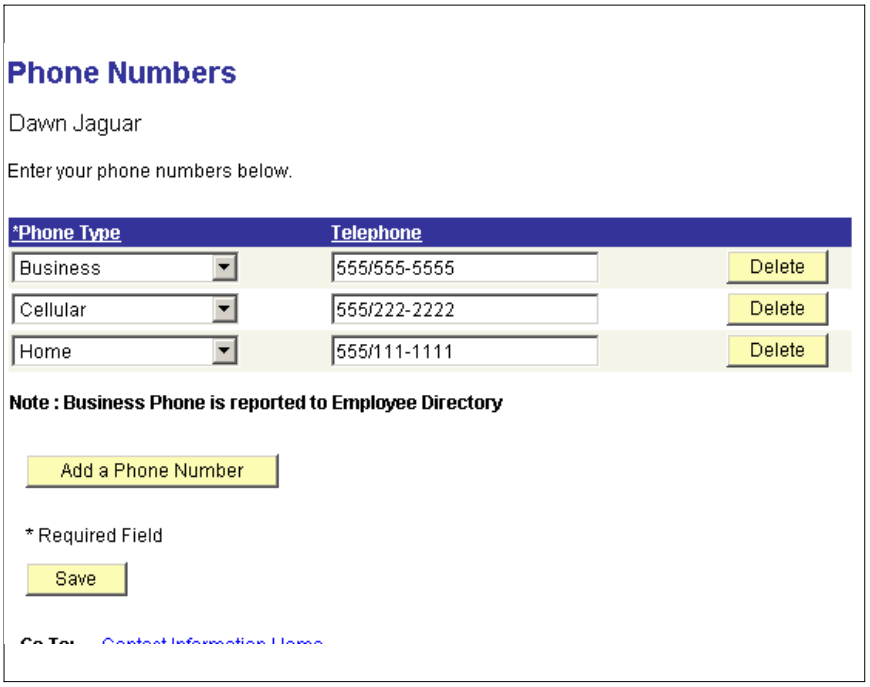
12. Click **Phone Numbers** to edit an existing phone number or add a new one. For more information about this topic, refer to the Phone Numbers section of this procedure manual.

13. Click **Personal Information Summary** to view and edit existing personal information. For more information about this topic, refer to the Personal Information Summary section of this procedure manual.

Phone Numbers

To view a Phone Numbers:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Personal Information*** menu.
3. Select ***Phone Numbers*** component. The Phone Numbers page (**Figure NO TAG**)is displayed.



4. Click ***Add A Phone Number*** to activate the open fields for new data.
5. Complete the fields as follows:
6. Click **Save** to save the information.
7. Click **Delete** to delete a phone number.
8. Click the ***Return To Address*** link. The Home Address page (**Figure 493**) is displayed.
9. Click the ***Contact Information Home*** link. The Contact Information Home page (**Figure 495**) is displayed.

Email Addresses

To view Email Addresses:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Personal Information*** menu.

3. Select the ***Email Addresses*** component. The Email Address page (**Figure 496**) is displayed.

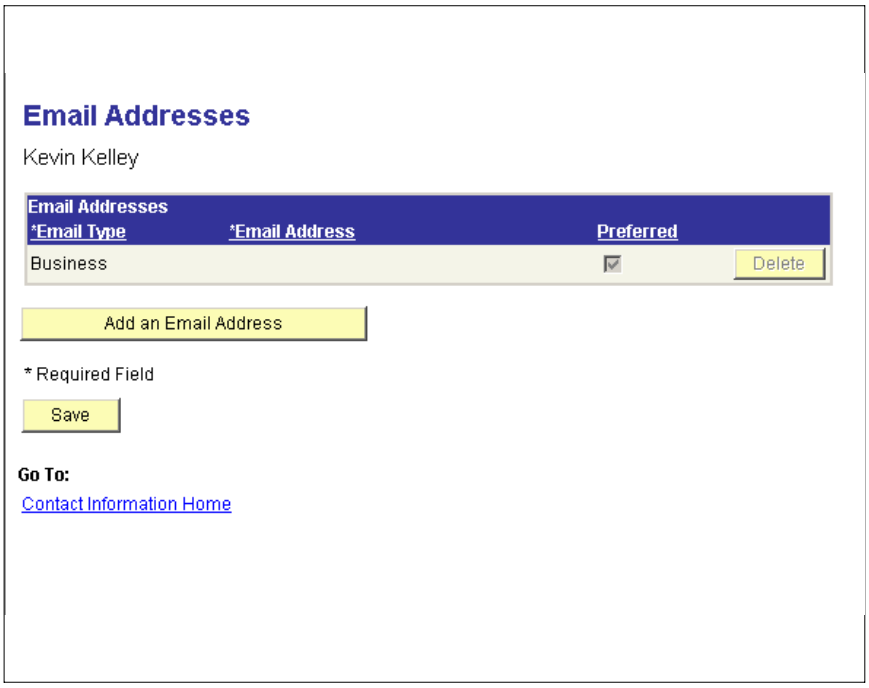


Figure 496. Email Addresses page

4. Click ***Add An Email Address*** to activate the open fields for new data.
5. Complete the fields.
6. Click **Save** to save the information.
7. Click **Delete** to delete a phone number.
8. Click the ***Contact Information Home*** link. The Contact Information Home page (**Figure 495**) is displayed.

Emergency Contacts

To view Emergency Contacts:

1. Select the ***Employee Self Service*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Emergency Contacts*** component. The Emergency Contact page (**Figure 497**) is displayed.

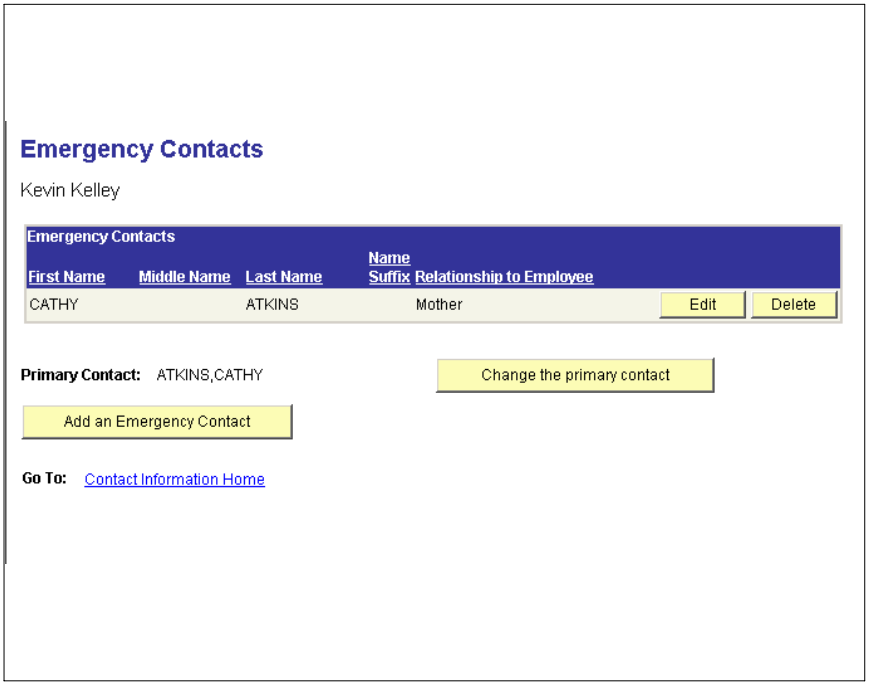


Figure 497. Emergency Conacts page

4. Click ***Add An Emergency Contact***. The Home Address Detail page (**Figure 494**) is displayed.

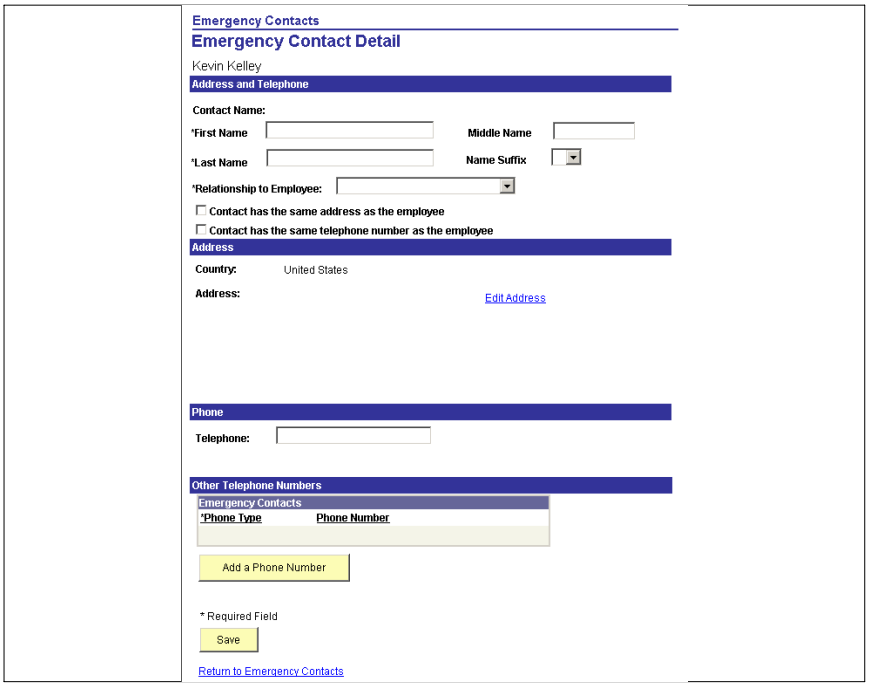


Figure 498. Emergency Contact Detail page

5. Complete the fields.

6. Click ***Add A Phone Number*** to activate the open fields for new data.

7. Complete the fields.

8. Click **Save** to save the information.

9. Click the ***Edit Address*** link. The Edit Address page (**Figure 499**) is displayed.

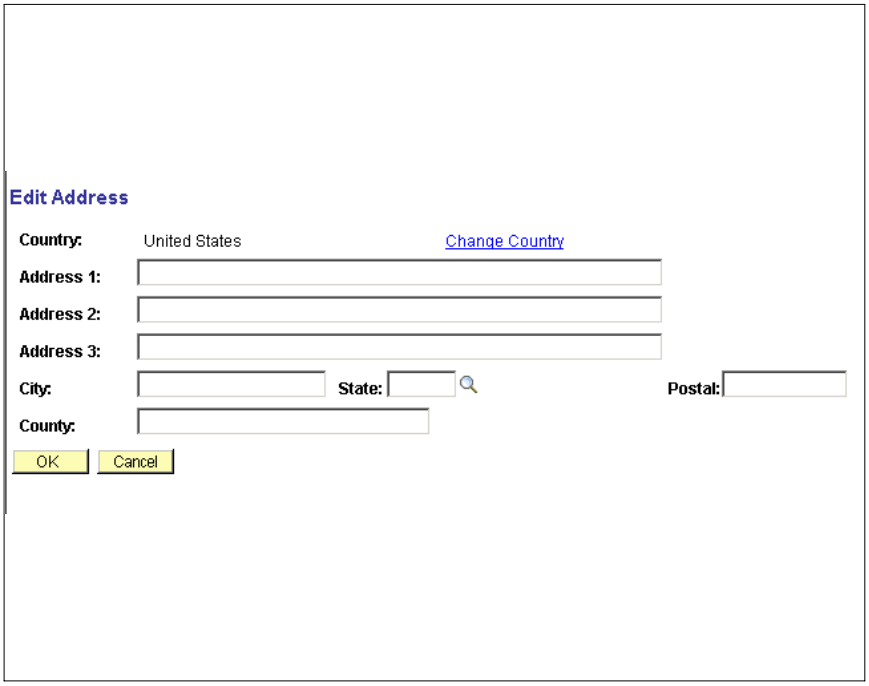


Figure 499. Edit Address page

10. Click the ***Return To Address*** link. The Home Address page (**Figure 493**) is displayed.

11. Complete the fields.

12. Click **OK** to save the information. The Home Address Detail page (**Figure 494**) is displayed.

13. Click **Cancel** to cancel the action. The Home Address Detail page (**Figure 494**) is displayed.

14. Click the ***Return To Change Primary Contact*** link. The Emergency Contact page (**Figure 497**) is displayed.

15. Click **Change The Primary Contact** to cancel the action. The Change Primary Contact page (**Figure 500**) is displayed.

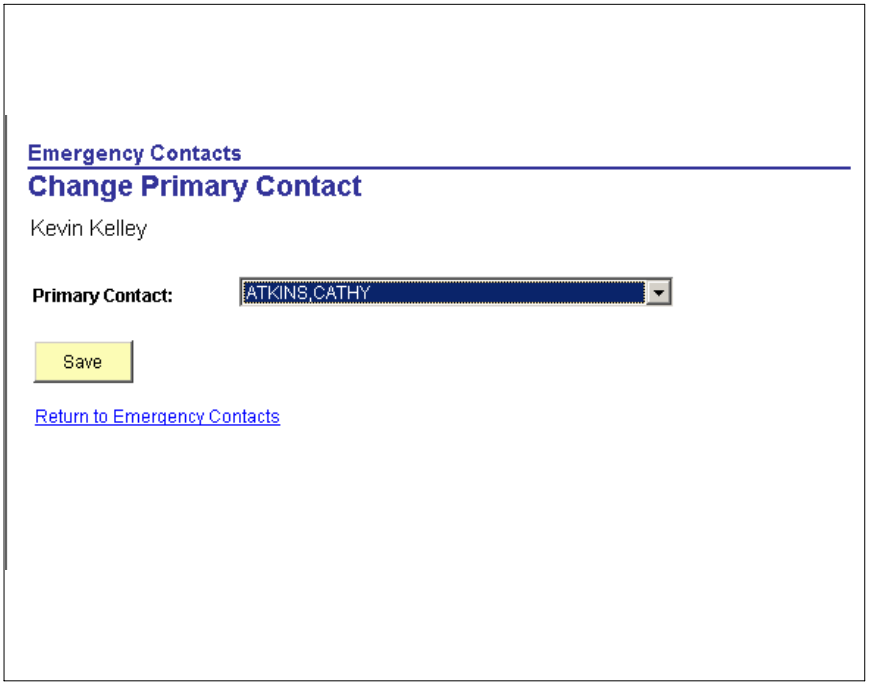


Figure 500. Change Primary Contact page

16. Complete the fields.

17. Click **Save** to save the information.

18. Click the ***Return To Emergency Contacts*** link. The Emergency Contact page (**Figure 497**) is displayed.

Part 9.

Manager Self Service

This part is divided into the following sections:

Manager Self Service Introduction

MSS - Task

MSS - View

Manager Self Service Introduction

Manager Self Service provides managers with the tools and information they need to administer certain aspects pertaining to employees' professional development. It eliminates paperwork and provides managers with a method to track HR information on each employee. Managers are able to enter and view HR information on employees.

In order for any manger to effectively use Manager Self Service, all functions should be established in Workflow. Employees must report to the manager attached to the Work List.

MSS - Tasks

This section contains the following topics:

MSS Start Page

Acting In Lieu Of

Career Plan

NTE Extension

Award Request

Awards

Performance

Performance Reviewer

Change Hire Proposed EffDt

Fill A Position

Inactive Position Request

Job Classification Request

Personnel Actions

ReHire

MSS Start Page

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***MSS Start Page*** component. The What Action Do You Want To Do? page (**Figure 503**) is displayed.

Figure 501.

4. Complete the field as follows:

What Action Do You Want To Do?

Select a type of action from the drop-down list. The valid values are as follows:

What Action Do You Want To Do? Valid Values
Change Effective Date On A Hire Or Rehire Action
Designate Someone To Act On your Behalf
Fill A New Or Existing Position In Your Organization
Inactivate A Position
Perform A Personnel Action Request (PAR) On An Employee Who Reports To You
Rehire An Employee Who Previously Worked For You
Update a Job Classification For Your Employee

5. Click **OK**. The applicable page will display for the selected value.

   OR

   Click **No** to select another valid value.

Note: Each valid value will display the applicable page to perform an action.

Acting In Lieu Of

This process allows mangers to assign an alternate in the event the manger is unavailable.

To enter an Acting In Lieu Of:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Acting In Lieu Of*** component. The User Work Flow tab page (**Figure 502**) is displayed.

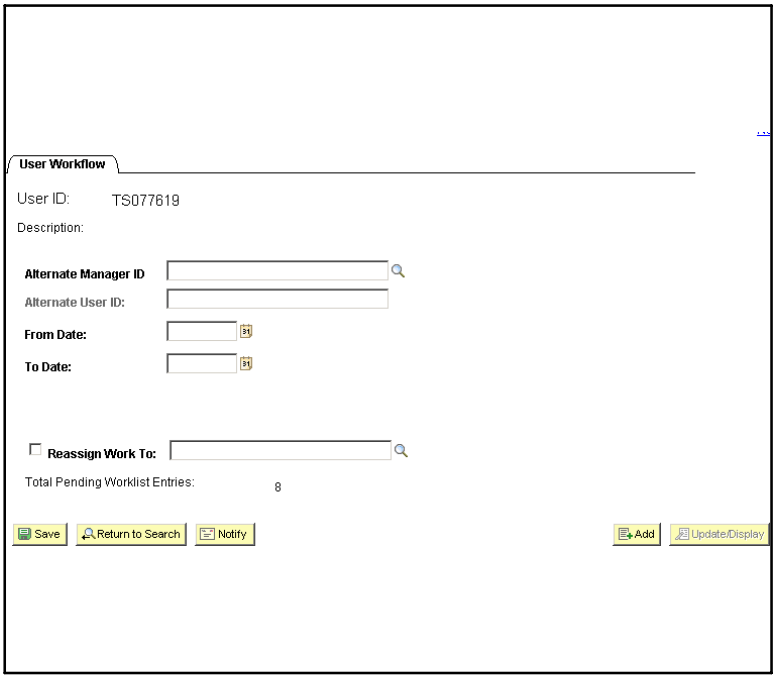


Figure 502. User Workflow tab page

4. Complete the fields as follows:

User ID

This field is the system identifier for the individual who generates the transaction.

Description

This field populated with the name of the individual who generates the transaction.

Alternate Manager ID

Enter the alternate manager ID or search by clicking the search icon.

Alternate User ID

Enter the applicable alternate user ID.

From Date

Enter the from date that the alternate will be starting in the acting capacity or select data from the calendar icon.

To Date

Enter the to date that the alternate will be ending in the acting capacity or select data from the calendar icon.

Reassigned Work To

Check the box if the work should be reassigned.

Reassigned WorkTo

Enter the applicable information or search by clicking the search icon.

Total Pending Worklist Entries

This field displays the number of worklist items that are pending for the alternate manager to act upon.

5. Click **Save**.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

   OR

   Click **Return To Search** to search for another item.

   OR

   Click **Add** to add this item to the list.

   OR

   Click **Update Display** to update the page.

Career Plan

This process allows mangers to develop a career plan for an employee.

This section contains the following topics.

New Plan

Fix Approved Plan

Edit Unapproved Plan

Approve Plan

New Plan

To enter a new career plan:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Career Plan*** component. The Employee List page (**Figure 503**) is displayed.

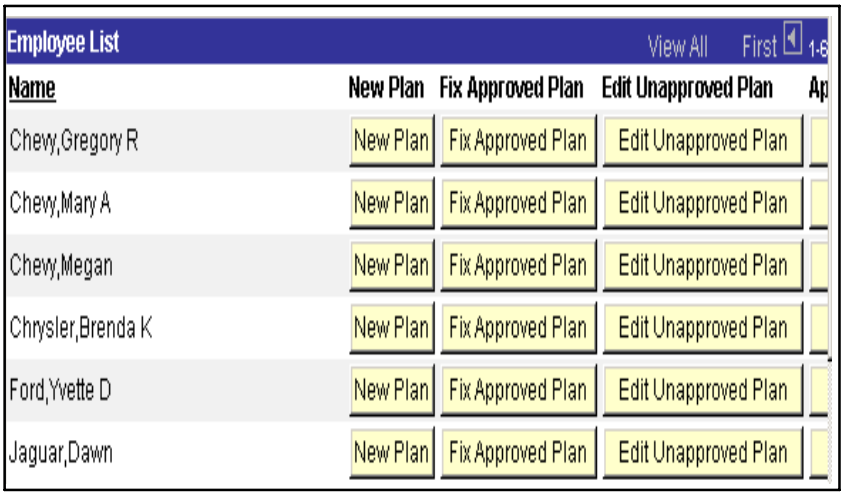


Figure 503. Employee List page

4. Select the applicable employee.

5. Click **New Plan** to enter a new career plan and complete the applicable fields. The ??? page (**Figure 504**) is displayed.

Figure 504. (DPR REPORTED)

6. Complete the fields as follows:

Fix Approved Plan

To fix an approved plan:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Career Plan*** component. The Employee List page (**Figure 505**) is displayed.

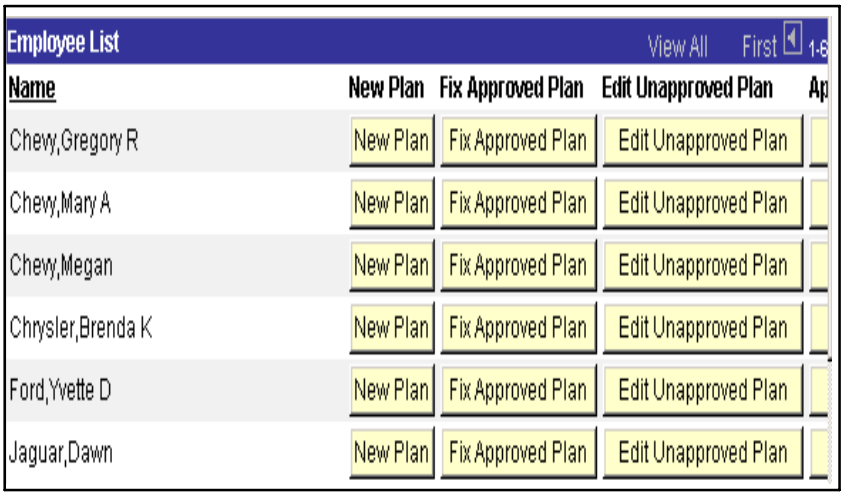


Figure 505. Employee List page

4. Select the applicable employee.
5. Click **Fix Approved Plan** to fix an approved plan for an employee and complete the applicable fields. The ??? page (**Figure 506**) is displayed.

Figure 506. (DPR REPORTED)

6. Complete the fields as follows:

Edit Approved Plan

To edit an approved plan:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Career Plan*** component. The Employee List page (**Figure 507**) is displayed.

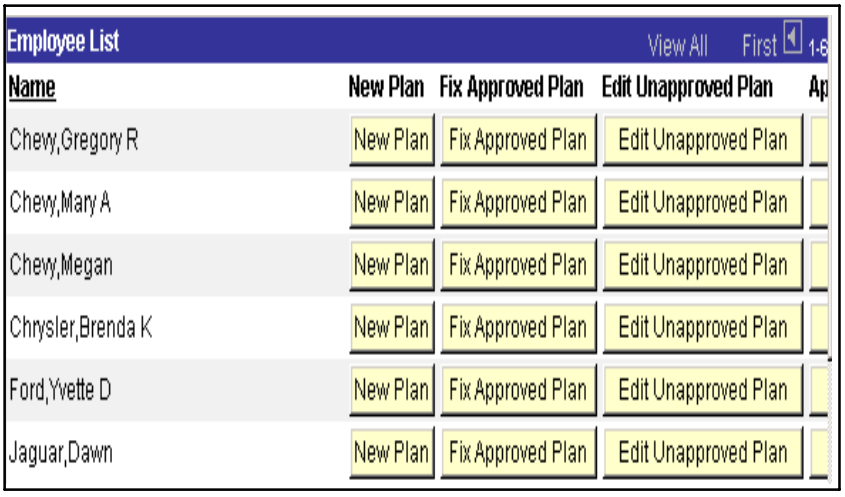


Figure 507. Employee List page

4. Click **Edit Approved Plan** to edit an approved plan for an employee and complete the applicable fields. The ???? page (**Figure 508**) is displayed.

Figure 508. (DPR REPORTED)

5. Complete the fields as follows:

Approve Plan

To approved a plan:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Career Plan*** component. The Employee List page (**Figure 509**) is displayed.

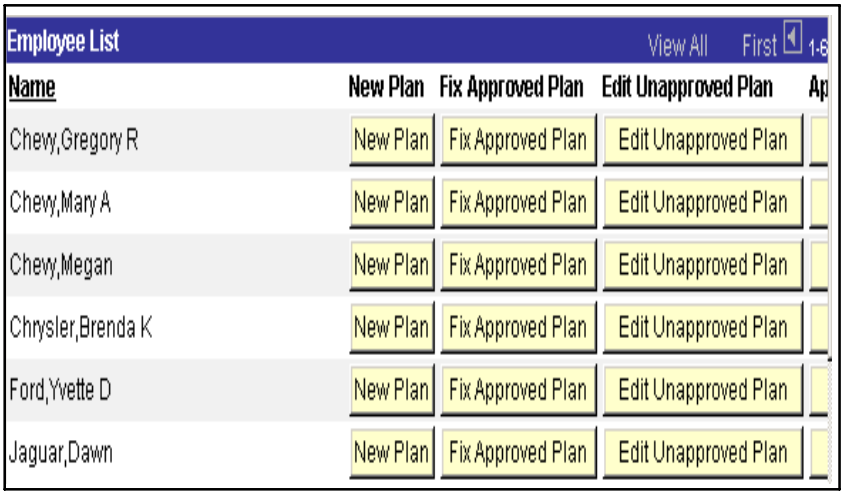


Figure 509. Employee List page

4. Click **Approved Plan** to view the approved plan for an employee. The ??? page (**Figure 510**) is displayed.

Figure 510. (DPR REPORTED)

5. Complete the fields as follows:

NTE Extension

This process allows managers to extend or not to extend Not To Exceed (NTE) Extensions and include justification.

To enter a NTE Extension and justification:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***NTE Extension*** component. The NTE Extension Employee List page (**Figure 511**) is displayed.

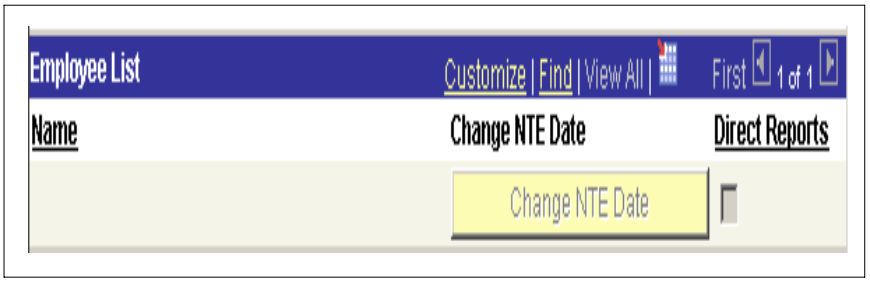


Figure 511. NTE Extension Employee List page

4. Select the applicable employee from the list.

5. Complete the field as follows:

Proposed Effective Date

Change the proposed effective date.

6. Click the ***Change NTE Date***. The NTE Extension For page (**Figure 512**) is displayed.

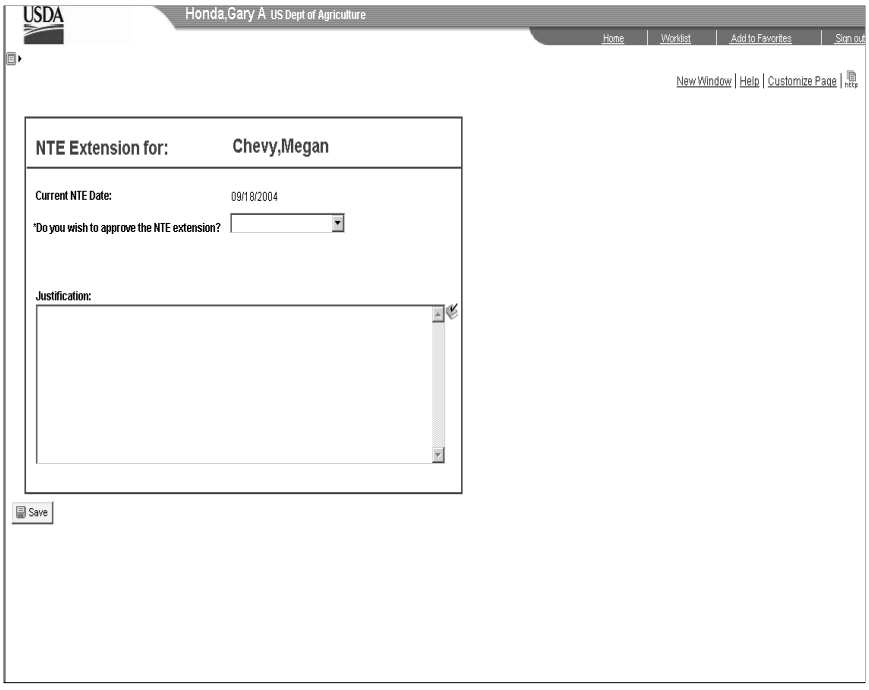


Figure 512. NTE Extension For page

7. Complete the fields as follows:

Current NTE Date

This date is populated and cannot be changed.

***Do You Wish To Approve The NTE Extention**

Enter the applicable information or select data from the drop-down list. The field is used if you wish to extend the date.

Please Specify The New NTE Date

Enter the applicable date or select a date from the calendar icon.

Justification

Enter the justification for the NTE extension.

8. Click the **Spell Checker** icon to check the justification for errors.

9. Click **Save**.

Award Request

To view and update Awards for an employee:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Award Request*** component. The Please Specify EMPLID or Search By State And Last Name tab - Award Request page (**Figure 513**) is displayed. On this page, there is a search that requires entry of an EmplID, Sub-Agency, State or Last Name. An award can only be entered for an employee that has been established in the ***EmpowHR*** application. Enter the specific data or a portion of data and search on different criteria.

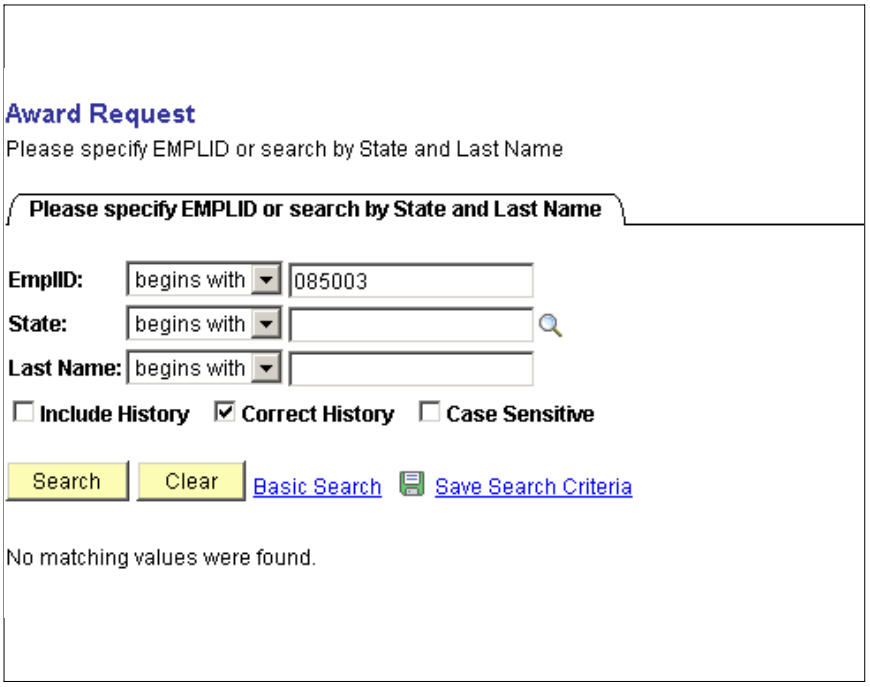


Figure 513.

4. Complete the fields as follows:

EmplID

Enter the employee ID to receive an award.

State

Enter the state of the employee or select data by clicking the search icon.

Last Name

Enter the last name of the employee to receive an award.

5. Click **Search**. The Award Request For page (**Figure 514**) is displayed.

   OR

   Click **Clear** to search for another employee.

Agency

This field is populated and cannot be changed.

Requested By

This field is populated and cannot be changed.

Personnel Office ID

This field is populated and cannot be changed.

Department

This field is spopulated and cannot be changed.

Location

This field is populated and cannot be changed.

Requested By

This field is user ID requesting the award. The name of the user is displayed next to the User ID

Date of Award Request

This field is populated and cannot be changed.

***Award Request Type**

Enter the award request type or select data from the drop-down list. The valid values are as follows:

Award Request Type Valid Values
Group Cash Award-Suggestion
Group Quick Track Award (SPOT)
Group Special Act or Service
Group Time Off Award
Individual Cash - Rating base

Award Request Type Valid Values
Individual Cash Award - Suggestion
Individual Quick Track Award (SPOT)
Individual Special Act or Service
Individual Time Off Award
Quality Step Increase Award
Referral Bonus

Request Status

Enter the request status or search by clicking the search icon.

Period Of Time Covered By This Award/From

Enter the from date the award period began or search by clicking the search icon.

Period Of Time Covered By This Award/Thru

Enter the thru date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the dollar amount of the award.

Agency Charged

Enter the agency that will be charged for the award or search by clicking the search icon.

Accounting Station Code

Enter the accounting station code that will be charged for the award or search by clicking the search icon.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

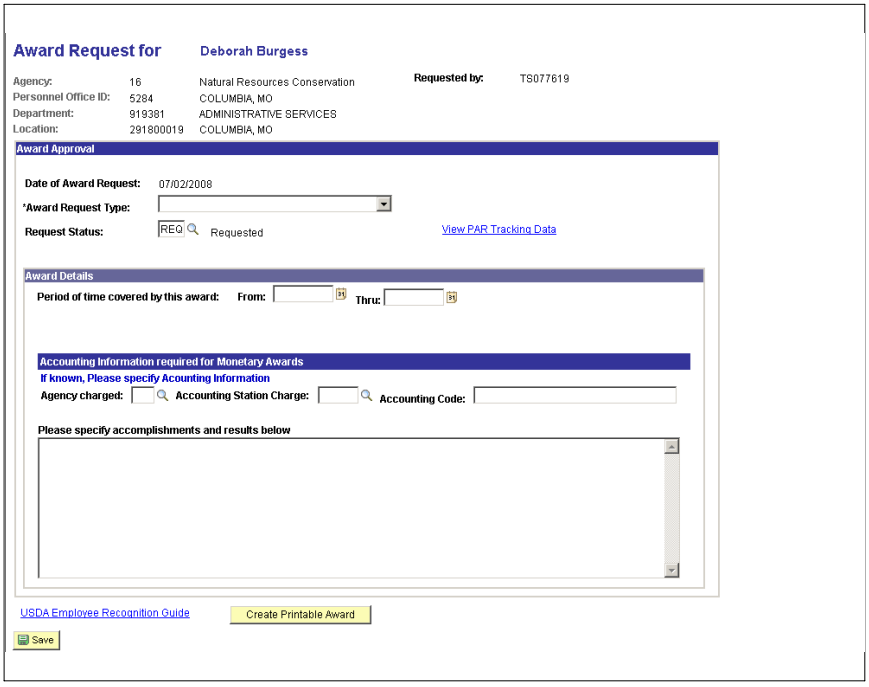


Figure 514. Award Request For page

6. Complete the fields as follows:

Agency

This field is populated and cannot be changed.

Requested By

This field is populated and cannot be changed.

Personnel Office ID

This field is populated and cannot be changed.

Department

This field is spopulated and cannot be changed.

Location

This field is populated and cannot be changed.

Requested By

This field is user ID requesting the award. The name of the user is displayed next to the User ID

Date of Award Request

This field is populated and cannot be changed.

***Award Request Type**

Enter the award request type or select data from the drop-down list. The valid values are as follows:

Award Request Type Valid Values
Group Cash Award-Suggestion
Group Quick Track Award (SPOT)
Group Special Act or Service
Group Time Off Award
Individual Cash - Rating base
Individual Cash Award - Suggestion
Individual Quick Track Award (SPOT)
Individual Special Act or Service
Individual Time Off Award
Quality Step Increase Award
Referral Bonus

Request Status

Enter the request status or search by clicking the search icon.

Period Of Time Covered By This Award/From

Enter the from date the award period began or search by clicking the search icon.

Period Of Time Covered By This Award/Thru

Enter the thru date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the dollar amount of the award.

Agency Charged

Enter the agency that will be charged for the award or search by clicking the search icon.

Accounting Station Code

Enter the accounting station code that will be charged for the award or search by clicking the search icon.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

7. Click **Save** to save the data.

8. Click **Create Printable Award** to print the actual award. The ***View Printable Award*** link appears at the bottom of the page.

9. Click ***View Printable Award***. The Printable Award page (**Figure 518**) is displayed. Once the form is view/printed close the window and the Award Request For page (**Figure 517**) is displayed.

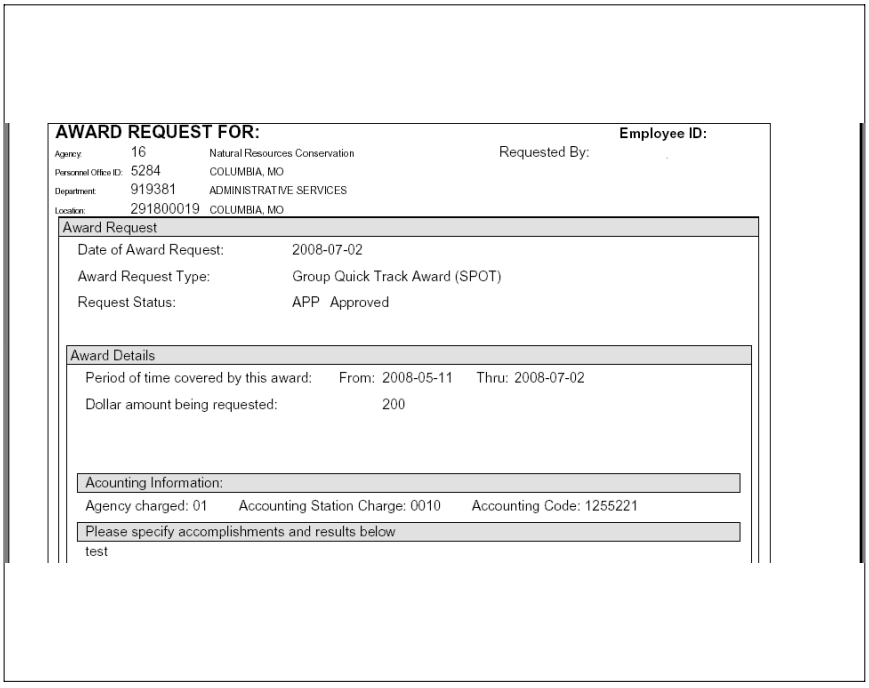


Figure 515. Award Request For page

10. Select the ***View PAR Tracking Data*** to view PAR tracking.

    OR

    Select the ***USDA Employee Recognition Guide*** to review the guidance for the issuance of an award.

11. Click **Save** to save the data.

12. Click **Create Printable Award** to print the actual award. The ***View Printable Award*** link appears at the bottom of the page.

13. Click ***View Printable Award***. The Printable Award page (**Figure 518**) is displayed. Once the form is view/printed close the window and the Award Request For page (**Figure 517**) is displayed.

Awards

This process allows a manger to view and update an award for an employee.

To view and update Awards for an employee:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Awards*** component. The Award page (**Figure 516**) is displayed. On this page, there is a search that requires entry of an EmplID, Sub-Agency, State or Last Name. An award can only be entered for an employee that has been established in the ***EmpowHR*** application. Enter the specific data or a portion of data and search on different criteria.

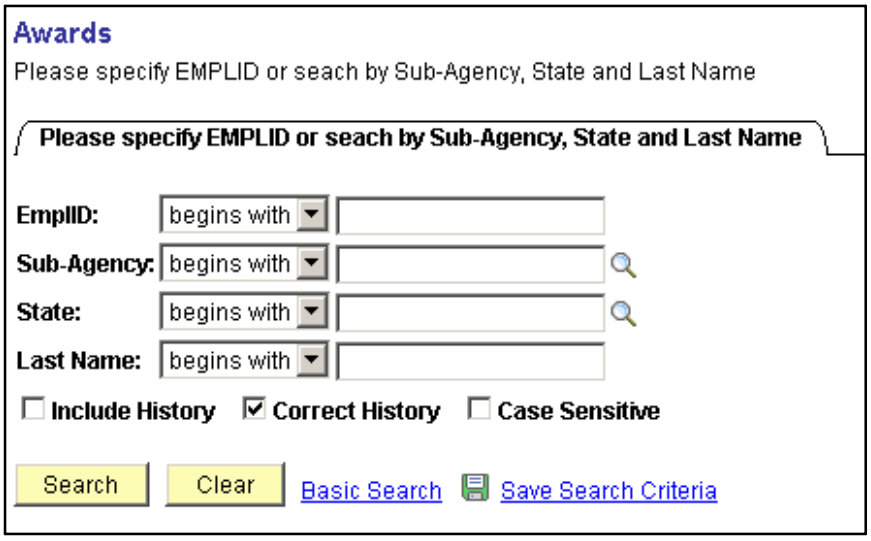


Figure 516. Awards page

4. Click **Search** to locate an employee. The Award Request For page (**Figure 517**) is displayed.

   OR

   Click **Clear** to clear and to enter a new search. The Award Request For page (**Figure 516**) is displayed.

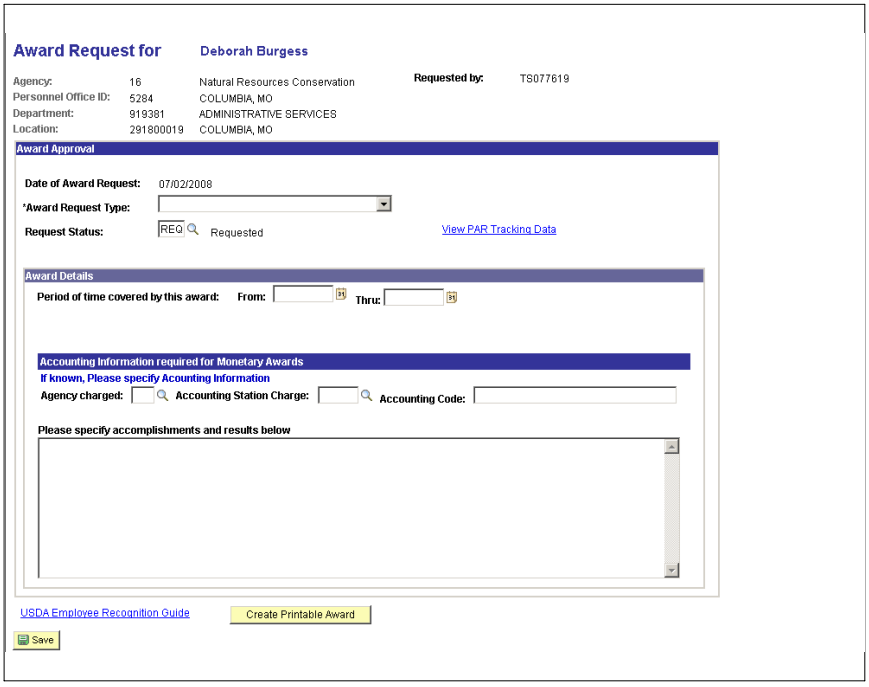


Figure 517. Award Request For page

5. Complete the fields as follows:

Agency

This field is populated and cannot be changed.

Requested By

This field is populated and cannot be changed.

Personnel Office ID

This field is populated and cannot be changed.

Department

This field is spopulated and cannot be changed.

Location

This field is populated and cannot be changed.

Requested By

This field is user ID requesting the award. The name of the user is displayed next to the User ID

Date of Award Request

This field is populated and cannot be changed.

***Award Request Type**

Enter the award request type or select data from the drop-down list. The valid values are as follows:

Award Request Type Valid Values
Group Cash Award-Suggestion
Group Quick Track Award (SPOT)
Group Special Act or Service
Group Time Off Award
Individual Cash - Rating base
Individual Cash Award - Suggestion
Individual Quick Track Award (SPOT)
Individual Special Act or Service
Individual Time Off Award
Quality Step Increase Award
Referral Bonus

Request Status

Enter the request status or search by clicking the search icon.

Period Of Time Covered By This Award/From

Enter the from date the award period began or search by clicking the search icon.

Period Of Time Covered By This Award/Thru

Enter the thru date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the dollar amount of the award.

Agency Charged

Enter the agency that will be charged for the award or search by clicking the search icon.

Accounting Station Code

Enter the accounting station code that will be charged for the award or search by clicking the search icon.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

6. Click **Save** to save the data.

7. Click **Create Printable Award** to print the actual award. The ***View Printable Award*** link appears at the bottom of the page.

8. Click ***View Printable Award***. The Printable Award page (**Figure 518**) is displayed. Once the form is view/printed close the window and the Award Request For page (**Figure 517**) is displayed.

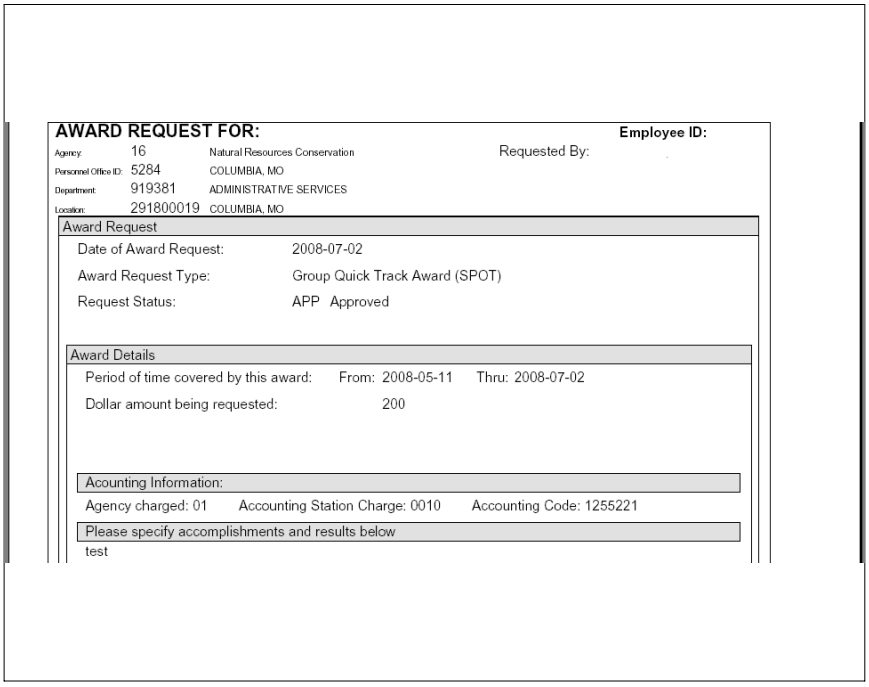


Figure 518. Award Request For page

9. Select the ***View PAR Tracking Data*** to view PAR tracking.

   OR

   Select the ***USDA Employee Recognition Guide*** to review the guidance for the issuance of an award.

Performance

This process allows a manager to view or modify a performance plan, progress review or summary rating for an employee.

In Manage Performance, the manager who creates the performance document can not be the same person as the supervisor who reviews and concurs the performance document. After the

Performance Plan is created, an email notification is generated to the employee. The employee then reviews and saves the Performance Plan before the supervisor can concur. In this case, the Performance Plan must be deleted a new one created.

When deleting Appraisals in ***EmpowHR***, a new Appraisal can be created immediately.

This section contains the following topics:

Performance Plan

Progress Review

Summary Rating

Performance Plan

The Performance option is used to facilitate the management of the performance evaluation process. This option allows several different roles to participate in the feedback process between managers, employees and HR personnel.

A Performance Plan is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance plan for a new appraisal period. A performance plan must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

The roles and for each individual are as follows:

- Manager − Initiates and modifies performance plans for their employees, review employee comments, and add comments of their comments on their comments on their performance documents.
- Employee − Views and provides comments on their performance documents.
- HR Personnel − Views the performance plans and has the ability to edit and run reports for missing or late plans.

The Performance module has 4 main elements:

- Manager Self Service
- Employee Self Service − Refer to the Employee Self Service section of this procedure.
- Manage Performance − Refer to Manage Performance section of this procedure.
- Workflow − Refer to EmpowHR Roles in the Basics section of this procedure.

To add a new or view an existing Performance Plan for an employee:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Performance*** component. The Performance page (**Figure 519**) is displayed.

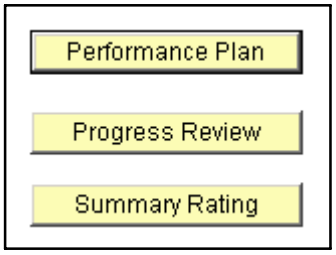


Figure 519. Performance page

4. Click **Performance Plan**. The Performance Plan Employee List page (**Figure 519**) is displayed and contains a list of employees that **`Reports To`** the manager.

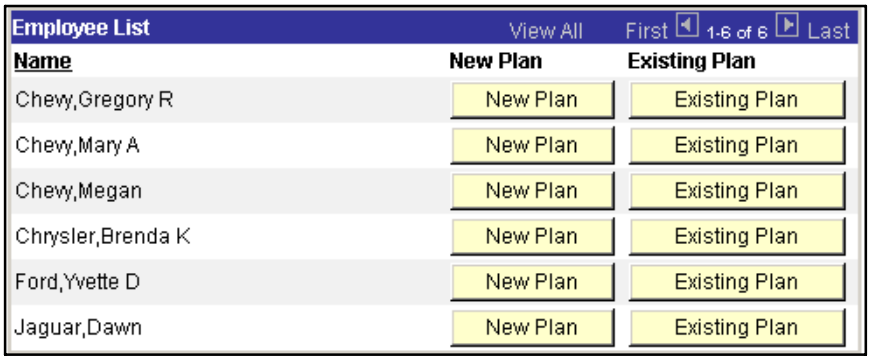


Figure 520. Performance Plan Employee List page

5. Click **New Plan** next to the applicable employee's name to enter a new performance plan. The Sup Create Plan page (**Figure 521**) is displayed. If the Employee List is blank the the Sub Create Plan page will include additional fields (**Figure 522**) is displayed.

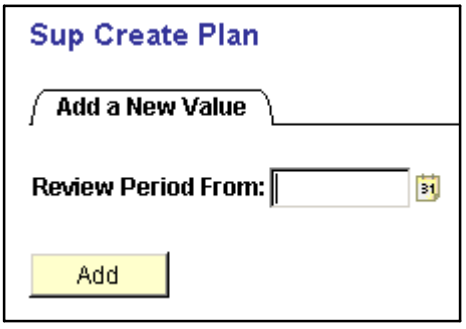


Figure 521. Sup Create Plan page

6. Complete the field as follows:

Review Period From

Enter the starting date of the new plan or select a date from the calendar icon.

7. Click **Add**. The Performance Plan page (**Figure 524**) is displayed.

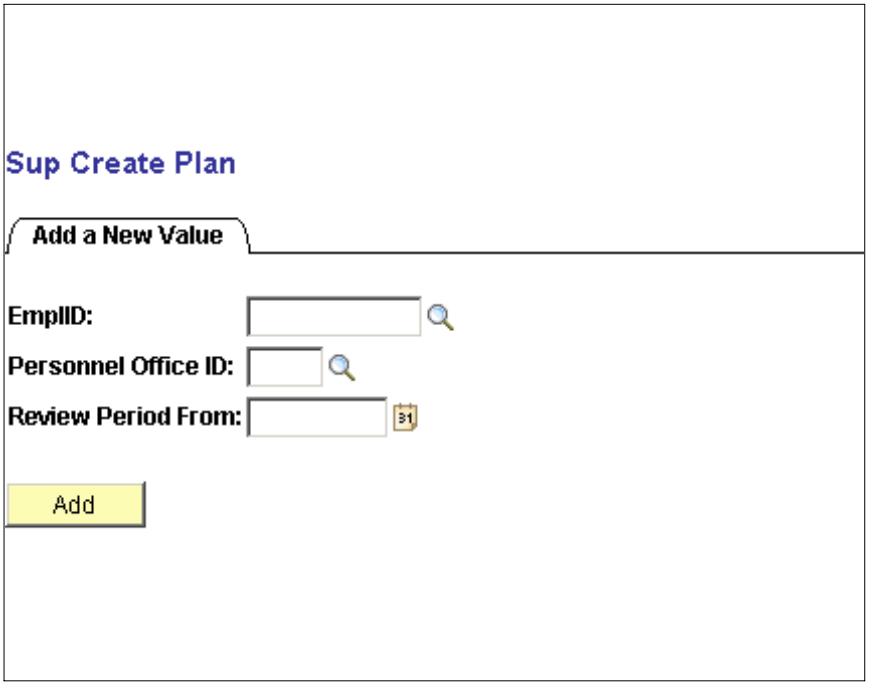


Figure 522. Sub Create Plan (additional fields) page

8. Complete the field as follows:

EmplID

Enter the employee ID or select data by clicking the search icon.

Personnel Office ID

Enter the POI or select data by clicking the search icon.

Review Period From

Enter the starting date of the new plan or select a date from the calendar icon.

9. Click **Add**. The Performance Plan tab - Sub Create Plan page (**Figure 524**) is displayed. The Performance Plan page identifies that the Rating Official or the Employee created the plan. Since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are system-generated based on those dates. Fields on the Performance Plan and the Elements and Standards page can be viewed, modified, printed, or deleted based on Agency policy. The Employment Information portion of the Performance Plan page displays the position information of the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Position and/or PARs, whichever is appropriate.

OR

10. Click **Existing Plan**. The Find An Existing Value Plan tab - Sub View Edit Plan page (**Figure 523**) is displayed.

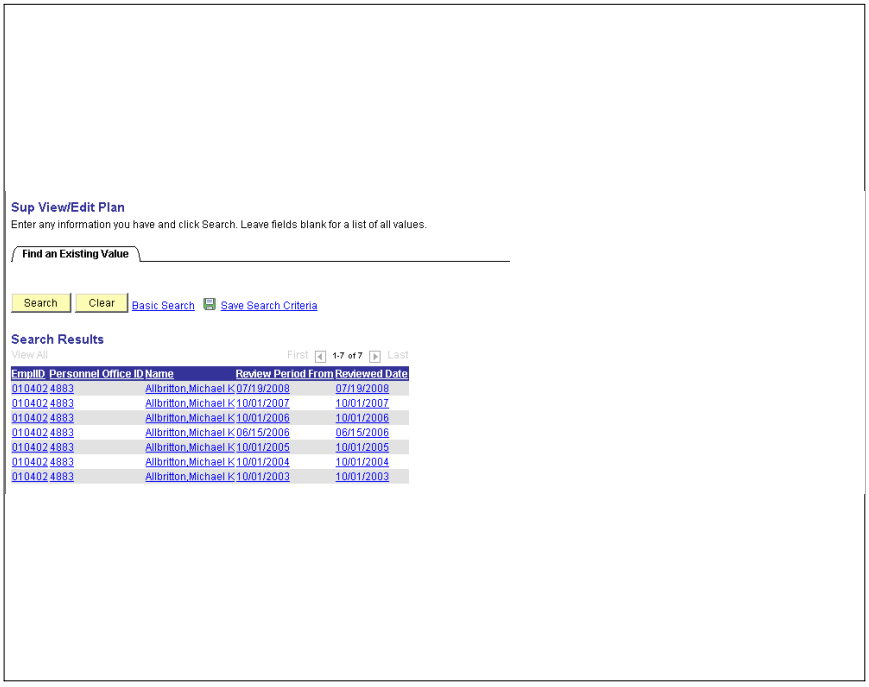


Figure 523. Find An Existing Value Plan tab - Sub View Edit Plan page

11. Click **Search**. The Performance Plan tab - Sub View Edit Plan page (**Figure 524**) is displayed. This page is the same for Create a New Plan or Edit Plan.

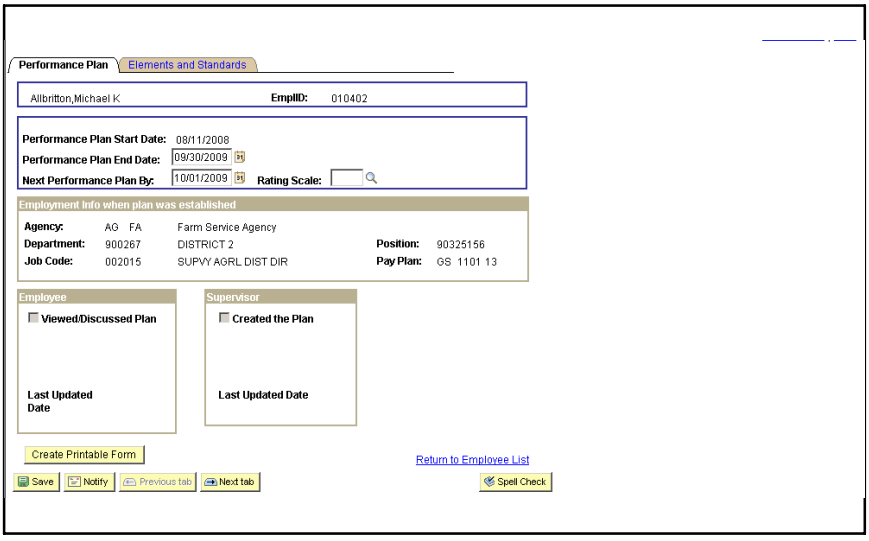


Figure 524. Perfomance Plan tab - Sub Create Plan page

12. Complete the fields as follows:

Performance Plan Start Date

This field is populated and cannot be changed. This date is populated from the ***Sub Create Plan*** page (**Figure 521**) or page (**Figure 522**).

Performance Plan End Date

Enter the applicable date or select a date from the calendar icon.

Next Perforamnce Plan By

Enter the applicable date or select a date from the calendar icon.

Rating Scale

Enter the applicable information or search by clicking the search icon. The value are Pass/Fail or 5 Tier Performance.

Agency

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Department

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Job Code

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

Position

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

Pay Plan

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

Employee/viewed/ Discussed Plan

Check this box if the response is **`Yes`**.

Last Updated Date

This the last date the performance plan was updated by the employee.

Supervisor/Created The Plan

Check this box if the response is **`Yes`**.

Last Updated Date

This the last date the performance plan was updated by the supervisor.

Reviewer/Reviewed Plan

Check this box if the response is **`Yes`**.

Last Updated Date

This the last date the performance plan was updated by the reviewer.

13. Select the ***Elements And Standards*** tab. The Elements And Standards tab - Create Sub Plan page (**Figure NO TAG**) is displayed.

- **Critical Element** - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.
- **Additional Performance Element** - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.
- **Performance Standard** - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance, A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.The ***Elements And Standards*** page (**Figure 524**)displays the dates when the Rating Official and employee viewed, last updated, and/or finalized the plan. The employee **must** check this box whether the plan was created by the Rating Official or by the employee. The Rating Official must finalize the plan before a progress review or summary rating can be entered.
- **Critical Element** - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.
- **Additional Performance Element** - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.
- **Performance Standard** - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance, A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.

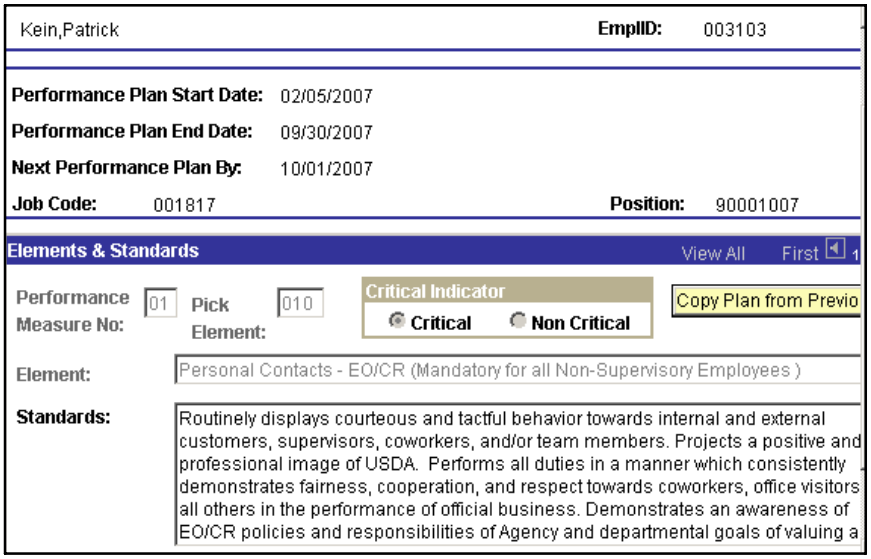


Figure 525. Elements and Standards tab - Performance Plan page

14. Complete the fields as follows:

Performance Plan Start Date

This field is populated and cannot be changed.

15. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is the date the performance plan began.

Performance Plan End Date

This field is the date the performance plan ended.

Next Performance Plan By

This field is the when the next plan is due.

Job Code

This field is the job code for the position of the employee. The narrative description of the job code is displayed.

Position

This field is the position of the employee.

Performance Measure No

This field is a 2 position field that displays the performance measure number.

Pick Element

This field is a 3 position field that displays the element number to be added.

Critical Indicator/Critical

This field is used to indicates the criticality of the element.

Critical Indicator/Non Critical

This field is used to indicates the non criticality of the element.

Element

This field is the narrative of the performance element.

Standards

This field is narrative of the standard for the performance element.

16. Click **Save**.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

OR

Click **Create A Printable Form** to print a performance plan.

OR

Select ***Return To Employee List*** to return to the search page (**Figure 503**).

Progress Review

Regular and open communication between supervisors and employees is vitally important particularly in a two-tier performance appraisal system where all elements are critical elements.

The Progress Review is a joint discussion between the Rating Official and the employee regarding the Employee's progress toward achieving the performance standards. It does not

involve the issuance of a rating of record. Progress reviews are conducted as least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comment may be entered by the Rating Official and/or employee. The Rating Official must finalize the plan before a progress review can be added.

The rating official is encourage to make written comments concerning the employee's performance at the time of the progress review. the purpose of the written comments is to provide a more formal identification of the employee's performance in relation to the performance work plan. Employee are encouraged to provide written comments on the form at this time also. the employee and the rating official initial and date the appropriate blocks to indicate the discussions were held.

Managers can start or edit a progress review for their employee. When the manager clicks on the Progress Review button, a list of their employees is displayed. The manager has the option to either start a New Review or update an Existing Review. The Performance Reviewer component has two tabs, the Progress Review and the Elements and Standards. On the Progress Review, the manager can save the review. The employee will be notified via a workflow and the review is ready for the the employee's viewing and comment. Refer to Employee Self Service section of this procedure for more information regarding Performance and Workflow.

Existing Progress Reviews are used by managers to do multiple mid-year reviews. To accomplish this, open an existing progress review and add more comments. When they save, the date and signature is captured int he comments field in the chronological order to show multiple progress reviews.

To view, enter or modify a Progress Review:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Performance*** component.
4. Click **Progress Review**. The Progress Review page (**Figure 526**) is displayed.

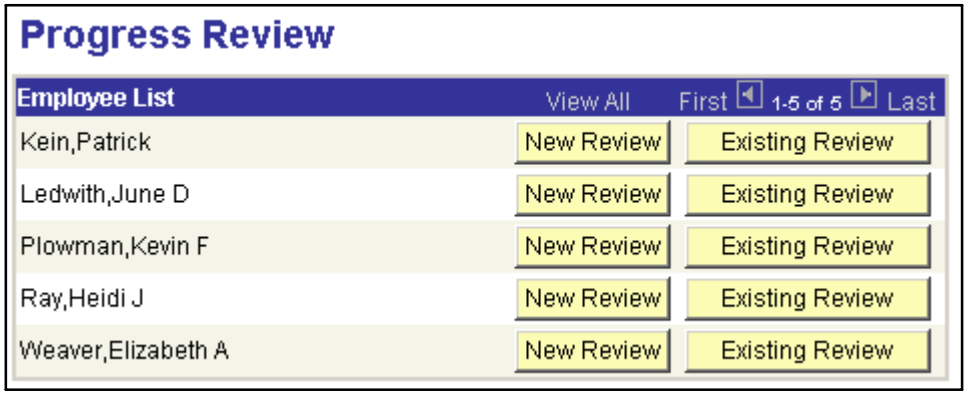


Figure 526. Progress Review Employee List page

5. Click **New Review** next to the applicable employee to enter a new progress review. The ***Add A New Value*** -Sup Create Progress Review page (**Figure 527**) is displayed. The

information on this page will allow you to add data in order to enter a new review. series. Enter the new criteria.

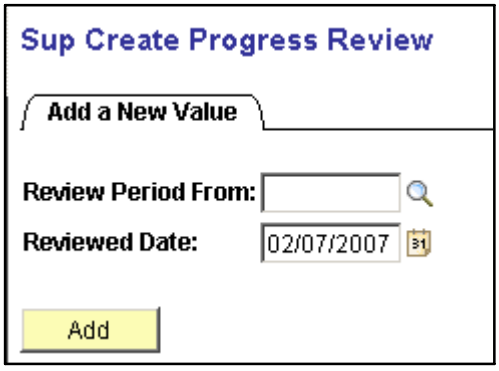


Figure 527. Add A New Value - Sup Create Progress Review page

6. Complete the field as follows:

Review Period From

Enter the starting date of the progress review or select a date from the calendar icon.

7. Click **Add**. The Look Up Review Period From - New Review page (**Figure 528**) is displayed.

OR

Select **Existing Review** to view/modify an existing progress review and enter or modify the applicable fields. The Look Up Review Period From - Existing Review page (**Figure 528**) is displayed.

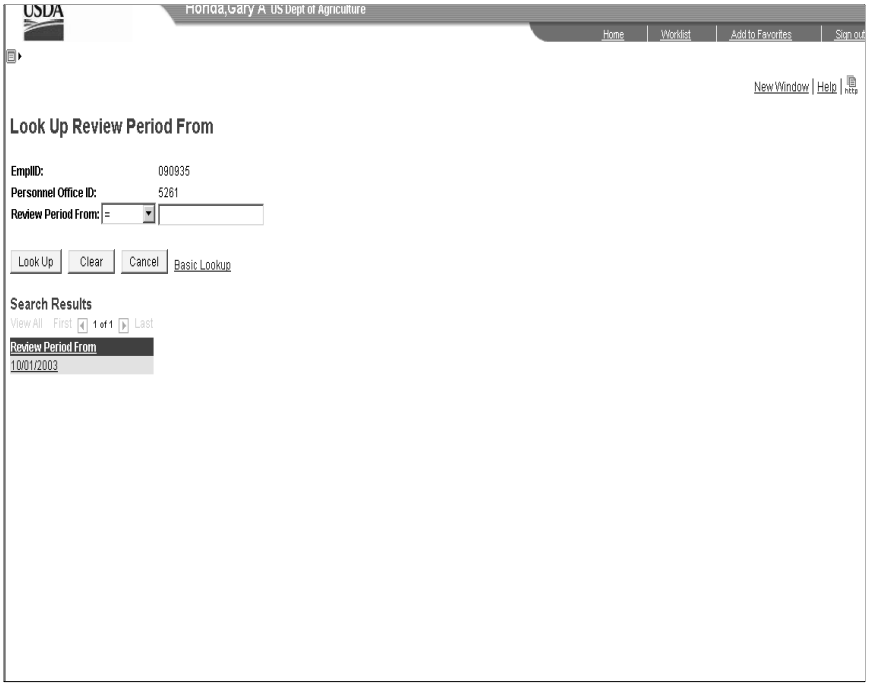


Figure 528. Look Up Review Period From page

8. Complete the field as follows

9. Complete the **`Review Period From`** field on the Look Up Review Period From page (**Figure 528**). The Performance Plan tab - Progress Review page (**Figure 529**) is displayed.

Review Period From

Enter the from date of the review.

10. Click **Look Up** to search for a review. The Performance Plan tab - Progress Review page (**Figure 529**) is displayed.

OR

Click **Clear** to clear the search information.

OR

Click **Cancel** to cancel the search.

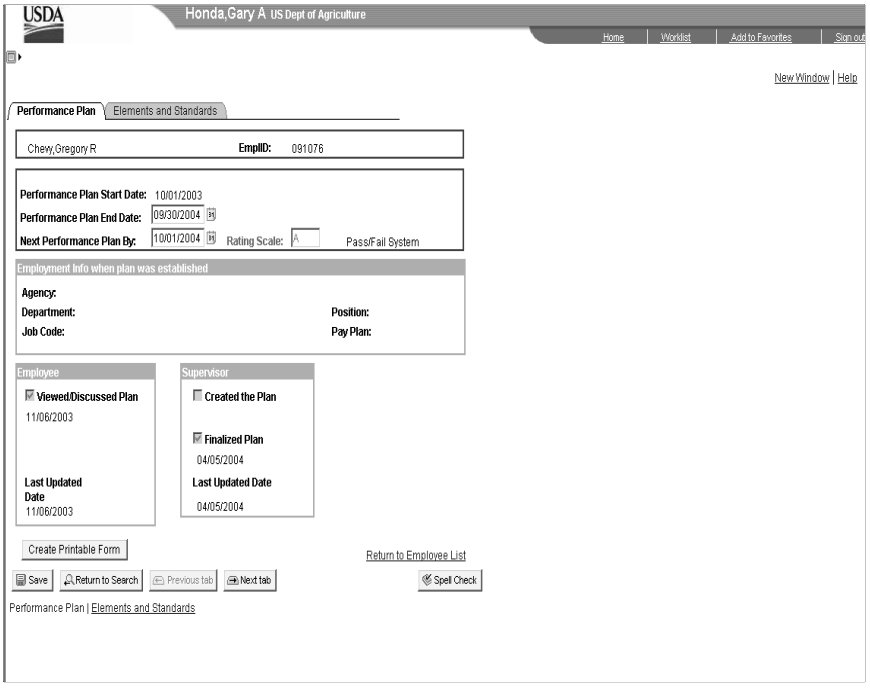


Figure 529. Performance Plan tab - Progress Review page

The Performance Plan tab - Progress Review page identifies when the Rating Official or the employee created the plan. Since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are populated based on those dates.

11. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is populated and cannot be changed.

Performance Plan End Date

This field is populated and cannot be changed.

Review Type

This field is populated from the menu selection. This field identifies the type of performance action.

Rating Scale

This field is populated from the performance rating page.

The Employment Information Section displays the position information the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Positions and/or PARs whichever is appropriate.

Reviewer ID

This field displays the employee's reports to position, which has been input by the Servicing Human Resources Office. If this block is incorrect, the HR should review the position information and make the necessary corrections in Positions and/or PARs, whichever is appropriate.

***Evaluation Type**

Enter the applicable information or select data from the drop-down list.

Reviewer Comment

Enter the applicable comments. This field allows both the Rating Official to input progress review comments. When the Rating Official is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Note: Click **Add More Comments** to add additional reviewer or employee comments.

Employee/Viewed/ Discussed

Check this box if the employee viewed the performance plan and if manager has discussed the plan with the employee. The current date is then populated.

Last Updated Date

This field is populated with the last date the employee reviewed the plan.

Employee Comments

Enter the applicable comments. This field allows both the Employee to input progress review comments. When the Employee is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Supervisor/Created The Plan

Check this box if the supervisor created the plan. The current date is then populated.

Finalized Plan

Check this box if the supervisor finalized the plan. The current date is then populated.

Last Updated Date

This field is populated with the last date the supervisor reviewed the plan.

12. Click **Save**. All the edited text is saved.

13. Click **Return To Search**.

    OR

    Click **Next Tab**. The Elements and Standards tab - Progress Review page (**Figure 530**) is displayed.

    OR

    Click **Return To Employee List** to return to the list of employees (**Figure 503**).

14. Click the **Elements And Standards** tab. The Elements And Standards tab - Progress Review page (**Figure 530**) is displayed.

The Elements And Standards tab - Progress Review page identifies when the Rating Official or the employee created the plan.

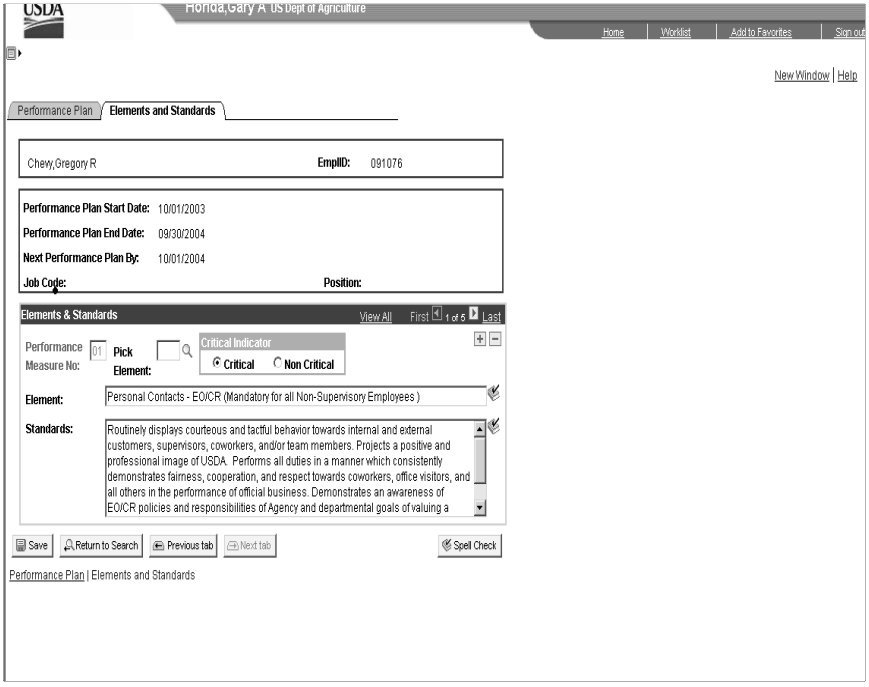


Figure 530. Elements and Standards tab - Progress Review page

15. Complete the fields as follows:

Performance Plan Start Date

This field is populated and cannot be changed.

16. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is the date the performance plan began.

Performance Plan End Date

This field is the date the performance plan ended.

Next Performance Plan By

This field is the when the next plan is due.

Job Code

This field is the job code for the position of the employee. The narrative description of the job code is displayed.

Position

This field is the position of the employee.

Performance Measure No

This field is a 2 position field that displays the performance measure number.

Pick Element

This field is a 3 position field that displays the element number to be added.

Critical Indicator/Critical

This field is used to indicates the criticality of the element.

Critical Indicator/Non Critical

This field is used to indicates the non criticality of the element.

Element

This field is the narrative of the performance element.

Standards

This field is narrative of the standard for the performance element.

17. Click **Save**.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

OR

Click **Create A Printable Form** to print a performance plan.

OR

Select ***Return To Employee List*** to return to the search page (**Figure 503**).

1. The **`Standards`** field can be modified if applicable.

2. Click **Save**.

3. Click **Spell Check** to check the spelling of the Standards.

4. Click **Return To Search**.

   OR

   Click **Previous Tab**. The Performance Plan tab - Progress Review page (**Figure 529**) is displayed.

Summary Rating

The MSS Summary Rating allows a manager to initiate or edit a Summary Rating (final rating) for their employees. When the manager selects **Summary Rating**, a list of employees that Reports To is displayed. The manager has the option to either create a New Rating or update and Existing Rating. Transaction are sent to NFC only after the reviewer has concurred on the rating.

The Summary Rating is the final rating normally issued at the end of the appraisal period and becomes a part of the employee's performance file (EPF).

To view, modify, or add a Summary Rating:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Performance*** component.

4. Select ***Summary***. The Summary Rating Employee List page (**Figure 531**) is displayed.

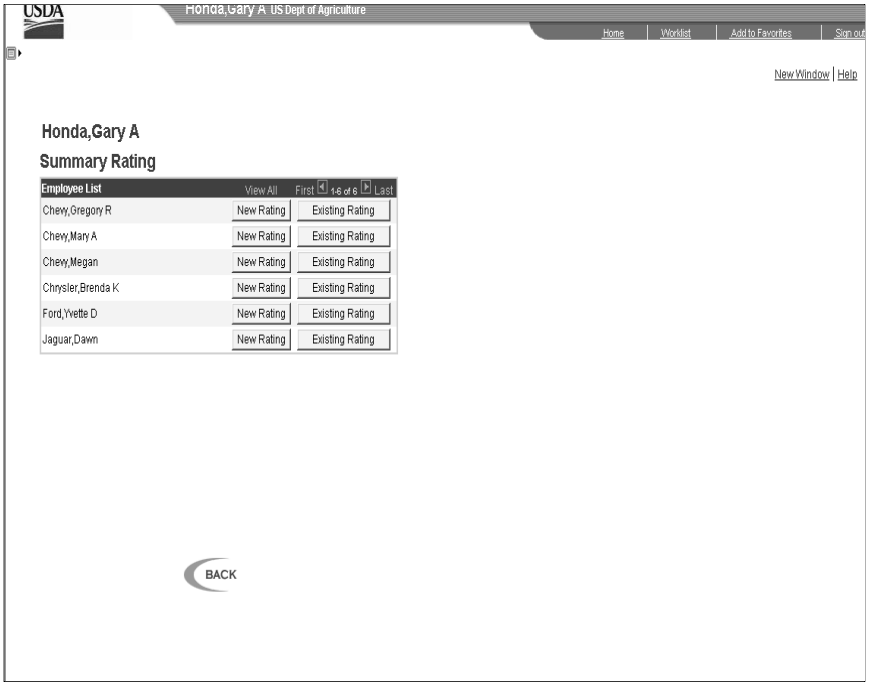


Figure 531. Summary Rating Employee List page

5. Click **New Rating** next to the applicable employee to enter a new summary rating. The ***Add A New Value*** -Sup Create Summary Rating page (**Figure 532**) is displayed. The

information on this page will allow you to add data in order to enter a new summary rating.

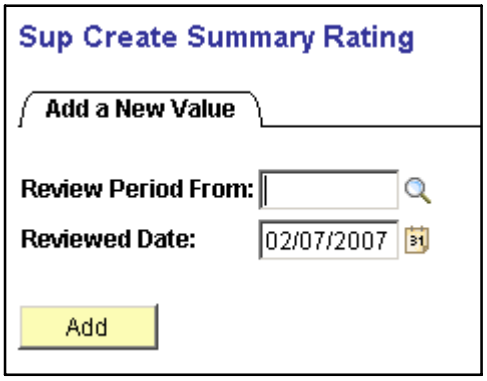


Figure 532. Sup Create Summary Rating page

6. Complete the fields as follows:

Review Period From

Enter the review period from date or select a date from the calendar icon.

7. Complete the field as follows:

Review Period From

Enter the starting date of the progress review or select a date from the calendar icon.

8. Click **Add**. The Summary Rating tab - Summary Rating page (**Figure 533**) is displayed.

OR

Select **Existing Rating** to view/modify an existing summary rating and enter or modify the applicable fields. Summary Rating tab - Summary Rating page (**Figure 533**) is displayed. Some fields on this page populated from other pages and cannot be changed.

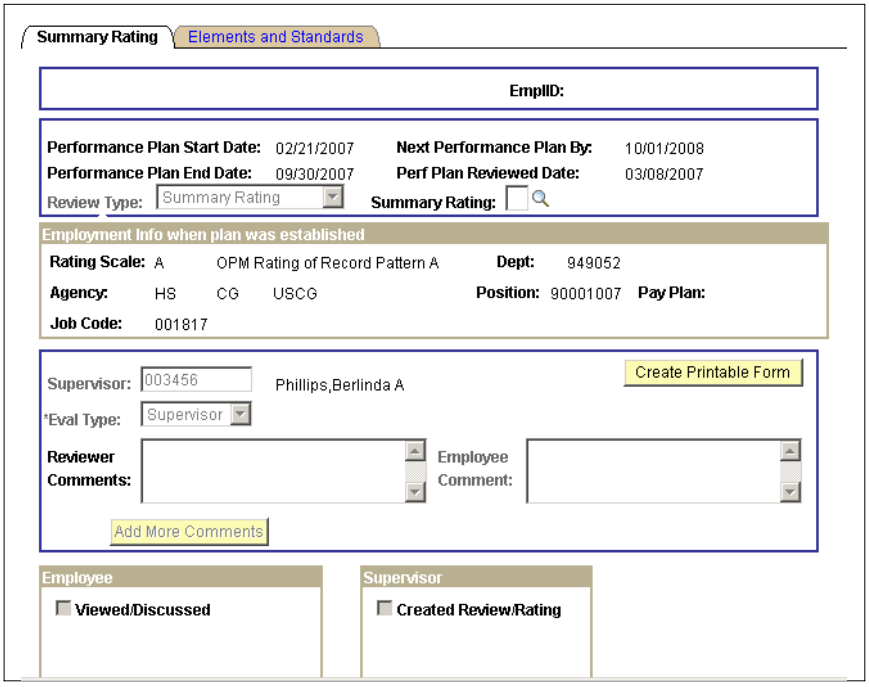


Figure 533. Summary Rating tab - Summary Rating page

9. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is populated and cannot be changed.

Performance Plan End Date

This field is populated and cannot be changed.

Review Type

This field is populated from the menu selection. This field identifies the type of performance action.

Rating Scale

This field is populated from the performance rating page.

The Employment Information Section displays the position information the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Positions and/or PARs whichever is appropriate.

Reviewer ID

This field displays the employee's reports to position, which has been input by the Servicing Human Resources Office. If this block is incorrect, the HR should review the position information and make the necessary corrections in Positions and/or PARs, whichever is appropriate.

***Evaluation Type**

Enter the applicable information or select data from the drop-down list.

Reviewer Comment

Enter the applicable comments. This field allows both the Rating Official to input progress review comments. When the Rating Official is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Note: Click **Add More Comments** to add additional reviewer or employee comments.

Employee/Viewed/ Discussed

Check this box if the employee viewed the performance plan and if manager has discussed the plan with the employee. The current date is then populated.

Emplioyee Comments

Enter the applicable comments. This field allows both the Employee to input progress review comments. When the Employee is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Supervisor/Created Review/Rating

Check this box if the supervisor created/reviewed the progress review. The current date is then populated.

Review Type

This field defaults to **`Summary Rating`** and cannot be changed.

Summary Rating

Enter the applicable information or search for data by clicking the search icon.

Supervisor

This field defaults to a supervisor number and cannot be changed.

***Eval Type**

This field defaults to **`Supervisor`** and cannot be changed.

Reviewer Comments

Enter the applicable comments.

Employee Comments

Enter the applicable comments.

Employee/Viewed/ Discused

Check the box if the summary rating was view and discussed.

Supervisor/Created Review/Rating

Check the box if the summary rating was created reviewed the summary rating.

10. Click **Save** to save the information.

OR

Click **Next Tab** to advance to the Elements and Standards tab - Summary Rating page. The Elements and Standards tab - Summary Rating page (**Figure 534**) is displayed. Some fields on this page populated from other pages and cannot be changed on this page.

11. Click **Create Printable Form** to print the summary rating.

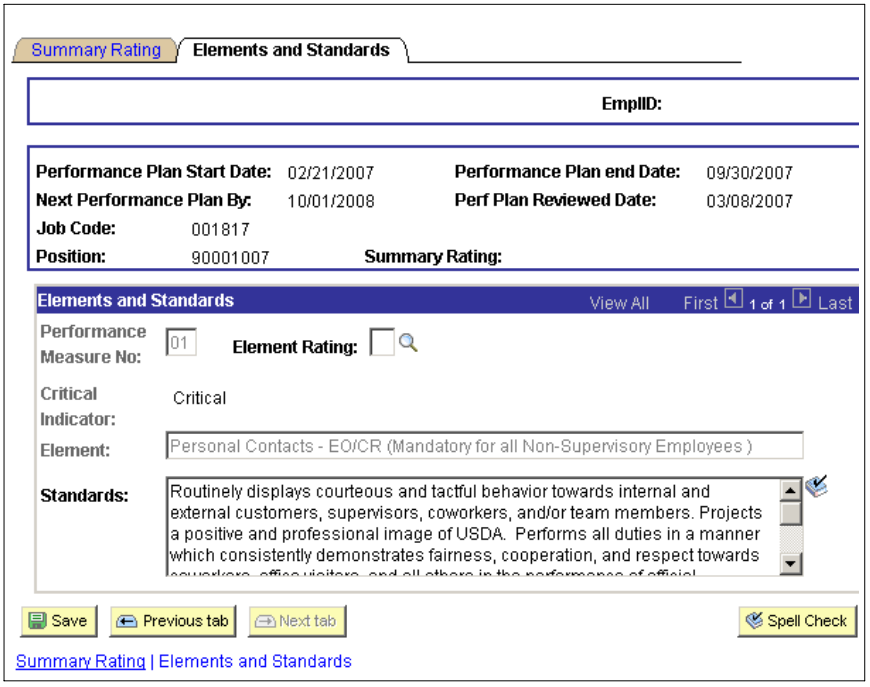


Figure 534. Elements and Standards tab page

12. Complete the fields as follows:

Element Rating

Enter the element rating or search data be clicking on the search icon.

Standard

Enter the standards narrative.

13. Click ***Spell Check*** to check the spelling on the standards element.

14. Click **Save** to save the information.

    OR

    Click **Previous Tab** to go back to the Summary Rating tab - Summary Rating page (**Figure 533**).

    OR

    Click the ***Summary Rating*** link at the bottom of the page.

Performance Reviewer

The Reviewer receives a notification that a performance document is ready for review. The reviewer can see a list of employees that reports to them and also the Direct reports to of reviewers employees.

To review performance:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Performance Reviewer*** component. The Direct Reports For page (**Figure 535**) (for the applicable manager) is displayed.

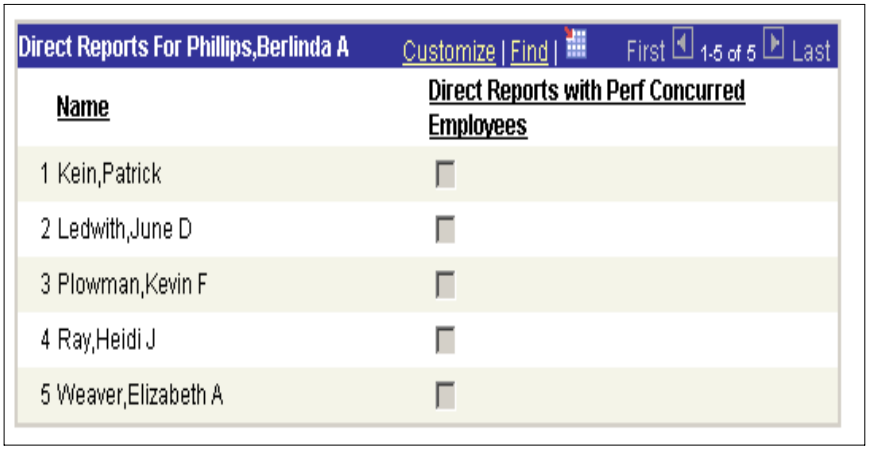


Figure 535. Direct Reports For page

Note: The employees listed on the page directly reports to the name at the top of the page.

4. Select an employee and check the box under the heading **`Direct Reports With Perf Concurred Employees`**. The Performance Plan tab - Reviewer page (**Figure**) is displayed.

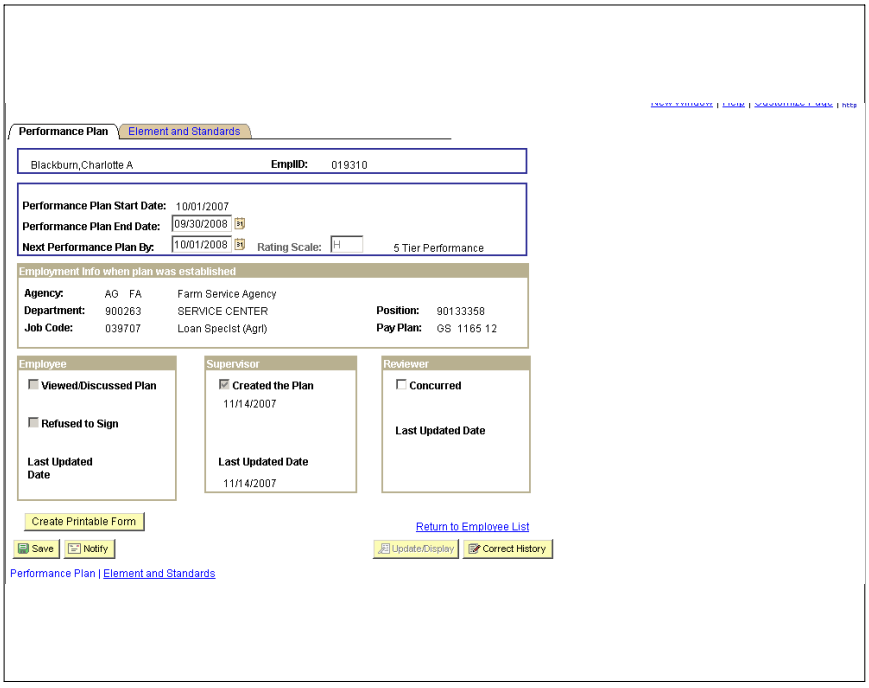


Figure 536. Peformance Plan tab - Reviewer page

5. Complete the fields as follows:

Reviewer Concurred

Check this box if the reviewer concurs with the information.

Last Updated Date

This field is the last date the reviewer concurred.

6. Click **Notify** to send an e-mail to the next individual in the workflow. The Performance Plan tab - Reviewer page (**Figure**) is displayed

Change Proposed EffDt

This process allows the manger to change proposed effective dates on Hires and Rehires.

To change Proposed Effective Dates:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Change Proposed EffDt*** component. The Change Proposed Effective Date page (**Figure 537**) is displayed.

Figure 537. Change Proposed Effective Date page

4. Complete the field as follows:

Proposed Effective Date

Enter the proposed effective date.

5. Click **Process**. The proposed effective date has been changed.

Fill A Position

This process allows managers to request a classification and complete recruit and fill information. When this option is completed, a ***Fill A Position*** tab is created on the position. This tab is a view only for HR role.

This section contains the following topics:

Create A New Position

Recertify A Position

Update A Position

Create A New Position

This section explains how to create a new position.

To modify or Create a New Position:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***MSS Start Page*** component.
4. Select **`Fill A New Or Existing Position In Your Organization`** valid value from the drop-down list. The What Do You Want To Do page (**Figure 538**) is displayed.

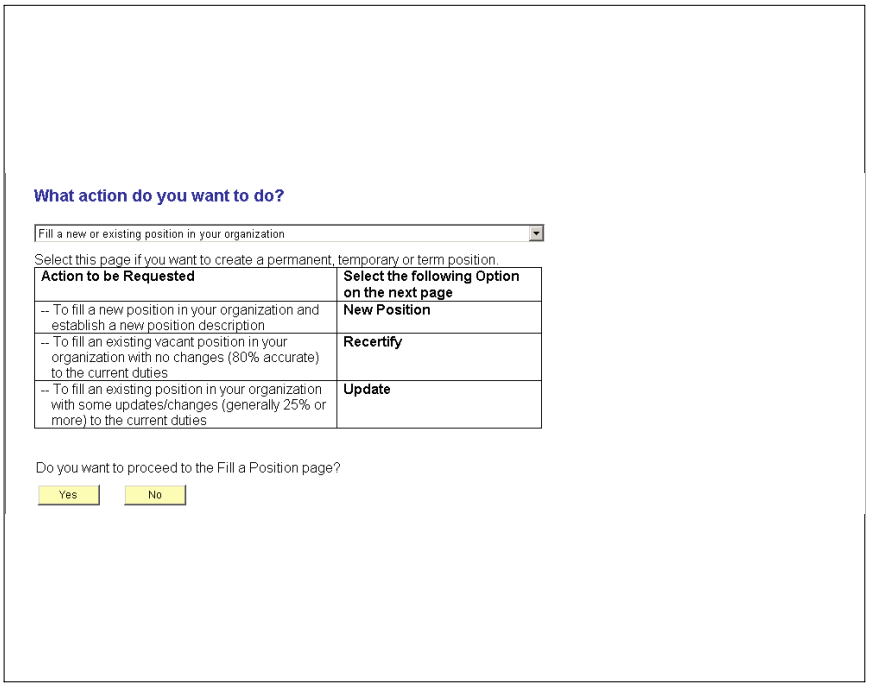


Figure 538. Want Do You Want To Do page

5. Click **Yes**. The Add A New Value - Fill a position page (**Figure 539**) is displayed. The information on this page will allow you to add data in order to enter information to fill a new position. Enter the new criteria.

Figure 539. Add A New Value tab - Fill A Position page

6. Click **Add**. The Fill a Position page 1 (**Figure 540**) is displayed.

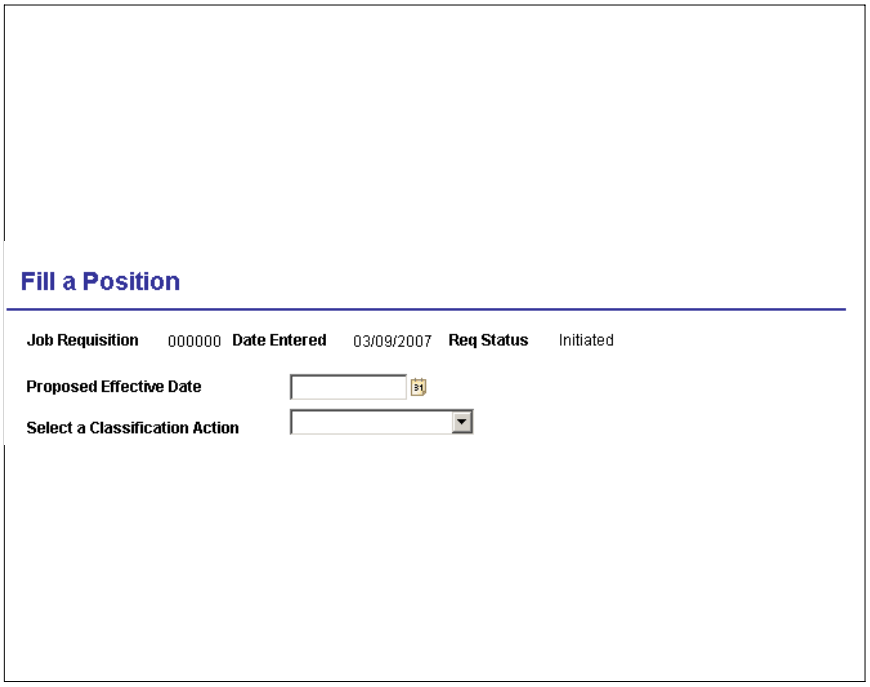


Figure 540. Fill A Position page 1

7. Complete the fields as follows:

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

Select A Position Action

Enter the applicable information or select data from the drop-down list. The drop-down list includes the following information: .

Note: The **Select A Position Action** field has three options (New, recertify, and Update). Each option will display the pages associated with the selection. Enter the applicable information needed for the specific classification action. If **New** is selected in the Select a Classification Action field, the New Position Classification page 2 (**Figure 541**) is displayed.

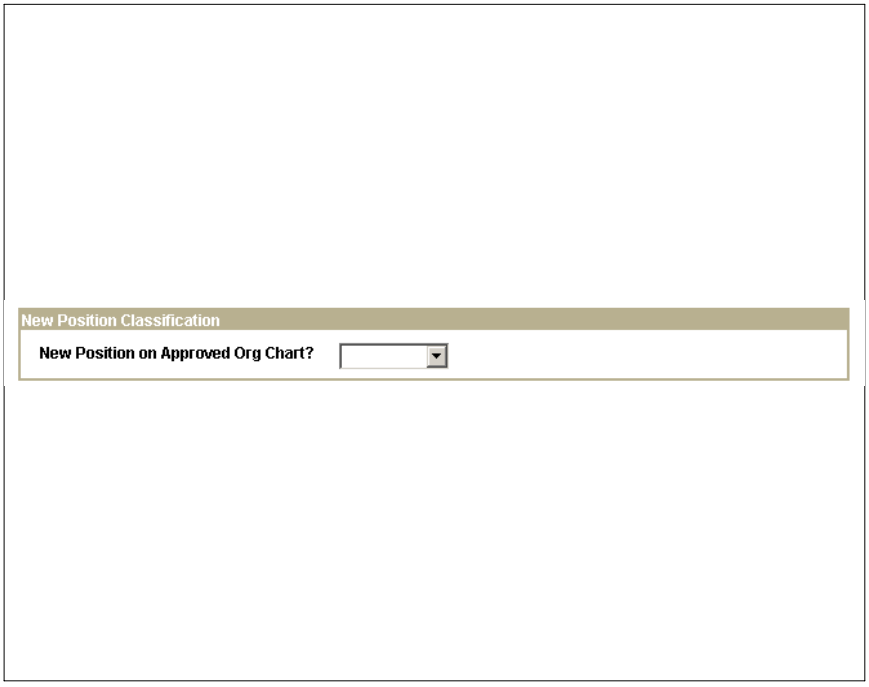


Figure 541. New Position Classification page 2

8. Complete the field as follows:New Position On Approved Org Chart?

New Position On Approved Org Chart?

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

9. Select **No** and the session will end.

OR

Select **Yes**. An additional New Position Classification box page 3 (**Figure 542**) is displayed.

Figure 542. New Position Classification page 3

10. Complete the fields as follows:

Job Code/Title

Enter the job code or select data by clicking on the search icon.

No ASPD?

Check this box to certify that no ASPD is available and request classification action on the position described and that the user certifies that they have reviewed the ASPD Library and there is no ASPD available that meets the 80% accuracy rule for the position being filled.

Create An Additional Identical

Check this box as applicable.

Note: Once the 3 fields above are completed, the Fill A Position page 4 (**Figure 543**) is displayed.

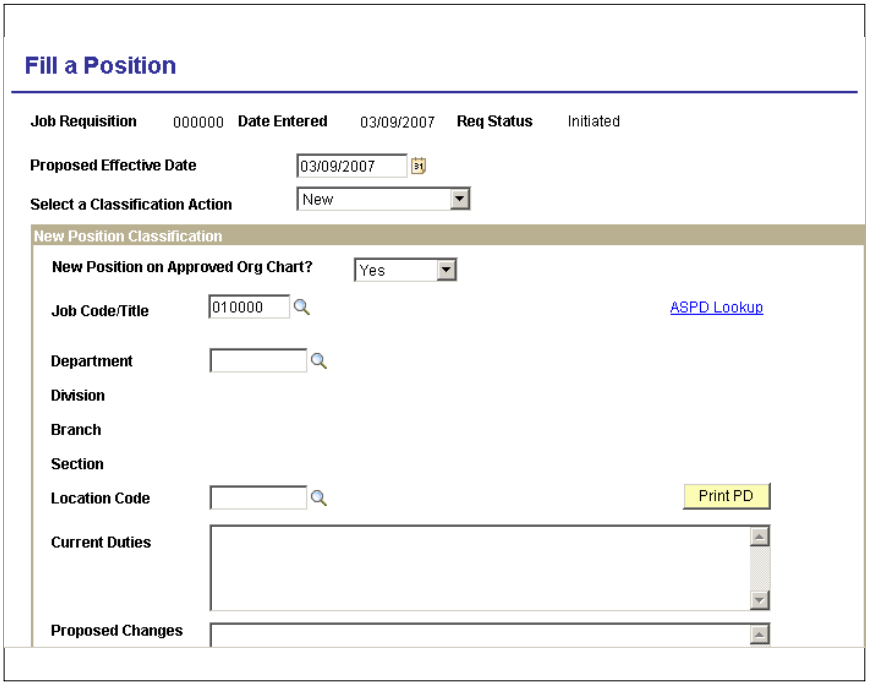


Figure 543. Fill A Position page 4

11. Complete the fields as follows:

Job Requisition

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

Req Status

This field is populated and cannot be changed.

Proposed Effective Date

Enter the proposed effective date for the position to be filled or select a date from the calendar icon.

Select A Classification Action

This field defaults to **New**. To change select data from the drop-down list. The value values are:

New Posiiton On Approved Org Chart

This field defaults to **Yes**. To change select data from the drop-down list. The value values are **Yes** and **No**.

Job Code/Title

Enter the Job Code/Title or select data by clicking on the search icon.

12. Click the ***ASPD Lookup*** link. This link is a ASPD Library for available positions to be filled.

Department

Enter the applicable information or search data by clicking the search icon.

Division

This field is populated based on the Department code entered.

Branch

This field is populated based on the Department code entered.

Section

This field is populated based on the Department code entered.

Location Code

Enter the Location or search data by clicking the search icon.

Current Duties

Enter the current duties for the position.

Proposed Changes

Enter the proposed changes of the position if applicable.

Select One Or More Reasons For Changes To ASPD/Reason For Change

This field defaults to **`Blank`**. Enter the applicable information or select data from the drop-down list. More than one reason can be entered by clicking the **+**.

Position Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis.

Civil Rights Consulted

Check this box if applicable

Outreach Plan Determined

Check this box if applicable.

Areas Of Consideration Types

Enter the applicable information or select data from the drop-down list.

Areas Of Consideration Need Types

Enter the applicable information or select data from the drop-down list.

Relocation Bonus

Check this box if applicable.

Government Housing Available

Check this box if applicable.

Transporation Subsidy

Check this box if applicable.

Flexible Work Schedule

Check this box if applicable.

Transfer Of Station Costs

Check this box if applicable.

Childcare Availability

Check this box if applicable.

Flexiplace

Check this box if applicable.

Justification

Enter the applicable justification.

Supervisory Certification

Check this box if applicable.

13. Click **Print PD** to print the position description.

14. Click **Submit**.

15. Click **OK**.

Update A Position

This section explains how to update a position.

To Update A Position:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select **`Fill A New Or Existing Position In Your Organization`** valid value from the drop-down list.

4. Select the ***Find An Existing Value*** tab - Fill A Position page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

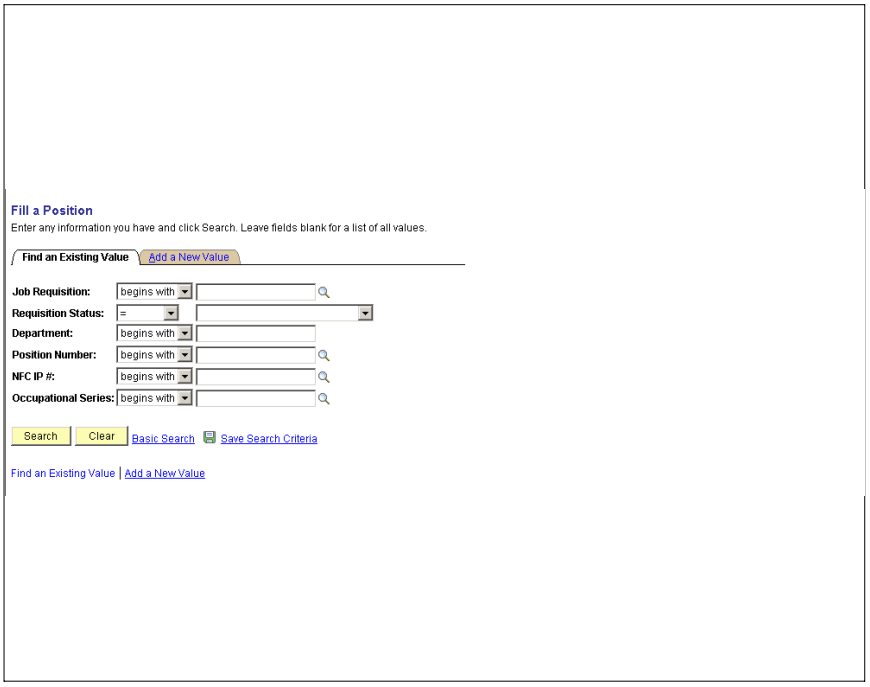


Figure 544. Find An Existing Value tab - Fill A Position page

5. Click **Search**. The Fill A Position page (**Figure 545**) is displayed.

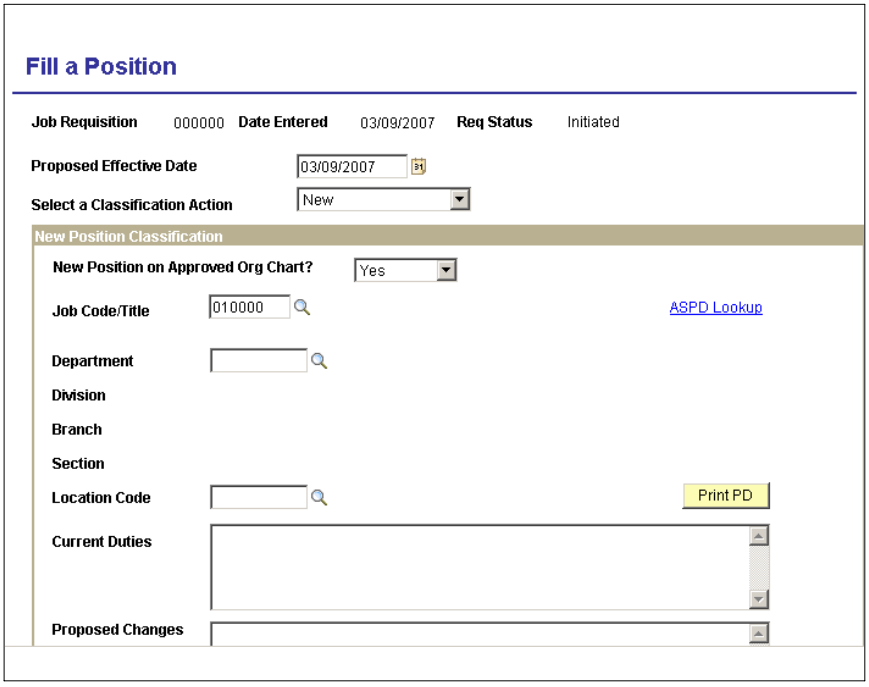


Figure 545. Fill A Position page

6. Complete the fields as follows:

Job Requisiton

Enter the job code or select data by clicking on the search icon.

Date Entered

This field is populated and cannot be changed.

Req Status

This field is populated and cannot be changed.

Proposed Effective Date

Enter the effective date or select a date from the calendar icon.

Select A Position Action

Enter **`Update`** or select data from the drop-down list. The Update Describe Classification page (**Figure 546**) is displayed.

Job Requisition

This field is populated and cannot be changed.

Proposed Effective Date

Enter the proposed effective date for the position to be filled or select a date from the calendar icon.

Select A Classification Action

This field defaults to **`New`**. To change select data from the drop-down list. The value values are:

New Posiiton On Approved Org Chart

This field defaults to **`Yes`**. To change select data from the drop-down list. The value values are **`Yes`** and **`No`**.

Job Code/Title

Enter the Job Code/Title or select data by clicking on the search icon.

7. Click the ***ASPD Lookup*** link. This link is a ASPD Library for available positions to be filled.

Department

Enter the applicable information or search data by clicking the search icon.

Division

This field is populated based on the Department code entered.

Branch

This field is populated based on the Department code entered.

Section

This field is populated based on the Department code entered.

Location Code

Enter the Location or search data by clicking the search icon.

Current Duties

Enter the current duties for the position.

Proposed Changes

Enter the proposed changes of the position if applicable.

Select One Or More Reasons For Changes To ASPD/Reason For Change

This field defaults to **`Blank`**. Enter the applicable information or select data from the drop-down list. More than one reason can be entered by clicking the **+**.

Position Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis.

Civil Rights Consulted

Check this box if applicable

Outreach Plan Determined

Check this box if applicable.

Areas Of Consideration Types

Enter the applicable information or select data from the drop-down list.

Areas Of Consideration Need Types

Enter the applicable information or select data from the drop-down list.

Relocation Bonus

Check this box if applicable.

Government Housing Available

Check this box if applicable.

Transporation Subsidy

Check this box if applicable.

Flexible Work Schedule

Check this box if applicable.

Transfer Of Station Costs

Check this box if applicable.

Childcare Availability

Check this box if applicable.

Flexiplace

Check this box if applicable.

Justification

Enter the applicable justification.

Supervisory Certification

Check this box if applicable.

8. Click **Print PD** to print the position description.
9. Click **Submit**.
10. Click **OK**.

Figure 546. Update Describe Classification page 4

11. Complete the fields as follows:

Postion Number

Enter the position number to be recertified or search data by clicking the search icon.

Agency Use

This 12 character field allows the tracking of the position budgetary information.

Department

Enter the applicable information or search data by clicking the search icon.

Pay Plan/Occ Series/Grade

This field is populated from the position number entered.

Job Code/Title

This field is populated from the position number entered.

Proosed Title

Enter the proposed title of the position.

Current Duties

Enter the applicable information or select data from the drop-down list.

Proposed Changes

Enter the proposed changes if applicable. Only minor changes should be used for the Recertify option. This is a required field.

Fill Basis

Enter the applicable information or select data from the drop-down list. This is a required field.

Position Basis Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis. This is a required field. If the Permanent Basis Type is Recruit and Fill then the Benefits option will appear for completion if applicable.

Civil rights Consulted

Check this box if applicable. This is an optional field. This is an optional field.

Outreach Plan Determined

Check this box if applicable. This is an optional field.

Areas Of Consideration Types

Enter the applicable information or select data from the drop-down list. This is an optional field.

Areas Of Consideration Need Types

Enter the applicable information or select data from the drop-down list.

Relocation Bonus

Check this box if applicable. This is an optional field.

Government Housing Available

Check this box if applicable. This is an optional field. This is an optional field.

Transporation Subsidy

Check this box if applicable. This is an optional field. This is an optional field.

Transfer Of Station Costs

Check this box if applicable. This is an optional field. This is an optional field.

Childcare Availability

Check this box if applicable. This is an optional field. This is an optional field.

Flexiplace

Check this box if applicable. This is an optional field. This is an optional field.

Justification

Enter the applicable justification. This is a required field.

Supervisory Certification

Check this box if applicable. This is a required field.

12. Click **Print PD** to print the position description.
13. Click **Submit**.
14. Click **OK**.

Note: The approver (the Manager of the request's Initiator) will receive an email and a workflow item. The **`Reports To`** will get the request.

Recertify A Position

To Recertify A Position:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***MSS Start Page*** component.

Note: The **`Select A Position Action`** field has three options (New, recertify, and Update). Each option will display the pages associated with the selection. Enter the

applicable information needed for the specific classification action. If **`Recertify`** is selected in the Select a Position Action field, the Recertify Position Classification box page 3 (**Figure NO TAG**)is displayed.

4. Select the ***Find An Existing Value*** tab - Fill A Position page (**Figure 547**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

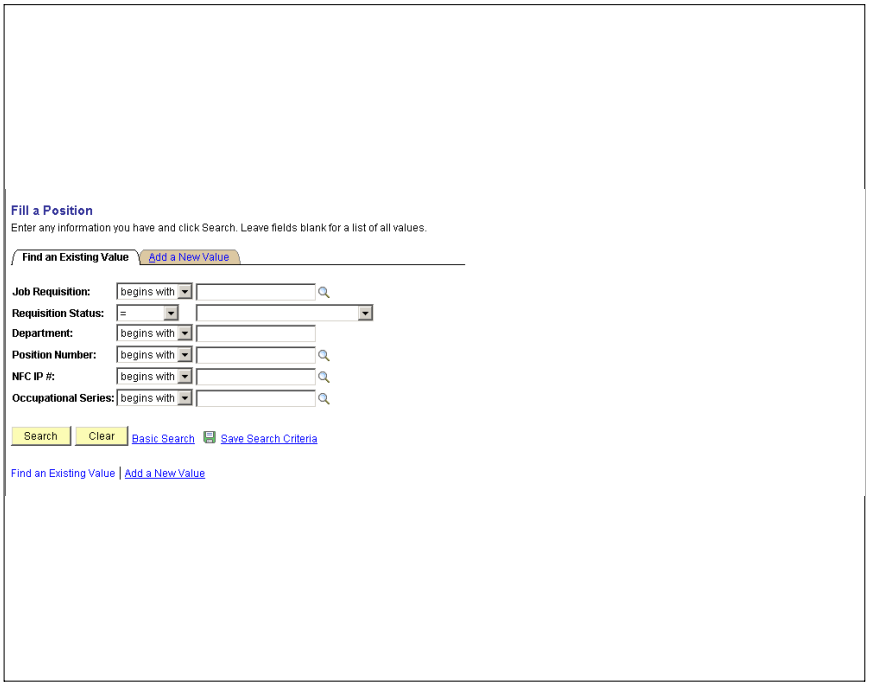


Figure 547. Find An Existing Value tab - Fill A Position page

5. Click **Search**. The Fill A Position page (**Figure 548**) is displayed.

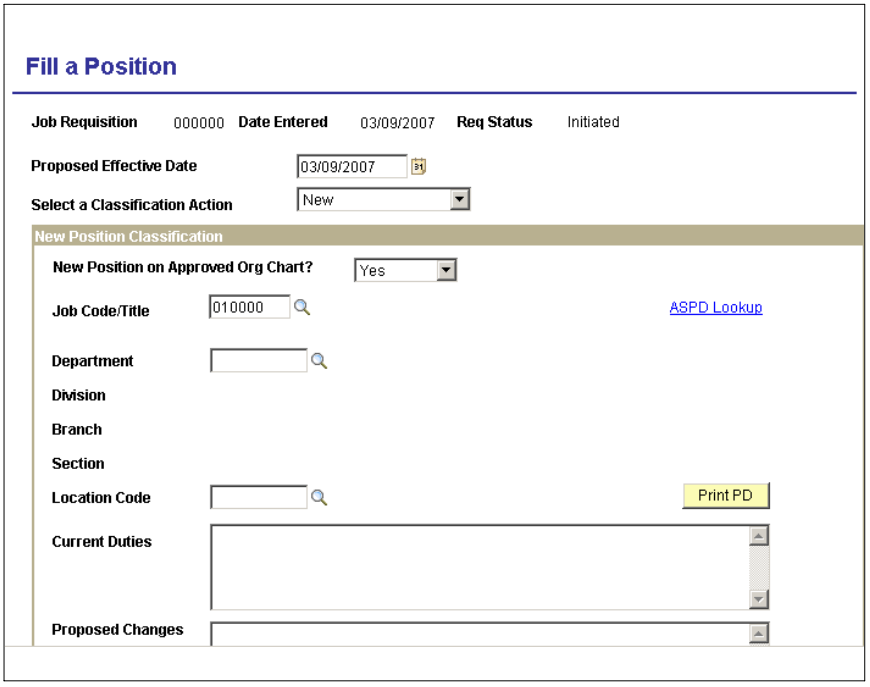


Figure 548. Fill A Position page

6. Complete the fields as follows:

Job Requisition

Enter the job code or select data by clicking on the search icon.

NFC Position

This field will display the NFC position from PMSO for agencies converting to EmpowHR.

Select A Position Action

Enter **`Recertify`** or select data from the drop-down list. The valid values are:

Note: After entering these fields, the window expands. The Update Describe Classification page 4 (**Figure 549**) is displayed.

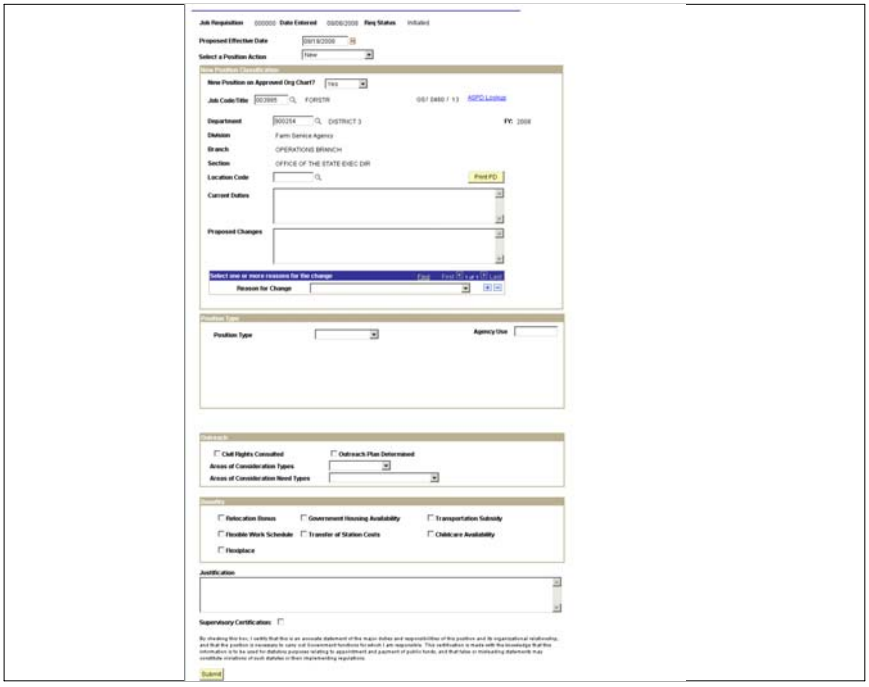


Figure 549. Update Describe Classification page 4

Position Number

Enter the position number to be recertified or search data by clicking the search icon.

Agency Use

This 12 character field allows the tracking of the position budgetary information.

Department

Enter the applicable information or search data by clicking the search icon.

Pay Plan/Occ Series/Grade

This field is populated from the position number entered.

Job Code/Title

This field is populated from the position number entered.

Pay Plan/Occ Series/Grade Duties

This field is populated from the position number entered.

Proposed Changes

Enter the proposed changes if applicable. Only minor changes should be used for the Recertify option.

Select One Or More Reasons For Changes To ASPD/Reason For Change

This field defaults to **`Blank`**. Enter the applicable information or select data from the drop-down list. More than one reason can be entered by clicking the **+**.

Position Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis.

Civil Rights Consulted

Check this box if applicable.

Outreach Plan Determined

Check this box if applicable.

Relocation Bonus

Check this box if applicable

Government Housing Available

Check this box if applicable.

Transportation Subsidy

Check this box if applicable.

Flexible Work Schedule

Check this box if applicable.

Transafer Of Station Costs

Check this box if applicable.

Childcare Availability

Check this box if applicable.

Flexiplace

Check this box if applicable.

Justification

Enter the applicable justification.

Supervisory Certification

Check this box if applicable.

7. Click **Print PD** to print the position description.
8. Click **Submit**.
9. Click **OK**.

Job Classification Request

The Job Classification component is used to request the reclassification of an existing position. An employee or manager can initiate a request to reclassify their position or a subordinates position. Mangers can request job classifications on employees that report to them.

This section contains the following topics:

Request A Job Classification

MSS Job Reclassification Approval Workflow

Request A Job Classification

To view, add, or modify a Request A Job Classification:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Job Classification Request*** component. The ***Find An Existing Value*** tab - Job Classification Request page (**Figure 550**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information.

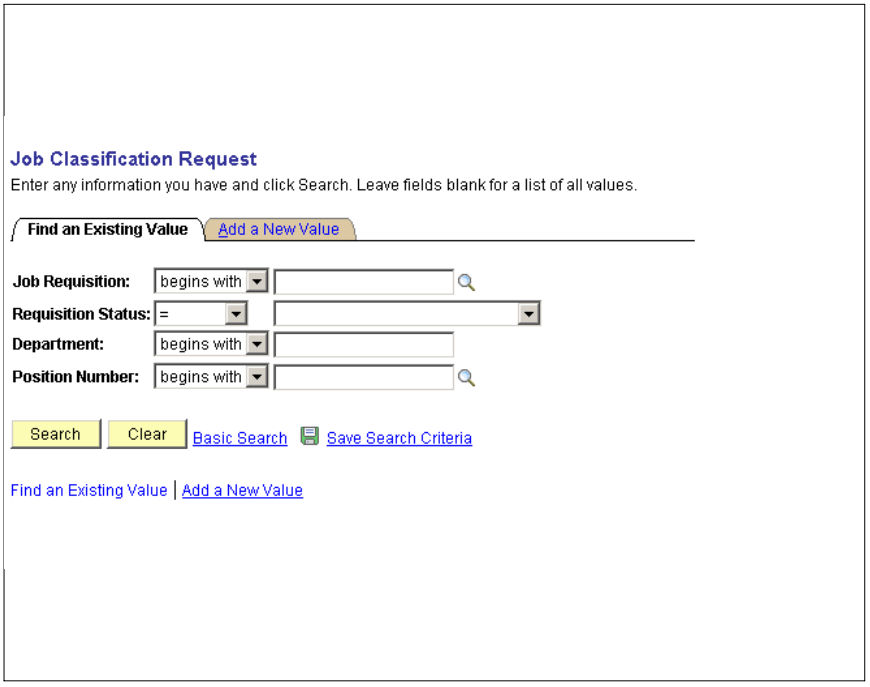


Figure 550. Find An Existing Value tab - Job Classification Request page

4. Complete the fields as follows:

Job Requistion

Enter the job requisition number or select data by clicking the search icon.

Requisition Status

Enter the requisition status or select data from the drop-down list. The valid values are **`Approved`**, **`Denied`**, **`Initiated`**, **`Pending`**, and **`Return`**.

Department

Enter the department.

Position Number

Enter the postilion number or select data by clicking the search icon.

5. Click **Search**. The Job Classification Request page (**Figure 552**) is displayed.

OR

Click ***Add A New Value*** tab - Job Classification Request page (**Figure 551**). The information on this page will allow you to add data in order to enter information to create a new Job Classification Request.

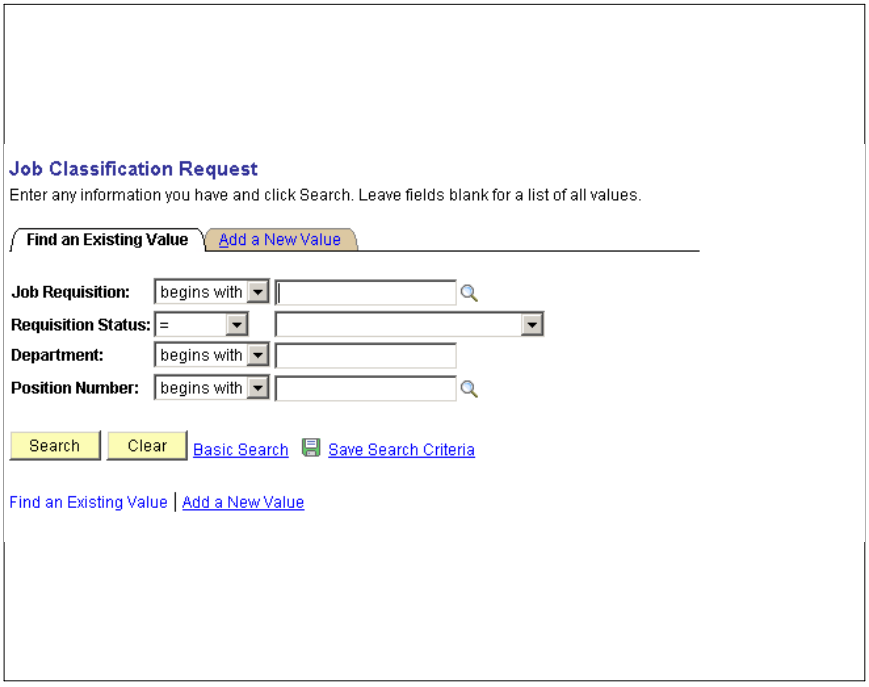


Figure 551. Add A New Value - Job Classification page

6. Click **Add**. The Job Classification Request page (**Figure 552**) is displayed.

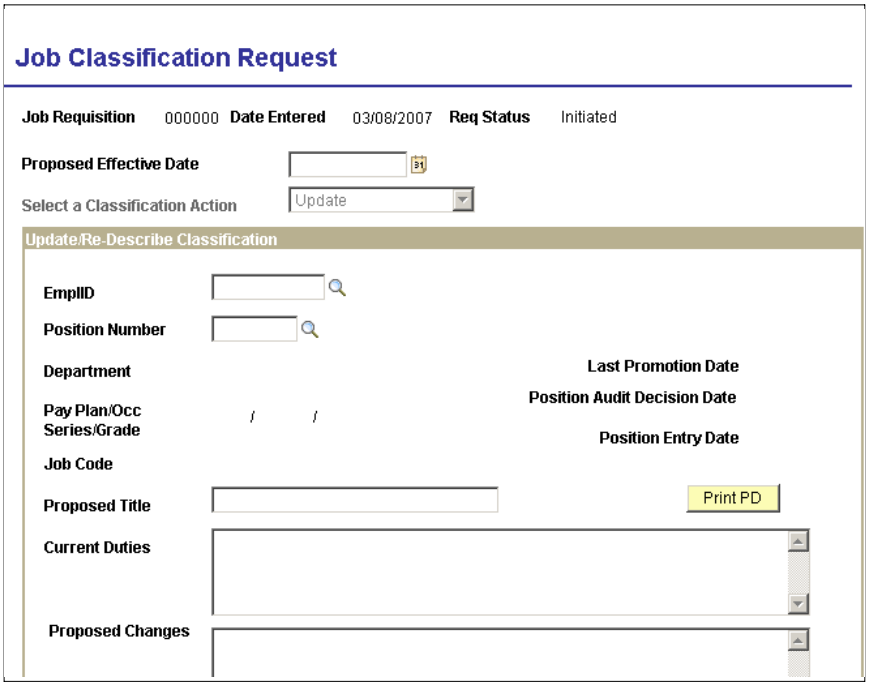


Figure 552. Job Classification Request page

7. Complete the fields as follows:

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

Initiate

This will copy an existing job.

Select A Classification Action

This field defaults to **`Update`** and cannot be changed.

EmpliID

The Manager selects an employee and that employee's position will display. Enter the employee ID or search by clicking the search icon.

Position Number

If the employee is in more than one position, select the position to be classified. If the employee has only one position. Enter the position number or search by clicking the search icon.

Note: Enter the EmplID or the Position Number to access the employee's records. There are fields on this page that are populated from other pages and cannot be changed in this section.

Department

This field is populated from the position selected.

Pay Plan/OCC Series/Grade

This field is populated from the position selected.

Last Promotion Date

Enter the date of the last promotion or select a date from the calendar icon.

Position Audit Decision Date

Enter the date of the audit decision or select a date from the calendar icon.

Position Entry Date

Enter the date the employee entered the position or select a date from the calendar icon.

Job Code Title

This field is populated from the position selected.

Proposed Title

This field will populate based on the position number entered.

Current Duties

This field is populated with the current duties of the job.

Proposed Changes

View the proposed changes of the position.

Justification

View or enter the justification of the change of duties.

Supervisory Certification

Check this box if applicable.

8. Click **Print PD** to print the position description.
9. Click **Submit** to submit the new data.

   OR

   Click **Add** to add new data.

   OR

   Click **Update/Display** to update the page. The Your Position Request Has Been Entered Into Workflow. (9999999,0999) pop-up (**Figure 553**) appears.

Figure 553. Your Position Request Has Been Entered Into Workflow pop-up

10. Click **OK**. The Approver (the Manager of the Initiator) receives an email and a workflow item in their worklist.

Personnel Actions

This section explains how to process a Personnel Action.

To enter Personnel Actions:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Personnel Actions*** component. The Employee List page (**Figure 554**) is displayed.

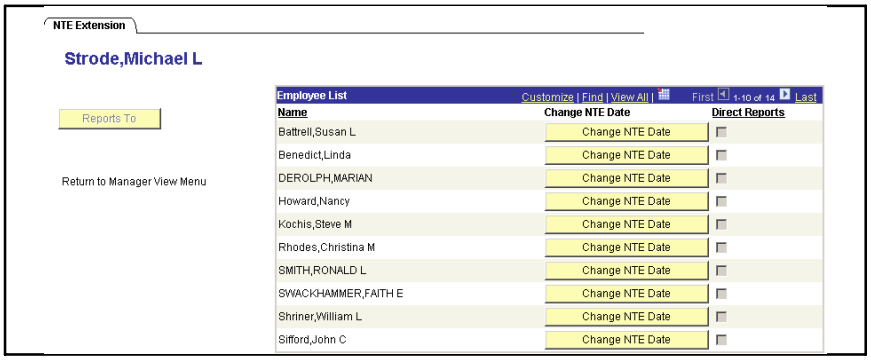


Figure 554. Employee List page

4. Click **Request PAR** next to the applicable employee. Personnel Action page 1 (**Figure 555**) is displayed with the employee's name selected.

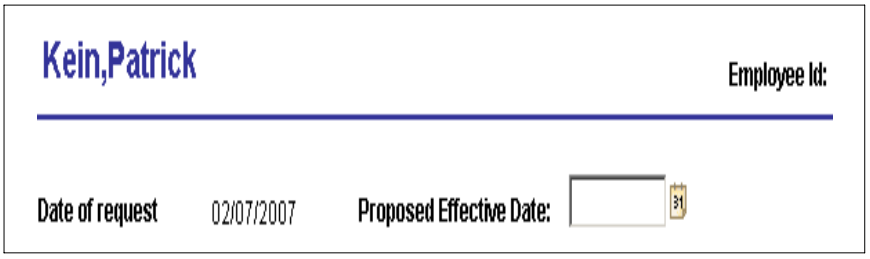


Figure 555. Personnel Actions page 1 (for the applicable employee)

5. Complete the field as follows:

Proposed Effective Date

Change the proposed date or select a date from the calendar icon. This field is populated with the date the PAR was entered and may be changed. The Personnel Actions page 2 (**Figure 556**) is displayed.

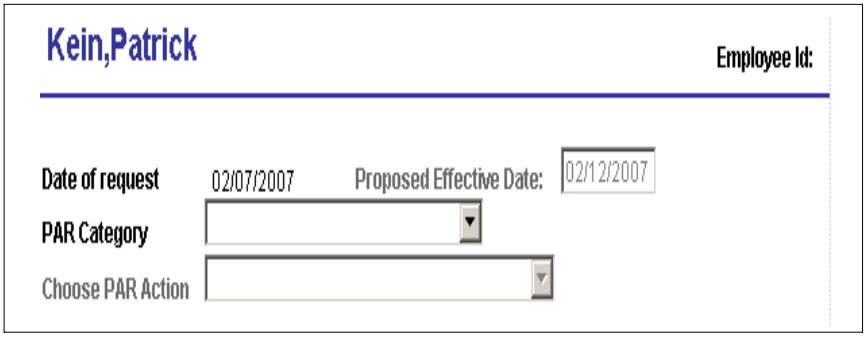


Figure 556. Personnel Actions page 2 (for the applicable employee)

6. Complete the fields as follows:

PAR Category

Enter the applicable information or select data from the drop-down list. The valid values are:

Choose PAR Action

Enter the applicable information or select data from the drop-down list. The valid values are:

Note: Based upon the information selected in the Par Category and Choose PAR Action fields, the applicable screens will display.

To enter a PAR category and a choose PAR action:

1. Complete the fields on the Employee page 2 (**Figure 556**)as follows:

PAR Category

Select **`Promotion`**

Choose PAR Action

Select **`Promotion`**.

2. The Personnel Actions 3 (**Figure 557**) is displayed.

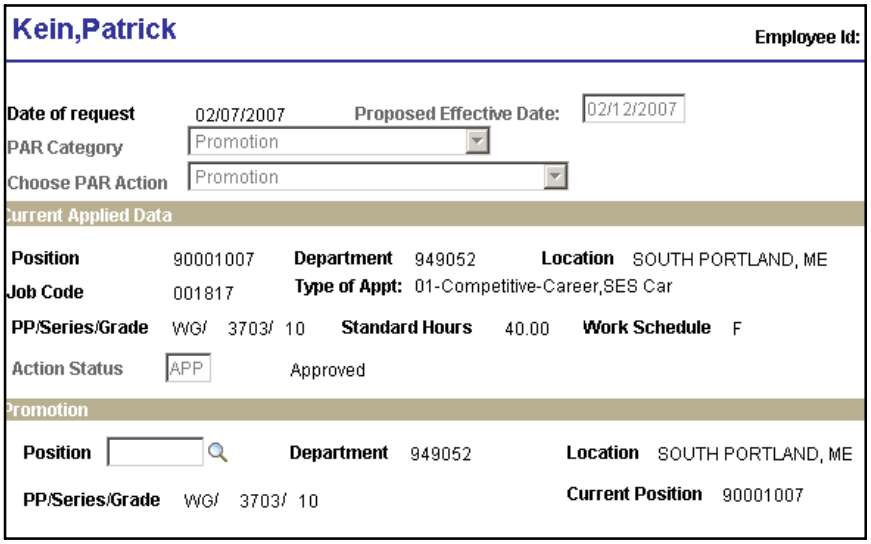


Figure 557. Personnel Actions page 3 (for the applicable employee)

3. Complete the fields as follows:

Position

Enter the applicable position or search by clicking on the search icon.

Justification

Enter the applicable justification.

4. Click **Submit**.
5. Click **OK**.
6. Click **OK**.

ReHire

This process allows the manager to rehire a retired or a terminated employees. This section will explain how to process a retired or terminated employee.

To enter a Rehire for a retired or terminated employee:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***ReHire*** component. The ReHire Retired/Terminated Employees page 1 (**Figure 558**) is displayed.

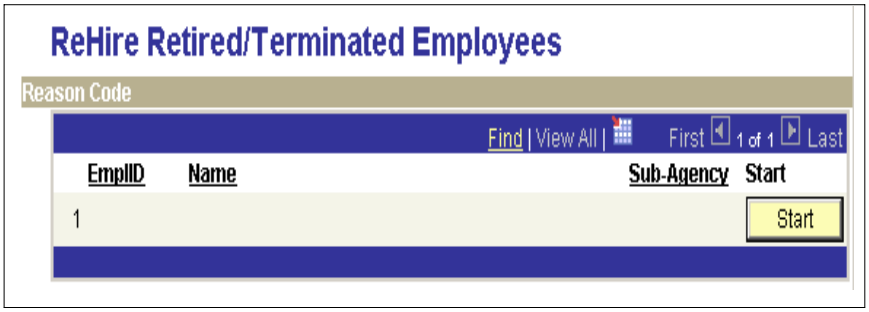


Figure 558. ReHire Retired/Terminated Employees page 1

4. Select the requested employee.

5. Click **Start**. The ReHire/Retired/Terminated Employees page 2 (**Figure 559**) is displayed. There are fields on this page (**Figure 559**)that are populated from other completed pages. These fields cannot be changed on this page.

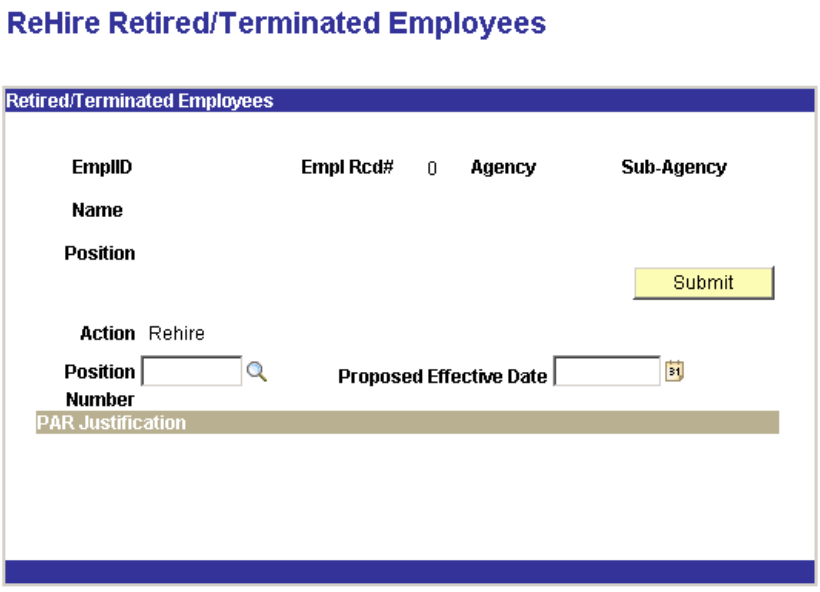


Figure 559. ReHire Retired/Terminated Employees page 2

6. Complete the fields as follows:

Position Number

Enter the applicable information or search data by clicking on the search icon.

Proposed Effective Date

Enter the applicable date or select a date from the calendar icon.

PAR Justification

Enter the applicable justification.

7. Click **Submit**.

8. Repeat step 6.

9. Click **Submit**.

Inactive Position Request

This section explains how to process a Position Inactive Position Request.

To process an Inactive Position Request:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Inactive Position Requests*** component. The Position Inactive Request page (**Figure 560**)is displayed.

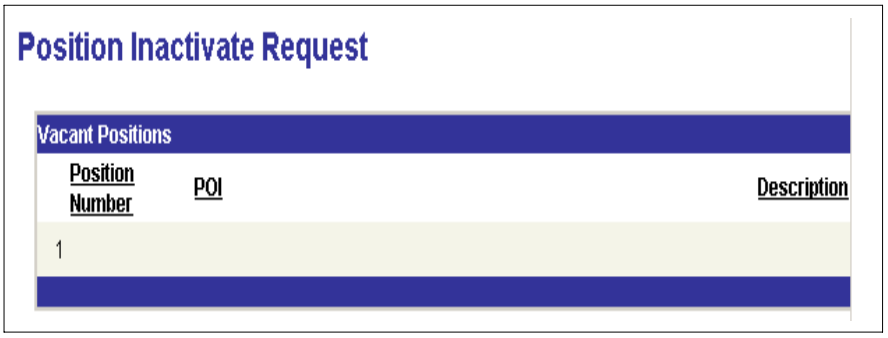


Figure 560. Position Inactive Request page

4. Complete the field as follows:

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

5. Click **Process**.

MSS - View

This section is divided into the following topics:

Employee Awards
Employee Education
Employee Emergency Contacts
Employee Job Information
Employee Personal Information
Employee Personnel Actions
Employee Position Description
Employee Training Summary

Employee Awards

This section allows managers to view an employee's award information.

To view an Employee Award information:

1. Select ***Manager Self Service*** menu group.
2. Select the ***View*** menu.
3. Select the ***Employee Awards*** component. The Employee Awards page (**Figure 561**) is displayed.

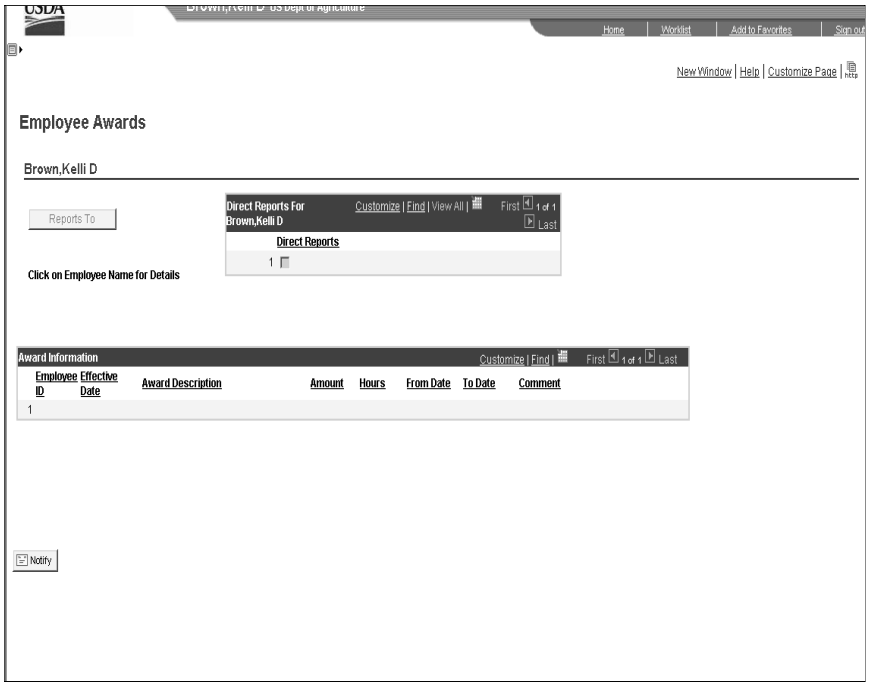


Figure 561. Employee Awards page

4. Click the **Name** field to view the selected employee's award information. The award details will display on the page.

5. Click **Notify** to notify another manager.

Employee Education

This section allows managers to view an employee's education.

To view Employee Education:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Education*** component. The Education page (**Figure 562**) is displayed.

Figure 562. Education page

4. Click the **Name** field to view the selected employee's education information. The education details will display on the page.

5. Click **Notify** to notify another manager.

Employee Emergency Contacts

This section allows managers to view employee emergency contacts.

To view Employee Emergency Contacts:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Emergency Contacts*** component. The Emergency Contact page (**Figure 563**) is displayed.

Figure 563. Emergency Contact page

4. Click the **`Name`** field to view the selected employee's emergency contact information. The emergency contact information will display on the page (**Figure 563**).

5. Click **Notify** to notify another manager.

Employee Job Information

This section allows managers to view the employee's job information.

To view Employee Job Information:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Job Information*** component. The Job Information page (**Figure 564**) is displayed.

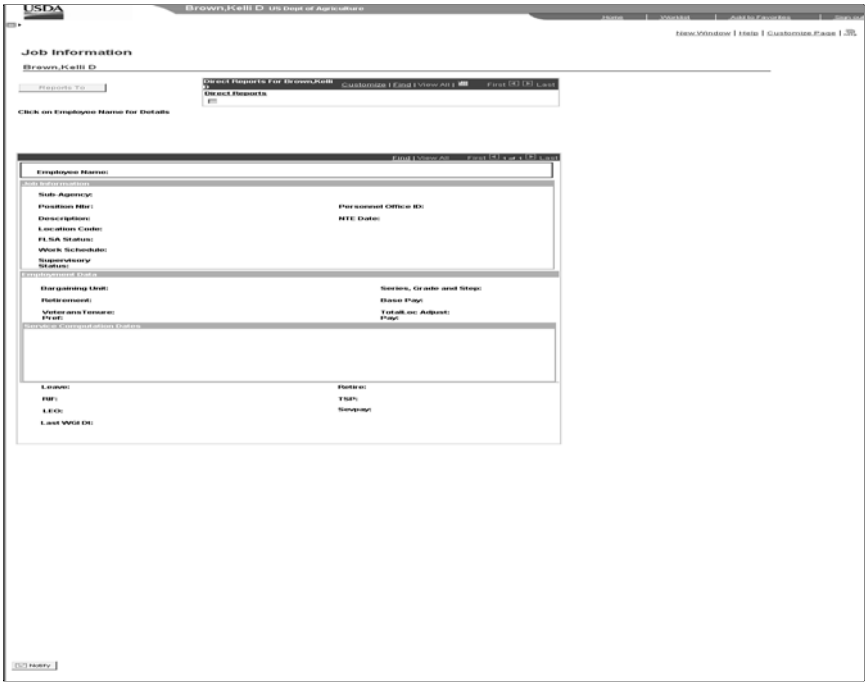


Figure 564. Job Information page

4. Click the **`Name`** field to view the selected employee's Job Information. The job information will displayed on the page.

5. Click **Notify** to notify another manager.

Employee Personal Information

This section allows managers to view the employee's personal information.

To view Employee Personal Information:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Personal Information*** component. The Personal Information page (**Figure 565**) is displayed.

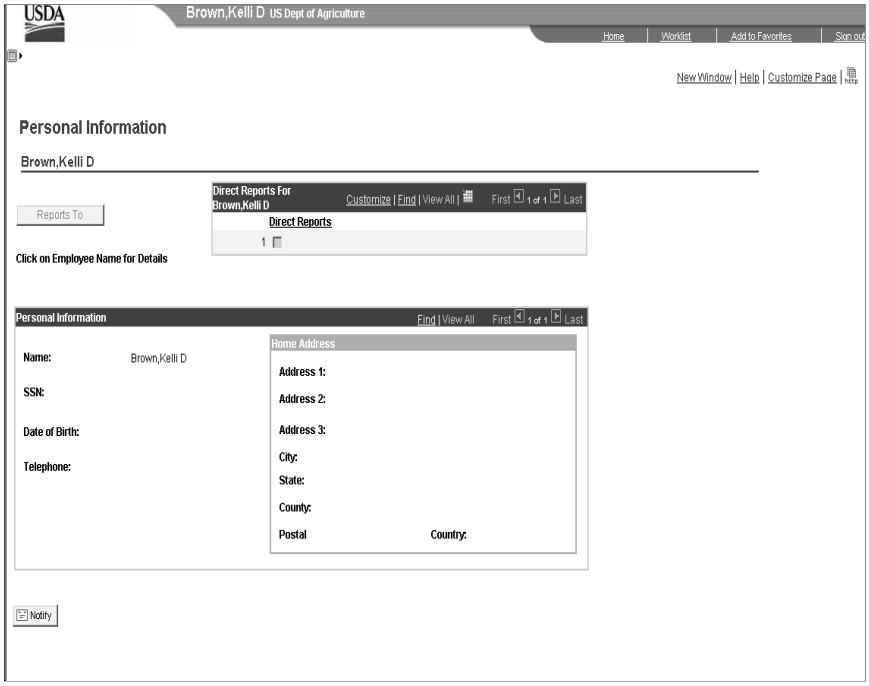


Figure 565. Personel Information page

4. Click the **`Name`** field to view the selected employee's personal information. The personal information will displayed on the page.

5. Click **Notify** to notify another manager.

Employee Personnel Actions

This section allows managers to view employee's personnel actions.

To view Employee Personnel Actions:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Personnel Actions*** component. The Personnel Action page (**Figure 566**) is displayed.

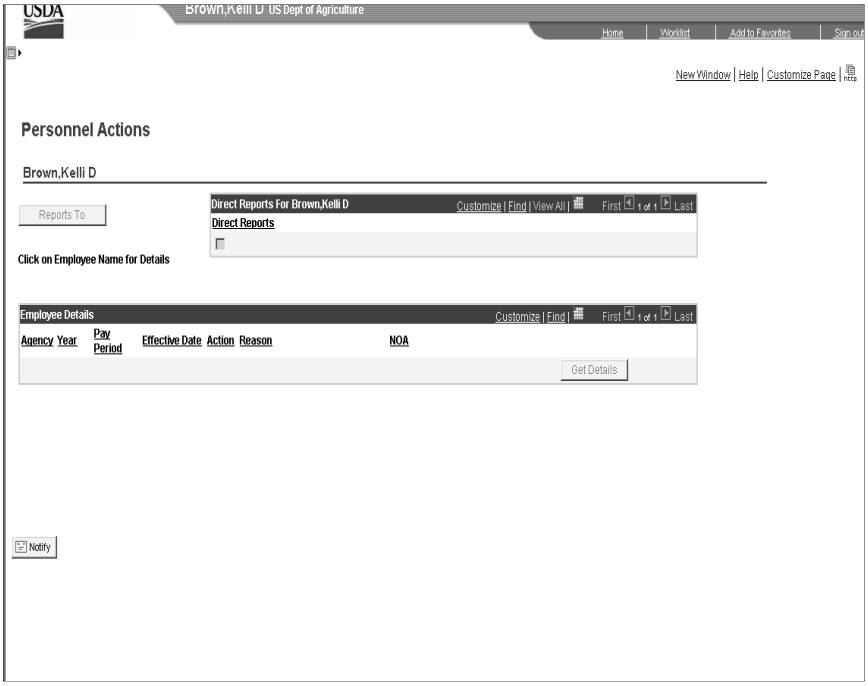


Figure 566. Personnel Action page

4. Click the **`Name`** field to view the selected employee's personnel action information. The personnel action details will display on the page.

5. Click **Notify** to notify another manager.

Employee Position Description

This section allows managers to view the employee's position description information.

To view an Employee Position Description:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Position Description*** component. The Position Description page (**Figure 567**) is displayed.

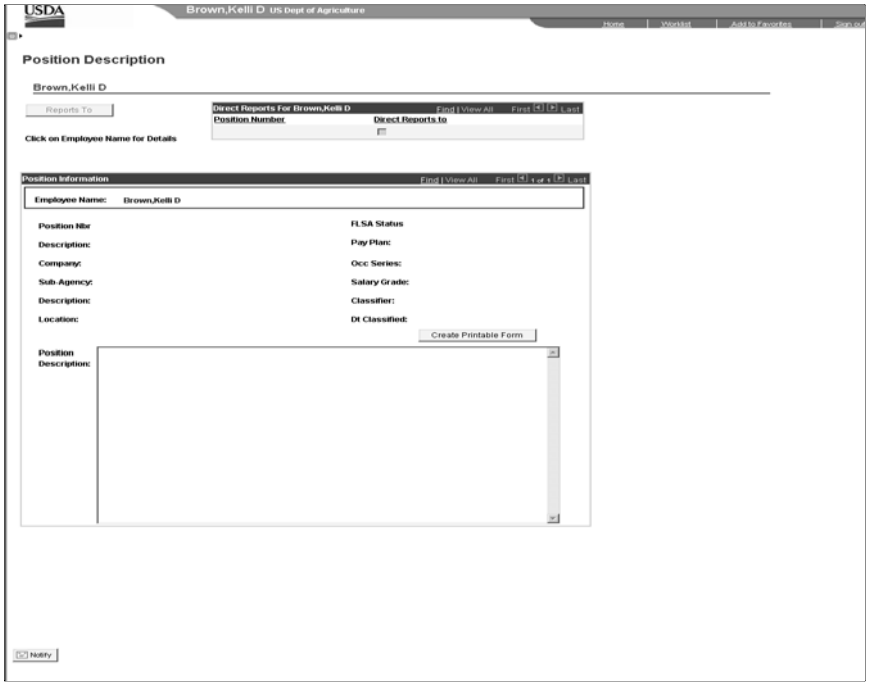


Figure 567. Position Description page

4. Click the **Name** field to view the selected employee's position description information. The position description information will displayed on the page.

5. Click **Notify** to notify another manager.

Employee Training Summary

This section allows managers to view the employee's training summary information.

To view an Employee's Training Summary:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***View*** menu.

3. Select the ***Employee Training Summary*** component. The Training History page (**Figure 568**) is displayed.

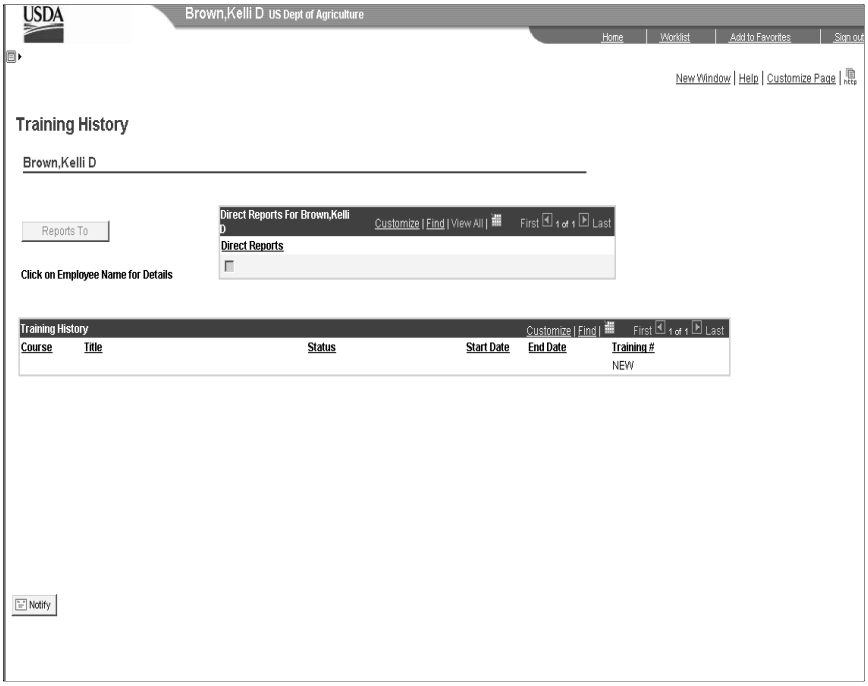


Figure 568. Training History page

4. Click the **Name** field to view the selected employee's training history information. The training history information will displayed on the page.

5. Click **Notify** to notify another manager.

MSS - Worklist

When an Employee/Manager accesses the EmpowHR application, the worklist provides an instant view of the status of the requested items. Actions that require additional approval will come back on the worklist. The worklist provides the Employee/Manager the most up to date information concerning generated requests. Employee/Managers can click on any item and it will take them to the appropriate panel to either view or make corrections.

This section will explain how to view an item on a worklist.

To view an item on a Worklist:

1. Select the ***Worklist*** menu group. The Worklist page (**Figure 569**) is displayed.

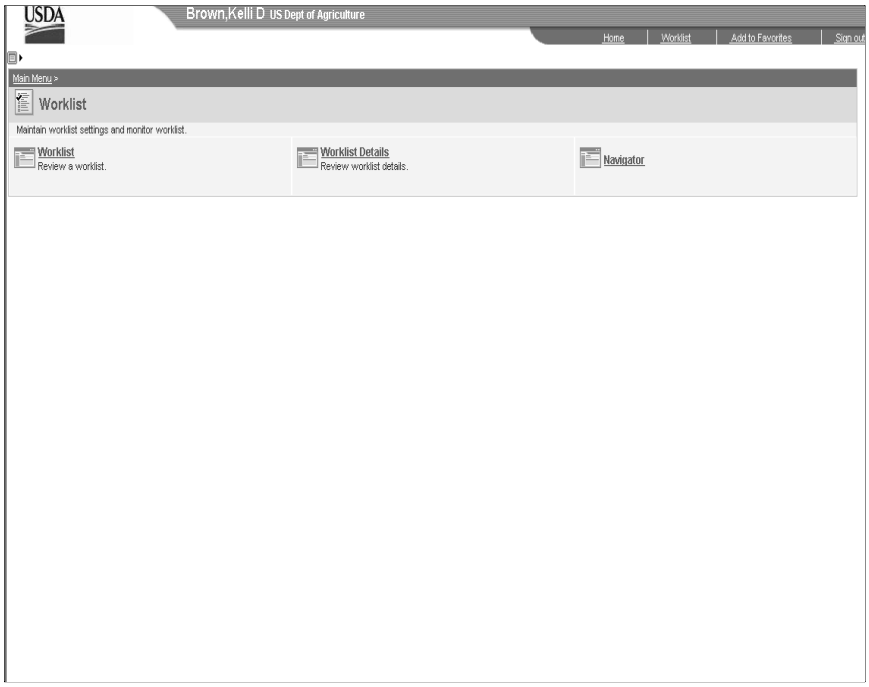


Figure 569. Worklist page

2. Click ***Link*** on the worklist for the applicable employee. The Job Classification Request page is displayed for that employee.

3. Enter a ***Priority*** for each of the employees on the page or select data from the drop-down list. This sets the priority only for the manager that is accessing this worklist.

Part 10.

Manage Performance

This part contains the following sections:

Manage Performance Introduction

Manage Performance - Use

Manage Performance - Inquire

Manage Performance - Set-Up

Manage Performance - Introduction

Manage Performance,which includes performance plans, progress reviews, and performance appraisals, is a guide to recognize and reward quality of work performance and develop those employees that are not performing proficiently by providing training and counseling. These transactions are processed for all employees. HR can view and edit the performance documents, and monitor the performance process through queries and reports.

The HR Performance Plan option allows HR personnel to view and edit individual employee performance plans; reset the status flags to transmit performance ratings to NFC; view Performance Plan start and end dates, Next Performance Plan date, rating scale and their employment information; and view and edit the Elements and Standards tab.

Manage Performance - Use

EmpowHR administrators have access to the Manage Performance menu group. This menu group allows authorized users to review and edit existing performance documents such as: Performance Plans, Progress Reviews, Summary Ratings, and Performance Appraisals. This menu group also permits the deletion of Performance Appraisals in case of a mistakenly created record.

This section contains information on the following topics:

HR Views/Edits Performance Plan

HR Views/Edits Progress Review

HR Views/Edits Summary Rating

075 Performance Appraisal

Performance Deletion

HR Views/Edits Performance Plan

A Performance Plan is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance plan for a new appraisal period. A performance plan must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

HR can view Performance Plan start and end dates, Next Performance Plan date, rating scale and employment information. HR can also view and edit the Elements and Standards tab.

To view/edit Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***HR Views/Edit Performance Plan*** component. The Find An Existing Value tab - HR Views/Edits Performance Plan page (**Figure 570**) is displayed.

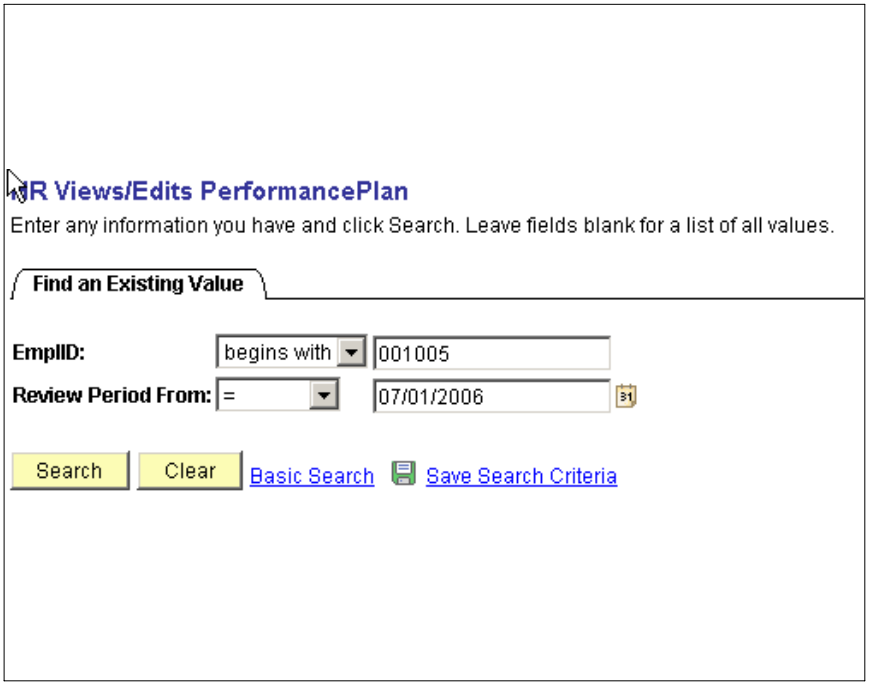


Figure 570. Find An Existing Value tab - HR Views/Edits Performance Plan page

4. Complete the fields as follows:

EmplID

Select data from the drop-down list, then enter the applicable Empl ID. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Review Period From

Select data from the drop-down list then enter the date the performance plan started or select a date from the calendar icon.

5. Click **Search**. The Performance Plan tab - HR Views/Edits Performance Plan page (**Figure 571**) is displayed. If an EmplID is entered and a message is received **No Matching Values Found**, then there may not be a plan set up for the employee or the EmplID was entered incorrectly.

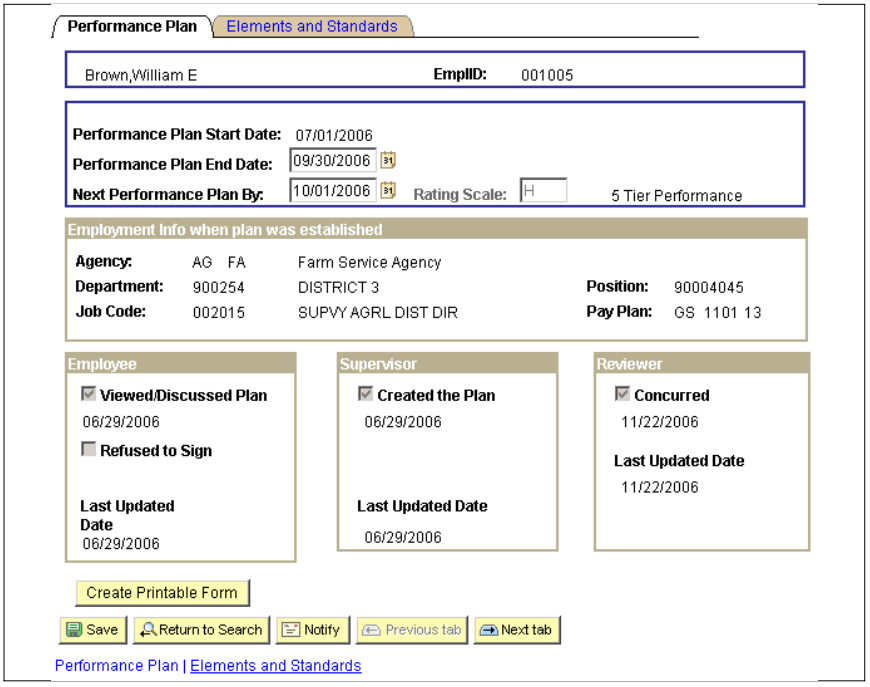


Figure 571. Performance Plan tab - HR Views/Edits Performance Plan page

6. Complete the fields as follows:

7.

The Performance Plan window (**Figure 571**)identifies that the Rating Official or the employee created the plan. since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are system-generated based on those dates. Fields on the Performance Plan and the Elements and Standards window can be viewed, modified, printed, or deleted based on Agency policy.

The Employment Information portion of the Performance Plan window displays the position information of the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Position and/or PARs, whichever is appropriate.

The Viewed portion of the window displays the dates when the Rating Official and employee viewed, last updated, and/or finalized the plan. The employee **must** check this box whether the plan was created by the Rating Official or by the employee. The Rating Official must finalize the plan before a progress review or summary rating can be entered.

8. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Next Tab** to view the next tab.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Create Printable Form**. This button displays the information from the Performance Plan tab and Elements and Standards tab in a printable form.

9. Click the ***Elements and Standards*** tab. the Elements and Standards tab - HR Views/Edits Performance Plan page (**Figure 572**) is displayed.

Figure 572. Elements And Standards tab - HR Views/Edits Performance Plan page

10. The portions on this window are explained below.

Critical Element - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.

Additional Performance Element - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.

Performance Standard - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance, A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.

11. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Previous Tab** to view the previous tab.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

HR Views/Edits Progress Review

The Progress Review is a joint discussion between the Rating Official and the employee regarding the Employee's progress toward achieving the performance standards. It does not involve the issuance of a rating of record. Progress reviews are conducted as least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comment may be entered by the Rating Official and/or employee. The Rating Official must finalize the plan before a progress review can be added.

The HR Views/Edits Progress Review is a custom option where HR personnel can view and edit Progress Reviews. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment information, and the information on the Elements and Standards tab.

To view/edit a Progress Review:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***HR Views/Edit Progress Review*** component.
4. The Find An Existing Value tab - HR Views/Edits Progress Review page (**Figure 573**) is displayed.

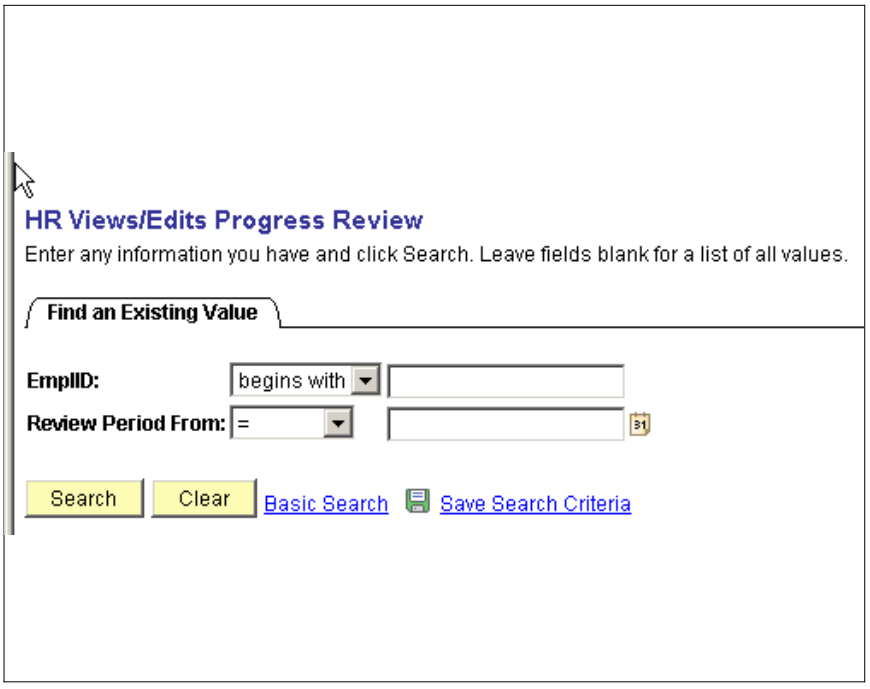


Figure 573. Find An Existing Value tab - HR Views/Edits Progress Review page

5. Complete the fields as follows:

EmplID

Select data from the drop-down list, then enter the applicable Empl ID. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **=** (The data is equal to.), **`Not =`** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.).

Review Period From

Enter the date the progress review started or select a date from the calendar icon.

6. Click **Search**. The Progress Review tab - HR Views/Edits Progress Review page (**Figure 574**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

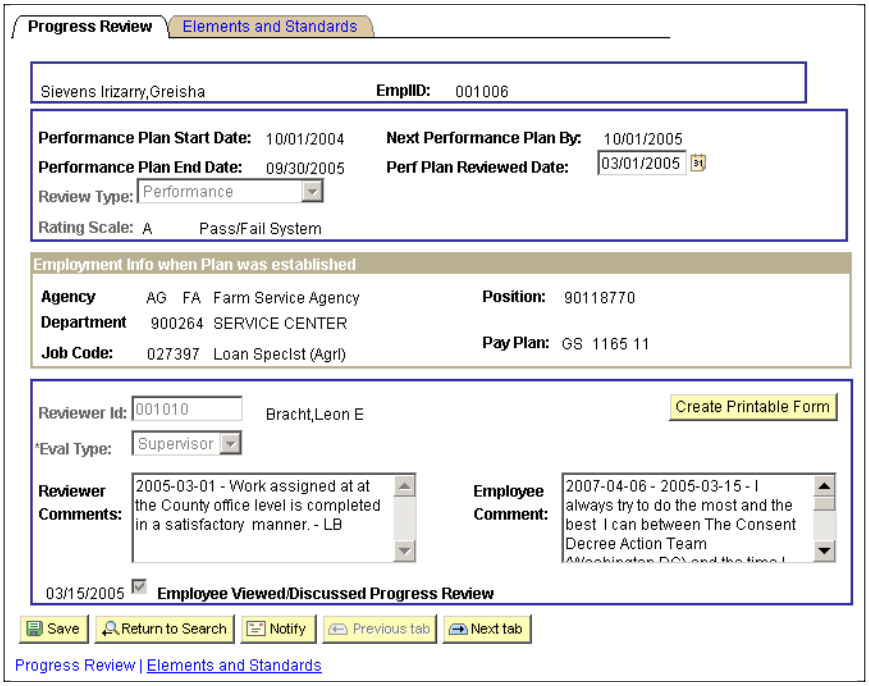


Figure 574. Progress Review tab - HR Views/Edits Progress Review page

7. Complete the fields as follows:

8. Click the ***Elements and Standards*** tab. the Elements and Standards tab - HR Views/Edits Progress Review page (**Figure 575**) is displayed.

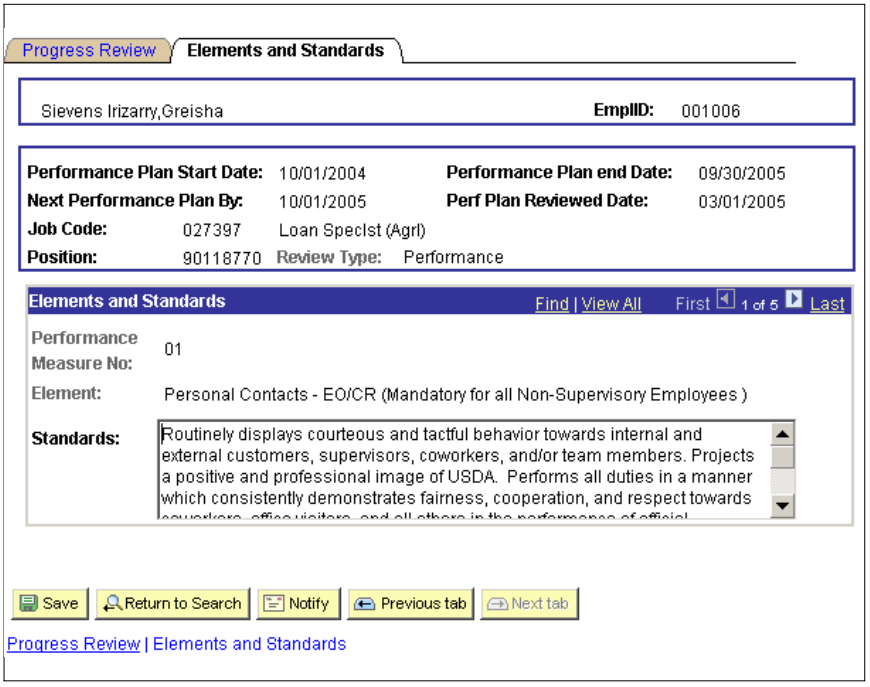


Figure 575. Elements And Standards tab - HR Views/Edits Progress Review page

9. Click **Save**.

   OR

   Click **Return To Search** to search for another performance plan.

   OR

   Click **Previous Tab** to view the previous tab.

   OR

   Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

HR Views/Edits Summary Rating

The HR Views/Edits Summary Rating is a custom option where HR personnel can view or edit Summary Ratings. HR can view the Performance Plan Start and End Dates, Next Performance Plan Date, Rating Scale and Employment information, Overall Summary Rating and the information on the Elements and Standards tab.

To view/edit a Summary Rating:

1. Select the ***Manage Performance*** menu group.

2. Select the ***Use*** menu.

3. Select the ***HR Views/Edits Summary Rating*** component. The Find An Existing Value tab - HR Views/Edits Summary Rating page (**Figure 577**) is displayed.

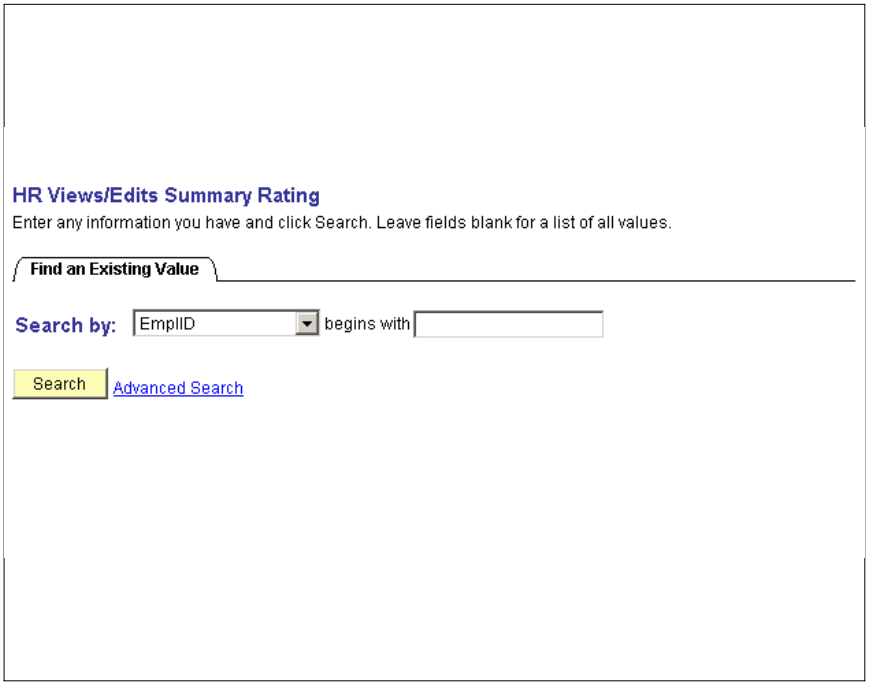


Figure 576. Find An Existing Value tab - HR Views/Edits Summary Rating page

4. Complete the fields as follows:

Search By

Select the applicable data from the drop-down list. Valid values are: **`EmplID`** and **`Review Period From`**.

Begins With

Enter the date applicable data.

5. Click **Search**. The Summary Rating tab - HR Views/Edits Summary Rating page (**Figure 577**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

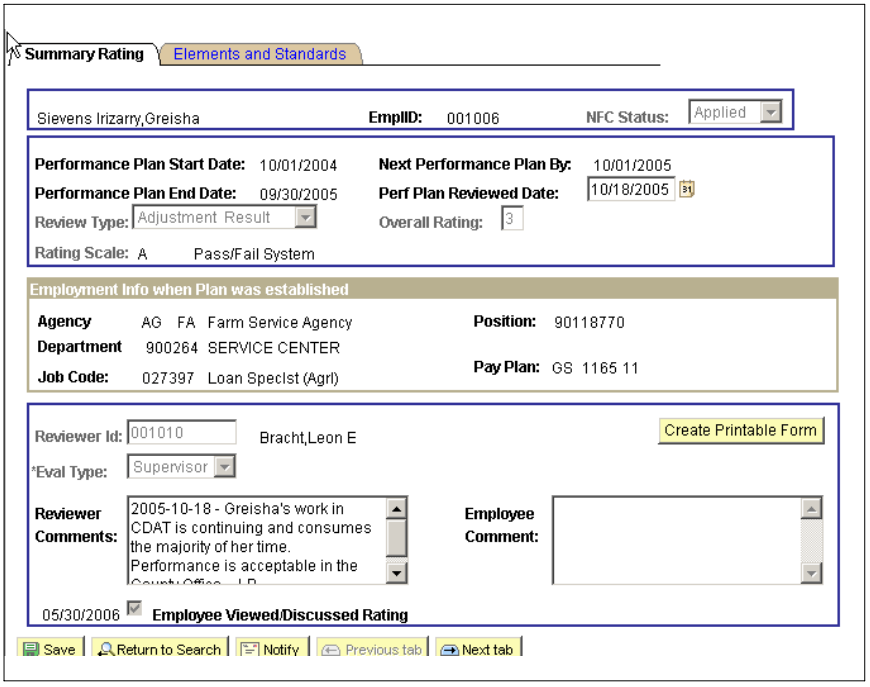


Figure 577. Summary Rating tab - HR Views/Edits Summary Rating page

6. Complete the fields as follows:

7. Click the ***Elements and Standards*** tab. The Elements and Standards tab - HR Views/Edits Summary Rating page (**Figure 578**) is displayed.

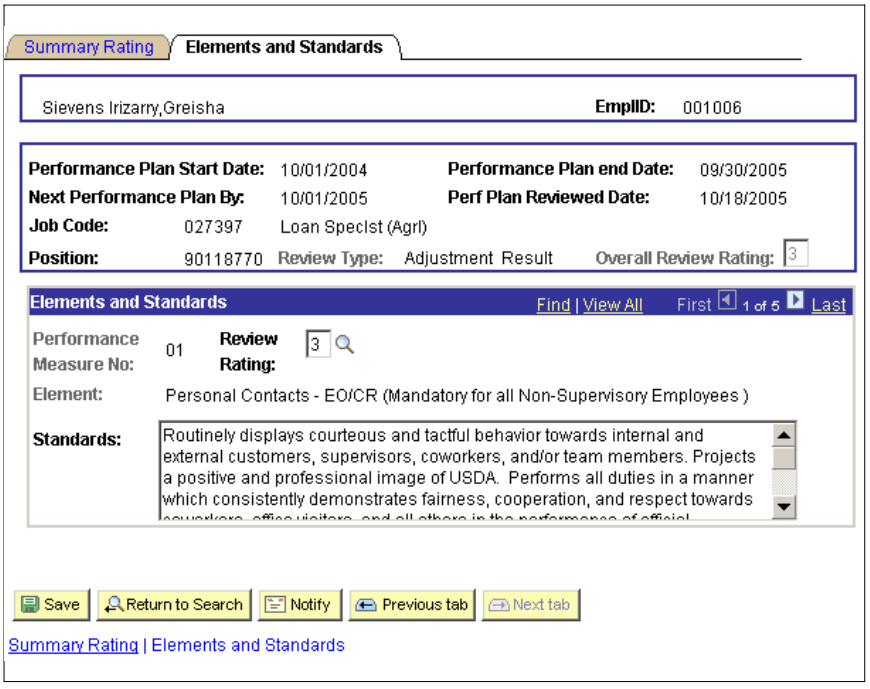


Figure 578. Elements And Standards tab - HR Views/Edits Summary Rating page

8. Click **Save**.

OR

Click **Return To Search** to search for another performance plan.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Previous Tab** to view the previous tab.

075 Performance Appraisal

The 075 Performance Appraisal component is used by HR to enter historical ratings and to enter performance ratings for employees in grades higher than GS1−13. The ratings are entered and transmitted to NFC.

HR must enter the following information on the page. Once the information is saved on the page, the transaction will be picked up by the interface and sent to NFC.

To view, modify, or view a 075 Performance Appraisal:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***075 Performance Appraisal*** component. The Find An Existing Value tab - 075 - Performance Document page (**Figure 579**) is displayed.

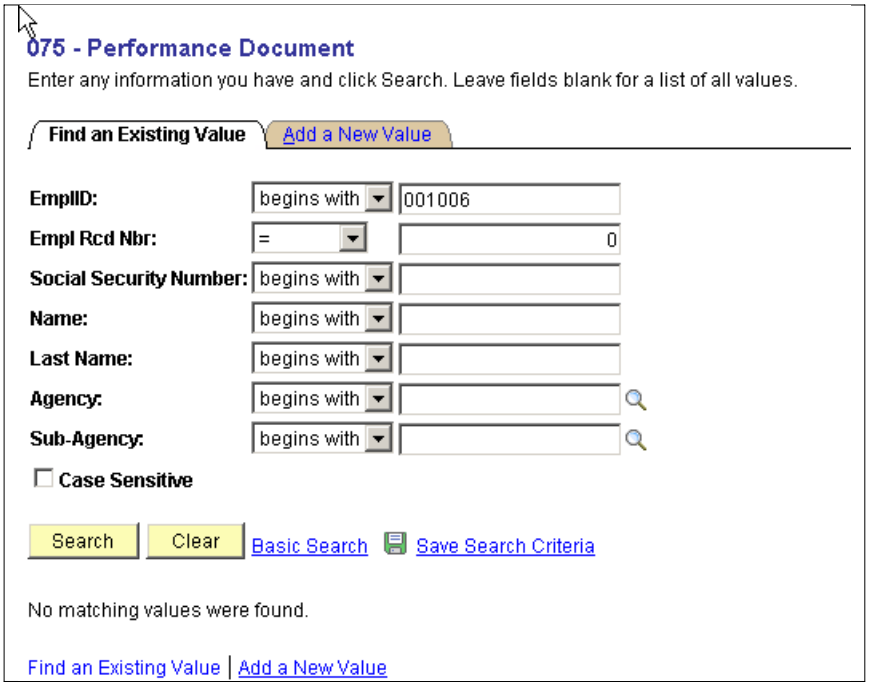


Figure 579. Find An Existing Value tab - 075 - Performance Document page

4. Complete the fields as follows:

EmplID

Click the down arrow to choose a search criteria then enter the applicable Empl ID. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Empl Rcd Nbr

Click the down arrow to choose a search criteria then enter the applicable record number. Valid values are **=**, **Not =**, **<**, **<=**, **>**, **>=**, **Between**, and **In**.

Social Security Number

Enter the full social security number (9 positions).

Name

Click the down arrow to choose a search criteria or enter the applicable name. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Last Name

Click the down arrow to choose a search criteria then enter the applicable last name. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Agency

Click the down arrow to choose a search criteria value then enter the applicable information. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Sub-Agency

Click the down arrow to choose a search criteria value then enter the applicable information. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Case Sensitive

Click this field if the information is case sensitive.

5. Click **Search**. The 075 − Performance Document page (**Figure 581**)is displayed.

   OR

   Click **Clear** to clear the entry on the page. Another entry can be made at this time.

   OR

6. Click the ***Add a New Value*** tab. The Add a New Value tab - 075 Performance Document page (**Figure 580**) is displayed.

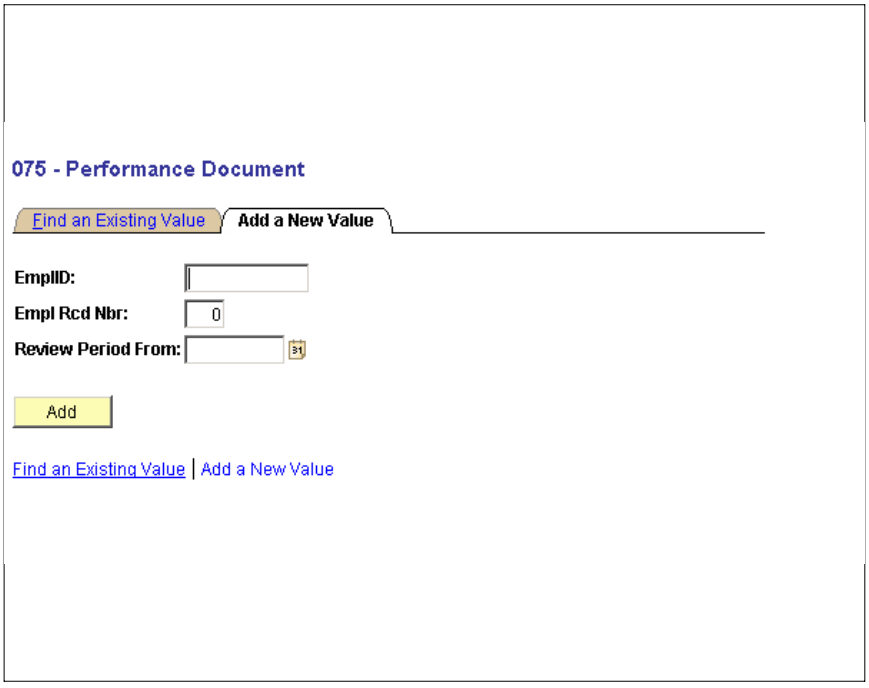


Figure 580. Add A New Value tab - 075-Performance Document page

7. Complete the fields as follows:

EmplID

Enter the employee ID.

Empl Rcd Nbr

Enter the employee record number.

Review Period From

Enter the date the review started or select a date from the calendar icon.

8. Click **Add**. The 075 - Performance Document page (**Figure 581**) is displayed.

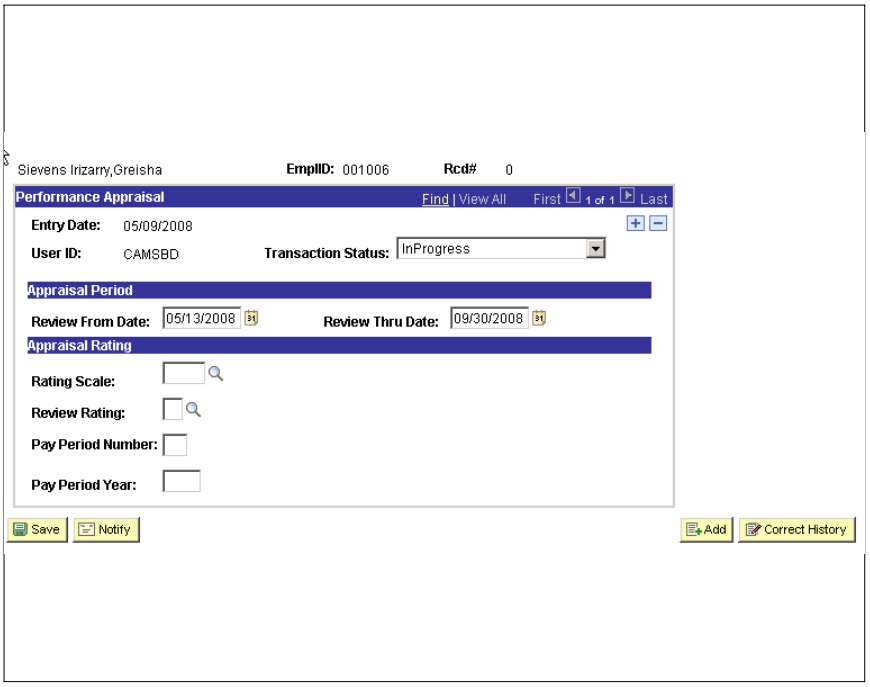


Figure 581. 075-Performance Document window

9. Complete the fields as follows:

Entry Date

This field is populated with the entry date.

User ID

This field is populated with the the user's ID.

Transaction Status

This field is populated with the status of the transaction. The transaction status changes when the transaction is saved.

Review From Date

Enter the date the review started.

Review Thru Date

Enter the date the review ended.

Rating Scale

Enter the applicable rating scale or select from the icon.

Review Rating

Enter the applicable review rating or select from the icon.

Pay Period Number

Enter the pay period number.

Pay Period Year

Enter the pay period year.

10. Click **Save**.

    OR

    Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Performance Deletion

This option allows HR to delete an existing Performance Plan, Progress Review and/or Summary Rating.

This section contains information on the following topics:

Existing Performance Plan

Existing Progress Review

Existing Summary Rating

Existing Performance Plan

This option allows HR to delete and existing Performance Plan.

To delete an existing Performance Plan:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***Performance Deletion*** component. The Performance Deletion page (**Figure 582**) is displayed.

Figure 582. Performance Deletion page

4. Click **Existing Performance Plan**. The Find An Existing Value tab - HR Performance Plan Deletion page (**Figure 583**) is displayed.

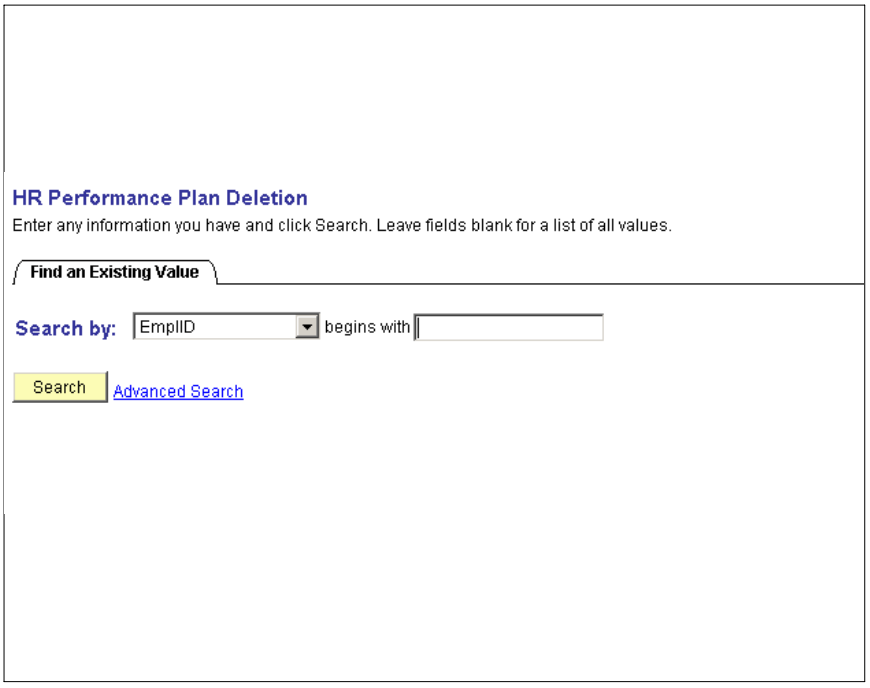


Figure 583. Find An Existing Value tab - HR Performance Plan Deletion page

5. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **`EmplID`** and **`Review Period From`**.

Begins with

Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.

7. Select the Performance Plan intended to be deleted. The HR Performance Plan Deletion page (**Figure 584**) is displayed.

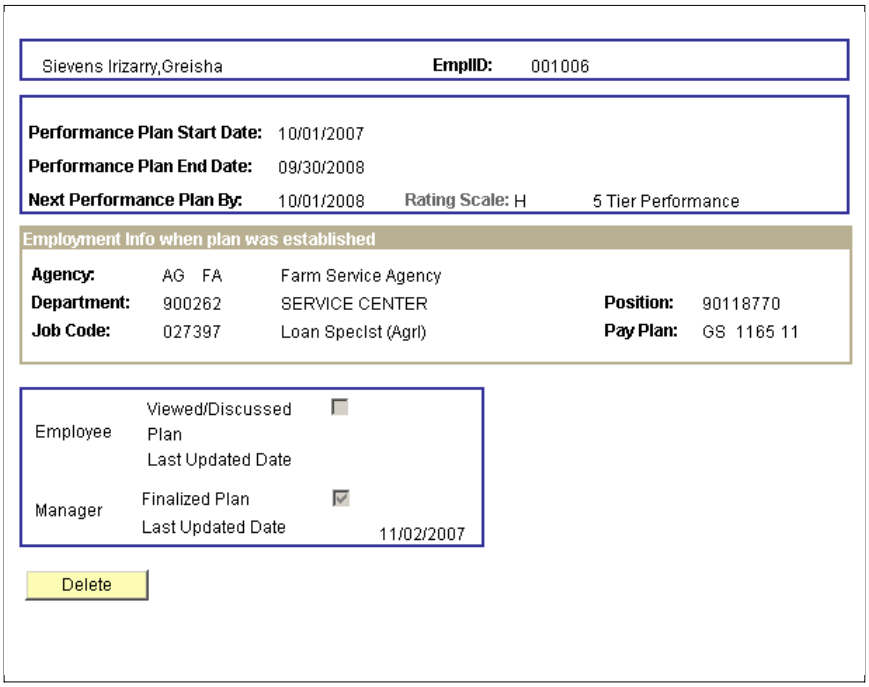


Figure 584. HR Performance Plan Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 585**) is displayed.

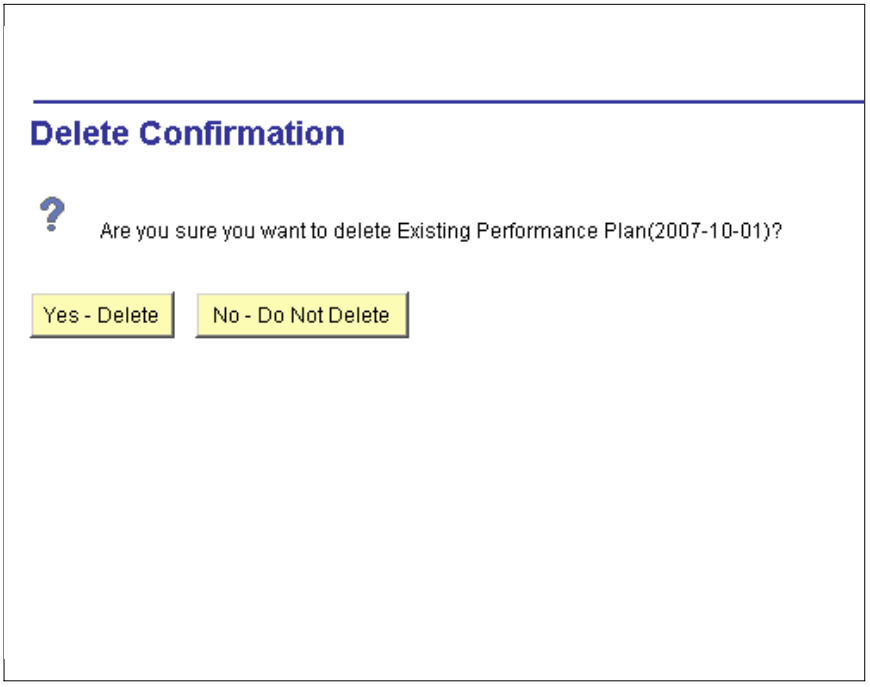


Figure 585. Delete Confirmation page

9. Click **Yes - Delete**. The selected Performance Plan is deleted.

   OR

   Click **No - Do Not Delete**. The action is canceled.

Existing Progress Review

This option allows HR to delete and existing Progress Review.

To delete an existing Performance Plan:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***Performance Deletion*** component. The Performance Deletion page (**Figure 582**) is displayed.
4. Click **Existing Progress Review**. The Find An Existing Value tab - HR Progress Review Deletion page (**Figure 586**) is displayed.

Figure 586. Find An Existing Value tab - HR Progress Review Deletion page

5. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **`EmplID`** and **`Review Period From`**.

Begins with

Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.

7. Select the Progress Review intended to be deleted. The HR Progress Review Deletion page (**Figure 587**) is displayed.

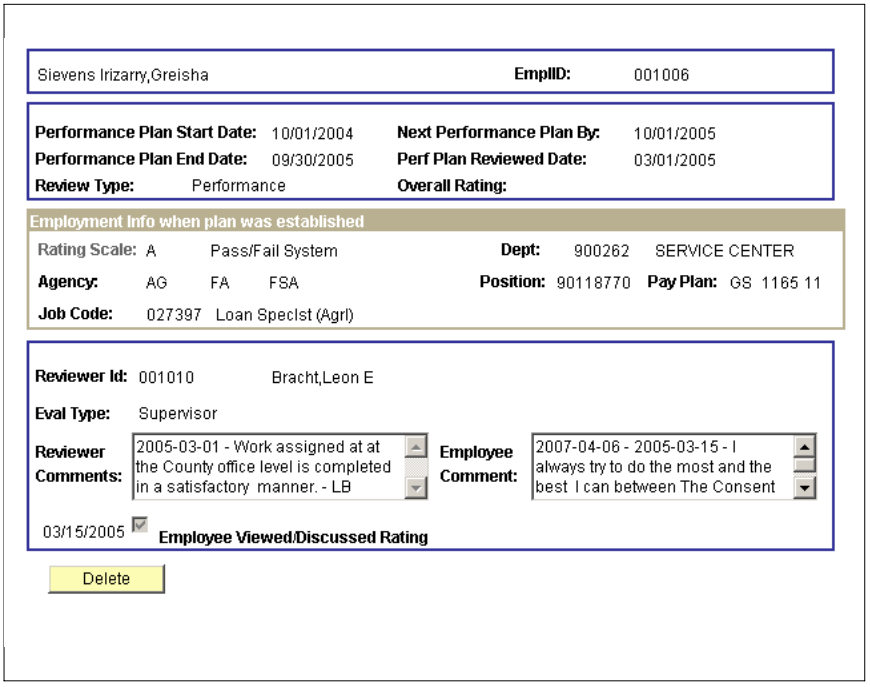


Figure 587. HR Progress Review Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 588**) is displayed.

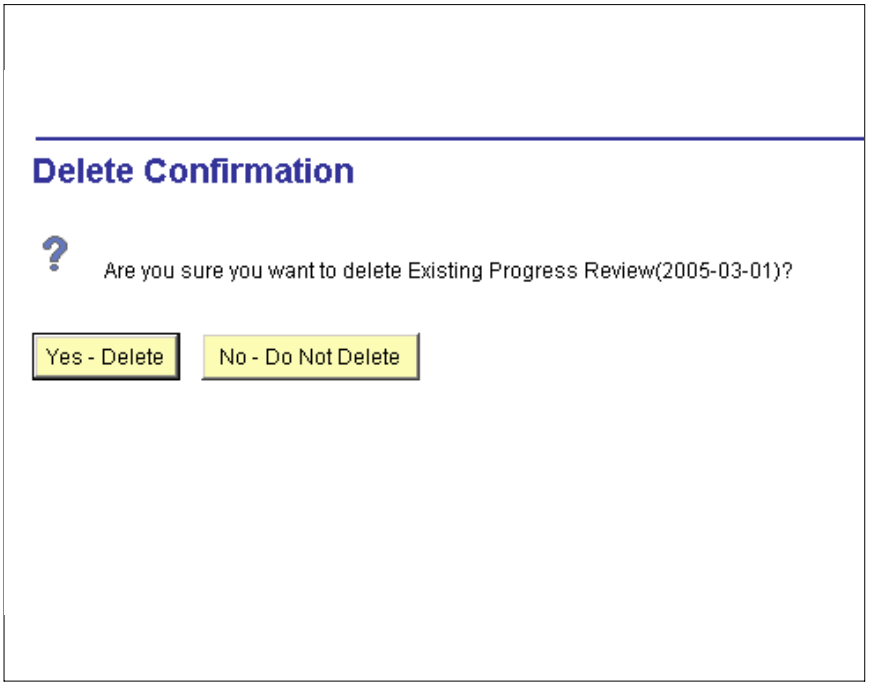


Figure 588. Delete Confirmation page

9. Click **Yes - Delete**. The selected Progress Review is deleted.

OR

Click **No - Do Not Delete**. The action is canceled.

Existing Summary Rating

This option allows HR to delete and existing Summary Rating.

To delete an existing Summary Rating:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Use*** menu.
3. Select the ***Performance Deletion*** component. The Performance Deletion window (**Figure 582**) is displayed.
4. Click **Existing Summary Rating**. The Find An Existing Value tab - HR Summary Rating Deletion page (**Figure 589**) is displayed.

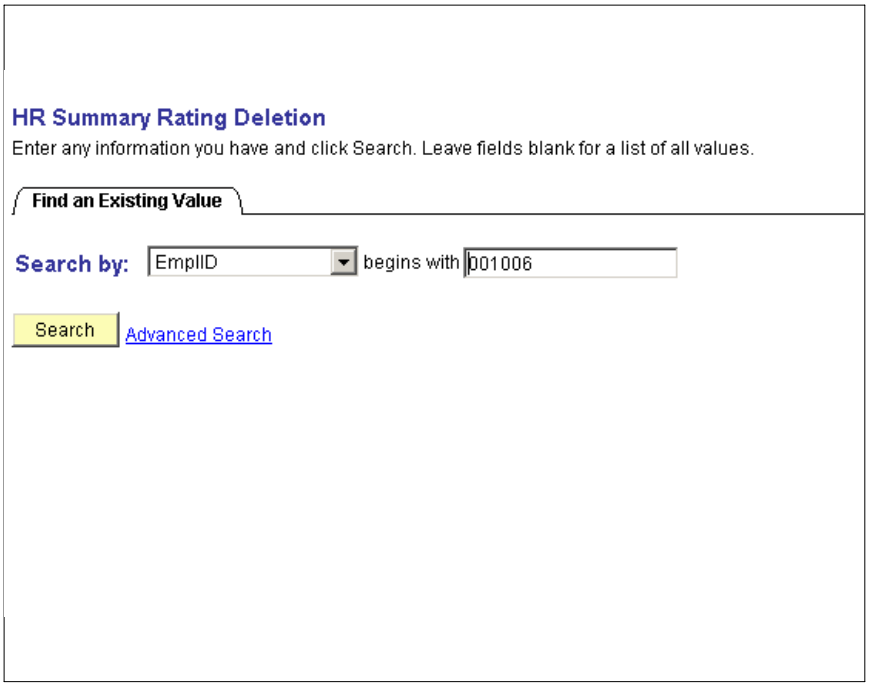


Figure 589. Find An Existing Value tab - HR Summary Rating Deletion page

5. Complete the fields as follows:

Search By

Select data from the drop-down list. Valid values are **`EmplID`** and **`Review Period From`**.

Begins with

Enter the data that corresponds to the Search By value.

6. Click **Search**. The applicable information is displayed.
7. Select the Summary Rating intended to be deleted. The HR Summary Rating Deletion page (**Figure 590**) is displayed.

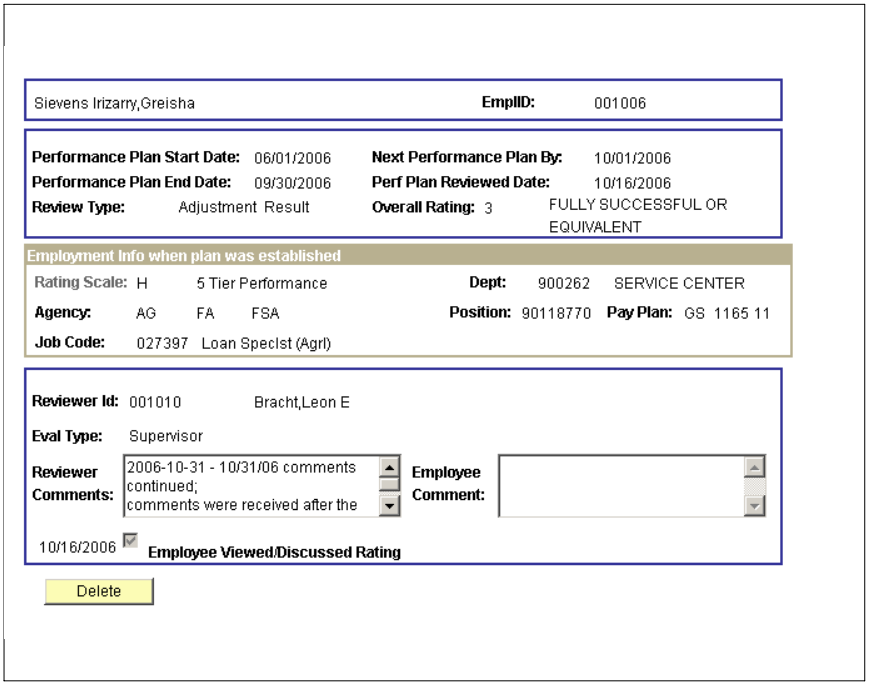


Figure 590. HR Summary Rating Deletion page

8. Click **Delete**. The Delete Confirmation page (**Figure 591**) is displayed.

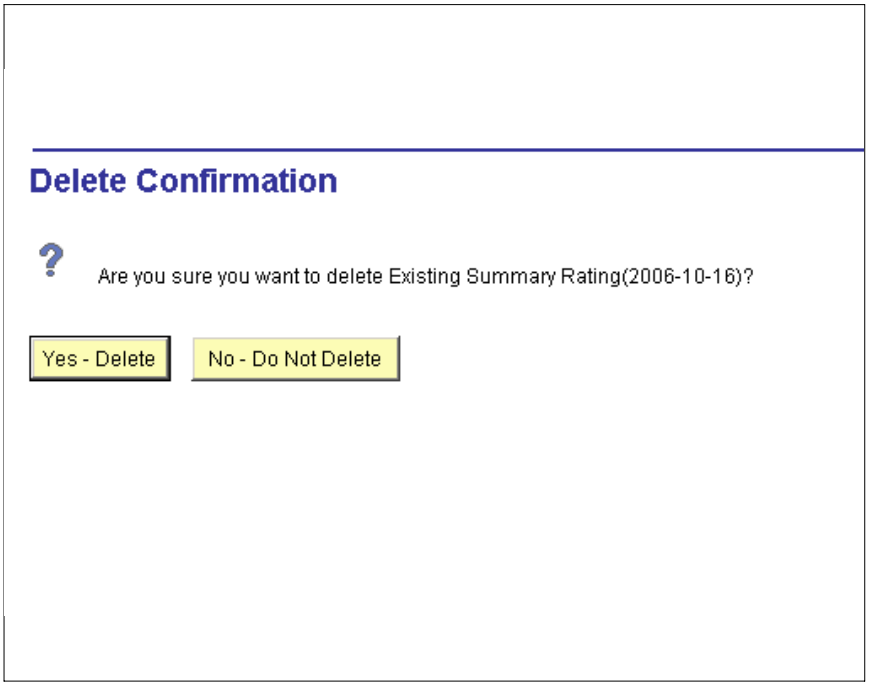


Figure 591. Delete Confirmation page

9. Click **Yes - Delete**. The selected Summary Rating is deleted.

OR

Click **No - Do Not Delete**. The action is canceled.

Manage Performance - Inquire

The Human Resources Staff can run queries to determine the status of performance documents. HR can inquire on the Supervisor (Reports To), Name, Agency, Sub-agency and Personnel Office Identifier (POI).

This section contains information on the following topics:

Missing Performance Plans

Late Performance Plans

Missing Appraisals

Late Appraisals

Missing Performance Plans

This option allows HR to inquire on missing performance plans.

To inquire on Missing Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu
3. Select the ***Missing Performance Plans*** component. The Missing Performance Plans page (**Figure 592**) is displayed.

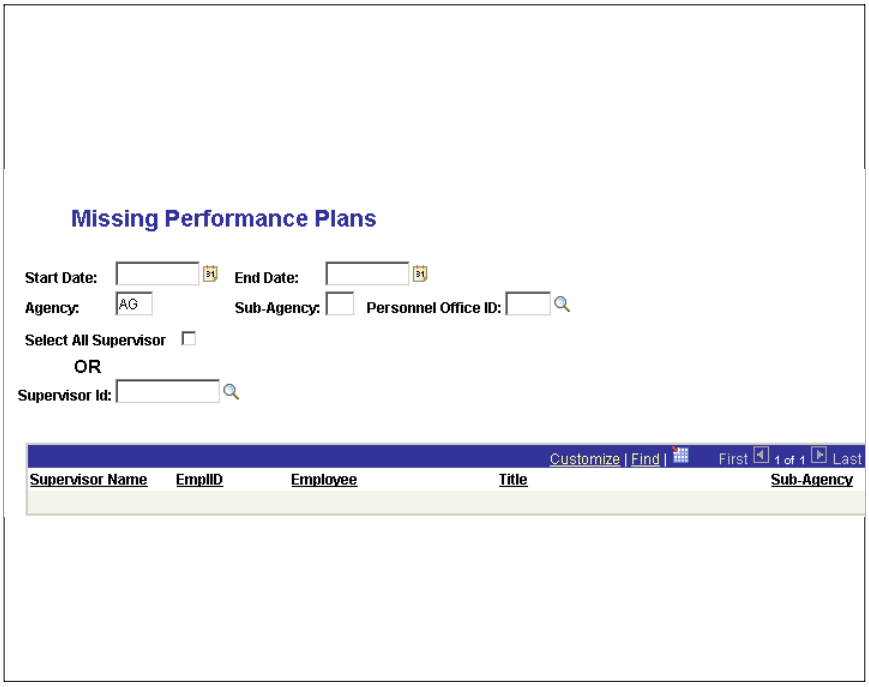


Figure 592. Missing Peformance Plans page

4. Complete the fields as follows:

Start Date

Enter the start date of the missing performance plan or select a date from the calendar icon.

End Date

Enter the end date of the missing performance plan or select a date from the calendar icon.

Agency

Enter the two position alfa agency code.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

Select All Supervisor

Check this box if you want to view all missing performance plans for all supervisors for the selected criteria.

Supervisor ID

Enter a specific supervisor Id or select data by clicking on the search icon.

A list of missing performance plans will display for the criteria entered.

Late Performance Plans

This option allows HR to inquire on late performance plans.

To inquire on Late Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu.
3. Select the ***Late Performance Plans*** component. The Late Performance Plans page (**Figure 593**) is displayed.

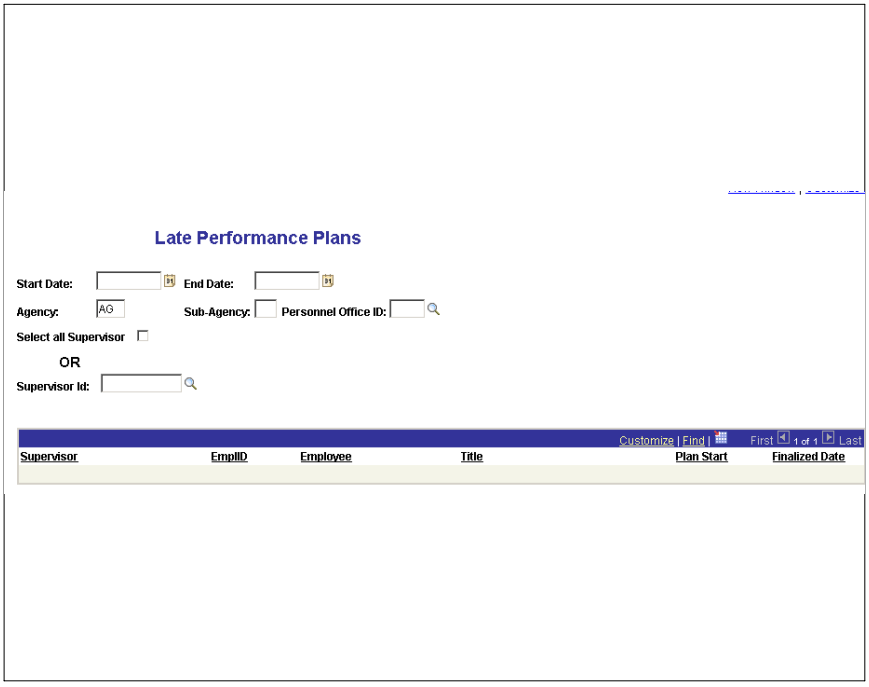


Figure 593. Late Performance Plans page

4. Complete the fields as follows:

Start Date

Enter the start date of the late performance plan or select a date from the calendar icon.

End Date

Enter the end date of the late performance plan or select a date from the calendar icon.

Agency

Enter the two position alfa agency code.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

Select All Supervisor

Check this box if you want to view all late performance plans for all supervisors for the selected criteria.

Supervisor ID

Enter a specific supervisor Id or select data by clicking on the search icon.

A list of missing appraisals will display for the criteria entered.

Missing Appraisals

This option allows HR to inquire on missing appraisals.

To inquire on Missing Appraisals:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu.
3. Select the ***Missing Appraisals*** component. The Missing Performance Appraisals page (**Figure 594**) is displayed.

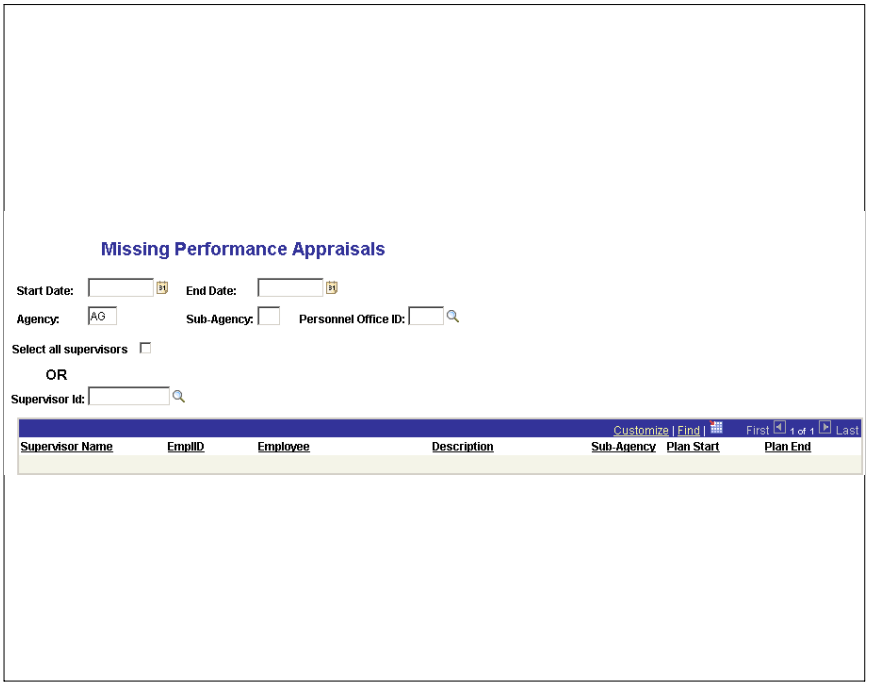


Figure 594. Missing Performance Appraisals page

4. Complete the fields as follows:

Start Date

Enter the start date of the missing performance appraisals or select a date from the calendar icon.

End Date

Enter the end date of the late missing performance appraisals or select a date from the calendar icon.

Agency

Enter the two position alfa agency code.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

Select All Supervisor

Check this box if you want to view all missing performance appraisals for all supervisors for the selected criteria.

Supervisor ID

Enter a specific supervisor Id or select data by clicking on the search icon.

A list of missing appraisals will display for the criteria entered.

Late Appraisals

This option allow HR to inquire on late appraisals.

To inquire on Late Appraisals:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Inquire*** menu.
3. Select the ***Late Appraisals*** component. The Late Performance Appraisals page (**Figure 595**) is displayed.

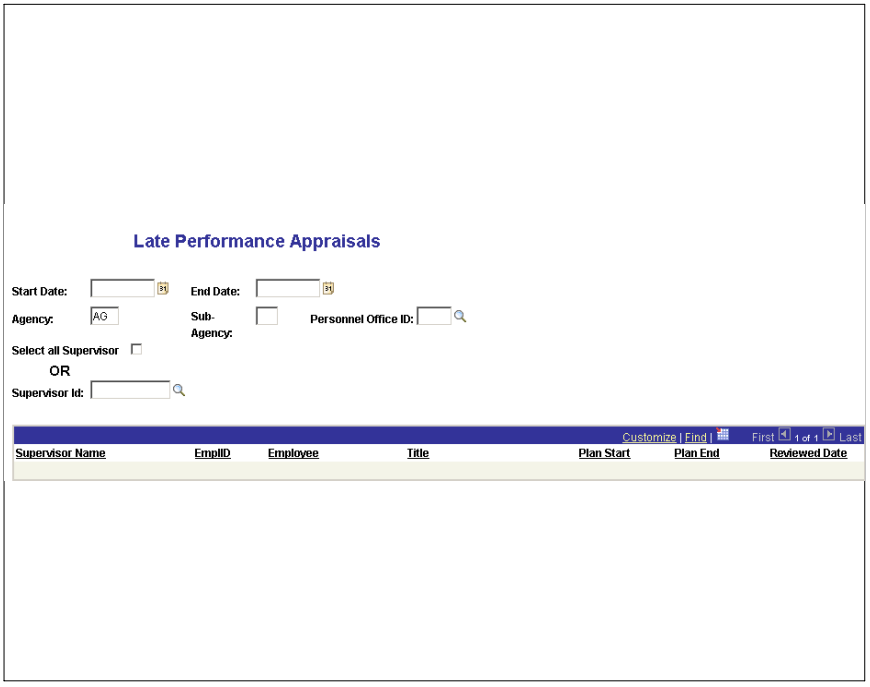


Figure 595. Late Performance Appraisals page

4. Complete the fields as follows:

Start Date

Enter the start date of the late performance appraisals or select a date from the calendar icon.

End Date

Enter the end date of the late performance appraisals or select a date from the calendar icon.

Agency

Enter the two position alfa agency code.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

Select All Supervisor

Check this box if you want to view all late performance appraisals for all supervisors for the selected criteria.

Supervisor ID

Enter a specific supervisor Id or select data by clicking on the search icon.

A list of late performance appraisals will display for the criteria entered.

Manage Performance - Setup

HR Personnel can access the Setup tables for the Performance module through the Setup item under Manage Performance. HR Personnel can access Elements and Standards, elements by POI, and Review Rating Module.

This section contains information on the following topics:

Elements And Standards

Elements By POI

Review Rating Model

Elements And Standards

Elements and Standards is used to setup and edit the elements and standards used on performance plans.

To setup and edit Elements And Standards:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Setup*** menu.
3. Select the ***Elements And Standards*** component. The Find An Existing Value tab - Elements And Standards page (**Figure 596**) is displayed.

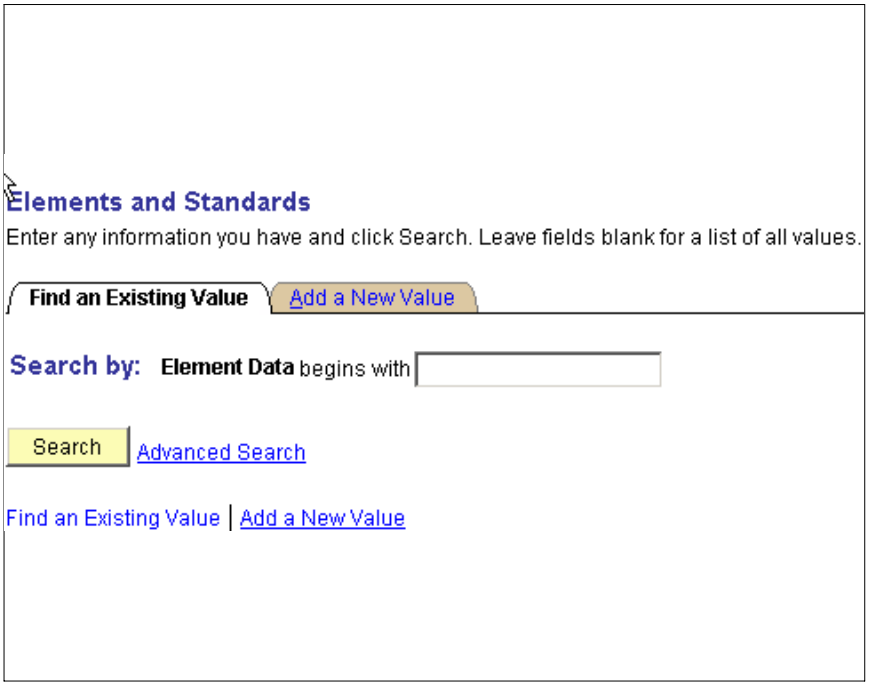


Figure 596. Find An Existing Value tab - Elements And Standards page

4. Complete the fields as follows:

Search By: Element Data Begins With

Enter the Element Data.

5. Click **Search**. The Elements And Standards tab - Elements And Standards page (**Figure 598**) is displayed.

6. Select the ***Add a New Value*** tab at the top of the window. The Add A New Value tab - Elements And Standards page (**Figure 597**) is displayed.

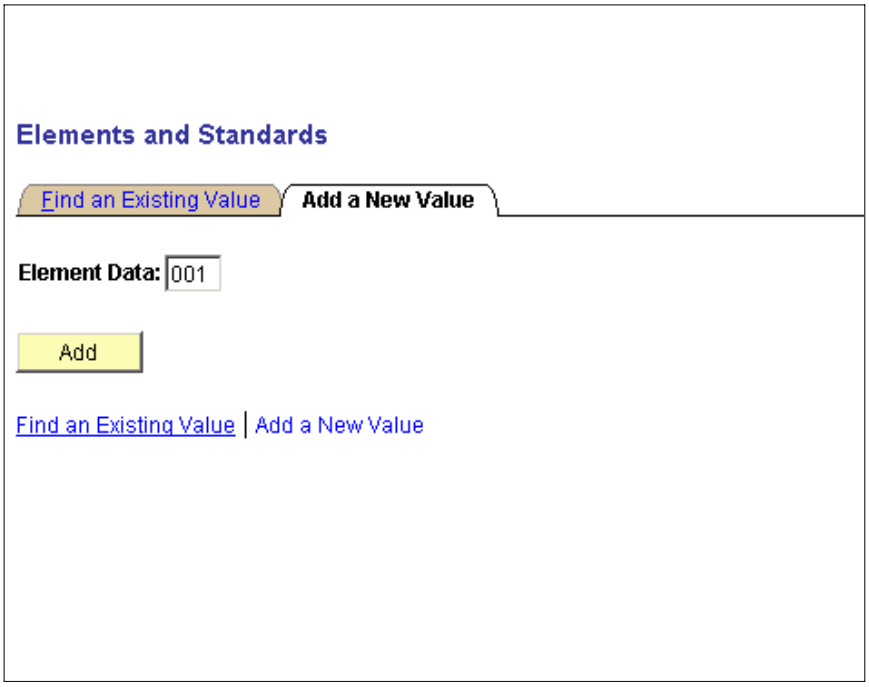


Figure 597. Add A New Value tab - Elements And Standards page

7. Complete the fields as follows:

Element Data

Enter the Element Data.

8. Click **Add**. The Elements And Standards tab - Elements And Standards page (**Figure 598**) is displayed.

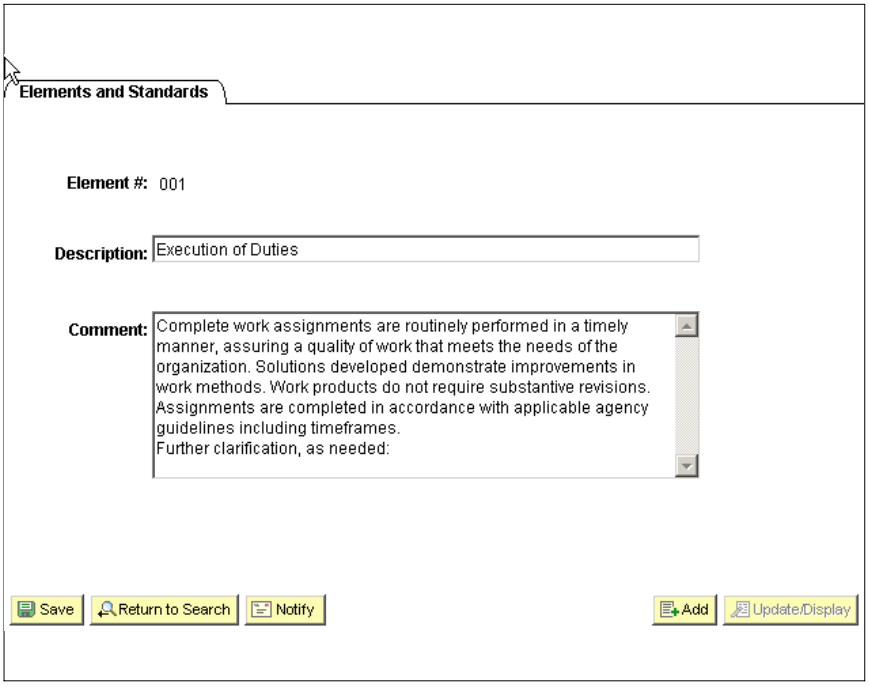


Figure 598. Elements And Standards window

9. Complete the fields as follows:

Element #

This number is populated from the search criteria entered.

Description

This field is the description of the element. Enter or edit the applicable information.

Comment

This field is how the element should be performed. Enter or edit the applicable information.

10. Click **Save**.

OR

Click **Return To Search** to search for additional Elements and Standards.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add additional Elements and Standards

OR

Click **Update/Display** to update the page.

Elements By POI

Elements By POI is used to specify which elements are used by each POI.

To setup Elements By POI:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Setup*** menu.
3. Select the ***Elements By POI*** component. The Find An Existing Value tab - Elements by POI page (**Figure 599**) is displayed.

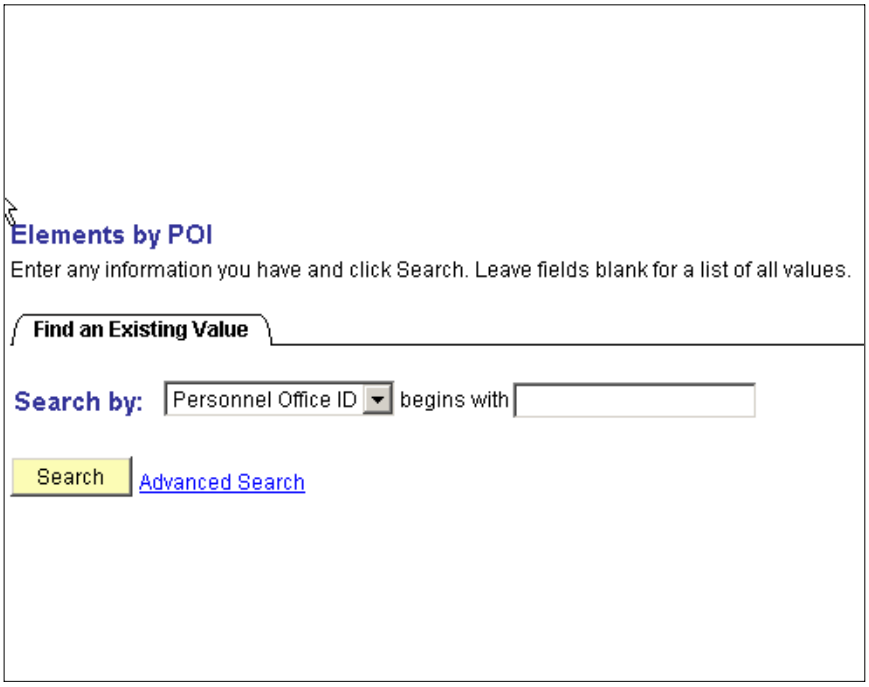


Figure 599. Find An Existing Value tab - Elements By POI page

4. Complete the fields as follows:

Search By

Select the applicable searchcriteria. The valid values are: **`Personnel Office ID`** and **`Description`**.

Begins With

Enter the applicable information that corresponds to the search critera.

5. Click **Search**. The Elements By POI tab - Elements By POI page (**Figure 600**) is displayed.

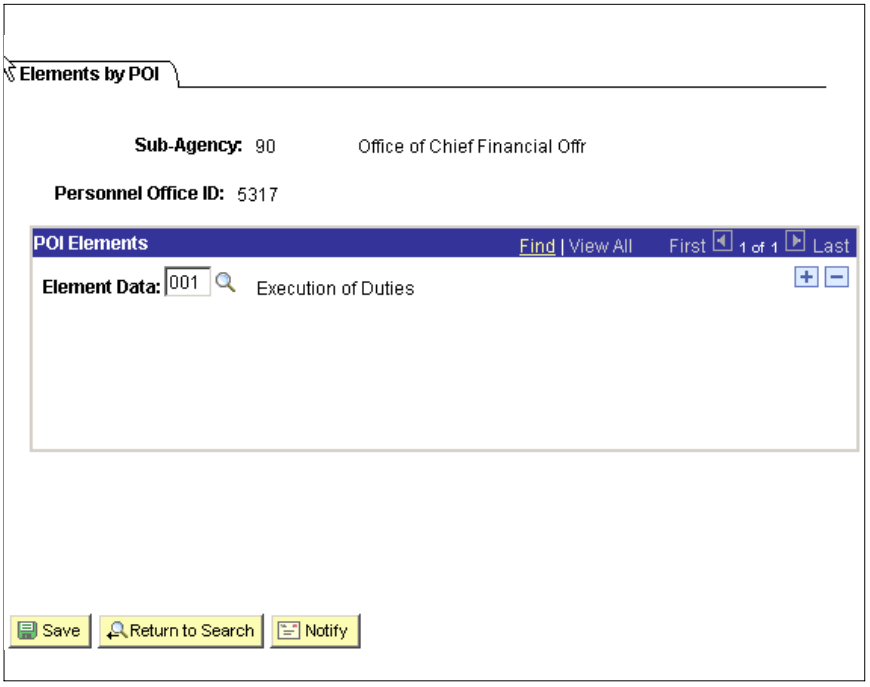


Figure 600. Elements By POI tab - Elements By POI page

6. Complete the fields as follows:

Sub-Agency

This field is populated based on the POI entered.

Personnel Office ID

This field is populated based on the search criteria entered.

Element Data

Enter the element number or select data by clicking the search icon.

7. Click **Save**.

OR

Click **Return To Search** to search for additional Elements By POI.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Part 11.

Labor Relations

This part is divided into the following sections:

Labor Relations - Introduction

Labor Relations - Introduction

Labor Relations is used to track employee relations issues initiated by an employee, a department, or a union representative. It is important to keep an accurate record of the nature of the violation and the steps taken to respond to the incident. This will help protect the organization against legal liability.

Labor Relations will display the ***Find An Existing Value*** tab. Data must be located in ***EmpowHR*** in order to enter into Labor Relations. Enter into any one of the fields to search for data. For more information on this topic, refer to the Basics - Find An Existing Value of this procedure. Labor Relations will also display the ***Add A New Value*** tab. This tab is used to add new information into Labor Relations. For more information on this topic, refer to the Basics - Add A New Value of this procedure.

This section includes the following topics:

Adverse Actions

Grievances

Information Request

Miscellaneous

Unfair Labor Practice

Adverse Actions

Adverse Actions means to take a disciplinary action against an employee. It is important to keep an accurate record of the nature of the violation and the steps to take when responding to the incident. This helps protect the organization against legal liability.

To enter an Adverse Action:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Adverse Actions*** component. The Find An Existing Value tab - Adverse Actions page (**Figure 601**)is displayed.

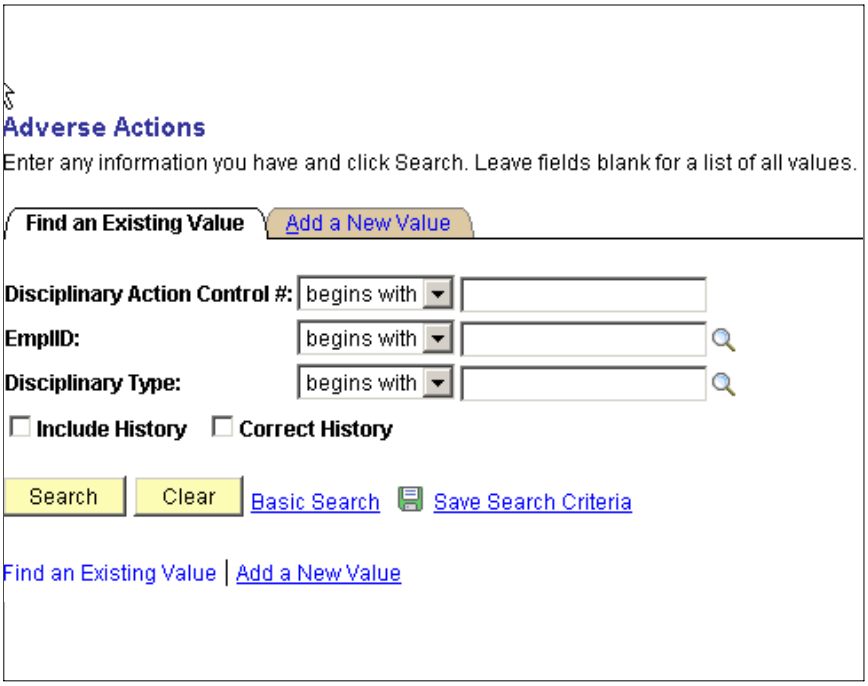


Figure 601. Find An Existing Value tab - Adverse Actions page

3. Complete the fields as follows:

Disciplinary Action Control #

Enter the disciplinary action control number.

EmplID

Enter the employee ID or select data by clicking the search icon.

Disciplinary Type

Enter the disciplinary type or select data by clicking the search icon.

Include History

Click this field to include history.

Correct History

Click this field to correct history.

4. Click **Search**. The Adverse Actions page (**Figure 603**) is displayed.

OR

Click the ***Add A New Value*** tab. The Add A New Value tab - Adverse Actions page (**Figure 602**) is displayed.

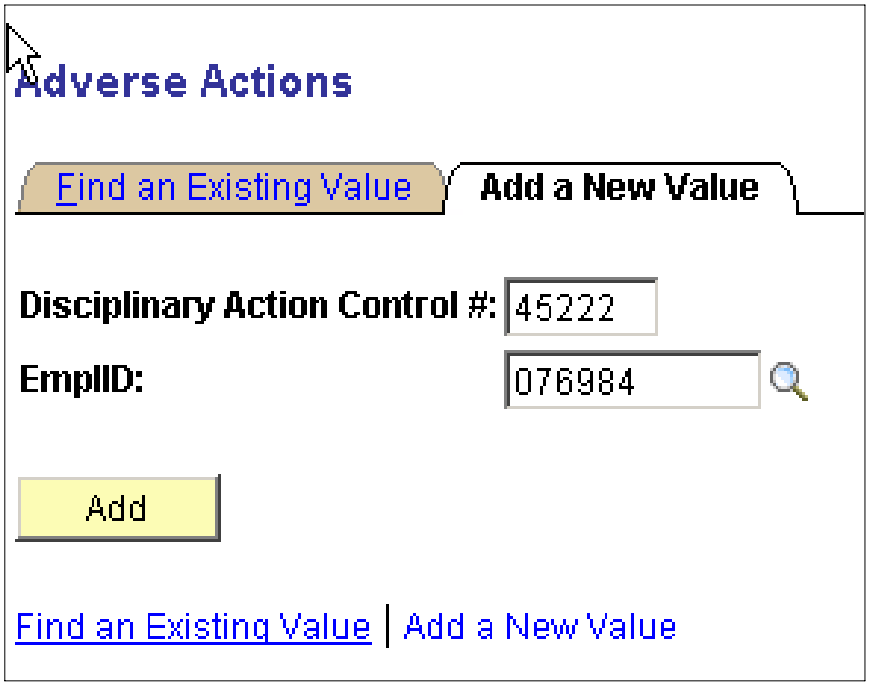


Figure 602. Add A New Value tab - Adverse Actions page

5. Complete the fields as follows:

Disciplinary Action Conrol #

Enter the discipliary action control number.

EmplID

Enter the employee ID or select data by clicking on the search icon.

6. Click **Add**. The Adverse Actions page (**Figure 603**)is displayed.

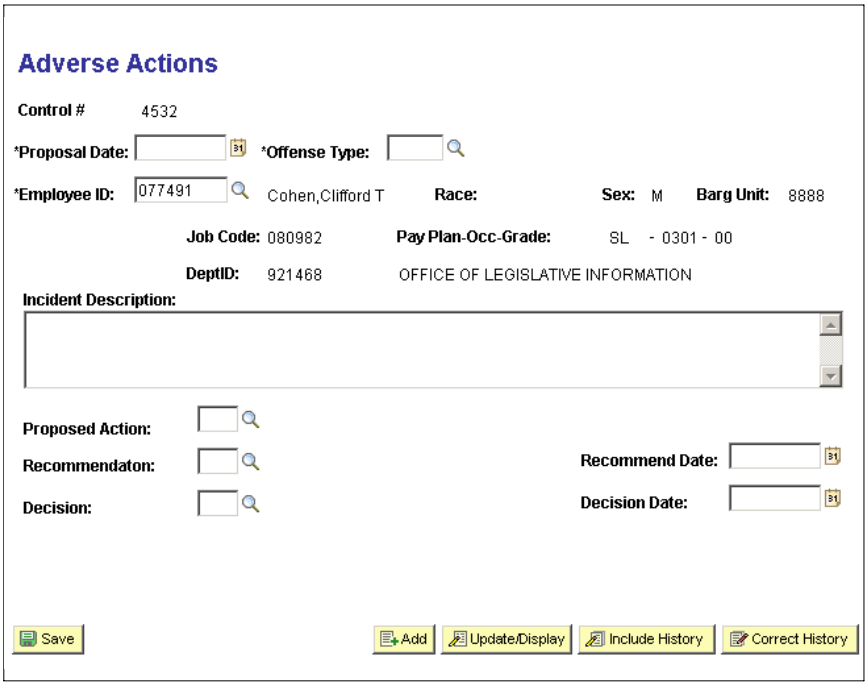


Figure 603. Adverse Action page

7. Complete the fields as follows:

Control #

This field is populated with the search criteria entered.

***Proposal Date**

Enter the applicable proposal date or select a data from the calendar icon.

***Offense Type**

Enter the applicable offense type or select data by clicking the search icon.

***Employee ID**

Enter the applicable employee ID (EmplID). The narrative name will display.

Race

This field is populated from the employee record.

Sex

This field is populated from the employee record.

Barg Unit

This field is populated from the employee record.

Job Code

This field is populated from the employee record.

Pay/Plan-Occ-Grade

This field is populated from the employee record.

DeptID

This field is populated from the employee record.

Incident Description

Enter the narrative description of the adverse action.

Proposed Action

Enter the proposed adverse action to the employee or select data by clicking the search icon.

R.O. Recommendation

Enter the recommended adverse action to the employee or select data by clicking on the search icon.

Recommend Date

Enter the recommended date or select a date from the calendar icon.

Decision

Enter the decision or select data by clicking the search icon.

Decision Date

Enter the date of the decision or select a date from the calendar icon.

8. Click **Save**.

OR

Click **Add** to add an additional adverse action.

OR

Click **Update/Display** to update the page.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

Grievances

To help protect the agency from legal liability, it is important to keep an accurate record of workforce grievances and any actions taken when grievances are filed against the agency. Use the grievances pages to enter formal grievance files by emplyees, applicants, unions, or other sources, and to track the steps taken to resolve the grievance. On the Grievances component, the first entry field is a grievance ID. Use the grievance ID to track the grievance through the entire resolution process. There are two ways to assign grievance IDs.

- Automatically: The system adds ID's sequentially as you add new girevances. The system assigns the number automatically. The grievance ID first appears as 000000000 then after the information is saved the assigned number is displayed.
- Manually: Enter the grievance ID using whatever system the organization chooses. If manual entery is choosen, there is no need to assign IDs sequentially.

Note: To avoid maintaining two different sets of grievance IDs, it is recommended to choose only one way of assigning them. Either assigned IDs manually or always let the system assign them (not both).

To enter a Grievances:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Grievances*** component. The Find An Existing Value tab - Grievances page (**Figure 604**) is displayed.

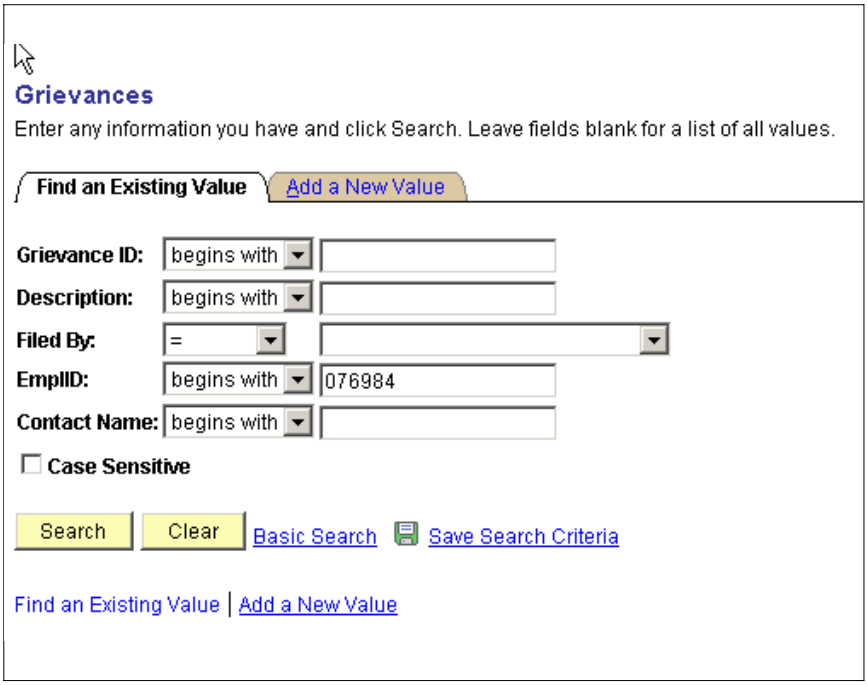


Figure 604. Find An Existing Value tab - Grievances page

3. Complete the fields as follows:

Grievance ID

Enter the grievance ID number.

Description

Enter the description of the grievance.

Filed By

Enter the applicable information or select data from the drop-down list. The valid values are **`Employee/Applicant`**, **`Management`**, **`Other`**, and **`Union`**.

EmplID

Enter the employee ID or select data by clicking on the search icon.

Contract Name

Enter the name of the contact for the grievance.

Case Sensitive

Click this field if the information is case sensitive.

4. Click **Search**. The Grievance tab - Grievances page is displayed.

   OR

   Click ***Add A New Value***. The Add A New Value tab - Grievances page (**Figure 605**)is displayed.

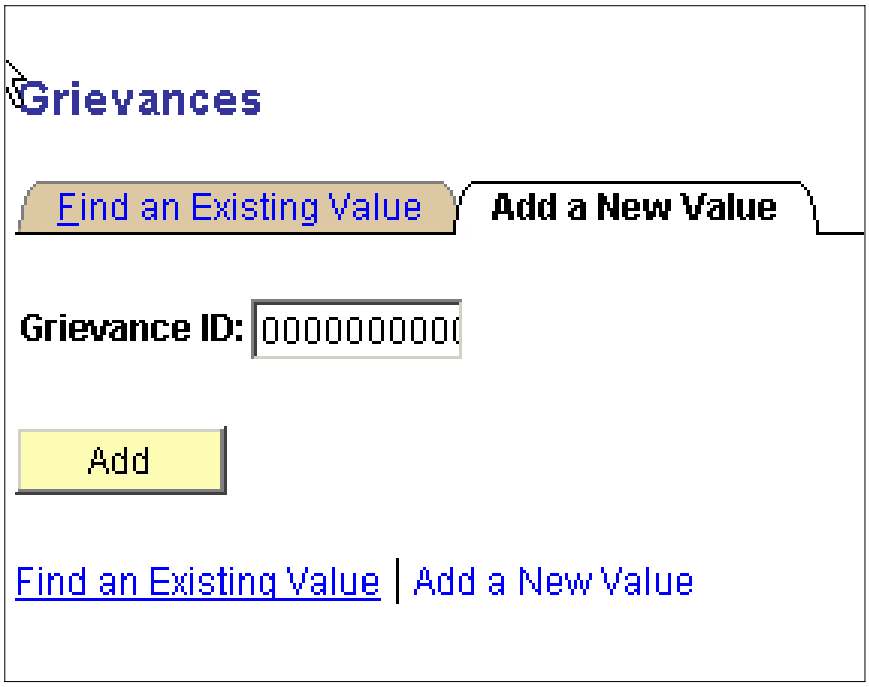


Figure 605. Add A New Value tab - Grievances page

5. Complete the field as follows:

Grievance ID

Enter the grievance ID number.

6. Click **Add**. The Grievance tab - Grievances page (**Figure 606**) is displayed.

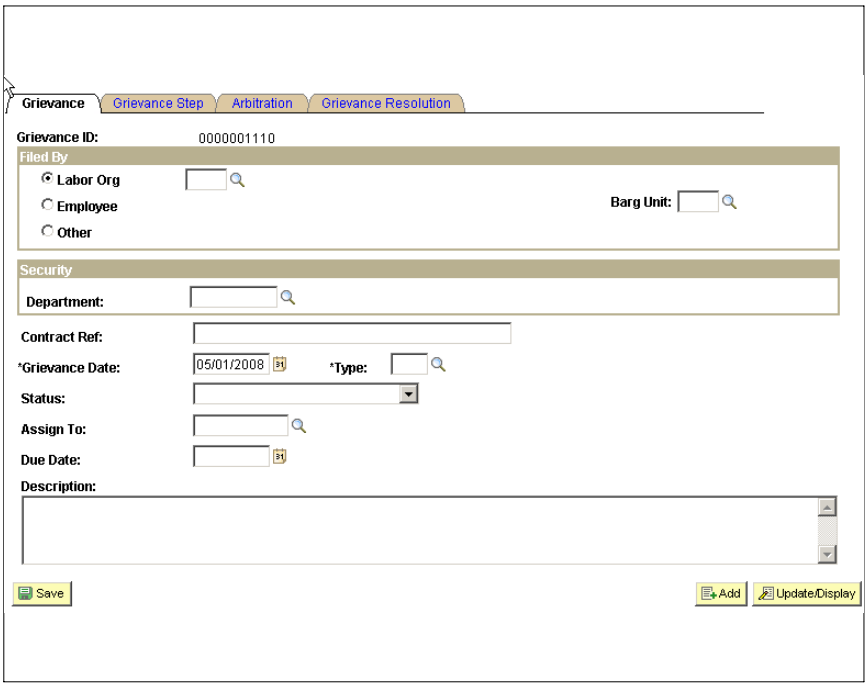


Figure 606. Grievance tab - Grievances page

7. Complete the fields as follows:

Grievance ID

This field is populated with the search criteria entered.

Labor Org

Select this option if the grievance is filed by the union on behalf of union members, then enter a union code in the adjacent field or select data by clicking the search icon to retrieve the lablor ogranization number.

Employee

Select this option if the grievance is filed by an employee/applicant.

Other

Select this option if the grievance is filed by someone other than the labor organization or the employee.

Barg Unit

Enter the bargaining unit 4 position number or select data by clicking the search icon.

Security/Department

Enter the department code or select data by clicking the search icon. Entering the department code will allow only authorized users with access to that department to acces the grievance record after the information is saved. If a departrment is not entered, the departrment level security will not be set for this record. The system defaults to **`No Department Security`** for grievance records.

Contract Ref

Enter the contact reference for the grievance.

***Grievance Date**

This field defaults to the system date. To change the date, click the calendar icon then select the applicable date.

***Type**

Enter the type of grievance or select data by clicking the search icon.

Status

Enter the status of the grievance or select data from the drop-down list. The valid values are as follows:

Status Valid Values
Cancelled
Closed
Dismissed
Open
Rejected
Upheld
Withdrawn

Assign To

Enter the person assigned to the grievance or select data by clicking on the search icon.

Due Date

Enter the due date for the grievance or select a date from the calendar icon.

***Description**

Enter the narrative description of the grievance.

8. Click **Save**.

   OR

   Click **Add** to add an additional grievance.

9. Click the ***Grievance Step*** tab. The Grievance Step tab - Grievances page (**Figure 607**) is displayed.

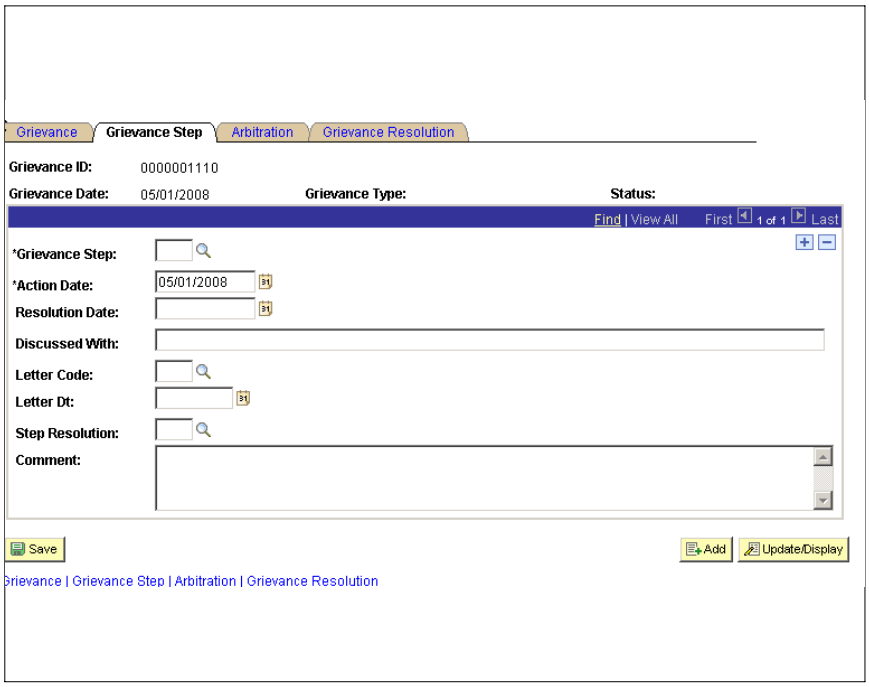


Figure 607. Grievance Step tab - Grievances page

10. Complete the fields as follows:

Grievance ID

This field is populated with the search criteria entered.

Grievance Date

This date is the populated from the Grievance tab - Grievances page (**Figure606**).

Grievance Type

This field is the populated from the Grievance tab - Grievances page (**Figure606**).

Status

This field is the system-generated from the Grievance tab - Grievances page (**Figure606**).

***Grievance Step**

Enter the grievance step being taken in the grievance resolution process or select data by clicking on the search icon.

***Action Date**

This field defaults to the current date. To change the date click the calendar icon then select a date.

Resolution Date

Enter the date of the resolution or select a date from the calendar icon.

Discussed with

Enter the names of the individuals that participated in the discussions.

Letter Code

Enter the letter code if a standard letter is sent about the grievance or select data by clicking on the search icon.

Letter Dt

Enter the date the letter was sent, if applicable, or select a date from the calendar icon.

Step Resolution

Enter the action taken to resolve this step or select a step by clicking the search icon.

Comment

Enter the comments.

11. Click **Save**.

OR

Click **Add** to add an additional grievance step.

12. Click the ***Arbitration*** tab. The Arbitration tab - Grievances page (**Figure 608**)is displayed.

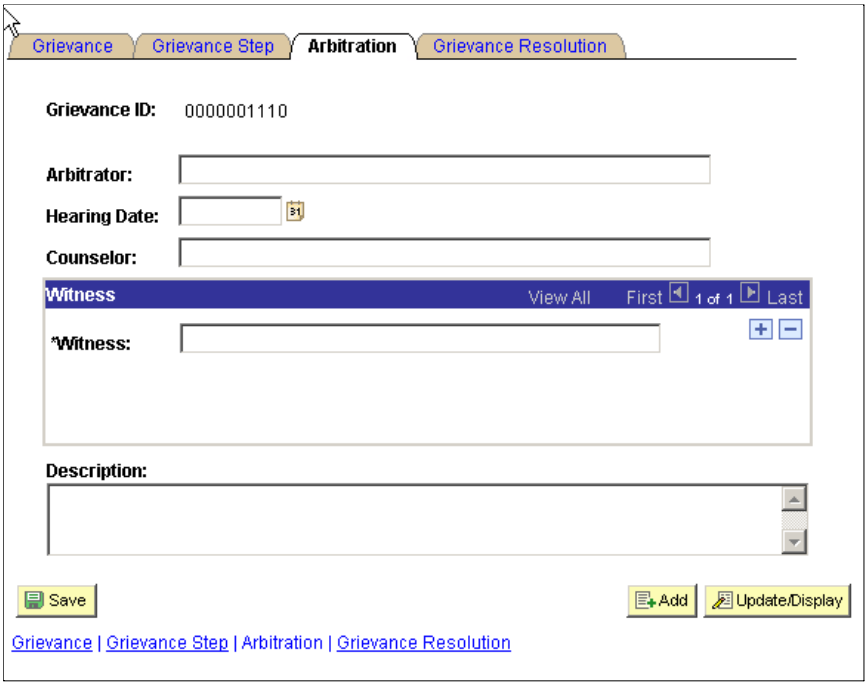


Figure 608. Arbitration tab - Grievances page

13. Complete the fields as follows:

Grievance ID

This field is populated with the search criteria entered.

Arbitrator

Enter the arbitrtor's name.

Hearing Date

Enter the date of the hearing or select a date from the calendar icon.

Counselor

Enter the counselor's name.

***Witness**

Enter the names of the witnesses that participated in the arbitration. Mulitple witnessess can be added by clicking the **+** or deleted by clicking the **–**.

Description

Enter the applicable description.

14. Click **Save**.

OR

Click **Add** to add an additional arbitration.

OR

Click **Update Display** to update the page.

15. Click the ***Grievance Resolution*** tab. the Grievance Resolution tab - Grievances page (**Figure 609**) is displayed.

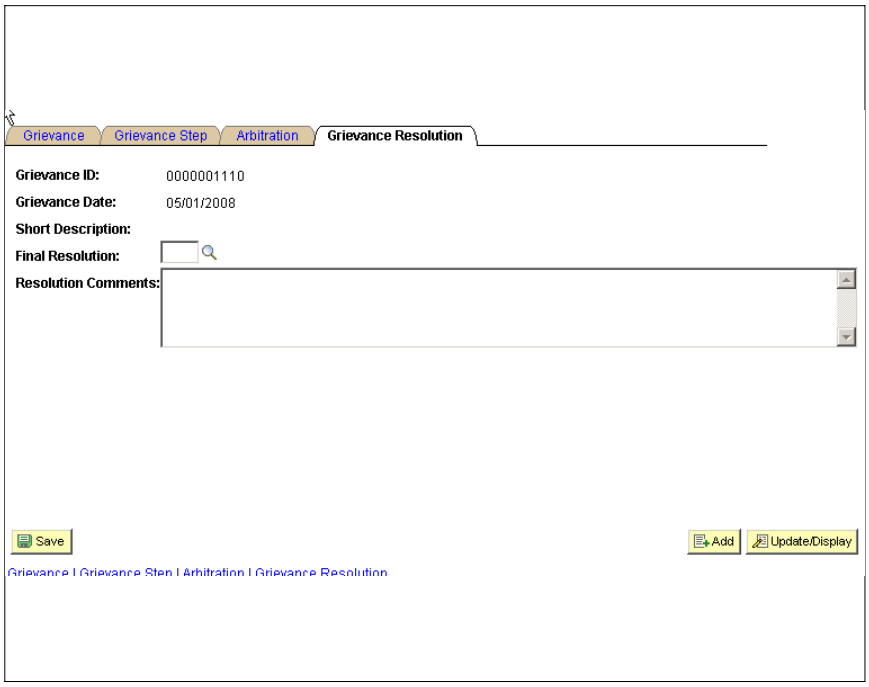


Figure 609. Grievance Resolution tab - Grievances page

16. Complete the fields as follows:

Grievance ID

This field is populated with the search criteria entered.

Grievance Date

This date is the populated from the Grievance tab - Grievances page (**Figure 606**).

Short Description

This field is the system-generated from the Grievance tab - Grievances page **Figure 606**).

Final Resolution

Enter the final resolution information or select data by clicking the search icon.

Resolution Comments

Enter the resolution comments.

17. Click **Save**.

OR

Click **Add** to add an additional grievance.

OR

Click **Update/Display** to update the page.

Information Request

To enter an Information Request:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Information Request*** component. The Find An Existing Value tab - Information Request page (**Figure 610**)is displayed.

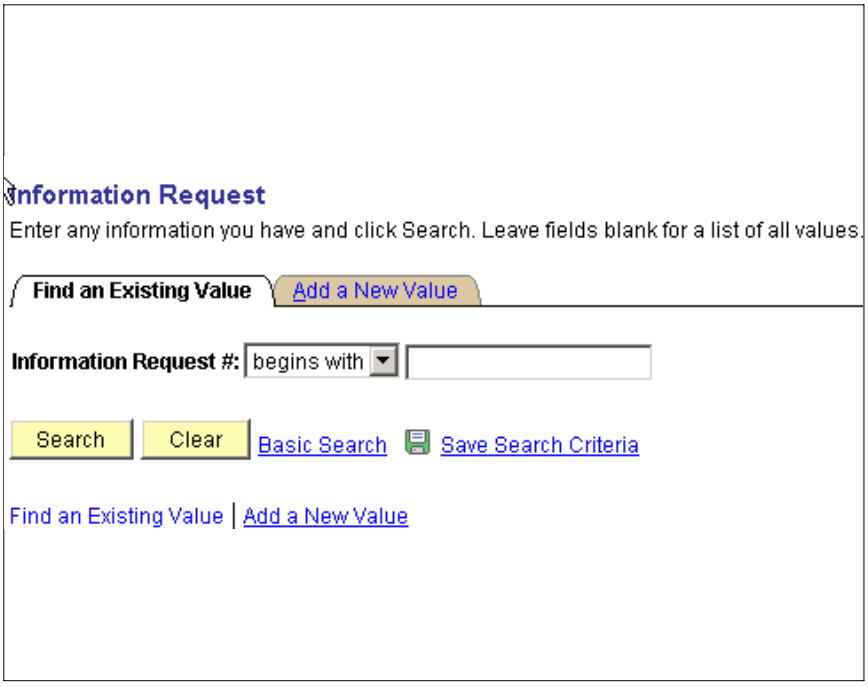


Figure 610. Find An Existing Value tab - Information Request page

3. Complete the field as follows:

Information Request #

Select data from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **`=`** (The data is equal to.), **`Not =`** (The data is not equal to.), **`<`** (The data is less than.), **`<=`** (The data is less than or equal to.), **`>`** (The data is greater than.), **`>=`** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.).Enter the applicable information request number.

4. Click **Search**. The Information Request page (**Figure 612**) is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - Infomation Request page (**Figure 611**)is displayed.

Figure 611. Add A New Value tab - Information Request page

5. Complete the field as follows:

Information Request #

Enter the information request number.

6. Click **Add**. The Information Request page (**Figure 612**) is displayed.

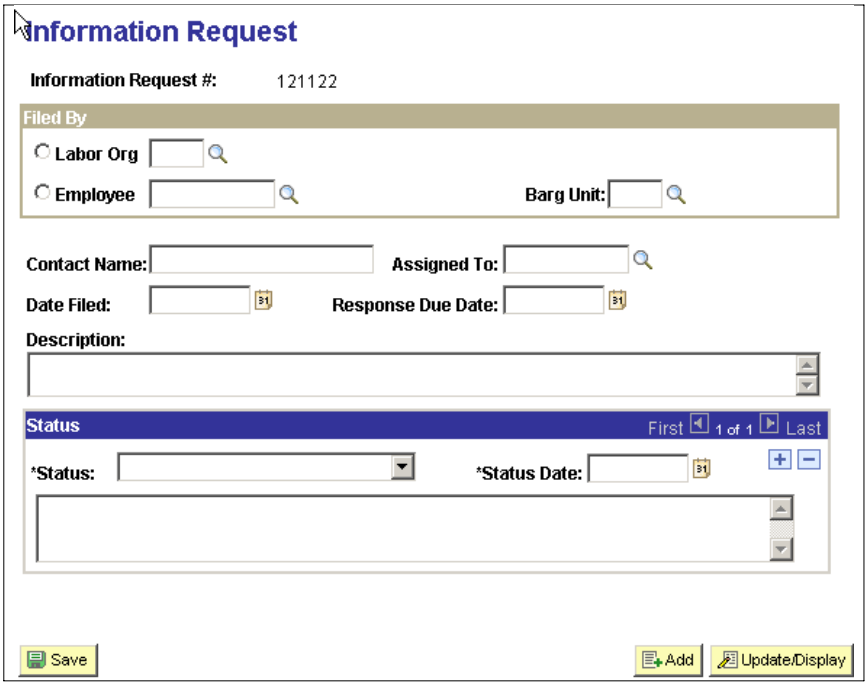


Figure 612. Information Request page

7. Complete the fields as follows:

Information Request #

This field is populated with information from the search criteria entered.

Labor Org

Enter the applicable information or select data by clicking the search icon.

Employee

Select this option if the grievance was filed by the employee. The employee's name will be populated.

Barg Unit

Enter the applicable bargaining unit or select data by clicking the search icon.

Contact Name

Enter the name of the union or contact name for the bargaining unit.

Assigned To

Enter the name of the person assigned to the case or select data by clicking the search icon. The assigned to name will be populated.

Date Filed

Enter the date the grievance was filed or select a date from the calendar icon.

Response Due Date

Enter the date the response is due or select a date from the calendar icon.

Description

Enter the applicable description.

***Status**

Enter the status or select data from the drop-down list. The valid values are **`Settled`**, **`Pending`** , and **`Appealed`**.

***Status Date**

Enter the status date or select a date from the calendar icon.

8. Click **Save**.

   OR

   Click **Return To Search** to search for another Information Request.

   OR

   Click **Add** to add an additional Information Request.

   OR

   Click **Update/Display** to update the page.

Miscellaneous

This section allows the user to enter any miscellaneous information that should be documented for labor relations issue.

To enter Miscellaneous informaton:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Miscellaneous*** component. The Find An Existing Value tab - Miscellaneous page (**Figure 613**)is displayed.

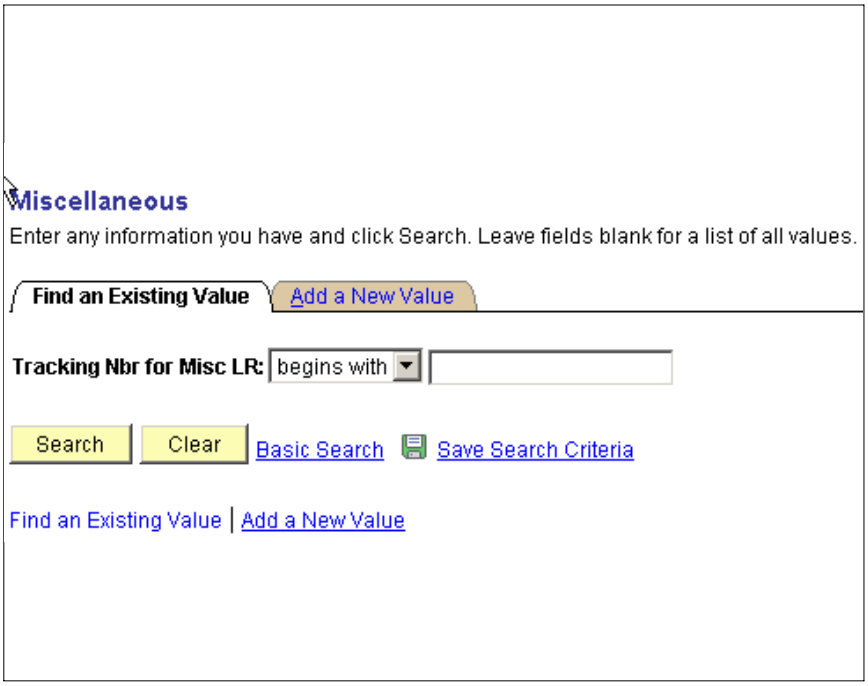


Figure 613. Find An Existing Value tab - Miscellaneous page

3. Complete the field as follows:

Tracking Nbr for Misc LR

Select data from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **`=`** (The data is equal to.), **`Not =`** (The data is not equal to.), **`<`** (The data is less than.), **`<=`** (The data is less than or equal to.), **`>`** (The data is greater than.), **`>=`** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.). Enter the applicable information

4. Click **Search**. The Miscellaneous page (**Figure 615**)is displayed.

OR

Click ***Add A New Value*** tab. The Add A New Value tab - Miscellaneous page (**Figure 614**)is displayed.

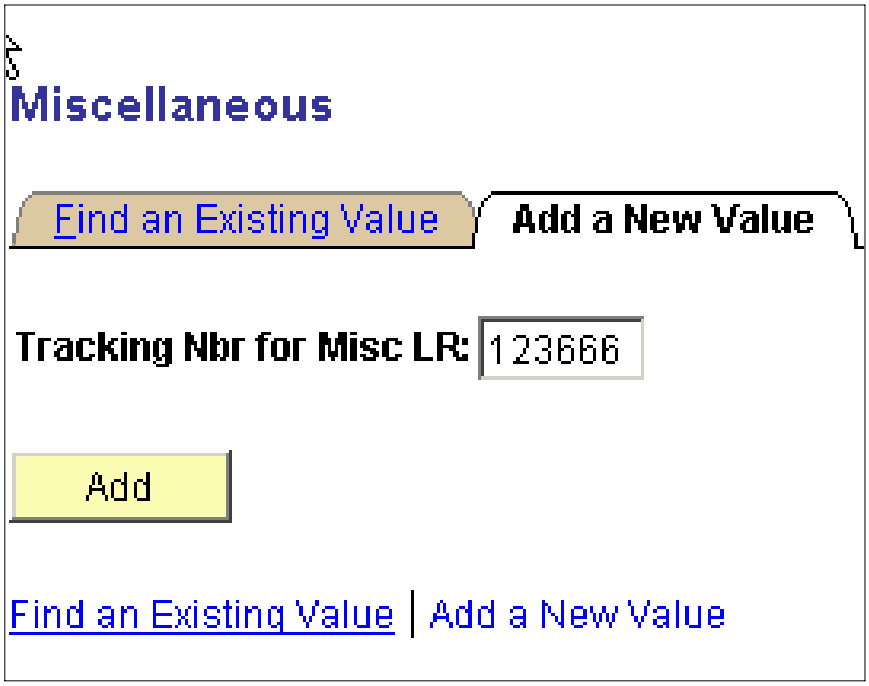


Figure 614. Add A New Value tab - Miscellaneous page

5. Complete the field as follows:

Tracking Nbr for Misc LR

Enter the applicable information.

6. Click **Add**. The Miscellaneous page (**Figure 615**)is displayed.

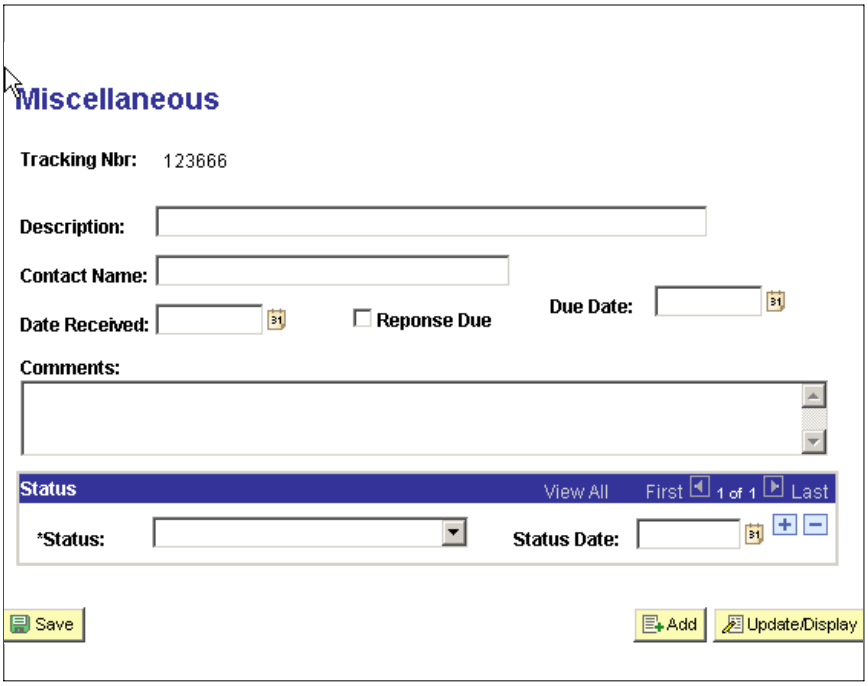


Figure 615. Miscellaneous page

7. Complete the fields as follows:

Tracking Nbr

This field is populated with the search criteria entered.

Description

Enter the applicable description.

Contact Name

Enter the contact name.

Date Received

Enter the date received or select a date from the calendar icon.

Response Due

Check this box if the response is due.

Due Date

Enter the date the response is due or select a date from the calendar icon.

Comments

Enter the applicable comments.

***Status**

Enter the status or select data from the drop-down list. The valid values are **`Settled`**, **`Pending`**, **`Appealed`**.

Status Date

Enter the date of the status or select a date from the calendar icon.

8. Click **Save**.

   OR

   Click **Add** to add an additional miscellaneous record.

   OR

   Click **Update/Display** to update the page.

Unfair Labor Practices

This section contains information on the unfair labor practice and who is the party responsible for the unfair labor pactice.

To enter an Unfair Labor Practice:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Unfair Labor Practices*** component. The Find An Existing Value tab - Unfair Labor Practices page (**Figure 616**)is displayed.

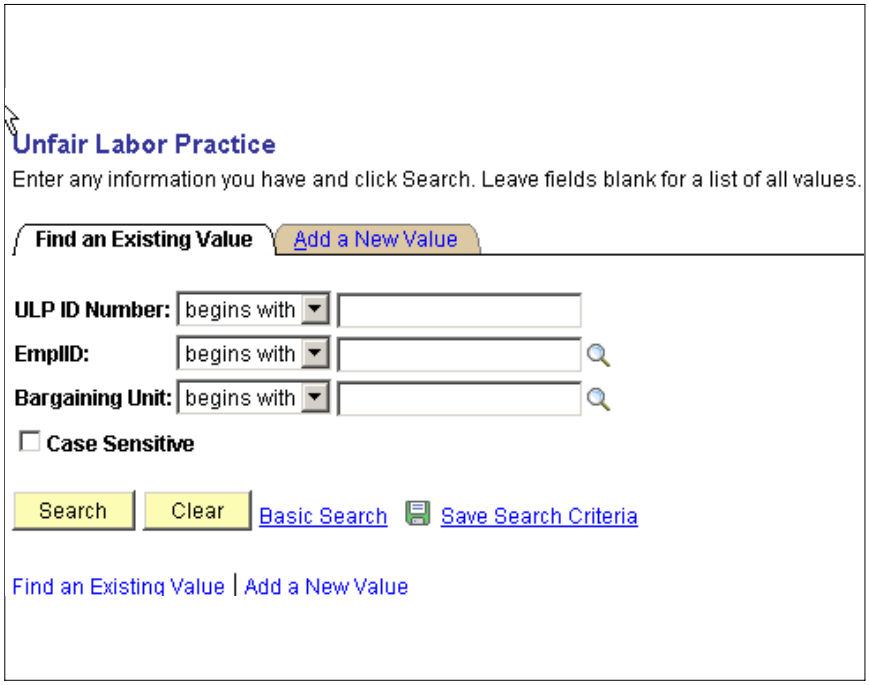


Figure 616. Find An Existing Value tab - Unfair Labor Practice page

3. Complete the field as follows:

ULP ID Number

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).Enter the applicable information.

EmplID

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the employee ID or select data by clicking the search icon.

Bargaining Unit

Select data from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the bargaining unit or select data by clicking the search icon.

Case Sensitive

Click this field if the information is case sensitive.

4. Click **Search**. The Unfair Labor Practice 1 tab - Unfair Labor Practice page (**Figure 618**) is displayed.

OR

Click ***Add A New Value*** tab. Add A New Value tab - Unfair Labor Practice page (**Figure 617**)is displayed.

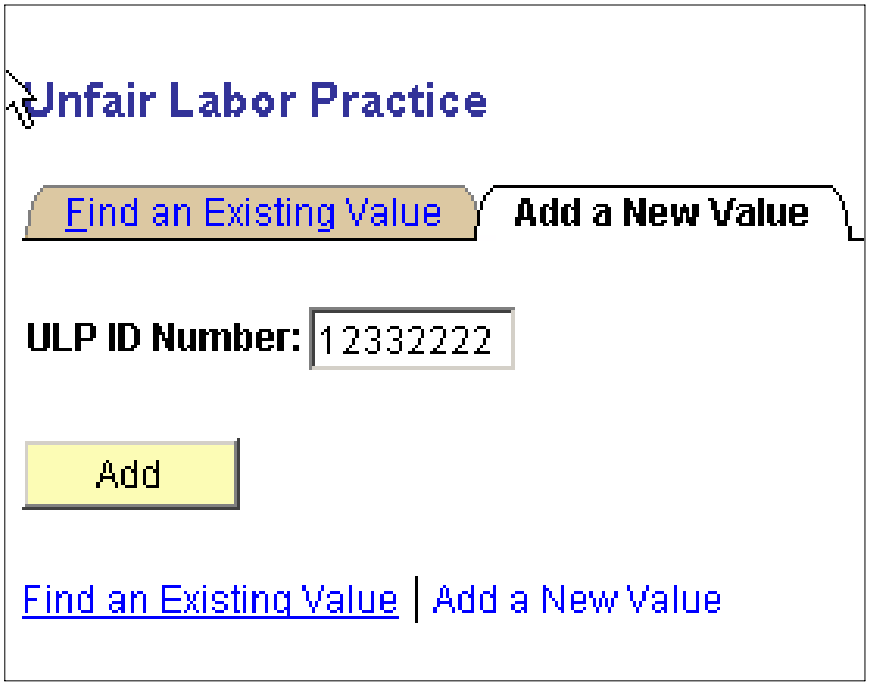


Figure 617. Add A New Value tab - Unfair Labor Practice page

5. Complete the field as follows:

ULP ID Number

Enter the applicable information.

6. Click **Add**. The Unfair Labor Practice 1 tab - Unfair Labor Practice page (**Figure 618**) is displayed.

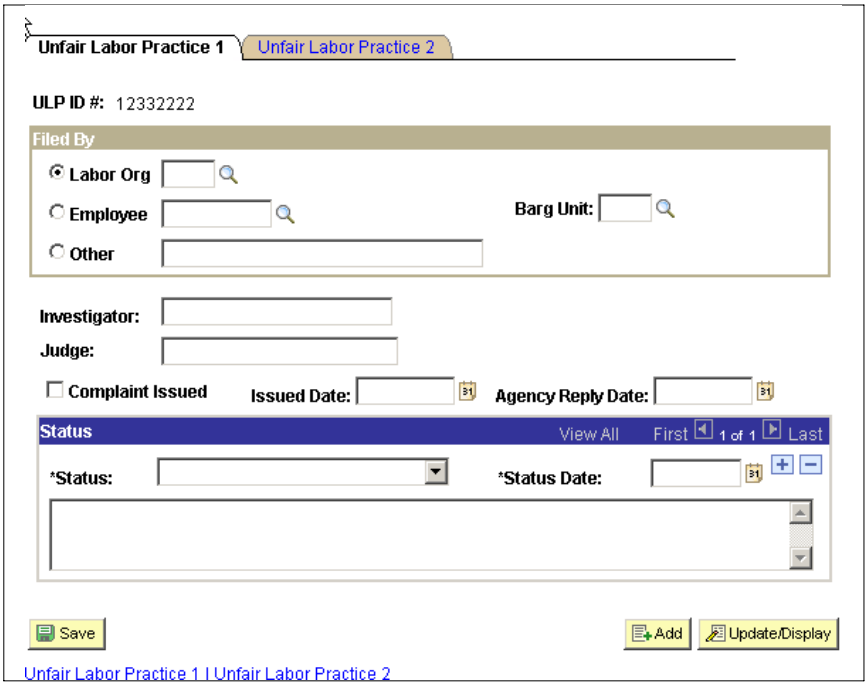


Figure 618. Unfair Labor Practice 1 tab - Unfair Labor Practice page

7. Complete the fields as follows:

ULP ID #

This field is populated with the search criteria entered.

Labor Org

Select this option if applicable then enter the labor org or select data by clicking on the search icon.

Employee

Select this option if applicable then enter the name of the employee or select data by clicking the search icon.

Barg Unit

Enter the applicable bargaining unit or select data by clicking the search icon.

Other

Select this option if applicable then enter the applicable information.

Investigator

Enter the name of the investigator.

Judge

Enter the name of the judge.

Complaint Issued

Check this box if the complaint was issued.

***Issued Date**

Enter the date of issue or select a date from the calendar icon.

Agency Replay Date

Enter the date the agency replyed to the complaint or select a date from the calendar icon.

***Status**

Enter the status of the complaint or select data from the drop-down list. The valid values are **`Settled`**, **`Pending`**, and **`Appealed`**.

***Status Date**

Enter the status date or select a date from the calendar icon.

8. Select the ***Unfair Labor Practice 2*** tab. The Unfair Labor Practice 2 tab - Unfair Labor Practice page (**Figure 619**) is displayed.

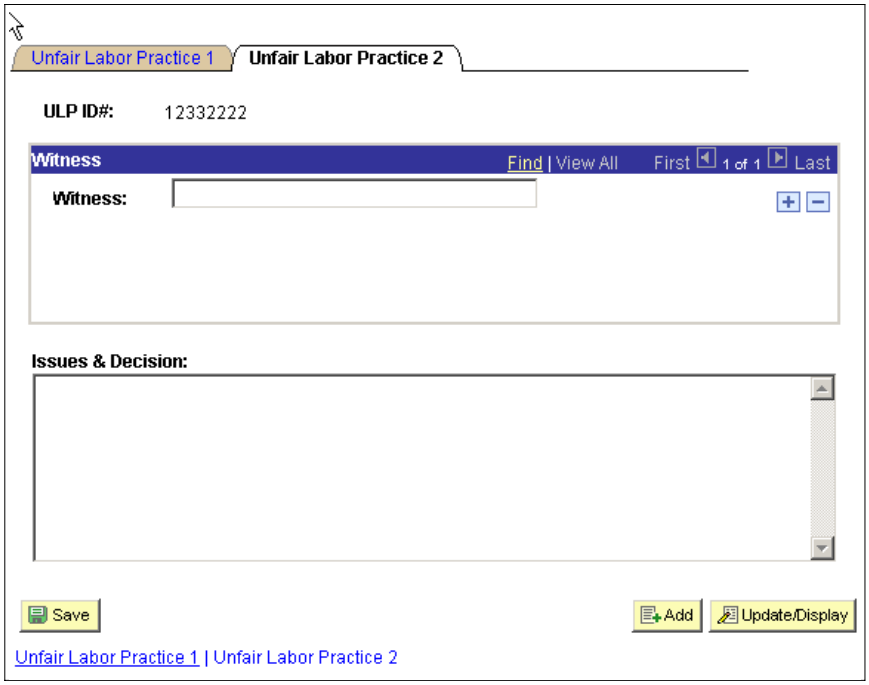


Figure 619. Unfair Labor Practice 2 tab - Unfair Labor Practice page

9. Complete the fields as follows:

ULP ID #

This field is populated with the search criteria entered.

Witness

Enter the name of the witness to the unfair labor priactice.

Issues & Decision

Enter the issue and decision made on the unfair labor practice.

10. Click **Save**.

    OR

    Click **Add** to add an additional unfair labor practice record.

    OR

    Click **Update/Display** to update the page.

EEO Grievances

This section is used to document the EEO grievance for a Federal employee.

To enter an EEO Grievance:

1. Select the ***Labor Relations*** menu group.
2. Select the ***EEO Grievances*** component. The Find An Existing Value tab - Z_Grievances page (**Figure 620**)is displayed.

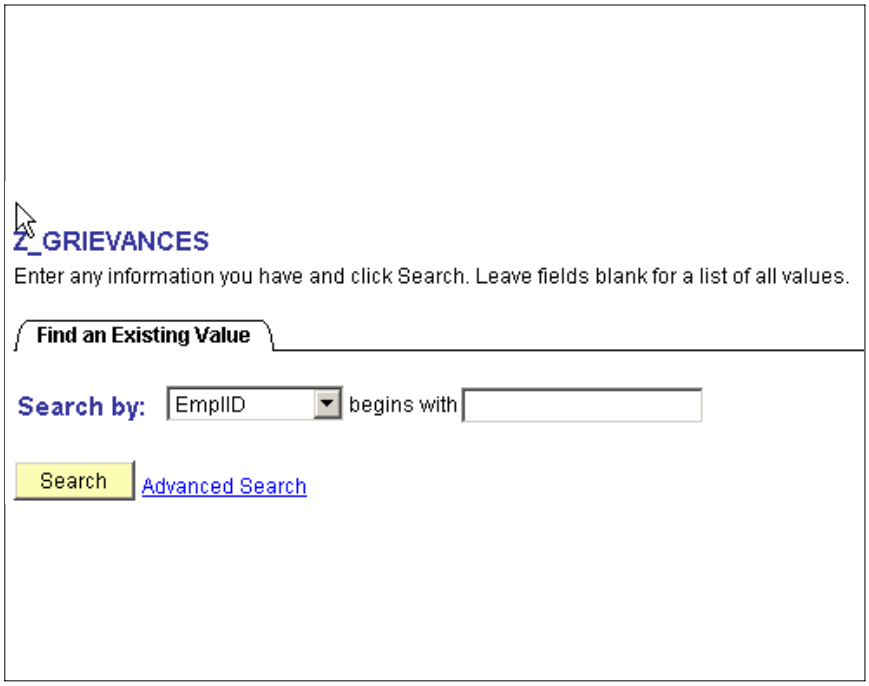


Figure 620. Find An Existing Value tab - Z_Grievances page

3. Complete the fields as follows:

Search By

Select the applicable value. The valid values are **`EmplID`**, **`Empl Rcd No`**, **`Last Name`**, and **`Name`**.

Begins With

Enter the applicable information.

4. Click **Search**. The Z_Grievances page (**Figure 621**) is displayed.

Grievances

Find | View All First 1 of 1 Last

Office:

Tracking Number: Grievance Subject:

Date Filed: Date Closed: EEO Grievance Type:

Discrimination Non-Discrimination EEO Status:

DISPOSITION TYPES, AMOUNTS AND DATES

Attorney Fee Attorney Fee Amount: Attorney Fee Date:

Back Pay Back Pay Amount: Back Pay Date:

Compensatory Damages Compensatory Damages Amount: Compensatory Damage Date:

Detailed Date Detailed:

Leave Restored Restored Leave Hours: Leave Restored Date:

Lump Sum Lumpsum Amount: Lump Sum Date:

Posting Date Posting Date:

Promotion Promotion Date:

Reassignment Reassignment Date:

Settlement FAD Settlement FAD Date:

Training Training Date:

Restored to Duty Restored to Duty Date:

Hearing Hearing Date:

Report of Investigation ROI Date:

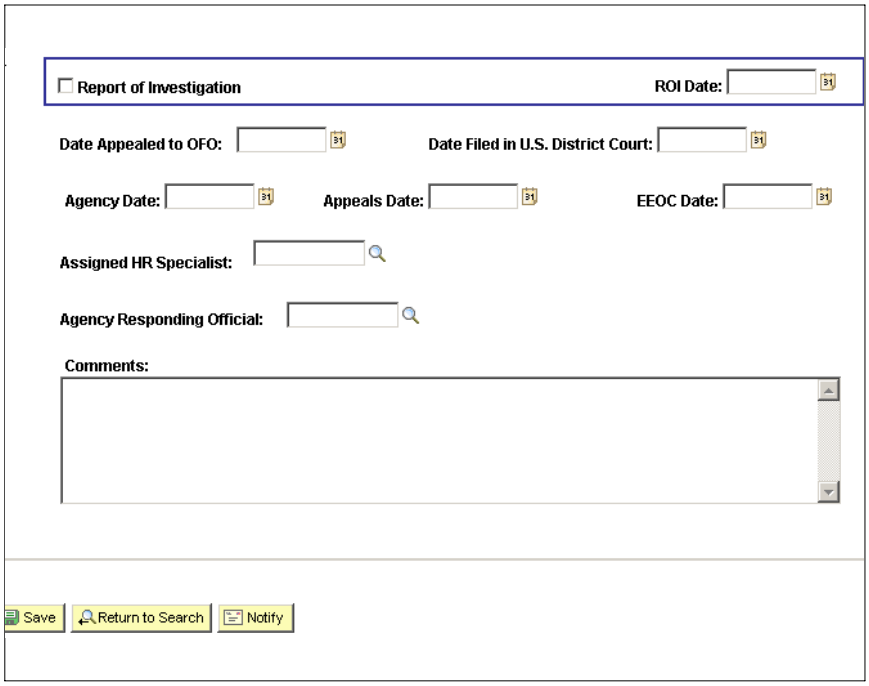


Figure 621. Z_Grievances page

5. Complete the fields as follows:

Office

Select the applicable office from the drop-down list. Valid values are

Tacking Number

Enter the tracking number of the grievance.

Grievance Subject

Enter the subject of the grievance.

Date Filed

Enter the date the grievance was filed or select a date from the calendar icon.

Date Closed

Enter the date the grievance was closed or select a date from the calendar icon.

EEO Grievance Type

Enter the EEO Grievence Type. The valid values are **DOJ**, **EEOC**, **HRD**, **MSPB**, and **OCR**.

Discrimination

Check this box if the grievance was a result of discrimination.

Non-Discrimination

Check this box if the greivance was not a result of discrimination.

EEO Status

Enter the EEO status or select data from the drop-down list. The valid values are as follows:

EEO Status Valid Values
Appealed
Closed
Dismissed
Pending
Rejected
Settled
Upheld
Withdrawn

Attorney Fee

Check this box if attorney fees are due.

Attorney Fee Amount

Enter the attorney fee amount if the attorney fee box is checked.

Attorney Fee Date

Enter the applicable fee date or select a date from the calendar icon.

Back Pay

Check this box if back pay is due.

Back Pay Amount

Enter the amount of back pay due if the back pay box is checked.

Back Pay Date

Enter the applicable back pay date or select a date from the calendar icon.

Compensatory Damages

Check this box if compensatory damages are due.

Compensatory Damages Amount

Enter the applicable amount of compensatory damages if the compensatory damages box is checked.

Compensatory Damages Date

Enter the date the compensatory damanges were paid or select a date from the calendar icon.

Detailed

Check this box if a detail was negotiated.

Date Detailed

Enter the applicable date the detail was negotiated or select d a date from the calendar icon.

Leave Restored

Check this box if leave was restored.

Restored Leave Hours

Enter the applicable hours of leave if the leave restored box is checked.

Leave Restored Date

Enter the applicable date the leave was restored or select a date from the calendar icon.

Lump Sum

Check this box if a lump sum amount was paid.

Lump Sum Amount

Enter the amount of the lump sum if the lump sum box is checked.

Lump Sum Date

Enter the applicable date the lump sum payment was made or select a date from the calendar icon.

Posting Date

Check this box if.??????????????

Positing Date

Enter the applicable posting date or select a date from the calendar icon

Promotion

Check this box if a promotion was negotiated.

Promotion Date

Enter the appliccable date of the promotion or select a date from the calendar icon.

Reassignment

Check this box if a reassignment was negotiated.

Reassignment Date

Enter the applicable date of the reassignment or select a date from the calendar icon.

Settlement FAD

Check this box if a settlement FAD was negotiated.

Settlement FAD Date

Enter the applicable date of the settlement FAD or select a date from the calendar icon.

Training

Check this box if training was negotiated.

Training Date

Enter the applicable date of the training or select a date from the calendar icon.

Restored To Duty

Check this box if restored to duty was negotiated.

Restored To Duty Date

Enter the applicable date of the restore to duty or select a date from the calendar icon.

Hearing

Check this box if a hearing was negotiated.

Hearing Date

Enter the applicable date of the hearing or select a date from the calendar icon.

Report Of Investigation

Check this box if a report of the investigation was written.

ROI Date

Enter the applicable date the report of the investigation was written or select a date from the calendar icon.

Date Appealed to OFO

Enter the applicable date of the appeal or select a date from the calendar icon.

Date Filed in U.S. District Co

Enter the applicable date if filed in court or select a date from the calendar icon.

Agency Date

Enter the applicable date or select a date from the calendar icon.

Appeals Date

nter the applicable date if an appeal was filed or select a date from the calendar icon.

EEOC Date

Enter the applicable date the case went to EEOC or select a date from the calendar icon.

Assigned HR Specialist

Enter the applicable HR Specialist's name or select data from the drop-down list. The narrative of the name is displayed.

Agency Responding Official

Enter the applicable agency official's name or select data from the drop-down list. The narrative of the name is displayed.

Comments

Enter any comments that pertain to the grievance.

6. Click **Save**.

OR

Click **Return To Search** to search for another grievance.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

EEO Grievances Non-Employees

This section is used to document an EEO grievance for a non-employee.

To enter an EEO Grievance for a Non-Employee:

1. Select the ***Labor Relations*** menu group.
2. Select the ***EEO Grievances Non-Employees*** component. The Find An Existing Value tab - Z_Grievances _NON2 page (**Figure 622**)is displayed.

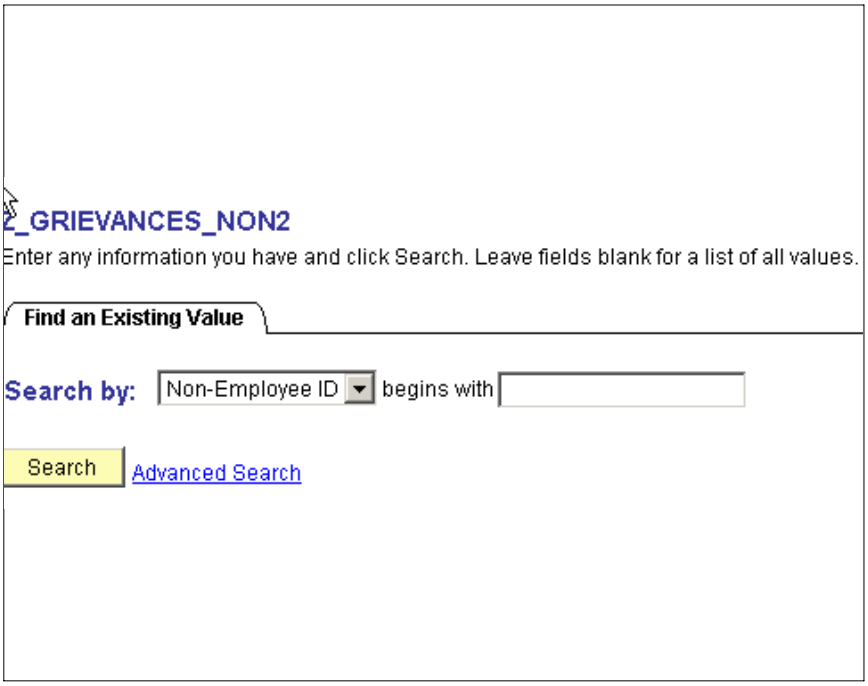


Figure 622. Find An Existing Value tab - Z_Grievances _NON2 page

3. Complete the fields as follows:

Search By

Select the applicable informtion for the search from the drop-down list. The valid values are **`Non-EmplID`**, **`Last Name`**, and **`Name`**.

Begins With

Enter the applicable informtion for the search.

4. Click **Search**. The Z_Gievances_NON2 page (**Figure 623**) is displayed.

EEO Grievances - Non Employees Find | View All First

Tracking Number: Grievance Subject:

Effective Date: Date Closed: EEO Grievance Type:

Discrimination ☐ Non-Discrimination ☐ EEO Status:

DISPOSITION TYPES, AMOUNTS AND DATES

☐ Attorney Fee Attorney Fee Amount: Attorney Fee Date:

☐ Back Pay Back Pay Amount: Back Pay Date:

☐ Compensatory Damages Compensatory Damages Amount: Compensatory Damage Date:

☐ Detailed Date Detailed:

☐ Lump Sum Lumpsum Amount: Lump Sum Date:

☐ Posting Date Posting Date:

☐ Promotion Promotion Date:

☐ Reassignment Reassignment Date:

☐ Settlement FAD Settlement FAD Date:

☐ Training Training Date:

☐ Restored to Duty Restored to Duty Date:

☐ Hearing Hearing Date:

☐ Report of Investigation ROI Date:

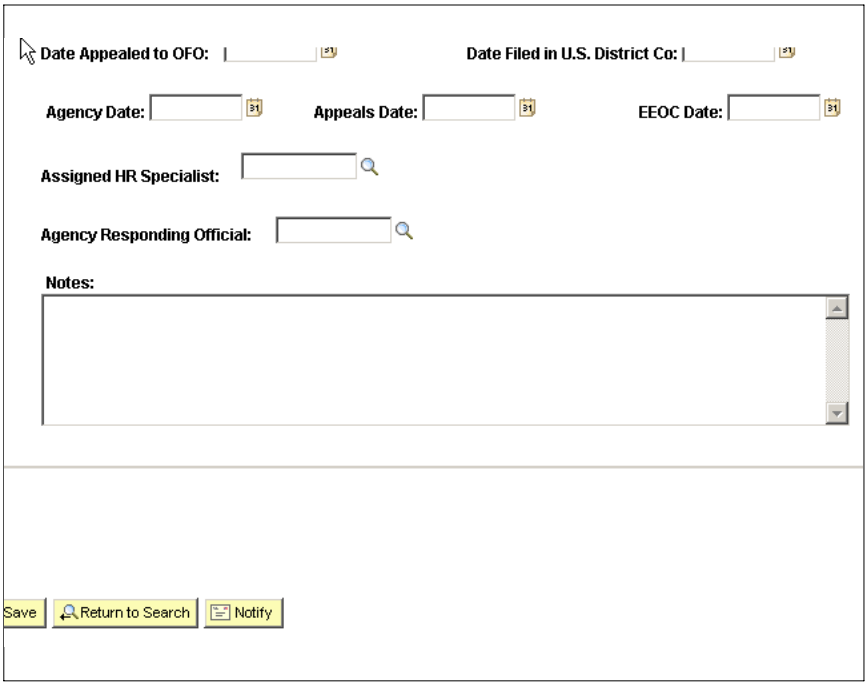


Figure 623. Z_Grievances_NON2 Page

5. Complete the fields as follows:

Tacking Number

Enter the tracking number of the unfair labor practice.

Grievance Subject

Enter the subject of the grievance.

Effective Date

Enter the effective date of the grievance or select a date from the calendar icon.

Date Closed

Enter the date the grievance was closed or select a date from the calendar icon.

EEO Grievance Type

Select the EEO Grievence Type from the drop-down list. The valid values are **DOJ**, **EEOC**, **HRD**, **MSPB**, and **OCR**.

Discrimination

Check this box if the grievance was a result of discrimination.

Non-Discrimination

Check this box if the grievance was not a result of discrimination.

EEO Status

Select the EEO status from the drop-down list. The valid values are as follows:

EEO Status
Appealed
Closed
Dismissed
Pending
Rejected
Settled
Upheld
Withdrawn

Attorney Fee

Check this box if attorney fees are due.

Attorney Fee Amount

Enter the attorney fee amount if the attorney fee box is checked.

Attorney Fee Date

Enter the applicable fee date or select a date from the calendar icon.

Back Pay

Check this box if back pay is due.

Back Pay Amount

Enter the amount of back pay due if the back pay box is checked.

Back Pay Date

Enter the applicable back pay date or select a date from the calendar icon.

Compensatory Damages

Check this box if compensatory damages are due.

Compensatory Damages Amount

Enter the applicable amount of compensatory damages of the compensatory damages box is checked.

Compensatory Damages Date

Enter the date the compensatory damanges were paid or select a date from the calendar icon.

Detailed

Check this box if a detail was negotiated.

Date Detailed

Enter a the applicable date if the detail was negotiated or select a date from the calendar icon.

Lump Sum

Check this box if a lump sum amount was paid.

Lump Sum Amount

Enter the amount of the lump sum.

Lump Sum Date

Enter the applicable date the lump sum payment was made or select a date from the calendar icon.

Posting Date

Check this box if ???????.

Positing Date

Enter the applicable posting date or select a date from the calendar icon

Promotion

Check this box if a promotion was negotiated.

Promotion Date

Enter the appliccable date of the promotion or select a date from the calendar icon.

Reassignment

Check this box if a reassignment was negotiated.

Reassignment Date

Enter the applicable date of the reassignment or select a date from the calendar icon.

Settlement FAD

Check this box if a settlement FAD was negotiated.

Settlement FAD Date

Enter the applicable date of the settlement FAD or select a date from the calendar icon.

Training

Check this box if training was negotiated.

Training Date

Enter the applicable date of the training or select a date from the calendar icon.

Restored To Duty

Check this box if restored to duty was negotiated.

Restored To Duty Date

Enter the applicable date of the restore to duty or select a date from the calendar icon.

Hearing

Check this box if a hearing was negotiated.

Hearing Date

Enter the applicable date of the hearing or select a date from the calendar icon.

Report Of Investigation

Check this box if a report of the investigation was written.

ROI Date

Enter the applicable date the report of the investigation was written or select a date from the calendar icon.

Date Appealed to OFO

Enter the applicable date of the appeal or select a date from the calendar icon.

Date Filed in U.S. District Co

Enter the applicable date filed in court or select a date from the calendar icon.

Agency Date

Enter the applicable date or select a date from the calendar icon.

Appeals Date

Enter the applicable date if an appeal was filed or select a date from the calendar icon.

EEOC Date

Enter the applicable date if the cases went to EEOC or select a date from the calendar icon.

Assigned HR Specialist

Enter the applicable HR Specialist's name or select data from the drop-down list. The narrative of the name is displayed.

Agency Responding Official

Enter the applicable agency official's name or select data from the drop-down list. The narrative of the name is displayed.

Notes

Enter the any notes that pertain to the grievance.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another functioncode.

   OR

   Click **Notify**. to notify a person in the workflow that the transaction is in their worklist.

Ethics

This section is used to document an ethics training or information on ethics for the employee.

To enter Ethics informtion:

1. Select the ***Labor Relations*** menu group.
2. Select the ***Ethics*** component. The Find An Existing Value tab - Ethics page (**Figure 624**) is displayed.

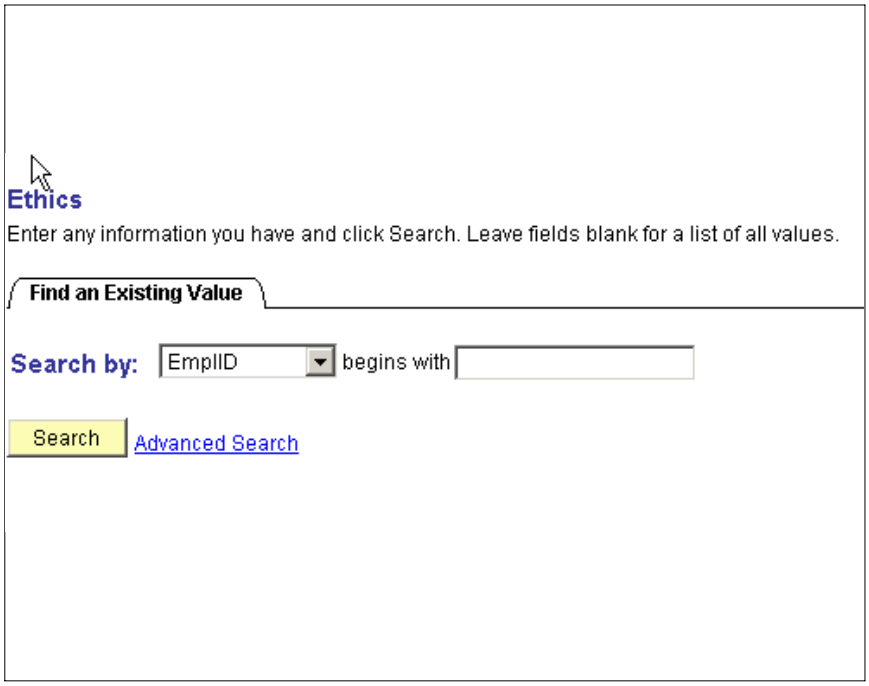


Figure 624. Find An Existing Value tab - Ethics page

3. Complete the field as follows:

Search By

Select the applicable informtion for the search from the drop-down list. The valid values are **`EmplID`**, **`Empl Rcd Number`**, **`Last Name`**, and **`Name`**.

Begins With

Enter the applicable informtion for the search from the drop-down list.

4. Click **Search**. The Ethics page (**Figure 625**)is displayed.

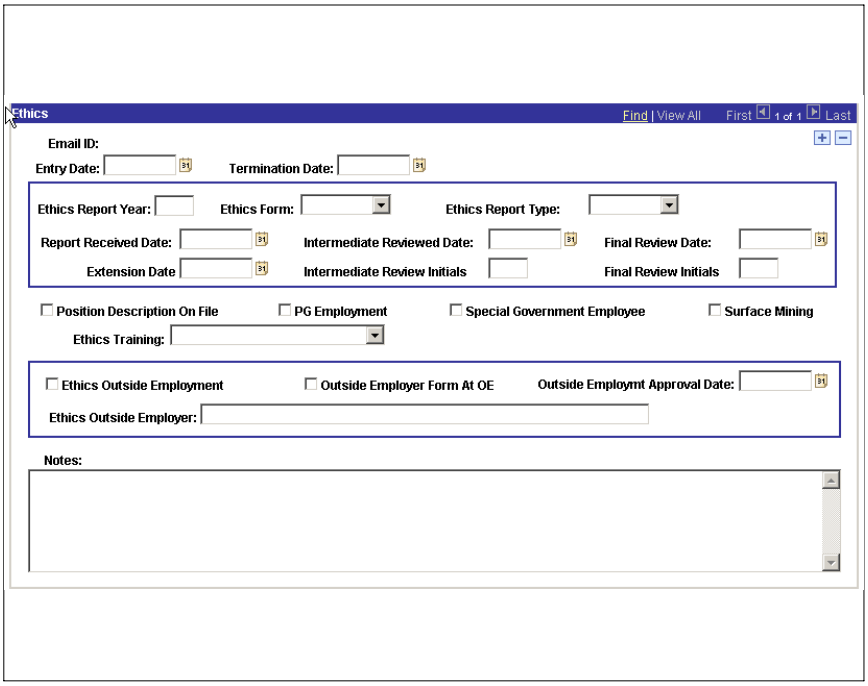


Figure 625. Ethics page

Entry Date

Enter the applicable date or select a date from the calendar icon.

Termination Date

Enter the applicable date or select a date from the calendar icon.

Ethics Report Year

Enter the applicable year.

Ethics Form

Select the applicable form from the drop-down list. The valid values are **AlternaTV**, **None**, **OGE 450**, **OGE 450A**. **OGE 450**, and **OGE 450A**.

Ethics Report Type

Select the applicable report type from the drop-down list. The valid values are **Annual** and **New Entrnt**.

Report Received Date

Enter the applicable date or select a date from the calendar icon.

Intermediate Reviewed Date

Enter the applicable date or select a date from the calendar icon.

Final Review Date

Enter the applicable date or select a date from the calendar icon.

Extension Date

Enter the applicable date or select a date from the calendar icon.

Intermediate Review Initials

Enter the applicable initials.

Final Review Initials

Enter the applicable initials.

Position Description On File

Check the box if a position description is on file.

PG Employment

Check this box if PG employement is applicable.

Special Government Employee

Check this box if the person is a special government employee.

Surface Mining

Check this box if the applicable.

Ethics Training

Enter the applicable ethics training recieved or select data from the drop-down list. the valid values are **`Ethics Annual Training`**, **`Ethics Orientation`**, and **`Post-GE Training`**.

Ethics Outside Employment

Check this box if applicable.

Outside Employer Form At OE

Check this box if applicable.

Outside Employmt Approval Date

Enter the applicable date or select a date from the calendar icon.

Ethics Outside Employer

Enter the applicable information.

Notes

Enter the any notes that pertain to ethics.

5. Click **Save**.

OR

Click **Return To Search** to search for another ethics record.

OR

Click **Previous In List** to view the previous functioncode.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

Part 12.

Transit Subsidy

This part contains the following topic:

Transit Subsidy

Transit Subsidy

The Transit Subsidy option is used to record and report transit subsidy information for an employee. Reports can be generated or submitted at anytime.

Transit Subsidy will display the ***Find An Existing Value*** tab. Data must be located in ***EmpowHR*** in order to enter in Transit Subsidy. Enter into any one of the fields to search for data. For more information on this topic, refer to the Basics - Find An Existing Value of this procedure. Transit Subsidy will also display the ***Add A New Value*** tab. This tab is used to add new information into Transit Subsidy. For more information on this topic, refer to the Basics - Add A New Value of this procedure.

This section contains the following topics:

Transit Subsidy

Transit Enrollment Load

Transit File Load

Transit Subsidy

To access the Transit Subsidy page:

1. Select the ***LOC Transit Subsidy*** menu group.
2. Select the ***Transit Subsidy*** component. The Find An Existing Value Tab - Transit Subsidy page (**Figure 626**) is displayed.

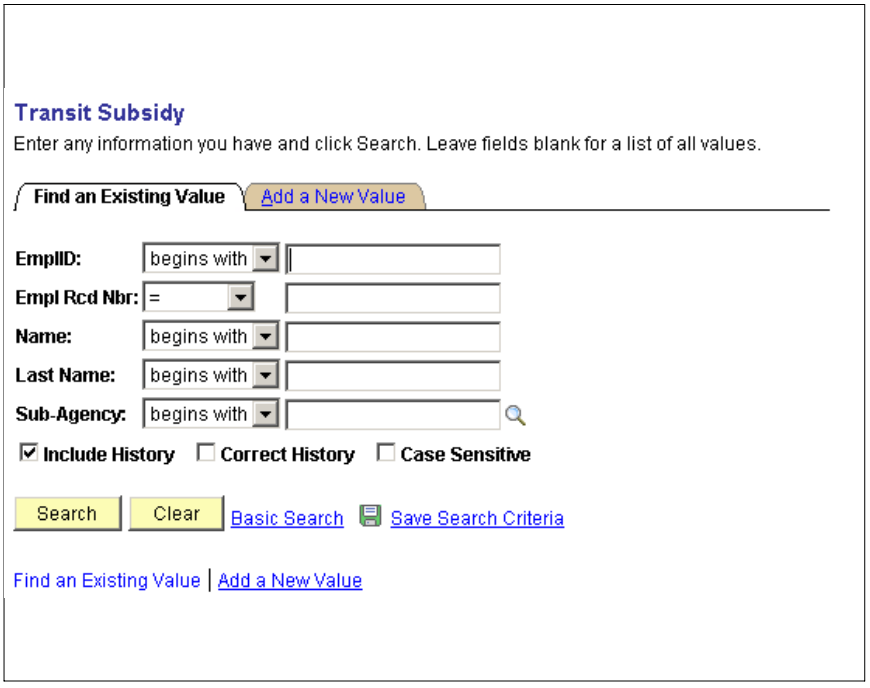


Figure 626. Find An Existing Value tab - Transit Subsidy page

3. Complete the fields as follows:

EmplID

Click the down arrow to choose a search criteria or enter the applicable Empl ID. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Empl Rcd Nbr

Click the down arrow to choose a search criteria or enter the applicable record number. Valid values are **=**, **Not =**, **<**, **<=**, **>**, **>=**, **Between**, and **In**.

Name

Click the down arrow to choose a search criteria or enter the applicable name. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Last Name

Click the down arrow to choose a search criteria or enter the applicable last name. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Sub-Agency

Click the down arrow to choose a search criteria value or enter the applicable information. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.).

Include History

Click this field to include history. The default is this field checked.

Correct History

Click this field to correct history. The default is this field blank.

Case Sensitive

Click this field if the information is case sensitive. The default is this field blank.

4. Click **Search**. The Transit Subsidy page (**Figure 628**)is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the **Add A New Value** tab. The Add A New Value tab - Transit Subsidy page (**Figure 627**) is displayed.

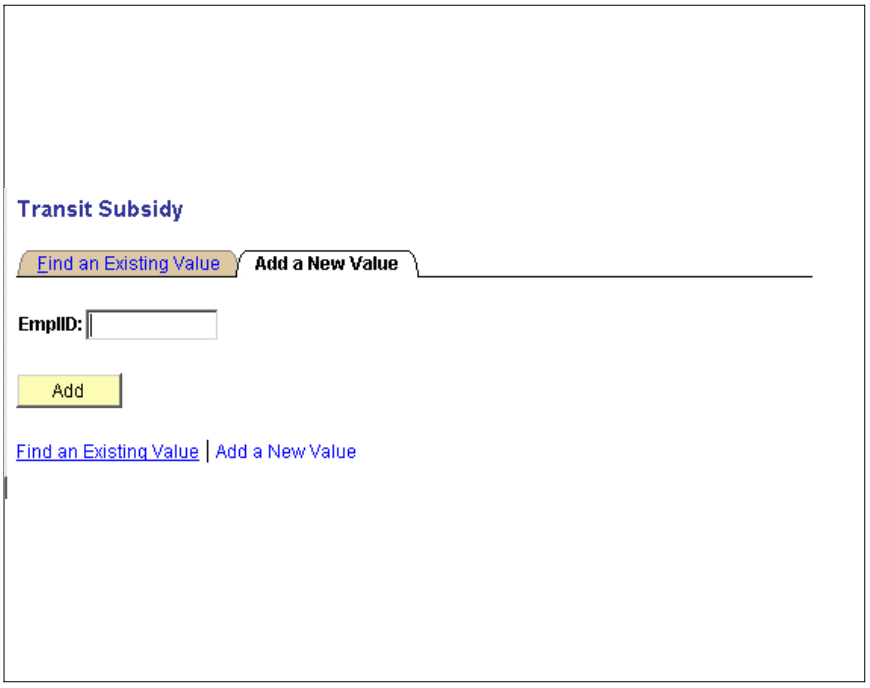


Figure 627. Add A New Value tab - Transit Subsidy page

5. Complete field as follows:

EmplID

Type the applicable EmplID.

6. Click **Add**. The Transit Subsidy page (**Figure 628**) is displayed.

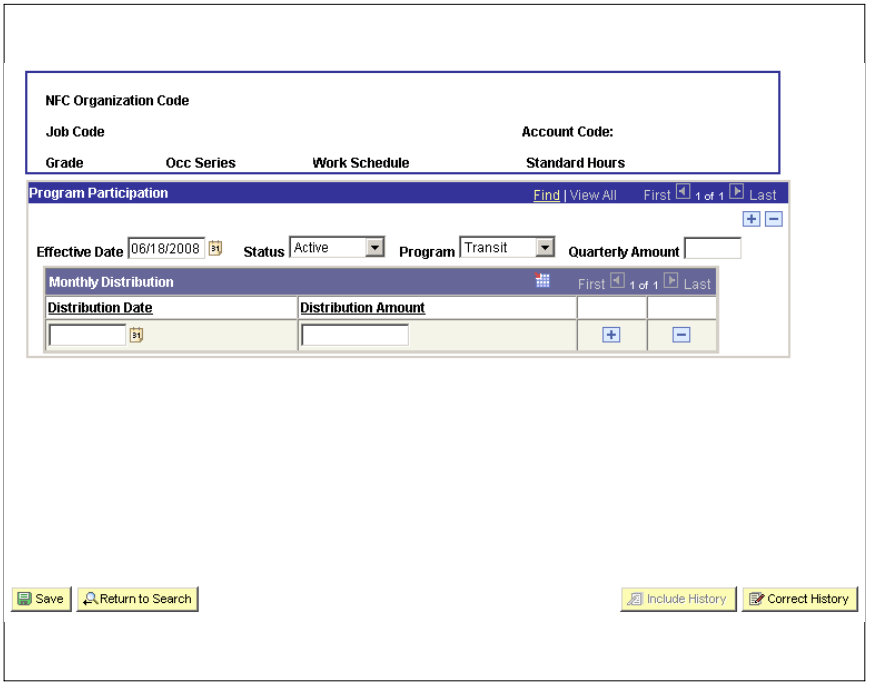


Figure 628. Transit Subsidy page

7. Complete the fields as follows:

EmplID

This field is populated with the EmplID entered in the search criteria.

NFC Organization Code

This field is populated.

Job Code

This field is pupulated

Account Code

This field is populated.

Grade

This field is populated.

OCC Series

This field is populated.

Work Schedule

This field is populated.

Standard Hours

This field is populated.

Effective Date

Enter the applicable date or select a date from the calendar icon. This field defaults to the current date.

Status

Select a status from the drop-down list. The Valid values are **`Active`**, **`Freeze`**, and **`Inactive`**. This field defaults to **`Active`**.

Program

Select a program from the drop-down list. Valid values are **`Transit`** and **`Parking`**. This field defaults to **`Transit`**.

Quarterly Amount

Enter the quarterly amount of the allowance in this field. This amount must be entered in dollars and cents.

Distribution Date

If the allowance is distributed monthly, enter the applicable distribution date or select a dated from the calendar icon.

Distribution Amnount

If the allowance is distributed monthly, enter the amount of the distribution. This amount must be entered in dollars and cents.

8. Click **Save** to save the information.

   OR

   Click **Return to Search** to search for an additional transit subsidy.

   OR

   Click **Include History** to include the data entered into history.

   OR

   Click **Correct History** to correct history.

Transit Enrollment Load

1. Select the ***LOC Transit Subsidy*** menu group.
2. Select the ***Transit Enrollment Load*** component. The Find An Existing Value tab - LOC Transit Enrollment Load page (**Figure 629**) is displayed.

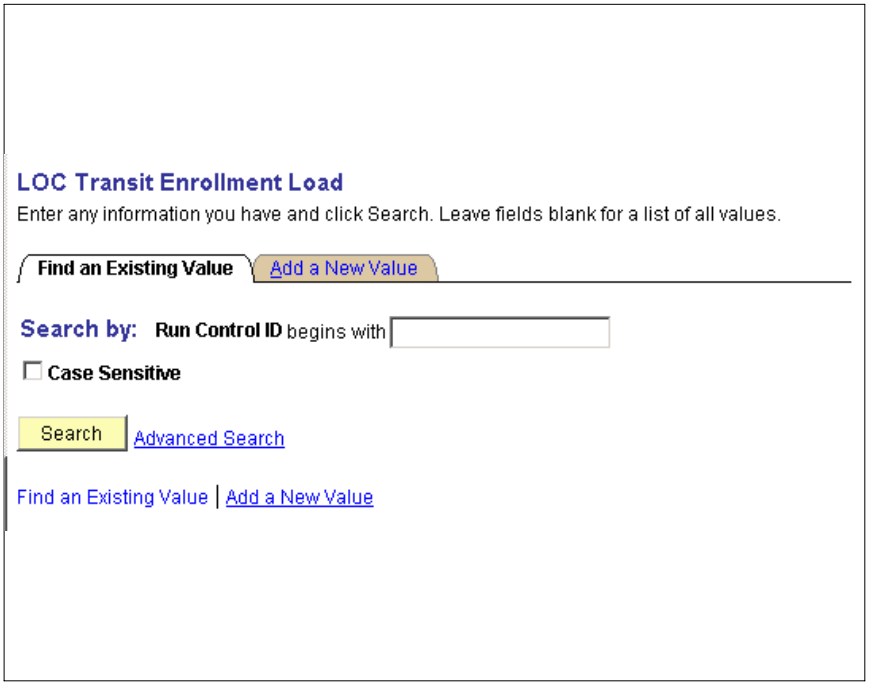


Figure 629. Find An Existing Value tab - LOC Enrollment Load page

3. Complete the fields as follows:

Search By: Run Control ID Begins With

Type the applicable search criteria.

Case Sensitive

Click this field if the search criteria is case sensitive.

4. Click **Search**. The LOC Transit Enrollment Load tab page (**Figure 631**) is displayed.

OR

Select the ***Add A New Value*** tab. The Add A New Value tab - LOC Transit Enrollment Load page(**Figure 630**) is displayed.

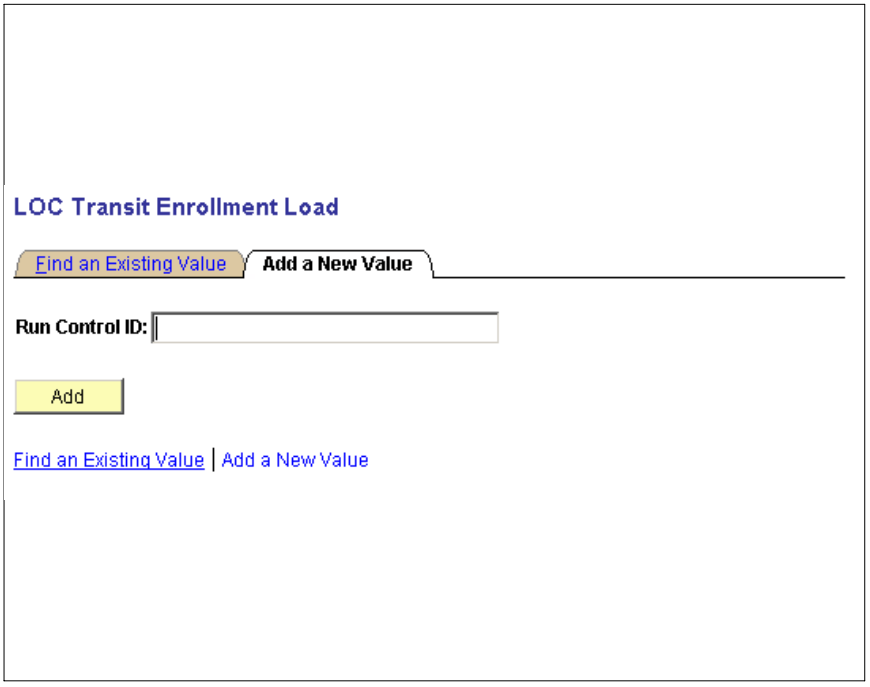


Figure 630. Add A New Value tab - LOC Transit Enrollment Load page

5. Complete the fields as follows:

Run Control ID

Type the applicable Run Control ID.

6. Click **Add**. The LOC Transit Enrollment Load tab page (**Figure 631**) is displayed.

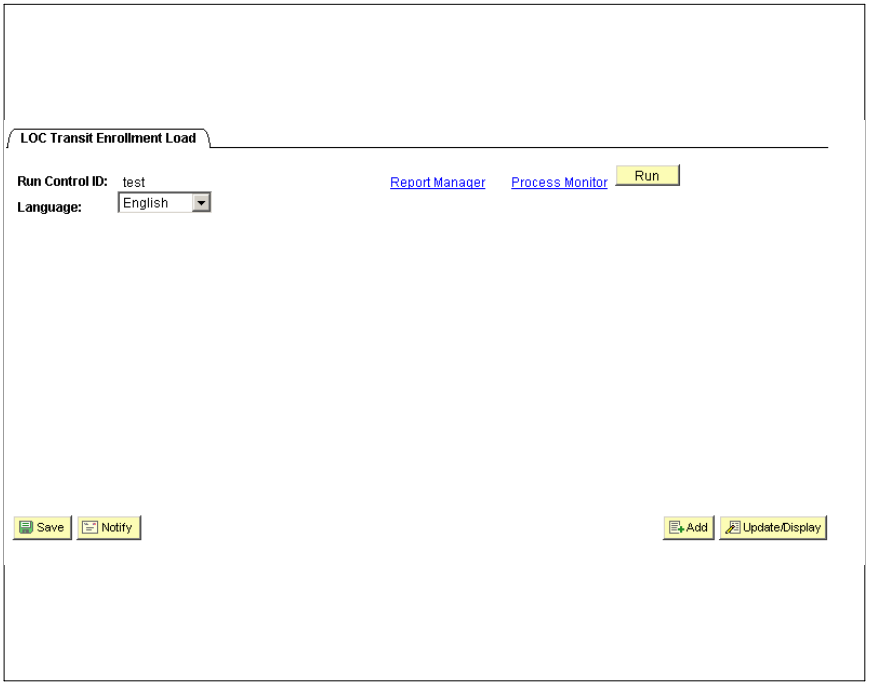


Figure 631. LOC Transit Enrollment Load tab page

7. Complete the fields as follows:

Run Control ID

This field is populated with the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages
Arabic
Can French
Czech
Danish
Dutch
English
French
Finnish
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S Chinese
Spanish
Swedish
TChinese
Thai
Turkish

8. Click the **Report Manager** link. For more information on this topic refer to Report Manager of this manual.

   OR

   Click the **Process Monitor** link. For more information on this topic refer to Process Monitor of this manual.

   OR

Click **Run**. For more information on this topic refer to Run of this manual.

9. Click **Save** to save the information. If you attempt to make another selection before clicking **Save**, an error message will appear.

OR

Click **Notify** to notify a person of the entry in the workflow.

OR

Click **Add** to add an additional LOC Transit Enrollment Load.

OR

Click **Update/Display** to return to the Find An Existing Value tab.

Transit File Load

1. Select the ***LOC Transit Subsidy*** menu group.

2. Select the ***Transit File Load*** component. The Find An Existing Value tab - LOC Monthly Transit File Load page (**Figure 632**) is displayed.

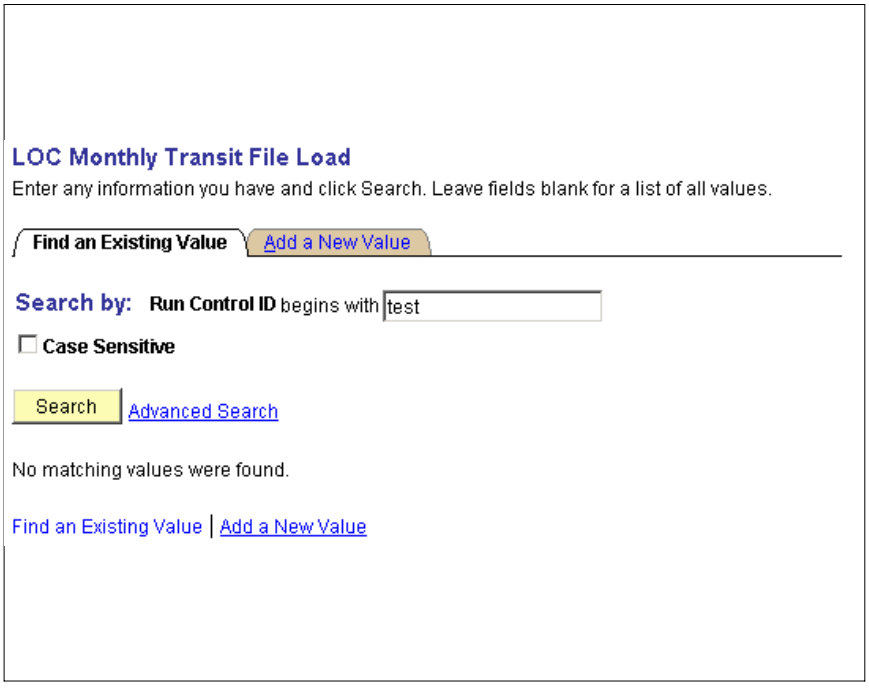


Figure 632. Find An Existing Value tab - LOC Monthly Transit File Load page

3. Complete the fields as follows:

Search By: Run Control ID Begins With

Enter the applicable search criteria.

Case Sensitive

Click this field if the search criteria is case sensitive.

4. Click **Search**. The LOC Monthly Transit File Load tab page (**Figure 634**) is displayed.

OR

Select the ***Add A New Value*** tab. The Add A New Value tab - LOC Monthly Transit File Load page (**Figure 633**) is displayed.

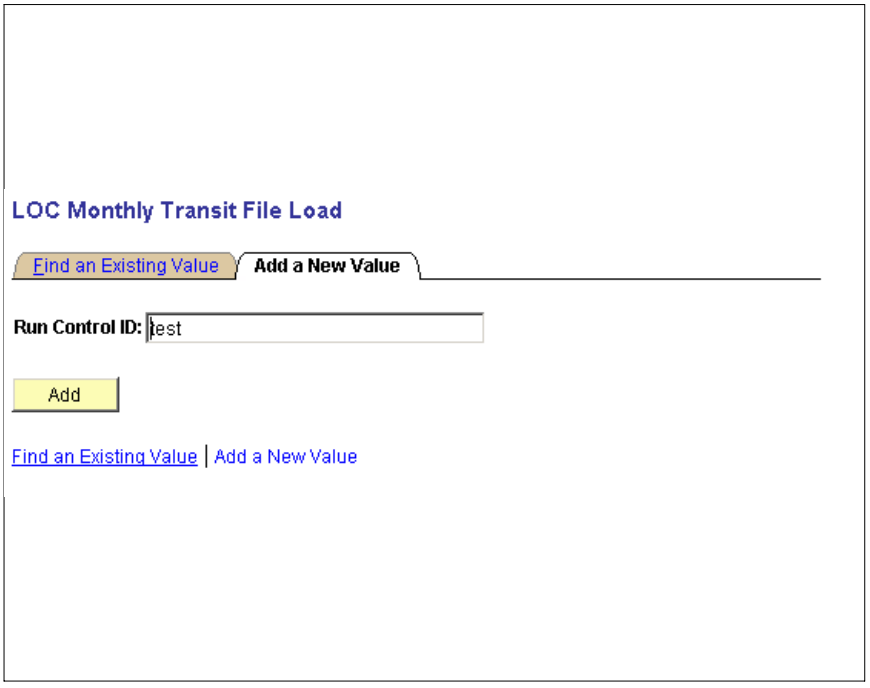


Figure 633. Add A New Value tab - LOC Monthly Transit File Load page

5. Complete the field as follows:

Run Control ID

Type the applicable Run Control ID.

6. Click **Add**. The LOC Monthly Transit File Load tab page (**Figure 634**) is displayed.

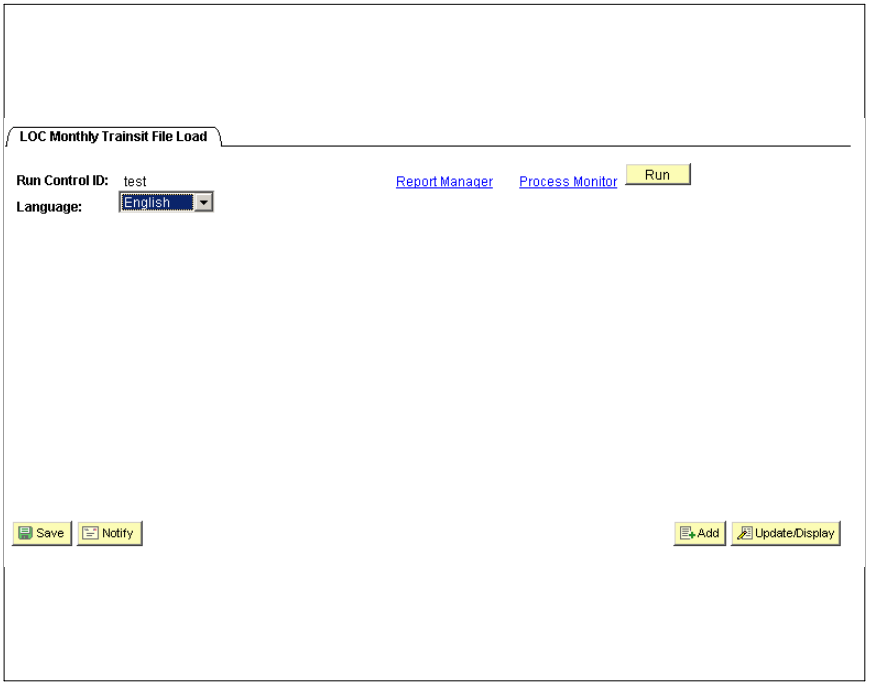


Figure 634. LOC Monthly Transit File Load tab page

7. Complete the fields as follows:

Run Control ID

This field is populated with the Run Control ID entered in the search criteria.

Language

Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages
Arabic
Can French
Czech
Danish
Dutch
English
French
Finnish
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Malay
Norwegian
Polish
Portuguese
Russian
S Chinese
Spanish
Swedish
TChinese
Thai
Turkish

8. Click the **Report Manager** link. For more information on this topic refer to Report Manager of this manual.

   OR

   Click the **Process Monitor** link. For more information on this topic refer to Process Monitor of this manual.

   OR

Click **Run**. For more information on this topic refer to Run of this manual.

9. Click **Save** to save the data entered. If you attempt to make another selection before clicking **Save**, an error message will appear.

   OR

   Click **Notify** to notify a person of the entry in the workflow.

   OR

   Click **Add** to add an additional LOC Transit Enrollment Load.

   OR

   Click **Update/Display** to return to the Find An Existing Value tab.

Part 13.

Reports

This part includes the following topic:

Report Functions

Reporting Tools

HR Reports

Recruiting Reports

Transit Subsidy Report

MSS Reports

Manage Performance Reports

Report Functions

The ***EmpowHR*** menu contains various reports. Each report contains links that perform the following functions:

Report Manager

Process Monitor

Run

Report Manager

Report Manager contains four tabs. Each tab contains values used to format a report.

1. Select the ***Reporting Tools*** menu group.
2. Select the ***Report Manager*** component. The ?????page is displayed.

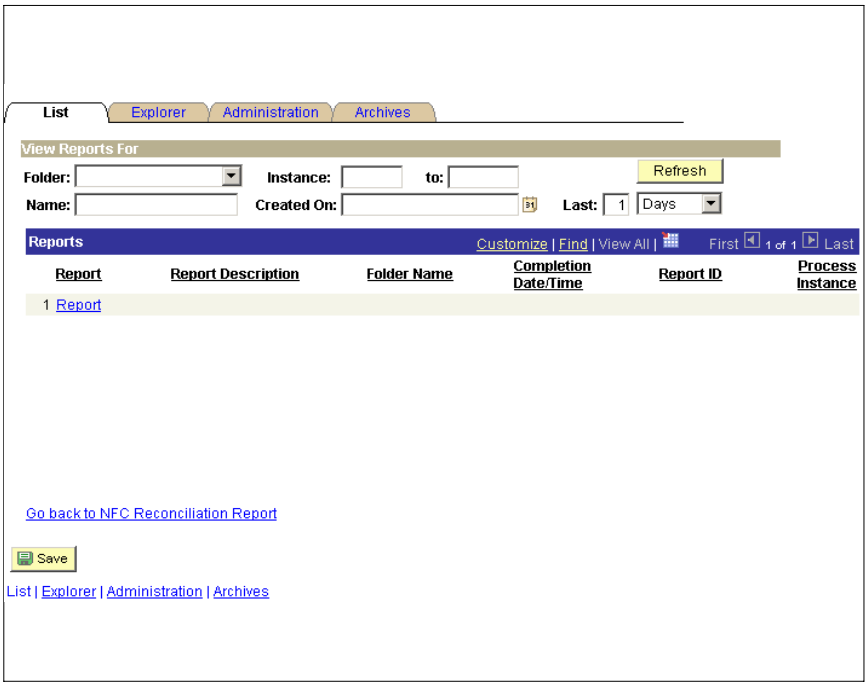


Figure 635. List tab - Report Manager page

3. Complete the fields as follows:

Folder

Enter the name of the folder or select data from the drop-down list. The valid value is **`General`**.

Instance

Enter the instance.

To

Enter the To instance.

Name

Enter the name of the person who created the report you want to view.

Created On

Enter the date the report was created or select a date from the calendar icon.

Last

Enter the applicable number to be included in the viewing of the report then select data from the drop-down list. The valid values are **`Days`**, **`Hours`**, **`Minutes`**, and **`None`**.

Report

This field populates the reports available for the search criteria entered.

Report Description

This field is populated with the description of each report available for the search criteria entered.

Folder Name

Enter the folder name or select data from the drop-down list. Valid value is **`General`**.

Completion Date/Time

This field is populated with the date and time the report was created.

Report ID

This field is populated with the report ID.

Process Instance

This field is populated when the report was created.

4. Click **Refresh** to refresh the page and search for additional reports.
5. Click the **Go Back To (Name Of The Report)** link to return to the 1st page of the applicable report.

   OR

6. Click the ***Explorer*** tab. The Explorer tab - Report Manager page (**Figure 636**) is displayed. This option displays reports that were created by the user. If no reports were created, the page will display **`No Reports To Display`**.

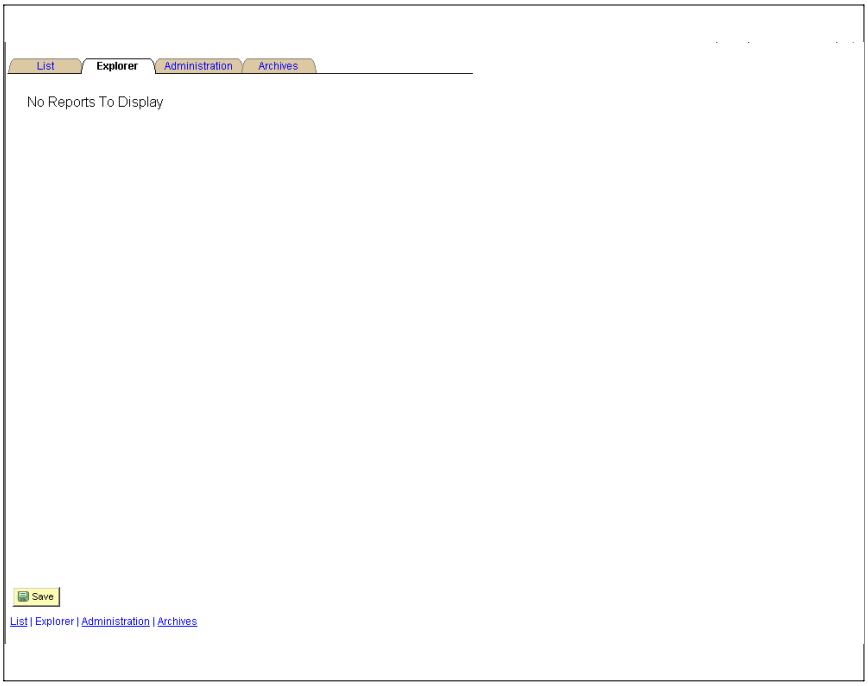


Figure 636. Explorer tab - Report Manager page

1. Click the ***Administration*** tab. The Administration tab - Report Manager page (**Figure 637**) is displayed.

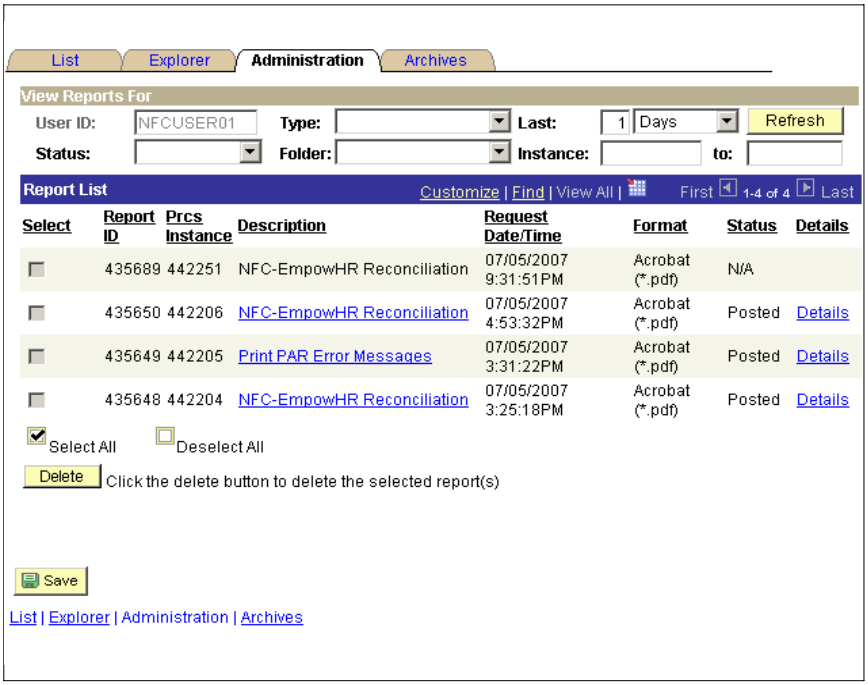


Figure 637. Administration tab - Report Manager page

2. Complete the fields as follows:

User ID

This field is populated with the User ID from the ***EmpowHR*** signon. The ID represents the person who generates the report.

Type

Enter the type of software used to format and run the report or select data from the drop-down list. Valid values are:

Type Values
Application Engine
Build Cube
COBOL SQL
Crw Online
Crystal
Data Mover
DataBase Agent
Message Agent API
Optimization Engine
PS Job
SQR Process
SQR Report
SQR Report for WF De
Unix Shell Script
Winword
XML Publisher
nVision Report
nVision-ReportBook

Last

Enter the applicable number to include in the report then select data from the drop-down list. Valid values are **`Days`**, **`Hours`**, **`Minutes`**, and **`None`**.

Status

Enter the status or select data from the drop-down list. Valid values are:

Status Values
Delete
Generated
N/A
None

Status Values
Not Posted
Posted
Processing

Folder

Enter the folder name or select data from the drop-down list. Valid value is **`General`**.

Instance

Enter the instance.

To

Enter the To number for the instance.

Select

Check this box to select the report.

Report ID

This field is populated when the report was created.

PRCS Instance

This field is populated when the report was created.

Description

This field is populated with the description of the report.

Request Date/Time

This field is populated with the date and time the report was created.

Format

This field is populated with the format that was used to create the report.

Status

This field is populated with the status of the report.

3. Click the ***Description*** link to view the selected report. The Report Detail window (**Figure 638**) is displayed

OR

Click the ***Details*** column to view the details of the selected report. The Report Detail window (**Figure 638**) is displayed.

Note: Under the File List section of the window, there are 3 options: Message Log, ZNFCRECN 442206, PDF, and Trace File. See **To Access The Message Log Link**, **To Access The ZNFCRECN 442206, PDF Link**, and **To Access The Trace Link** of this section for instructions.

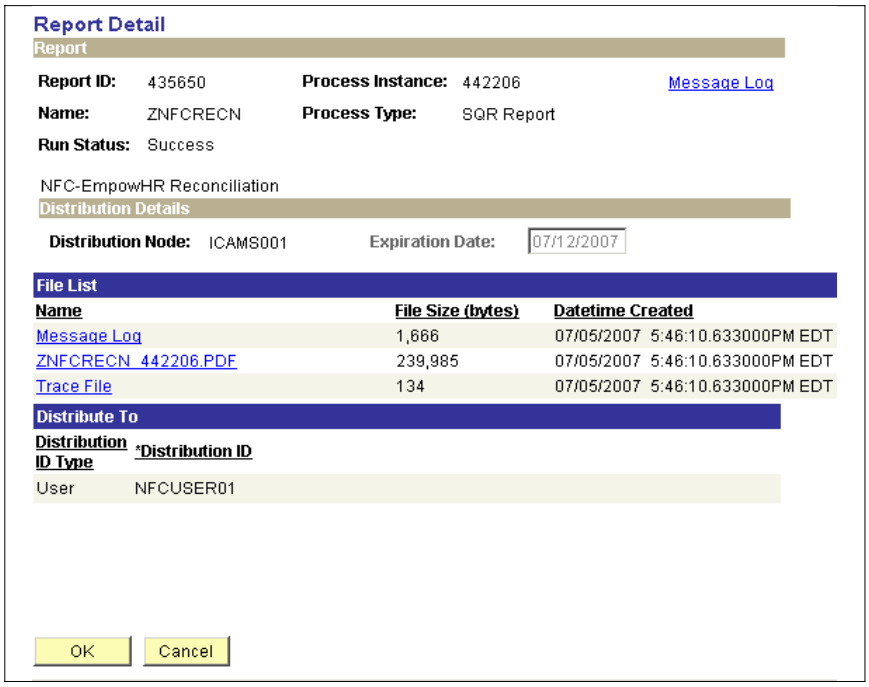


Figure 638. Report Detail window

4. Click **OK**.

   OR

   Click **Cancel**.

To access the Message Log link:

1. Click the ***Message Log*** link on the Report Detail window (**Figure 638**). The Message Log window (**Figure 639**) is displayed.

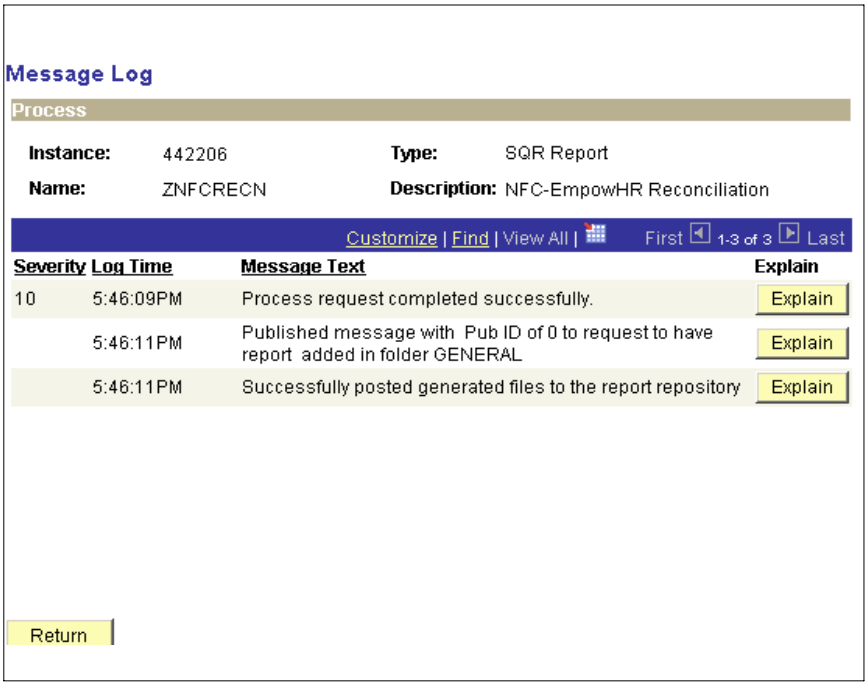


Figure 639. Message Log

2. Click **Explain** for the detailed explanation of the message text. The Explain window **Figure 640**) is displayed.

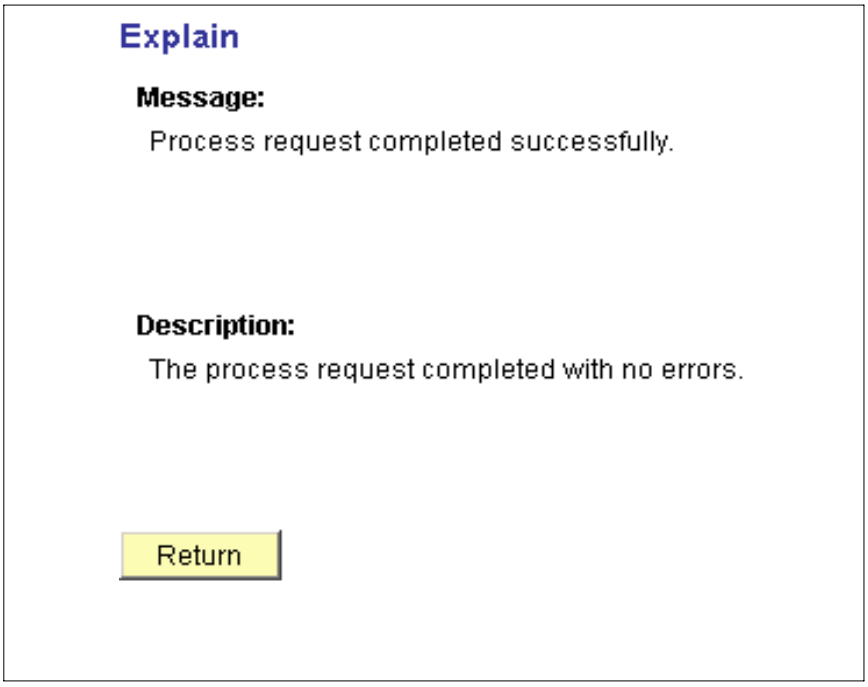


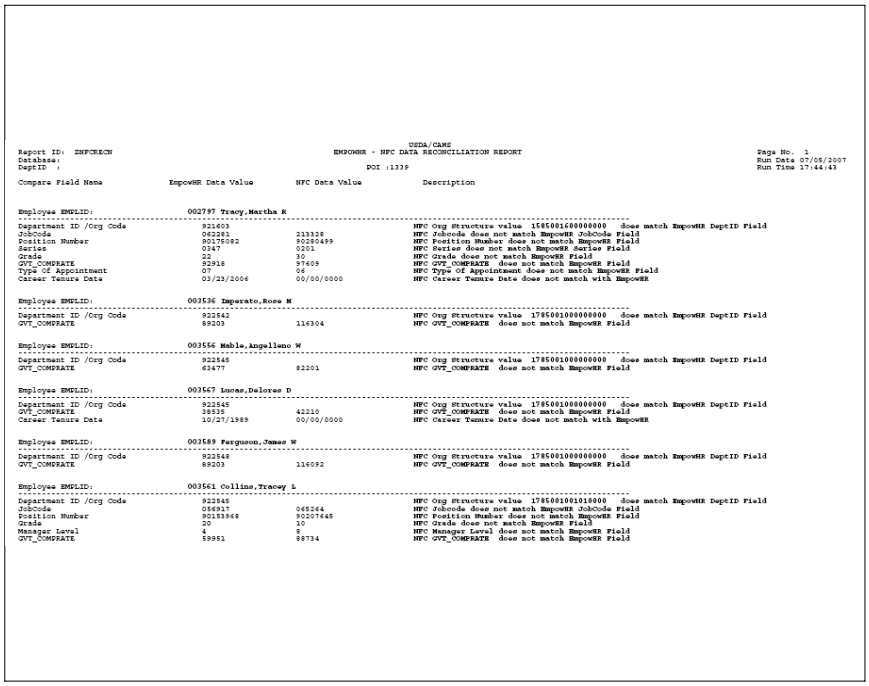
Figure 640. Explain window

3. Click **Return**. The Message Log window (**Figure 639**) is displayed.

4. Click **Return**. The Report Detail window (**Figure 638**) is displayed.

To access the ZNFCRECN 442206, PDF link:

1. Click the ***ZNFCRECN 442206, PDF*** link on the Report Detail window (**Figure 638**). The ZNFCRECN 442206, PDF window (**Figure 641**) is displayed.



UEDA/CAMS

Report ID: ZNFCRECN — EMPOWER - NFC DATA RECONCILIATION REPORT — Page No. 1
Database: — Run Date 07/05/2007
DeptID : — POI :1339 — Run Time 17:44:43

Compare Field Name	EmpowHR Data Value	NFC Data Value	Description
Employee EMPLID:	**002797 Tracy,Martha K**		
Department ID /Org Code	921603		NFC Org Structure value 1585001600000000 does match EmpowHR DeptID Field
JobCode	062281	233328	NFC Jobcode does not match EmpowHR JobCode Field
Position Number	90175082	90280499	NFC Position Number does not match EmpowHR Field
Series	0347	0201	NFC Series does not match EmpowHR Series Field
Grade	22	30	NFC Grade does not match EmpowHR Field
GVT_COMPRATE	92818	97609	NFC GVT_COMPRATE does not match EmpowHR Field
Type Of Appointment	07	06	NFC Type Of Appointment does not match EmpowHR Field
Career Tenure Date	03/23/2006	00/00/0000	NFC Career Tenure Date does not match with EmpowHR
Employee EMPLID:	**003536 Imperato,Rose M**		
Department ID /Org Code	922542		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	89203	116304	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	**003556 Mable,Angelleno W**		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	63477	82201	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	**003567 Lucas,Delores D**		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	38935	42210	NFC GVT_COMPRATE does not match EmpowHR Field
Career Tenure Date	10/27/1989	00/00/0000	NFC Career Tenure Date does not match with EmpowHR
Employee EMPLID:	**003589 Ferguson,James W**		
Department ID /Org Code	922548		NFC Org Structure value 1785001000000000 does match EmpowHR DeptID Field
GVT_COMPRATE	89203	116092	NFC GVT_COMPRATE does not match EmpowHR Field
Employee EMPLID:	**003561 Collins,Tracey L**		
Department ID /Org Code	922548		NFC Org Structure value 1785001001010000 does match EmpowHR DeptID Field
JobCode	056917	065264	NFC Jobcode does not match EmpowHR JobCode Field
Position Number	90153968	90207645	NFC Position Number does not match EmpowHR Field
Grade	20	10	NFC Grade does not match EmpowHR Field
Manager Level	4	8	NFC Manager Level does not match EmpowHR Field
GVT_COMPRATE	59951	88734	NFC GVT_COMPRATE does not match EmpowHR Field

Figure 641. ZNFCRECN 442206, PDF window

2. Click **Return**. The Report Detail window (**Figure 638**) is displayed.

To access the Trace File link:

1. Select **Trace File** on the Report Detail window (**Figure 638**). The Trace File window (**Figure 642**) is displayed

```
$PRCS_OPRID        : NFCUSER01
$PRCS_RUN_CNTL_ID  : 123
RC.OPRID : NFCUSER01
DEPTID :
POI : 1339
 0.000000E+000
 0.000000E+000
```

Figure 642. Trace File window

2. Close the window and return to the Detail Report window (**Figure 638**).

Archives

To access the Archives window:

1. Select the ***Archives*** tab. The Archives window (**Figure 643**) is displayed.

   Note: Under the Archives tab there are 2 options: See **To Access The Report Tab**, **To Access Output Details Tab** for instructions.

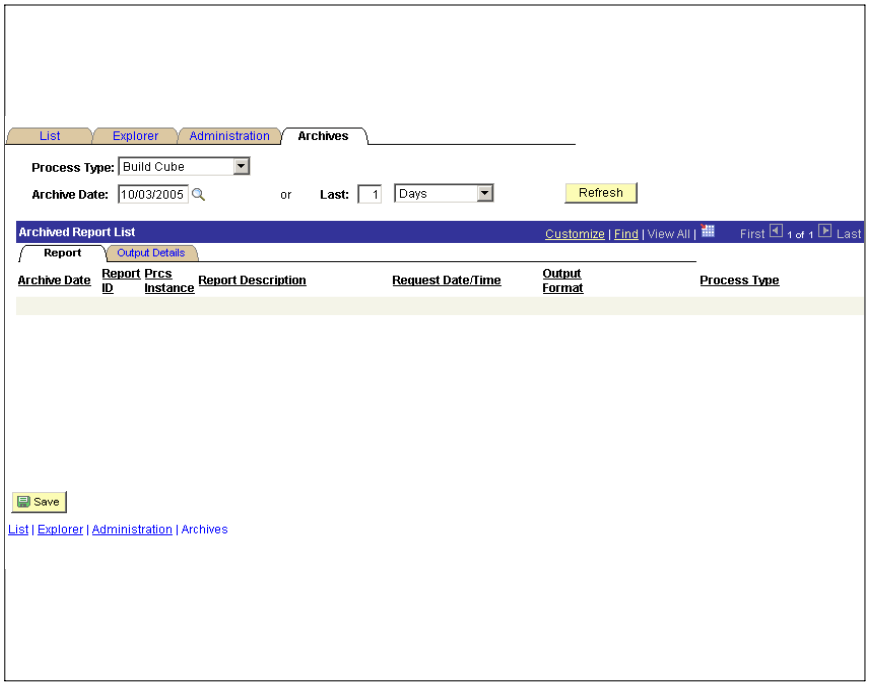


Figure 643. Archives window

To access the Report tab:

1. Click the Report tab (**Figure 638**) to view the report.

To access the Output Details tab:

1. Click the Output Details tab (**Figure 644**) to view the details of the report.

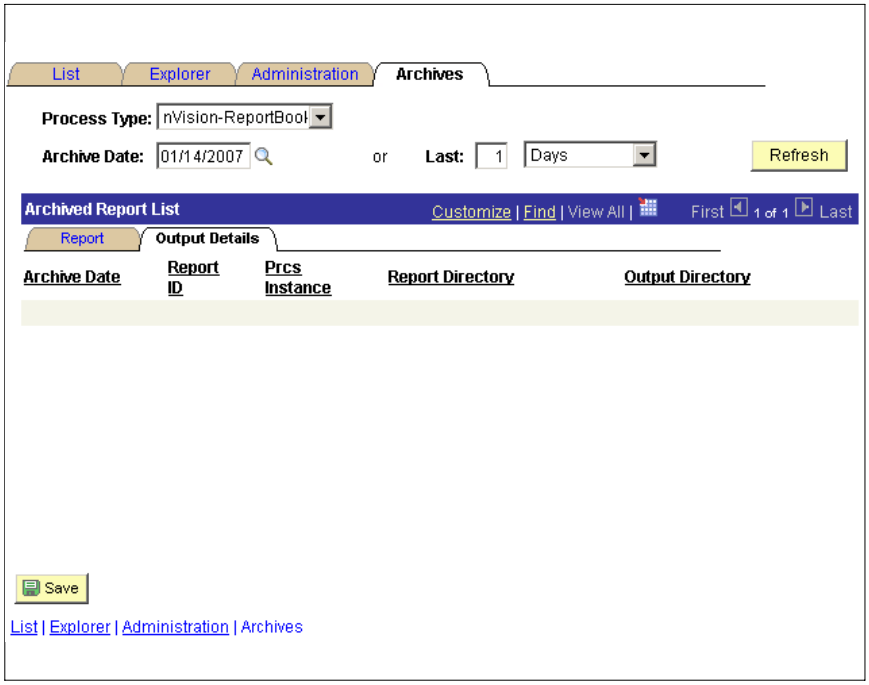


Figure 644. Output Details window

2. Click **Save**. This is an archived report and cannot be saved. The save button should not be used.

   OR

   Click **Explorer** and return to the Explorer tab (**Figure 636**).

   OR

   Click **Administration** and return to the Administration tab (**Figure 637**).

   OR

   Click **Archives**. This window is active, therefore, this option is not available.

Process Monitor

The Process Monitor is used to access the Process List window. Use this window is used to view the status of a submitted process request. Special access is needed to view this option.

Run

Run is used to access the Process Scheduler request window (**Figure 645**). Runs specifies the location where a process or job runs and the process output format.

To complete the run option:

1. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

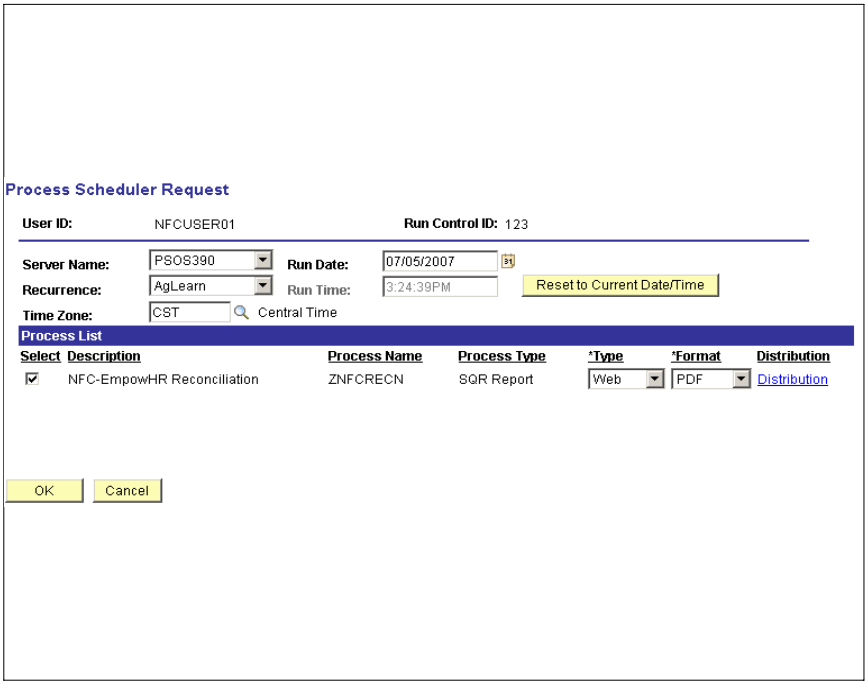


Figure 645. Process Scheduler Request window

2. Complete the fields on the Process Scheduler Request window (**Figure 645**) as follows:

Server Name

Enter the server name or select a name from the drop-down list. The valid values are as follows:

Server Name Values
PSCDB
PSNT
PSNT1
PSNT3
PSO5390
PSUNX

Recurrence

Enter the recurrence or select information from the drop-down list.

Recurrence Values
NTE One Daily
OIP-Import
PIEPORT-BEAR
PIEXport-Noon
PIEXport-Non Bear
Pllport
PORTAL_SYNC
Permon Reaper
PiExport-Bear-No
RP_INIT
Sat-Noon
TBL102
Training-Non-Cof
WIGI-Auto
Weekly_auto
Weekly-Produ
Weekly-Purge
ZCNTTER_Daily
ZLCEMP01
ZLCEXPDATA
ZRTNFEED
Z_DIR_EXP
Z_FS_DASHBOARD
Z_FS_DR_EXP
Z_FS_PAYCHECK

Recurrence Values
Z-NFC102
Z_OPRDEL
Z_UNFREZPOS

Run Date

This field defaults to the current date. To change the date, select a date from the calendar icon.

RunTime

This field defaults to the time the report is run. Select **Reset to Current Date/Time** to retrieve the current date and time for the report.

Time Zone

This field is the time zone for the running of the report. Select data by clicking the search icon.

Select

Check this box to select the report. Uncheck if applicable.

Description

This field is a link that will bring you to the Report Detail window (**Figure 638**).

Process Name

This field is a link that will bring you to the ZNFCRECN 442206 PDF window (**Figure 641**) .

Process Type

This field is a link that will bring you to the type of the report entered.

***Type**

Enter the mechanism of how the report should be sent or select data from the drop-down list. Valid values are as follows:

Type Values
Web
Email
File
Printer
Window

***Format**

Enter the format of the report or select data from the drop-down list. Valid values are as follows:

Format Values
PDF
CSV
HP
HTM
LP
PDF
P8
SPF

3. Click **OK** to return to the selected report option window.

   OR

   Click **Cancel** to return to the selected report option window.

   OR

   Click the **Distribution** link. The Distribution Detail window (**Figure 646**) is displayed. This window allows the user to distribute the report to one or more persons that have access to reports.

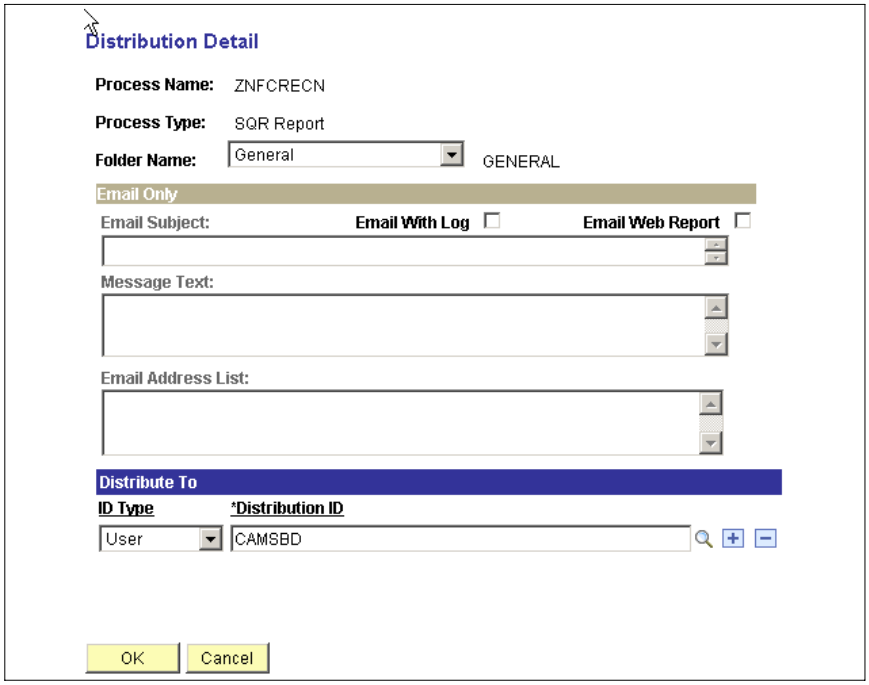


Figure 646. Distribution Detail window

4. Complete the fields on the Distribution Detail window (**Figure 646**)as follows:

Process Name

This field is populated from the Process Scheduler window (**Figure 645**). window.

Process Type

This field is populated from the Process Scheduler window (**Figure 645**).

Folder Name

Type the folder name or select a name from the drop-down list. The valid value is **`General`**.

Email Subject

Type the subject of the email.

Email With Log

Check this box if you want the email to include the log information.

Email Web Report

Check this box if you want to send the report via the Web.

Message Text

Enter the message for the recipient of the email.

Email Address List

Enter the Email address(es) of the receiver(s).

ID Type

This field defaults to **`User`**. To change the information, select data from the drop-down list. Valid values are **`User`** and **`Role`**.

***Distribution ID**

The field defaults to the person's Log on ID running the report. This users's ID can be changed by clicking the search icon. To add an additional Distribution ID, click the **+**. Click the **–** to remove a user.

5. Click **OK** to save the information and to return to the Process Scheduler window (**Figure 645**)

   OR

   Click **Cancel** to cancel the information and return to the Process Scheduler window (**Figure 645**)

Reporting Tools

Reporting Tools option allows users to run, create/build, and manage queries. The Reporting Tools also allows the query result to be sent to an Excel spreadsheet and to export to a file.

This section contains the following topics:

Query

Report Manager

Query

The Query is a graphical tool that allows easy retrieval of specific data by specifying the records, fields (e.g. Name, City State), and criteria (e.g. Zip Code = 32605) to be applied to the search. Query results can then be viewed via several methods.

This section contains the following topics:

Query Manager

Query Viewer

Schedule Query

Query Manager

This option allows the user to add, view, run, and modify an existing query. There are multiple tabs in Query Manager.

- Records - This tab allows listing of records chosen to use to run a query.
- Query - This tab allows the fields to be selected to use to create the query.
- Expressions - This tab allows for the adding of expressions to the query.
- Prompts - This tab allows the query to be designed to prompt for information whey the query is run. The results can be narrowed to only data matching information rather than data from all records.
- Fields - This tab allows the creation of the query.
- Criteria - This tab will identify specific sorting requirements.
- Having - This tab will allow the editing of properties for the query
- View SQL − This tab allows the viewing of the structure query language that ***EmpowHR*** automatically writes for the fields that are selected.
- Run - This tab allows for the running of query reports.

This section contains the following topics:

Find An Existing Query

Creating A New Query

Find An Existing Query

To Find An Existing Query:

1. Select ***Reporting Tools*** from the ***EmpowHR*** menu.
2. Select ***Query*** from the Reporting Tools drop-down menu.
3. Select ***Query Manager*** from the Query drop-down menu. The ***Query Manager*** window (**Figure 647**) is displayed.

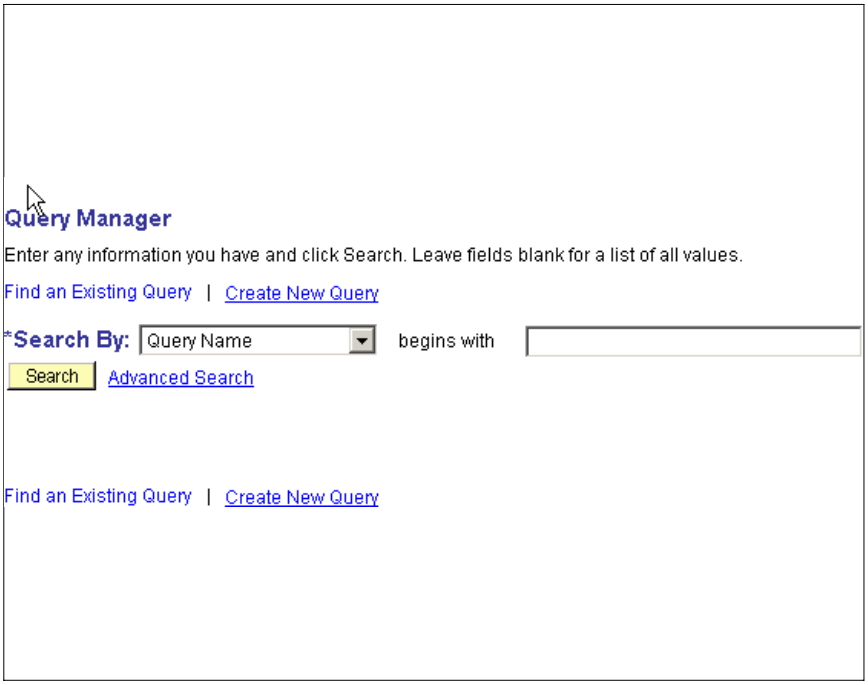


Figure 647. Find An Existing Query window

4. Complete the fields as follows:

Search By

Select the value for the search criteria or select data from the drop-down list. The valid values are:

Search By Valid Values
Access Group Name
Description
Folder Name
Owner
Query Name
Type
Uses Field Name
Uses Record Name

Begins With

This field value corresponds to the Search By value.

5. Click **Search**. The Query Manager window (**Figure 648**) is displayed. Query Manager is a list of queries displayed based on the search criteria entered.

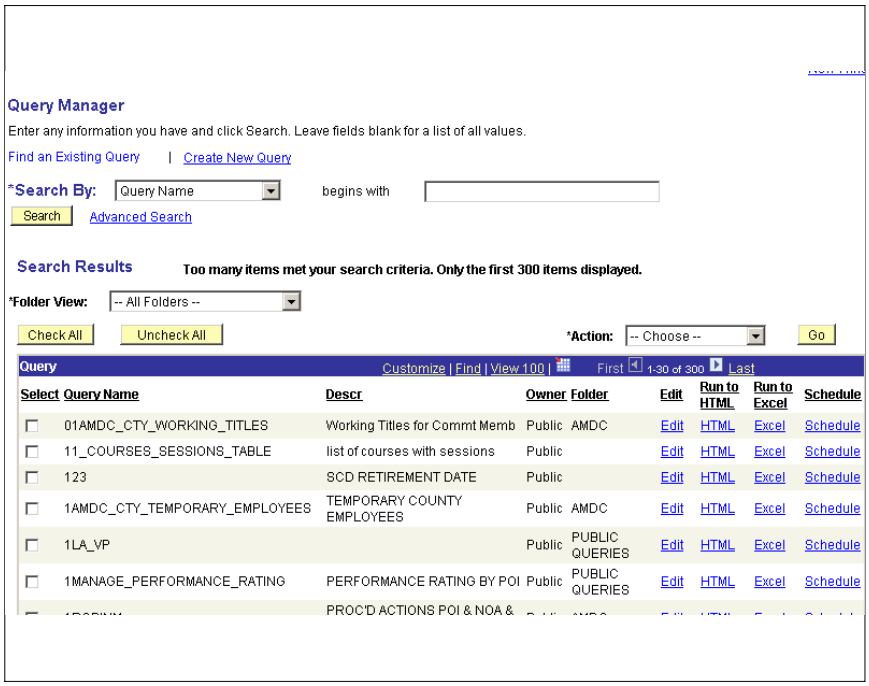


Figure 648. Query window

6. Click on the applicable link for the query. At this time, the Delete, Rename, Run and Schedule options are available. Click the applicable link in the query row without having to open them.

7. Click the ***Edit*** link. The Fields window (**Figure 649**) is displayed.

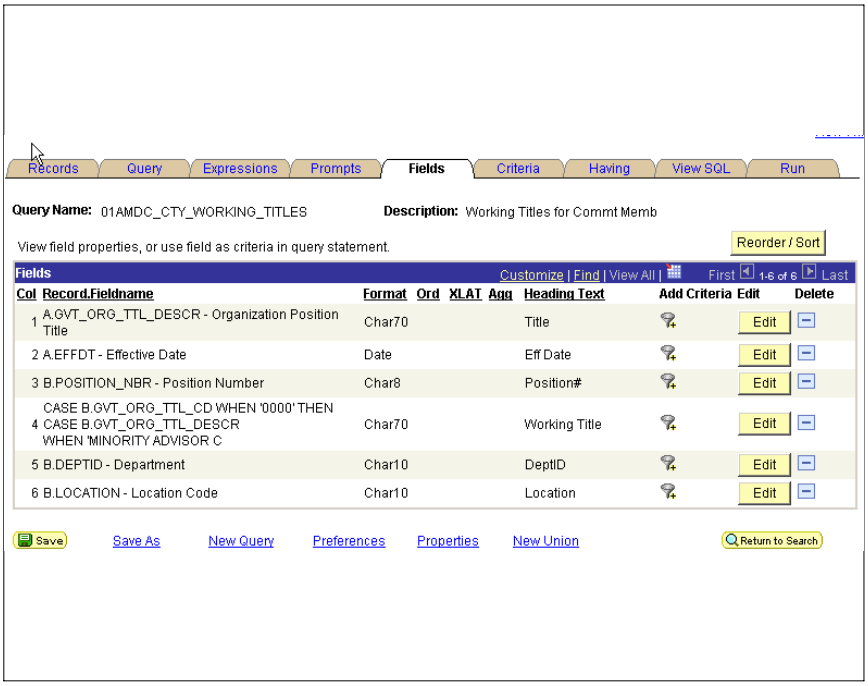


Figure 649. Fields window

8. Click **Save** to save the information.

OR

Click the ***Edit*** link. The Edit Field Properties window (**Figure 650**) is displayed.

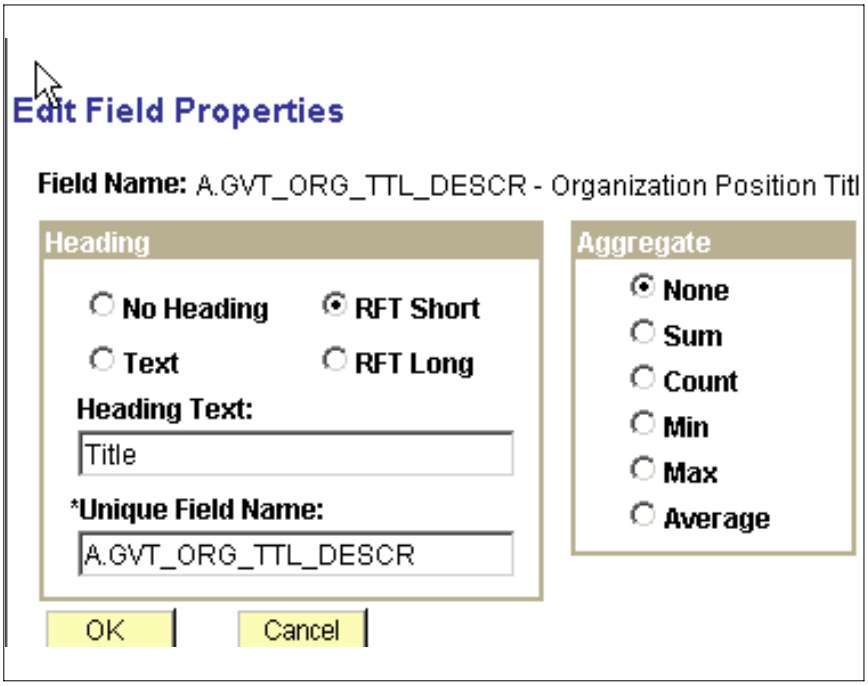


Figure 650. Edit Field Properties window

9. Complete the fields as follows:

Heading/No Heading

Check this box if the field is not a heading.

Heading/RFT Short

Check this box if the field is not a RFT Short.

Heading/Text

Check this box if the field is not text.

Heading/RFT Long

Check this box if the field is not a RFT Long.

Heading Text

This field defaults to **`title`**. Change if applicable.

***Unique Field Name**

This field defaults to the field name that was selected.

Aggregate/None

This field is checked and defaults to **`None`**.

Aggregate/Sum

Check this box if applicable.

Aggregate/Count

Check this box if applicable.

Aggregate/Min

Check this box if applicable.

Aggregate/Max

Check this box if applicable.

Aggregate/Average

Check this box if applicable.

10. Click **OK**. The Fields window (**Figure 649**) is displayed

OR

Click **Cancel**. The Fields window (**Figure 649**) is displayed.

OR

Click **New Query**. The Find An Existing Query window (**Figure 647**) is displayed.

OR

On the Fields window (**Figure 649**) click **Return To Search**. The Find an Existing Query window (**Figure 647**) is displayed.

Note: It is important not to make changes to any query that you did not create. If you want to make changes to a query, rename and save the query before making the changes.

Report Manager

This is a view only function and displays a the list of any reports that have been created in ***EmpowHR.***

1. Select ***Reporting Tools*** from the ***EmpowHR*** menu.

2. Select ***Report Manager*** from the Reporting Tools drop-down menu. The List window (**Figure 651**) is displayed. There are multiple tabs in the option ***List***, ***Explorer***, ***Administration***, and ***Archives***. The drop-down lists on these windows are used as filters. These filters narrow the search for a report. To run a report refer to Report Functions in this manual.

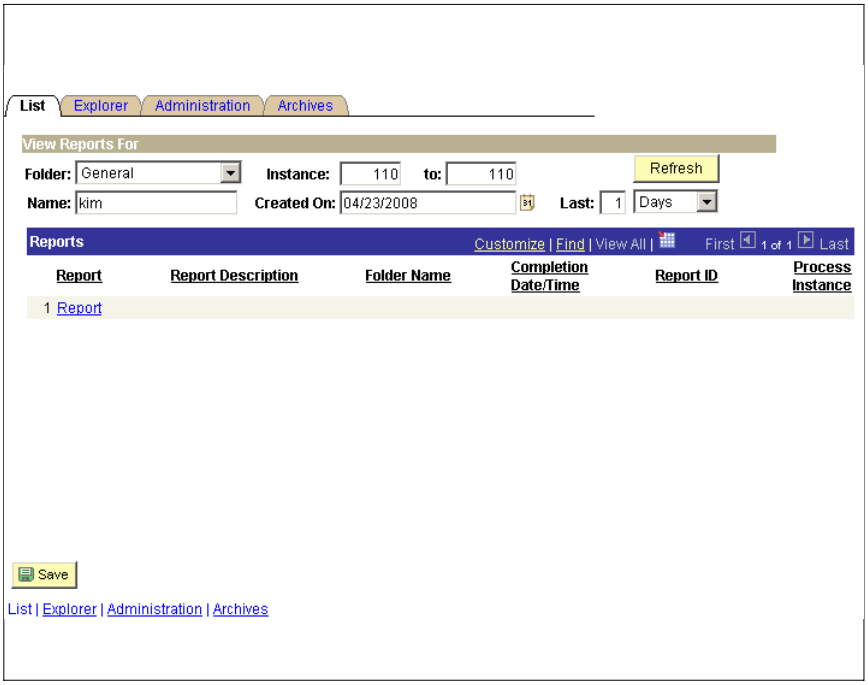


Figure 651. List window

Creating A New Query

Selecting Records

Joining Records

Saving A Query

Working With Fields

Previewing A Query

Adding Criteria

Removing Criteria

Using Wildcards

Working With Prompts

Working With Translate Values

Exporting Data

Below is a list to help to understand the difference between a Public and Private Queries.

- Anyone can use a public query.
- Only the person who created a private query can use it.
- It is important not to make changes to any query that you did not create. If you want to make changes to a query, rename and save the query before making changes.
- Always save the private version that is created from a public query with a unique name. It is recommended to use initials as the first three letters of the query name.
- If a public query is created, consider creating a private copy with a unique name for yourself. Therefore, if someone mistakenly changes a public query that you created, a copy of the original will be available .
- When searching for a query from ***Query Manager Search EmpowHR*** will automatically list all private queries. Only the person that created the query will see these items. The public queries will be listed after the private queries.
- If a public query is run and do not receive the results, the user may not have the authorization to some of the data used in that query.

Selecting Records

1. Select ***Reporting Tools*** from the ***EmpowHR*** menu.
2. Select ***Query*** from the Reporting Tools drop-down menu.
3. Select ***Query Manager*** from the Query drop-down menu. The ***Query Manager*** window (**Figure 652**) is displayed.

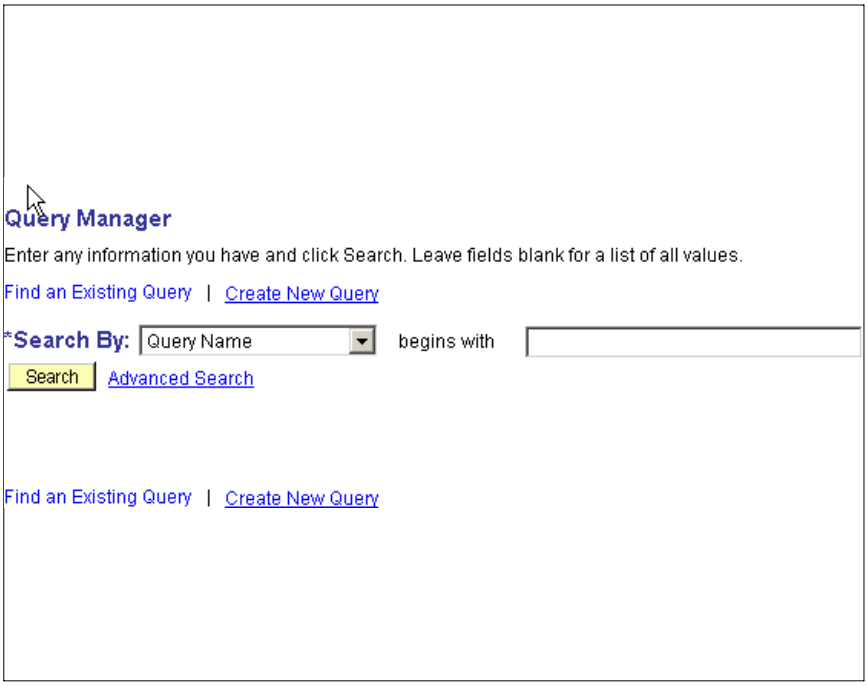


Figure 652. Find An Existing Query window

4. Click the ***Create New Query*** link. The Records window (**Figure 653**) is displayed.

Figure 653. Records window

Note: The **`Query Name`** on the window displays as **`New Unsaved Query`**.

5. Complete the fields as follows:

Search By

Select the value for the search criteria or select data from the drop-down list. The valid values are **`Access Group Name`**, **`Contains Field Name`**, **`Description`**, and **`Record Name`**.

Begins With

Enter information that corresponds to the valid values above.

6. Click **Search**. The Search Results list window (**Figure 654**) is displayed based on the search criteria entered.

Figure 654. Records window from Search Results

7. Click the ***Add Record*** link to add the record to the query. For many records, a pop-up (**Figure 655**)will appear. Many tables in ***EmpowHR*** have an effective date criteria added. It is recommended to leave the criteria in the query, since most of the time the user will want to see the most recent data row. However, the criteria can be removed later to expand the query results.

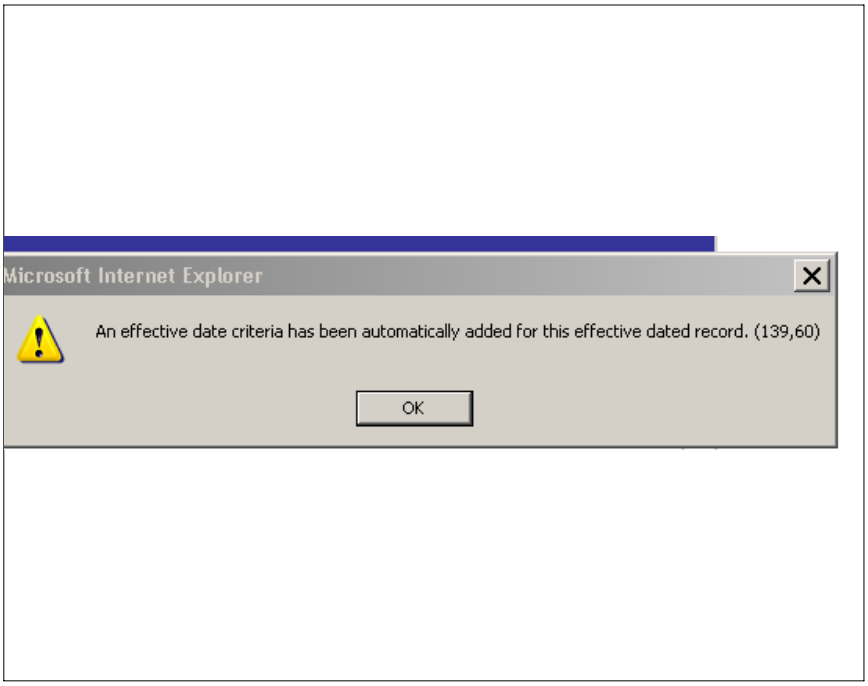


Figure 655. Effective Date pop-up

8. Click **OK**. The Query window (**Figure 656**)will display with a list of the field for the Add Record result.

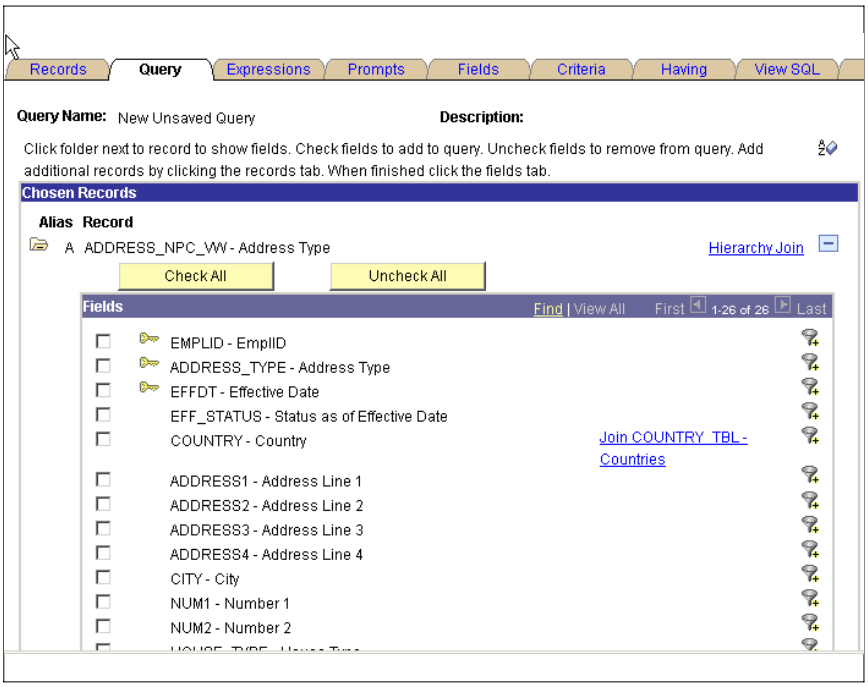


Figure 656. Query window

9. Check the boxes next to the fields that should be displayed on the query output. If the **Check All** is selected then the fields will populate to the ***Fields*** window (**Figure 649**).

OR

Click ***Select Fields*** On the Search Results window (**Figure 654**). The Description window (**Figure 657**)of the selected field is displayed.

Figure 657. Description window (for the selected field)

10. Click **Return**. The Search Results window (**Figure 654**)is displayed.

Joining Records

To automatically join records:

On the Query window (**Figure 656**)there are some fields that have link ***Join*** with the field name. ***EmpowHR*** automatically displays tables that contain information pertinent to a particular field.

1. Click the ***Join*** link. ***EmpowHR*** will add the link.
2. Click the box next to the field name. This will add the field description to the query results.

To manually join records:

1. Click the Records tab. The Records window (**Figure 658**) is displayed. This window displays different information depending when the tab is selected. If the tab is selected after the initial search, the window (**Figure 654**) is displayed. If the tab is selected after the Query tab is selected, then (**Figure 658**) is displayed.

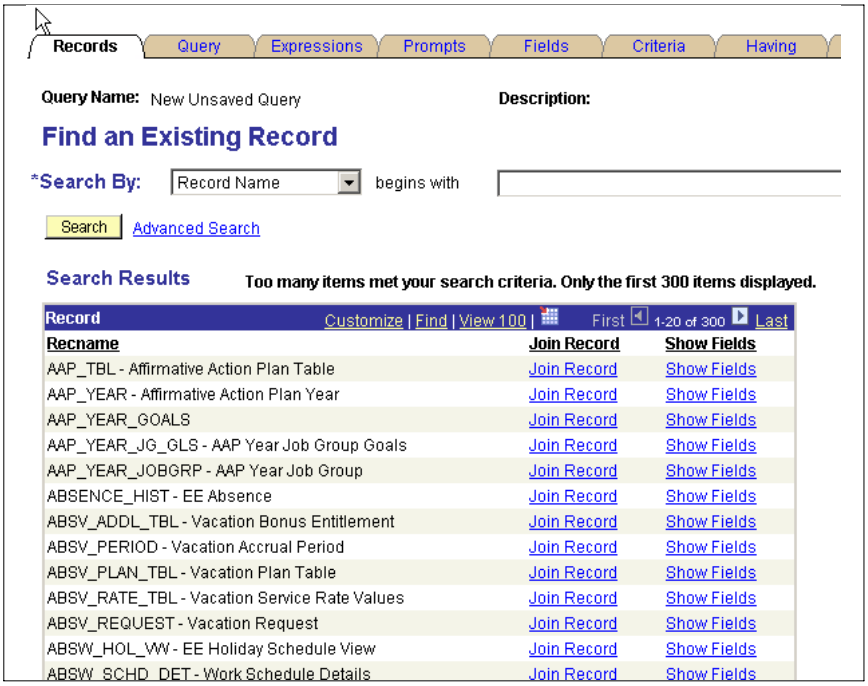


Figure 658. Records window

2. Click the ***Join Record*** link. This will join the record in the query.

When joining more than two records, ***EmpowHR*** will ask to which table you would like to join. Always join with the record containing the main information. Once the table is selected to join, ***EmpowHR*** provides the option to automatic join criteria. Always select the criteria provided. These automatic criteria elements are based upon key fields in each table that is needed to appropriately join the tables. If one of these criteria joins **`Off`**, the query will not run properly.

Saving A Query

Once the records and fields are chosen, the query can be saved. It is recommended to save the queries early and often. Below are some tips for saving queries.

- Queries can be saved from any tab except the ***Records*** and ***Preview*** tabs.
- The query name must be all CAPS.
- Names can be up to 30 characters in length.
- No spaces or special characters are allowed except an underscore.
- It is suggested that initials are used before the query name.
- the Description can also be up to 30 characters in length.
- The **`Query Type`** will almost always be **`User`**.
- Choose **`Public`** or **`Private`** ownership depending on whether other should access the query.
- The **`Query Definition`** field allows for more detailed description or special notes.

1. Click **Save** on the bottom left of the window. The Enter A Name To Save This Query window (**Figure 659**) is displayed.

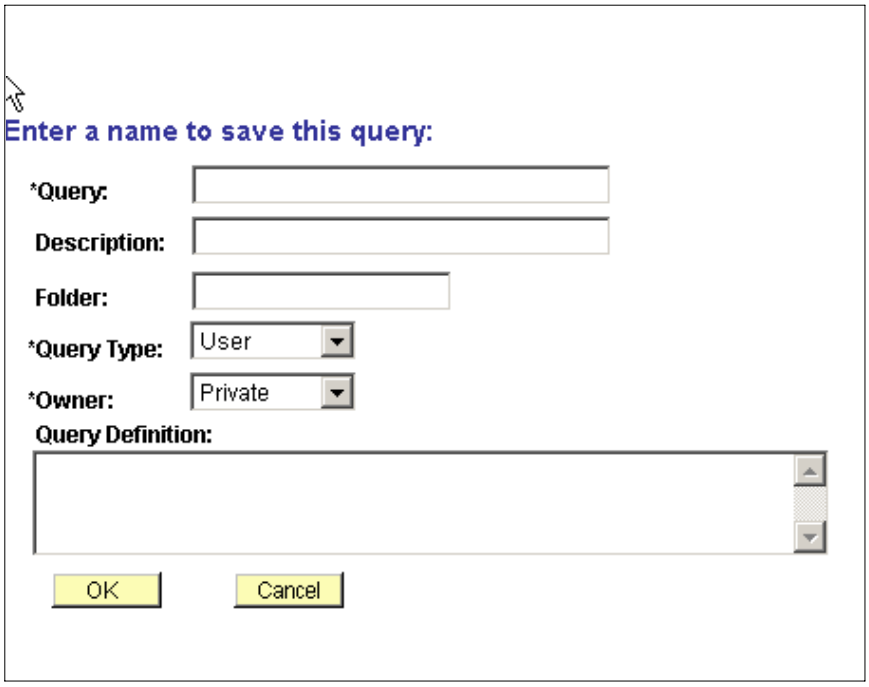


Figure 659. Enter A Name To Save This Query window

2. Complete the fields as follows:

***Query**

Enter the query name.

Decription

Enter description of the query.

Folder

Enter the of the folder where in query will be saved.

***Query Type**

This field defaults to **`User`** and can be changed by selecting data from the drop-down list. The valid values are **`Archive`**, **`Process`**, **`Role`**, and **`User`**.

***Owner**

This field defaults to **`Private`**. The valid values are **`Private`** and **`Public`**.

Query Definition

Enter the definition of the query.

3. Click **OK**.

Working With Fields

At this point the records and fields have been selected and saved.

1. Click the ***Fields*** tab. The Fields window (**Figure 660**) is displayed.

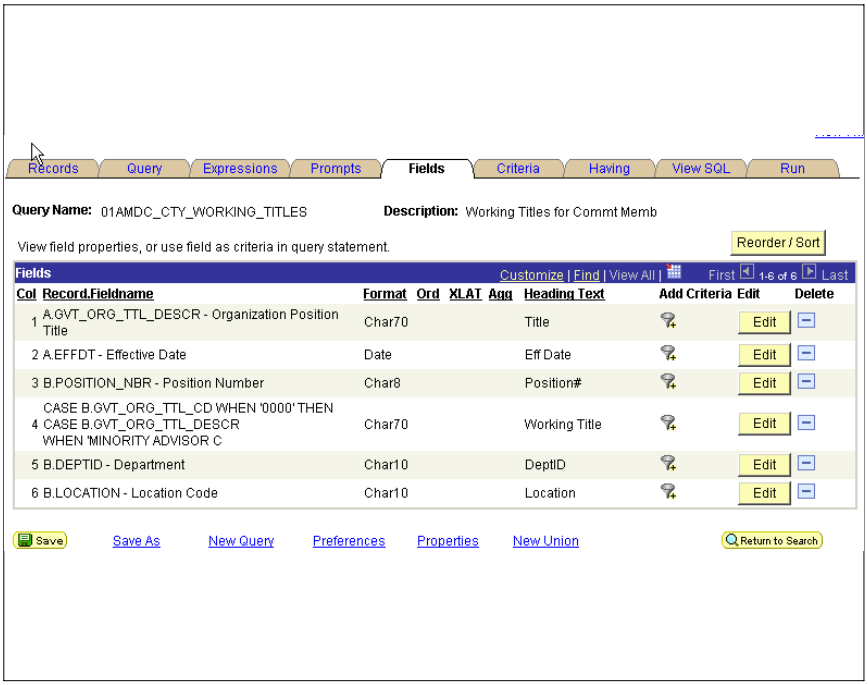


Figure 660. Fields window

EmpowHR identifies each field with a letter preceding the field name. The letter corresponds to the record the field is chosen from. The records are labeled in sequential order according to when the record is chosen. For Example: If the Job records is chosen first, they will be preceded by the letter **A**. The DEPT_TBL is chosen second, so the DESCR field is preceded y a **B**.

2. Click **Reorder/Sort** in the upper right corner of the ***Fields*** window (**Figure 660**) to resort the fields in a different order in the query output. The ***Edit Field Ordering*** window (**Figure 661**) is displayed.

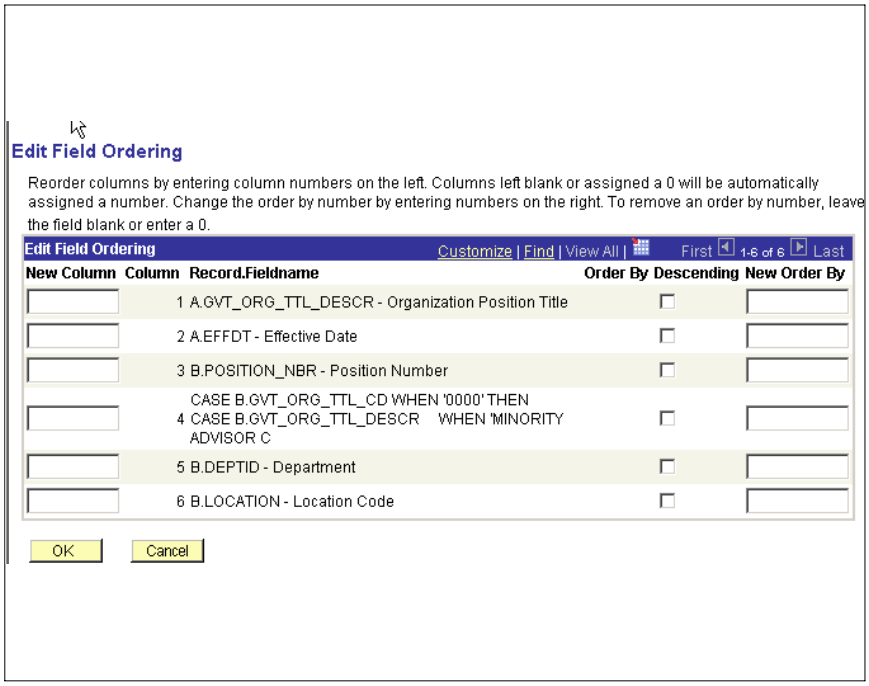


Figure 661. Edit field Ordering window

Reorder columns by entering column numbers on the left. Columns left blank or assigned a **0** will be automatically assigned a number. Change the order by entering numbers on the right. To remove an order by number, leave the field blank or enter a **0**.

3. Complete the fields as follows:

New Column

Enter the sequential numbers in the fields to change the order in whey the fields appear left to right in the query output.

New Order By

Enter the sequential numbers in the fields to change how the data is sorted.

4. Click **Ok** to see the new order of the fields.

Previewing A Query

This option allows the user view the information previously chosen.

1. Click the ***Run*** tab. The Run window (**Figure 662**) is displayed with the information.

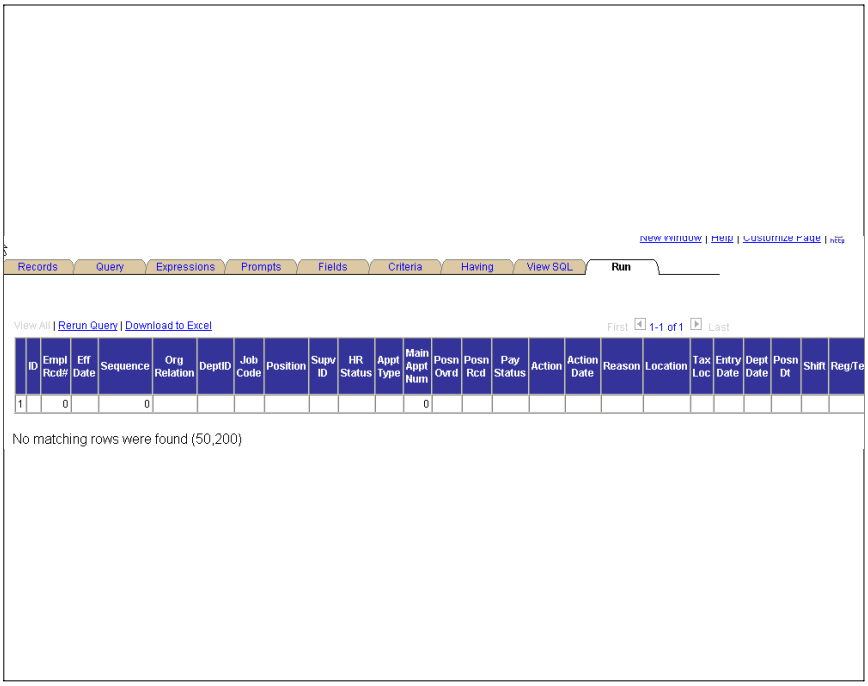


Figure 662. Run window

Adding Criteria

This option allows the user to narrow down the amount of records in the query output and to choose specific types of data needed to add criteria to the query.

1. Click the ***Criteria*** tab. The Criteria window (**Figure 663**) is displayed.

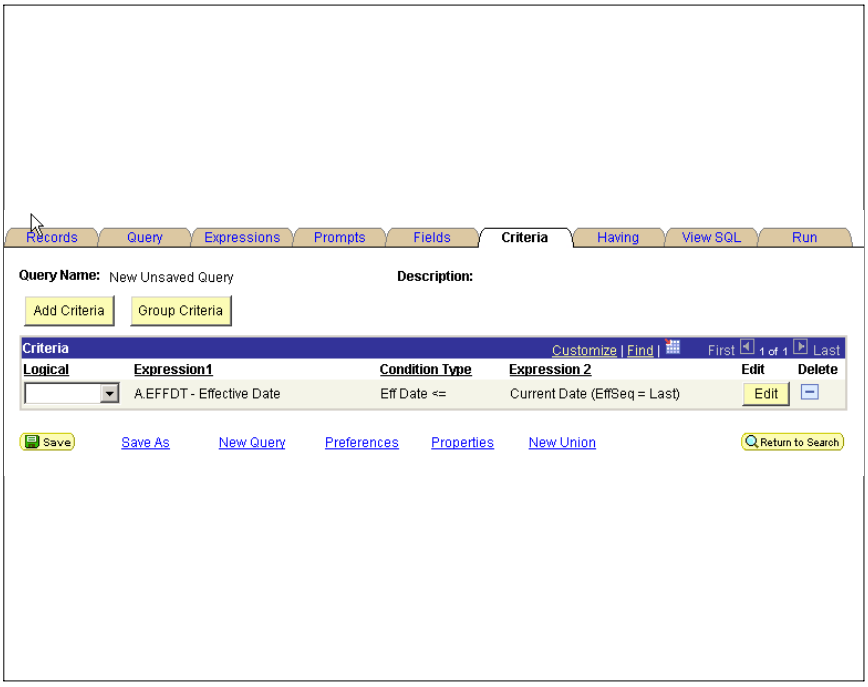


Figure 663. Criteria window

The Criteria window (**Figure 663**)has several criteria elements. ***EmpowHR*** added these elements automatically to the query when the records were joined. These criteria include EFFDT − Effective Date to return the most recent row of data, and automatic table joins for key fields. It is best to leave these criteria elements as they are. The only one that may be changed is the Effective Data, which would allow the expansion of query results.

There are several ways to add criteria to the query. To add criteria to the fields that have been selected, use the Fields window (**Figure 649**).

2. Click the to the right of the field to add the criteria for the report. The Edit Criteria Properties window (**Figure 664**) is displayed.

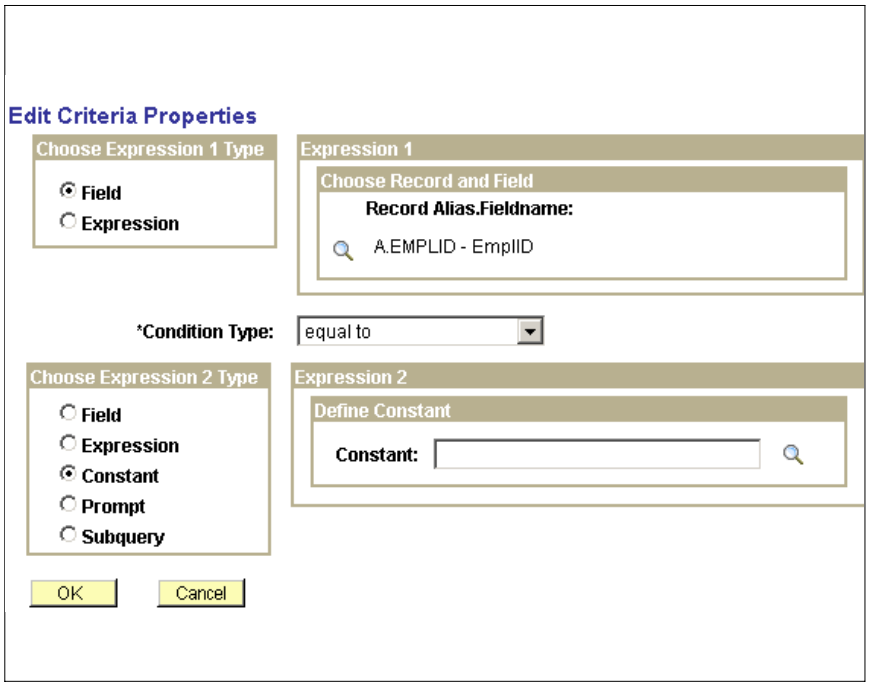


Figure 664. Edit Criteria Properties window

3. Complete the fields as follows:

Choose Expression 1 Type/Field

This field is checked. Uncheck this box if applicable.

Choose Expression 1 Type/Expression

Check this box if applicable

Expression 1 /Choose Record And Field

This field displays the field name selected from the Fields window (**Figure 660**).

Choose Expression 2 Type/Field

This field displays the value that corresponds to the Expression 1 Type.

***Condition Type**

This field defaults to **`Equal To`**. Change if applicable or select data from the drop-down list. The following table describes the available Condition Types for criteria. For each Condition type, Query manager offers a not option that reverses its effect. For example, **`Not Equal To`** returns all rows that **`Equal To`** would not return. The valid values are listed below:

Condition Type Valid Values	When It Returns A Row
Equal To	The value in the selected record field exactly matches the comparison value.
Between	The value in the selected record field falls between two caparison values. The range is inclusive.
Exists	This operator is different from the others, in that it doesn't compare a record field to the comparison value. the comparison value is a subquery. If the subquery returns any data. ***EmpowHR*** returns the corresponding rows.
Greater Than	The value in the record field is greater than the comparison value.
In List	The value in the selected record field matches one of the comparison values in the list.
In Tree	The value in the selected record field appears as a node in a tree created with ***EmpowHR*** Tree Manager. The comparison value for this operator is a tree or branch of a tree for ***EmpowHR*** Query to search.
Is Not Null	
Is Null	The selected record field does not have a value in it. Do not specify a comparison value for this operator. Key fields, required fields, character fields, and numeric fields do not allow null values.
Less Than	The value in the record field is less than the comparison value.
Like	The value in the selected field matches a specified string pattern. the comparison value may be a string hat contains wildcard characters. The wildcard characters that ***EmpowHR*** Query recognizes are **`%`** and _. **`%`** matches any string of zero or more characters. For example, **`C%`** matches any string starting with **`C`**, including **`C`** alone. _matches any single character. For example, _ ones matches any five-character string ending with **`ones`**, such as Jones or Cones. ***EmpowHR*** Query also recognizes any wildcard characters that any database software supports. To use one of the wildcard characters as a literal character(e.g., to include a **`%`** in the string), precede the character with a **`\`**. For example, percent **`\%\`**.

Other Condition Type Valid Values
Not Between
Not Equal To
Not Greater Than
Not In List
Not In Tree
Does Not Exist
Not Less Than
Not Like

Choose Expression 2 Type/Expression

Check this box if applicable.

Choose Expression 2 Type/Constant

This box defaults to checked. Uncheck if applicable.

Choose Expression 2 Type/Prompt

Check this box if applicable.

Choose Expression 2 Type/Subquery

Check this box if applicable.

Expression 2/Define

This field displays the information that corresponds to the Expression Type box that is checked. Enter the applicable information.

Based on the options selected in each field, a new window could appear. Enter applicable information on each window.

4. Click **OK**. The Fields window (**Figure 649**) is displayed.

Other Ways To Add Criteria-Query Tab

1. Click the ***Query*** tab. The Query window (**Figure 648**) is displayed.
2. Click the **+** next to the specific table.
3. Check the box next to the field to add criteria to that field.

4. Click the to the right of the field to add the criteria for the report. The Edit Criteria Properties window (**Figure 664**) is displayed.

Other Ways To Add Criteria-Criteria Tab

1. Click the ***Criteria*** tab. The Criteria window (**Figure 663**) is displayed.
2. Click the search icon in the Expression 1 Choose Record and field group box. The Select A Field window (**Figure 665**) is displayed.

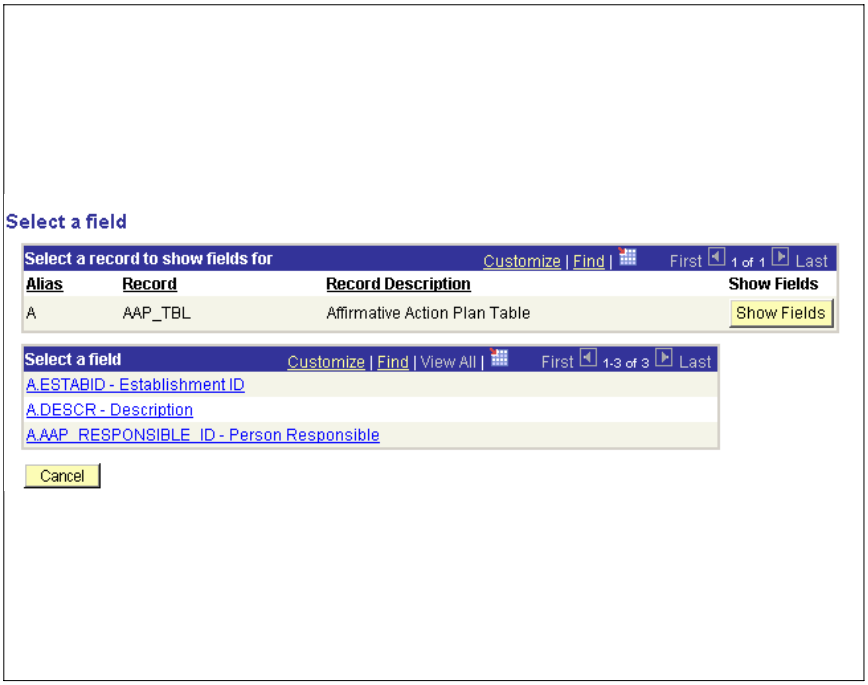


Figure 665. Select A Field window

3. Click **Show Fields** to view the record.
4. Click any link. The Edit Criteria Properties window (**Figure 664**) is displayed.

Removing Criteria

1. Click the ***Criteria*** tab. The Criteria window (**Figure 663**) is displayed.
2. Click the **–**beside the applicable criteria statement to delete.
3. Return to the Fields window (**Figure 649**)for more criteria options.

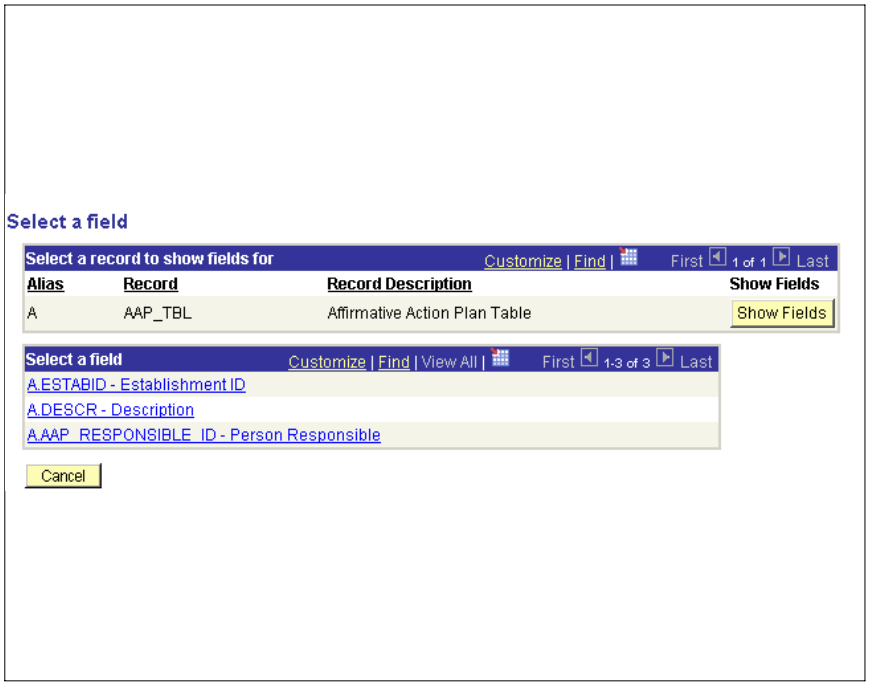


Figure 666. Select A Field window

4. Click **Show Fields** to view the record.
5. Click any link. The Edit Criteria Properties window (**Figure 664**) is displayed.

Using Wildcards

Wildcards are used when the exact value is not known or when the values are too many to search on . The `%` and the _ are the two wildcard symbols.

Working With Prompts

Queries can be designed to prompt for information when they are run. Therefore, the results of the query are narrowed to only the data matching the information entered, rather than data from all records.

To add a Prompt:

1. Click the ***Criteria*** tab. The Criteria window (**Figure 663**) is displayed.
2. Click **Add Criteria**. The Edit Criteria Properties window (**Figure 664**) is displayed.
3. Click the search icon in the **`Expression 1 Choose Record And Field`**. The Select A field window (**Figure 666**) is displayed.
4. Click **Show Fields**. A list of available fields are displayed.
5. Select a field name.
6. Click the drop-down list next to the **`Condition Type`**.

7. Select **`Like`**.

8. In the **`Choose Expression 2 Type`** click the box next to **`Prompt`**. A new prompt field appears. Verify that the value **`Prompt Table`** is in the **`*Edit Type`** field. This allows the look-up of prompt selections.

9. Change the **`*Heading Type`**.

10. Change the **`*Heading Text`**. The Heading Text is the message that will be displayed when prompted.

11. Click **OK** The Edit Criteria Properties window (**Figure 664**) is displayed.

12. Click **OK**. the Criteria window (**Figure 663**) is displayed.

Working With Translate Values

When selecting fields, sometimes it is necessary to join to another record to retrieve the description for that field. For some fields, ***EmpowHR*** includes an **`XLAT`** value that allows the viewing of the descriptive version of the field without going to a separate table.

1. Click the ***Fields*** tab. Notice the column headings above the fields. If the field as a translate value, an **`N`** will appear under the **`XLAT`** column heading.

2. Select **Edit** beside a field name. The Edit Field Properties window (**Figure 667**) is displayed.

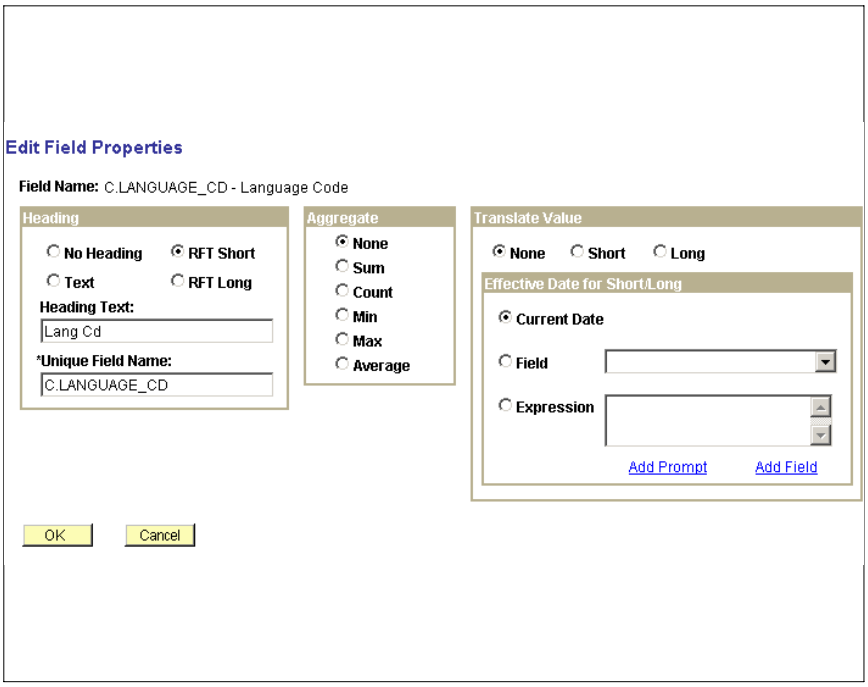


Figure 667. Edit Field Properties window

3. In the **`Translate Value`** this field gives the option for a **`Short`** or **`Long`** description.

4. Click **OK**. The Field window (**Figure 649**) is displayed. Notice that an **L** now appears in the **XLAT** column heading.

Exporting Data

Query Manager allows the export of data to Excel or to a text document in CSV format. Export data from the ***Run*** tab.

1. Click the ***Query Manager*** from the menu and search for the query that has been created. the Query Viewer window (**Figure 668**) is displayed.

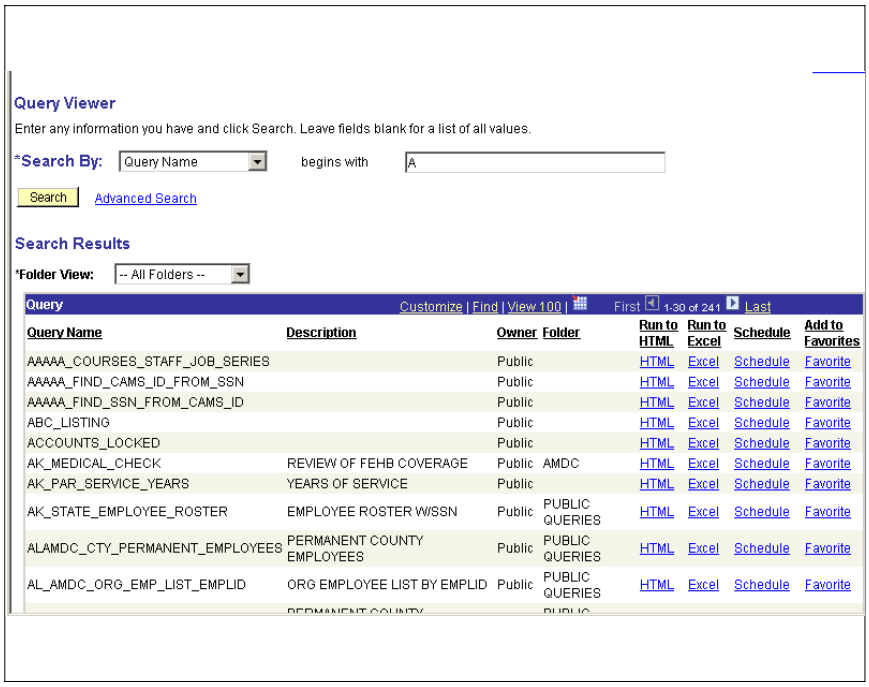


Figure 668. Query Manager window

2. Click the ***Run HTML*** or ***Run Excel*** link without opening the query. Save the query to a file. The ***Save*** pop-up appears.

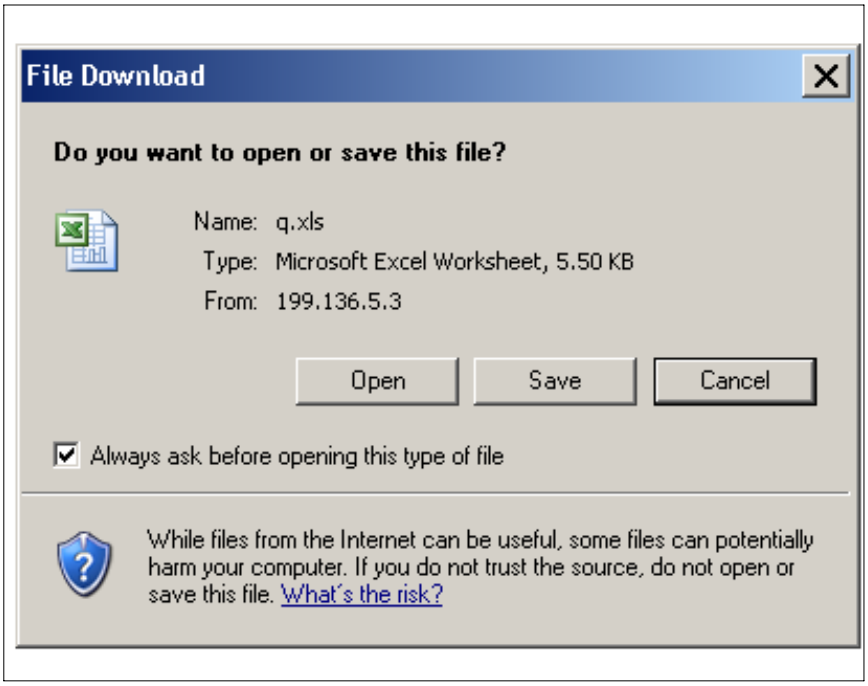


Figure 669. Save pop-up

3. Click **Open** to open the type of select made and view the query.

   OR

   Click **Save** to a file.

   OR

   Click **Cancel** to return to the window.

Query Viewer

This option allows the user to only view and run existing queries.

To view a Query:

1. Click the ***Query Manager*** from the menu to search for the query that has been created. The Query Viewer window (**Figure 670**) is displayed.

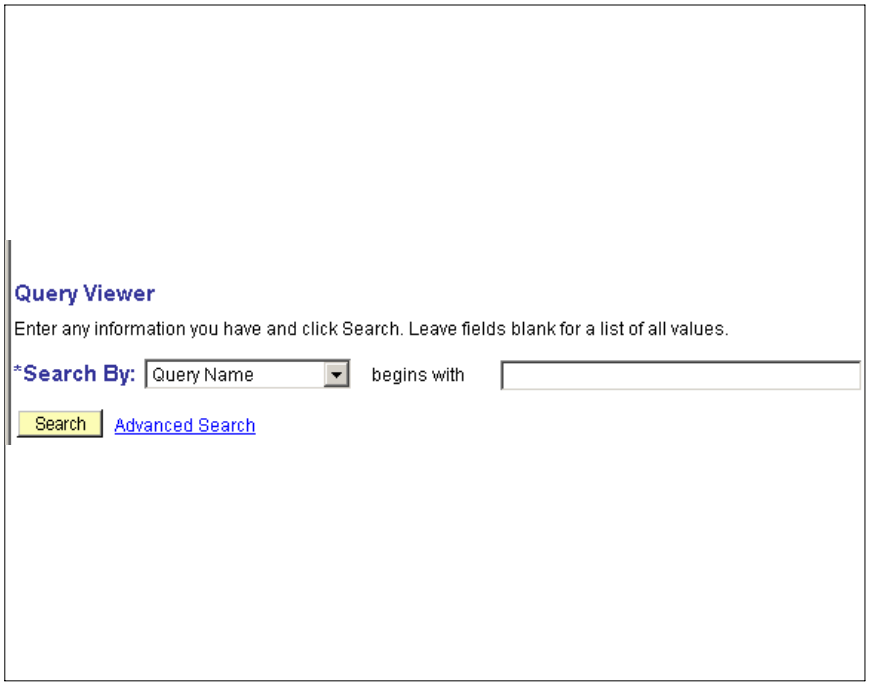


Figure 670. Query Viewer window

2. Complete the fields as follows:

Search By

Select a value to search for a Query or select data from the drop-down list. The valid values are as follows:

Search By Valid Values
Access Group Name
Description
Folder Name
Owner
Query Name
Type
Uses Field Name
Uses Record Name

Begins With

This field corresponds to the search value selected.

3. Click **Search**. The Query Manager window (**Figure 668**) is displayed. For more information on this window refer to Exporting Data in this procedure.

Schedule Query

This option allows the user to schedule a run time for standard queries.

To Schedule a Query:

1. Click the ***Schedule Query*** from the menu and search for the query that has been created. The Schedule Query window (**Figure 671**) is displayed to locate an existing report.

Figure 671. Query Viewer window

2. Complete the fields as follows:

Search By

Select a value to search for a Query or select data from the drop-down list. The valid values are **`Query Name`** and **`Run ID`**.

Begins With

This field corresponds to the search value selected.

3. Click **Search**. The Schedule Query window (**Figure 672**) is displayed.

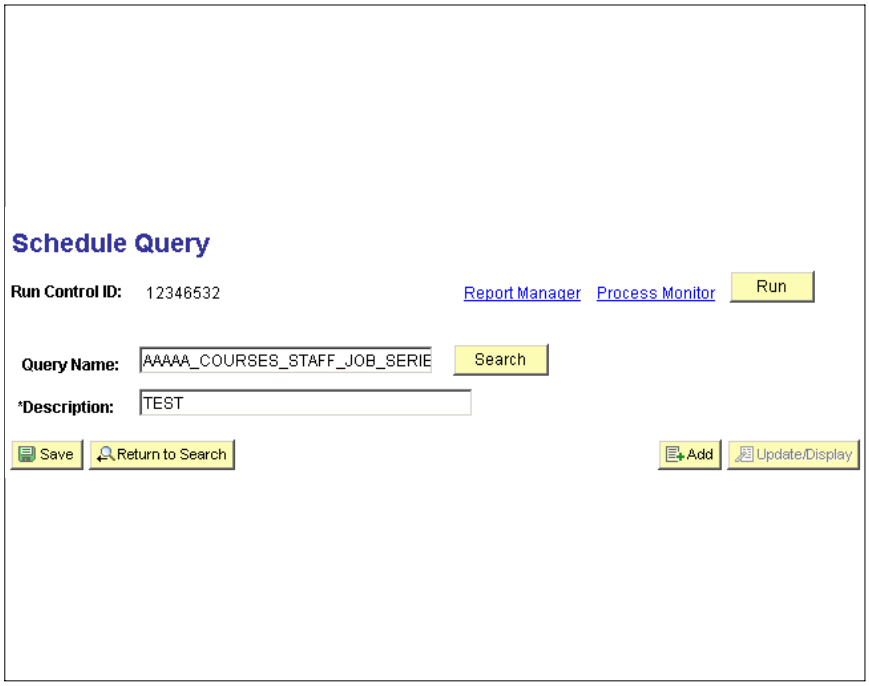


Figure 672. Schedule Query window

4. Complete the fields as follows.

Query Name

This field corresponds to the search name entered.

***Description**

This field is system-generated.

5. Click **Save**.

OR

Click **Return To Search** to search for another query.

OR

Click **Add** to add a query.

OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

HR Reports

When a client or customer decides to use ***EmpowHR***, the agency then decides what modules (functions) to use. This is customized on a client-to-client basis. What a user sees while using ***EmpowHR*** is determined by the agency specifications during the implementation process. One of ***EmpowHR***'s components is HR Reporting. ***EmpowHR*** supplies a group of standard reports to help review the entries created in the various modules.

HR Reporting is available within ***EmpowHR***. The following are the reporting options available:

- Run an existing query.
- Create/build a basic query.
- Run a basic query.
- Add criteria to your 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.

The reports that are available on the HR Reports menu are listed below:

NFC Reconciliation Report

PAR Error Messages

PAR Error Messages (HD)

Personnel Action History Rpt

Temporary Employees Report

Years of Service Report

Emergency Contacts Report

Departmental Salaries Report

WGI Due Report

Retirement Eligibility Report

Perf Appraisals Given Report

Perf Appraisals Due Report

Position Number Listing

Retire Eligibility Report

Reports To List

Vacant Position Report

AMDC NFC *EmpowHR* Posn Crswlk

OF8 Report USF

PMSO Error Messages

PMSO Error Messages (HD)

POI Report

Payroll Doc Error Messages

Payroll Doc Error Msg (HRD)

New Hires

NFC Reconciliation Report

To add or modify data for the NFC Reconciliation Report:

1. Select ***HR Reports*** from the ***EmpowHR*** menu.

2. Select ***NFC Reconciliation*** from the HR Reports drop-down list. The NFC Reconciliation Report window (**Figure 673**) is displayed to locate an existing report.

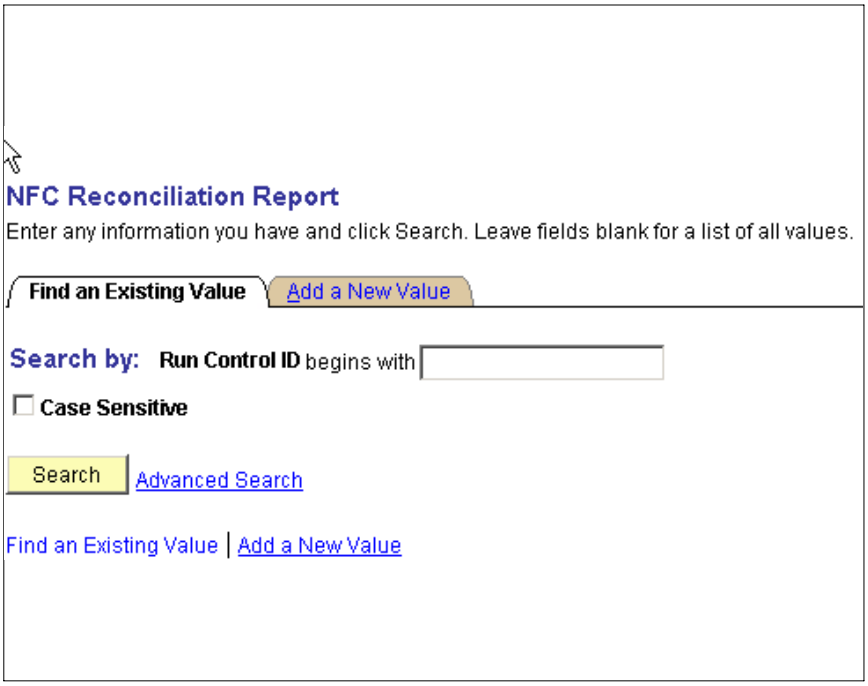


Figure 673. NFC Reconciliation Report window

3. Complete the fields as follows.

Search By: Run Control ID Begins With

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

Case Sensitive

Check this box if the search information entered should be case sensitive.

4. Click **Search**. The NFC Reconciliation window (**Figure 675**) is displayed.

OR

Click ***Add A New Value***. The NFC Reconciliation Report window (**Figure 674**) is displayed to add a new report.

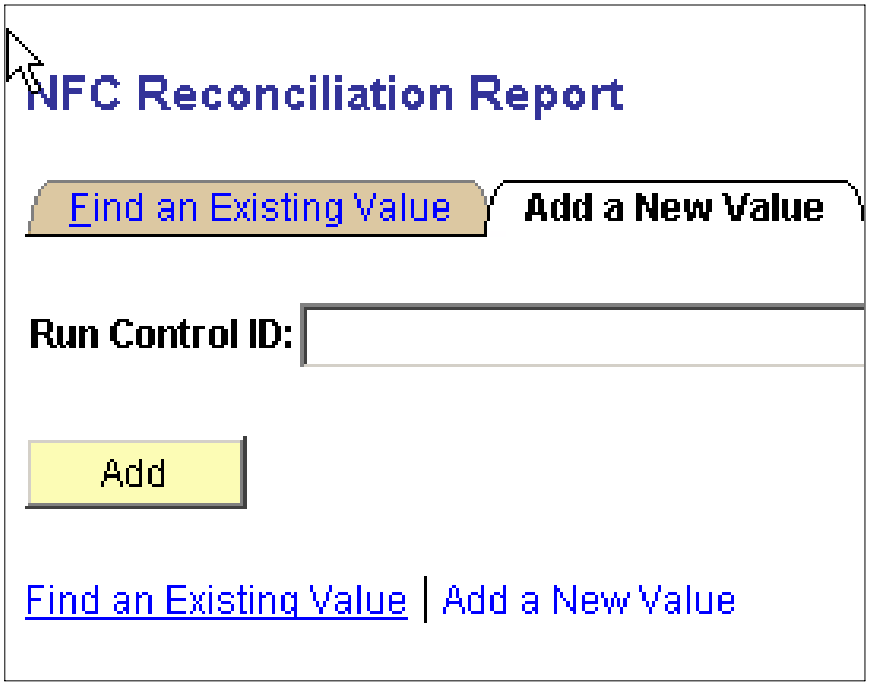


Figure 674. NFC Reconciliation Report window

5. Complete the fields as follows.

Run Control ID

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

6. Click **Add**. The NFC Reconciliation window (**Figure 675**) is displayed.

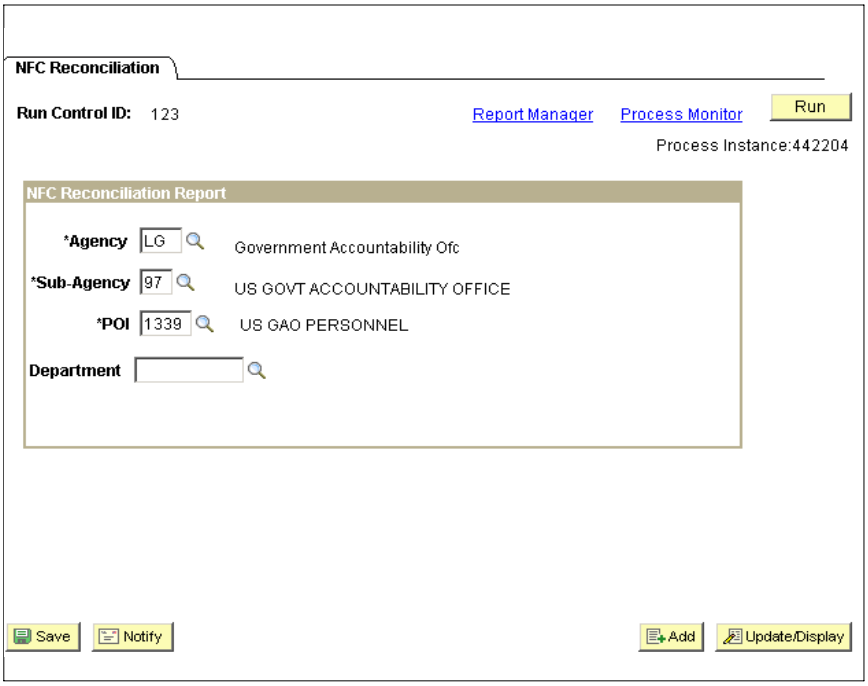


Figure 675. NFC Reconciliation window

7. Complete the fields as follows.

Run Control ID

This field is system-generated from the NFC Reconciliation Report window (**Figure 673**) or (**Figure 674**).

***Agency**

Enter the 2-position agency (alpha/numeric department code) for the report or search for data by clicking the search icon.

***Sub Agency**

Enter the 2-position sub agency (alpha numeric agency code) or search for data by clicking the search icon.

***POI**

Enter the 4-position personnel office identifier 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 window (**Figure 676**) is displayed.

Figure 676. Look Up Department window

8. Complete the fields as follows.

Search By:

Enter the applicable information or select data from the drop-down list. The valid values are listed below.

Search By Values
Description
Department
Org Structure Code 2nd Level
Org Structure Code 3rd Level
Org Structure Code 4th Level
Org Structure Code 5th Level

Begins With

Enter the applicable information.

9. Click **Look Up** to access a list of values for the Search By value selected. Select the applicable value. This value will apply to the Department field on the NFC Reconciliation window (**Figure 675**).

OR

Click **Cancel**. The NFC Reconciliation window (**Figure 675**) is displayed with no values in the Department field.

10. Click **Save**.

OR

Click **Return To Search** to search for another query.

OR

Click **Update/Display** to update the display.

OR

Click **Add** to add a query.

OR

Click **Report Manager**. For more information on this topic refer toReport Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

PAR Error Messages

To view and correct PAR Error Messages:

1. Select ***HR Reports*** from the menu.
2. Select ***PAR Error Messages*** from the HR Reports drop-down menu. The PAR Error Messages window (**Figure 677**) is displayed to locate an existing report.

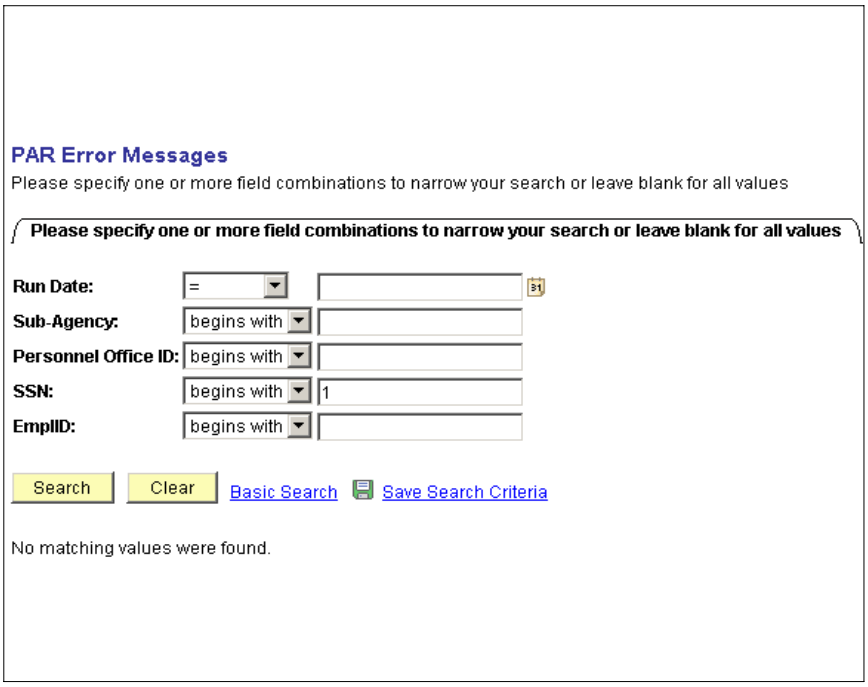


Figure 677. PAR Error Mesages window

3. Complete the fields as follows:

Run Date

Enter the run date of the report or select a date from the calendar icon.

Sub Agency

Enter the applicable information.

Personnel Office ID

Enter the POI.

SSN

Enter the full social security number.

EmplID

Enter the employee ID.

4. Click **Search**. The PAR Error Messages window (**Figure 678**) is displayed. The window reflects the transaction(s) an **`Unapplied`** status.

   OR

   Click **Clear**. Enter new criteria.

Figure 678. PAR Error Messages window

5. Click **Return To Search**. The PAR Error Messages window (**Figure 677**) is displayed.

Click **Previous In List**. If this is the first transaction in the list, this option will not be available.

OR

Click **Next In List**. This option will only be available if there is more than one transaction in the list.

OR

Click **Include History**. This option will include the PAR history for the transaction.

OR

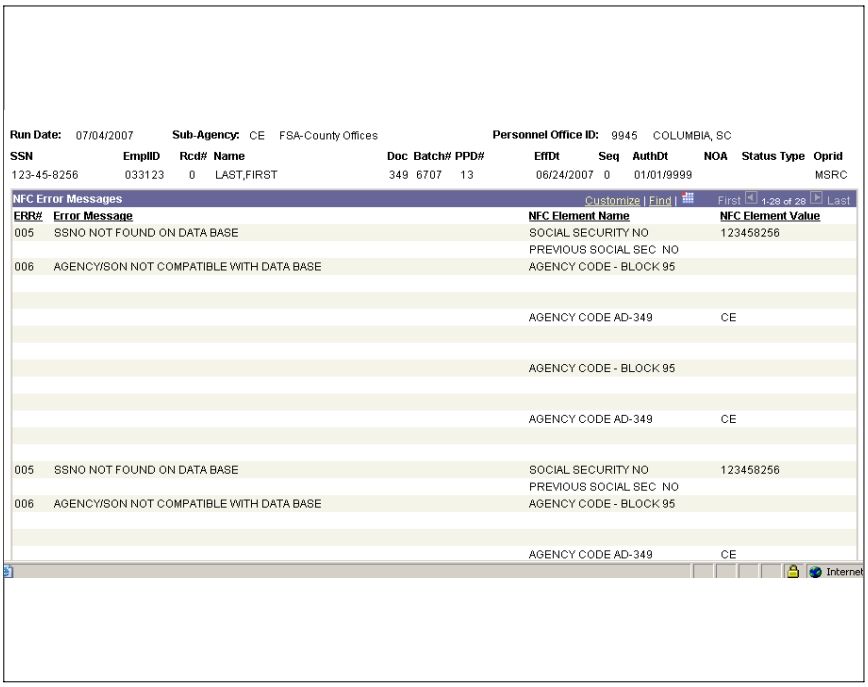
Click **Correct History**. This option will allow the correction of history if the history was included.

OR

Click **Print PAR Error**. This option will allow the printing of the PAR errors.

OR

6. Click **View Errors**. The View PAR Error Messages window (**Figure 679**) is displayed. This option is to view the errors on the selected transaction.



Run Date: 07/04/2007 Sub-Agency: CE FSA-County Offices Personnel Office ID: 9945 COLUMBIA, SC

SSN	EmplID	Rcd#	Name	Doc	Batch#	PPD#	EffDt	Seq	AuthDt	NOA	Status Type	Oprid
123-45-8256	033123	0	LAST,FIRST	349	6707	13	06/24/2007	0	01/01/9999			MSRC

NFC Error Messages Customize | Find | First 1-28 of 28 Last

ERR#	Error Message	NFC Element Name	NFC Element Value
005	SSNO NOT FOUND ON DATA BASE	SOCIAL SECURITY NO	123458256
		PREVIOUS SOCIAL SEC NO	
006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE
		AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE
005	SSNO NOT FOUND ON DATA BASE	SOCIAL SECURITY NO	123458256
		PREVIOUS SOCIAL SEC NO	
006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE

Figure 679. View PAR Error Messages

7. Click the **Back** button to return to the PAR Error Message window (**Figure 679**).

8. Select **Edit** on the PAR Error Messages window (**Figure 678**) to view the detailed transaction for the selected record. The selected record could be a Personnel Action or a Payroll Action.

9. Select the **Delete Error Message** on the PAR Error Messages window (**Figure 678**) and the error message pop-up (**Figure680**) is displayed.

Figure 680. Delete Error Message pop-up

10. Click **Yes** to delete the error message.

    OR

    Click **No−Do Not Delete** to retain the error message. The PAR Error Messages window (**Figure 678**) is displayed

    OR

    Click **Return to Search**. The PAR Error Messages window (**Figure 677**) is displayed.

    OR

    Click **Next in List** to select the next transaction in the list.

PAR Error Messages (HD)

To view or correct PAR Error Messages (HD) :

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

2. Select ***PAR Error Messages (HD)*** from the HR Reports drop-down menu. The PAR Error Messages (HD) window (**Figure 681**) is displayed to locate an existing report.

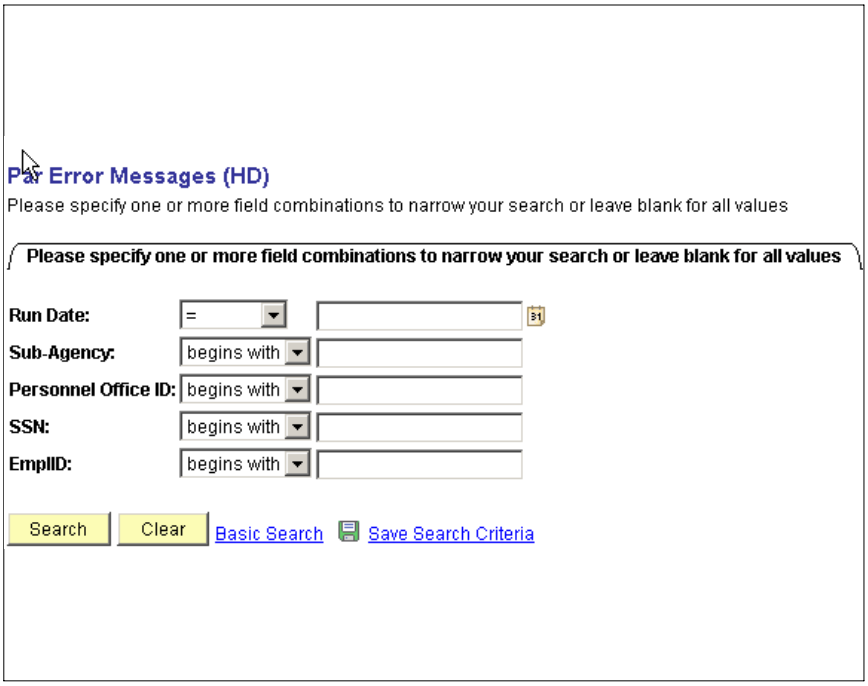


Figure 681. PAR Error Messages (HD) window

3. Complete the fields as follows:

Run Date

Enter the run date of the report or select a date from the calendar icon.

Sub Agency

Enter the applicable information.

Personnel Office ID

Enter the POI.

SSN

Enter the full social security number.

EmplID

Enter the employee ID.

4. Click **Search**. The PAR Error Messages window (**Figure 682**) is displayed. The window reflects the transaction(s) an **`Unapplied`** status.

OR

Click **Clear** to enter new criteria.

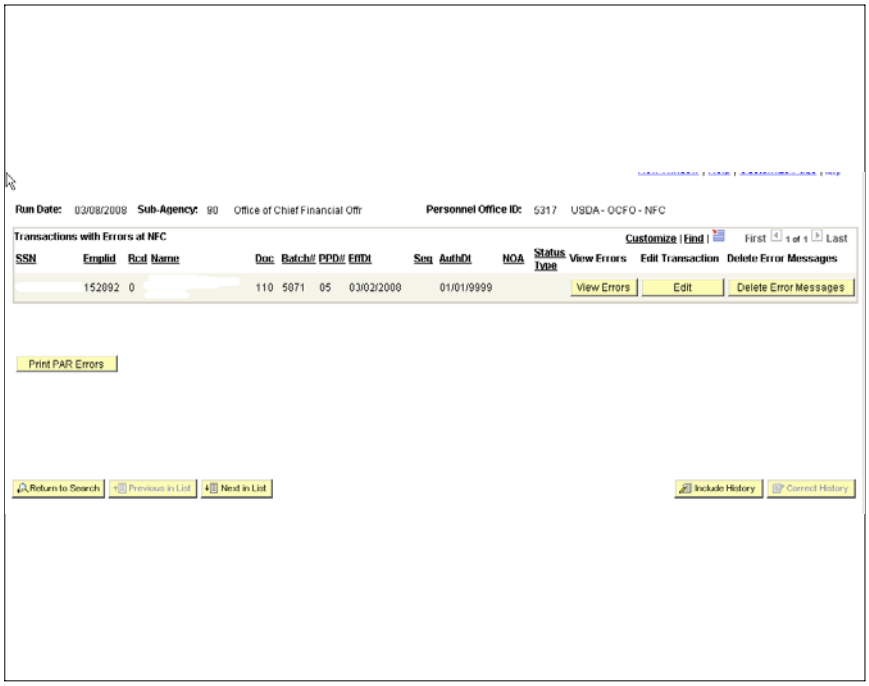


Figure 682. PAR Error Messages window

5. Click **Return To Search**. The PAR Error Messages window (**Figure 681**) is displayed.

   Click **Previous In List**. If this is the first transaction in the list, this option will not be available.

   OR

   Click **Next In List**. This option will only be available if there is more than one transaction in the list.

   OR

   Click **Include History**. This option will include the PAR history for the transaction.

   OR

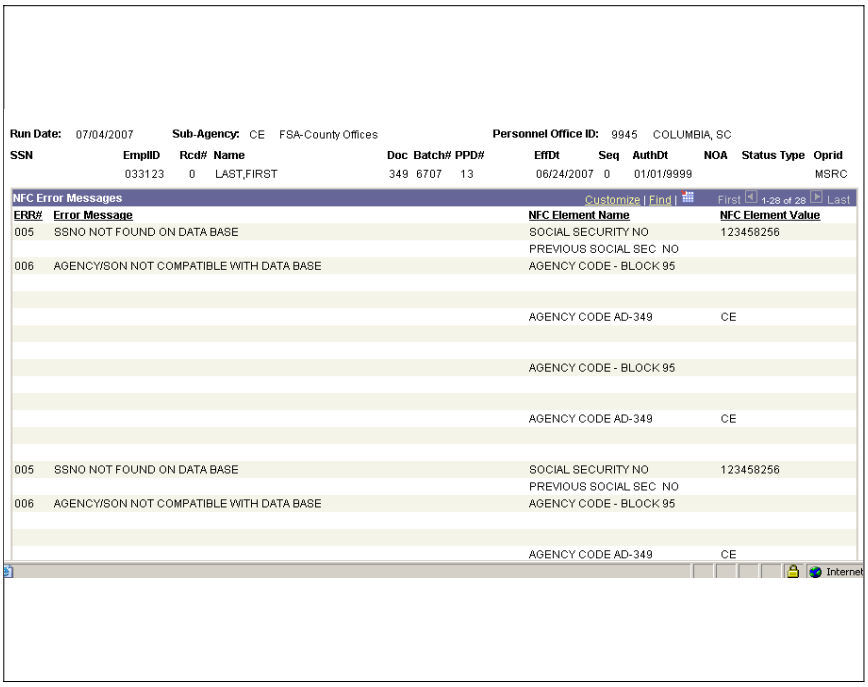
   Click **Correct History**. This option will allow the correction of history if the history was included.

   OR

   Click **Print PAR Error**. This option will allow the printing of the PAR errors.

   OR

6. Click **View Errors**. The View Par Error Messages window (**Figure 683**) is displayed. This option is to view the errors on the selected transaction.



Run Date: 07/04/2007 Sub-Agency: CE FSA-County Offices Personnel Office ID: 9945 COLUMBIA, SC

SSN	EmplID	Rcd#	Name	Doc	Batch#	PPD#	EffDt	Seq	AuthDt	NOA	Status Type	Oprid
	033123	0	LAST,FIRST	349	6707	13	06/24/2007	0	01/01/9999			MSRC

NFC Error Messages Customize | Find | First 1-28 of 28 Last

ERR#	Error Message	NFC Element Name	NFC Element Value
005	SSNO NOT FOUND ON DATA BASE	SOCIAL SECURITY NO	123458256
		PREVIOUS SOCIAL SEC NO	
006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE
		AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE
005	SSNO NOT FOUND ON DATA BASE	SOCIAL SECURITY NO	123458256
		PREVIOUS SOCIAL SEC NO	
006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE

Internet

Figure 683. View PAR Error Messages

7. Click the **Back** button to return to the PAR Error Message window (**Figure 682**).

8. Select **Edit** on the PAR Error Messages window (**Figure 682**) to view the detailed transaction for the selected record. The selected record could be a Personnel Action or a Payroll Action.

9. Select the **Delete Error Message** on the PAR Error Messages window (**Figure 682**) and the error message pop-up (**Figure 684**) appears.

Figure 684. Delete Error Message pop-up

10. Click **Yes** to delete the error message.

    OR

    Click **No–Do Not Delete** to retain the error message. The PAR Error Messages window (**Figure 682**) is displayed.

    OR

    Click **Return to Search**. The PAR Error Messages (HD) window (**Figure 681**) is displayed.

    OR

    Click **Next In List** to select the next transaction in the list.

Personnel Action History Rpt

The search option is available to retrieve the line data, however, the key command buttons are not available for use.

To access the Personnel Action History Rpt:

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

2. Select ***Personnel Action History Rpt*** from the HR Reports drop-down menu. The Personnel History Report window (**Figure 685**) is displayed to locate a report that has been created.

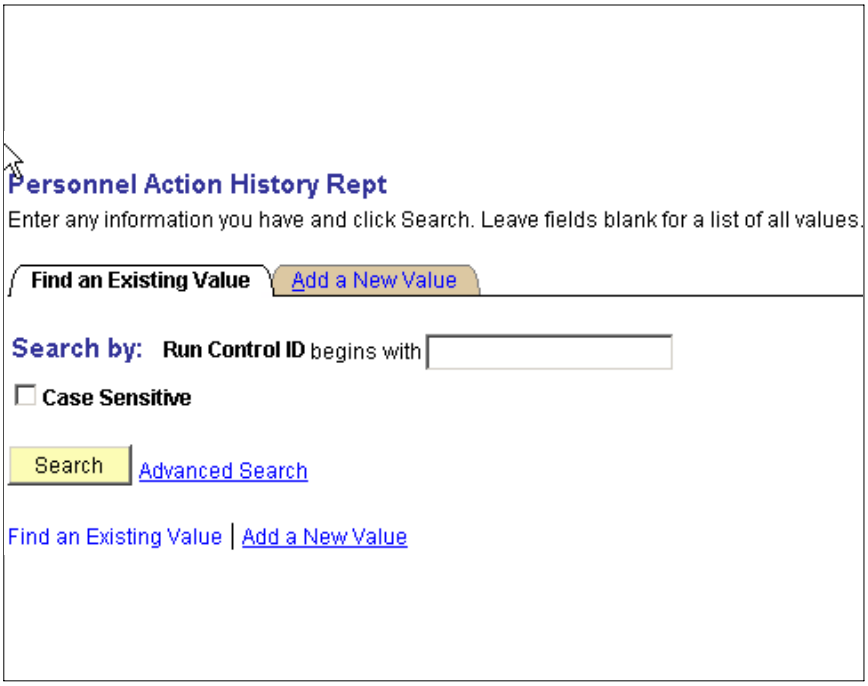


Figure 685. Personnel Action History Rept window

3. Complete the fields as follows:

Search By: Run Control ID

The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.

Case Sensitive

Check this box if th e search on the Run Control ID is case sensitive.

4. Click **Search**. The Action History Report window (**Figure 687**) is displayed.

OR

Click **Add A New Value**. The Personnel Action History Rept window (**Figure 686**) is displayed to add a new report.

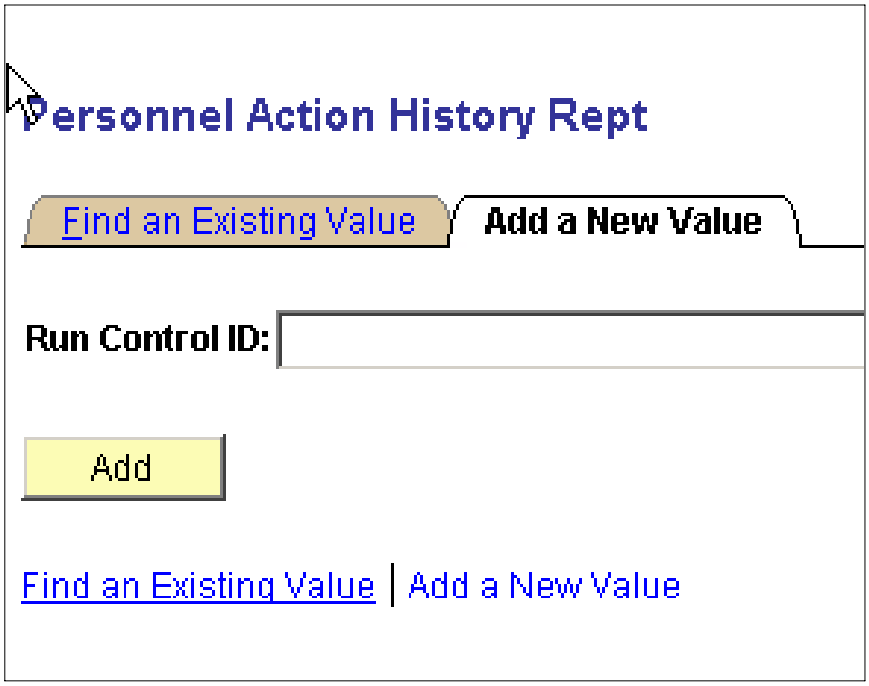


Figure 686. Personnel Action History Rept window

5. Click **Add**. The Action History Report window (**Figure 687**) is displayed.

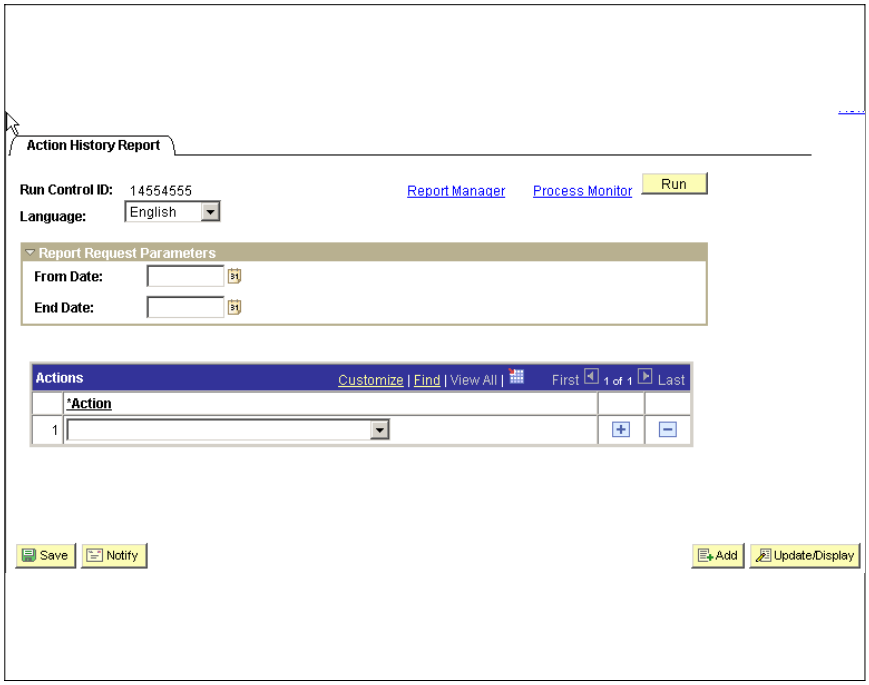


Figure 687. Action History Report window

6. Complete the fields as follows:

Language

This field defaults to **`English`**. To change, select data from the drop-down list. Valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

From Date

Enter the from run date or select a date from the calendar icon.

End Date

Enter the run end date or select a date from the calendar icon.

***Action**

Select the type of action to be included in the report from the drop-down list.

7. Click **Save**.

OR

8. Click **Return To Search**. The Personnel Action History Report window (**Figure 685**) is displayed.

OR

9. Click **Notify** to send an email to a person in the workflow.

OR

10. Click **Add** to add another report.

OR

11. Click **Update/Display** to update the entry.

Temporary Employees Report

To access the Temporary Employees Report:

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

2. Select ***Temporary Employees Report*** from the HR Reports Drop-down menu. The Temporary Employees Report window (**Figure 688**) is displayed.

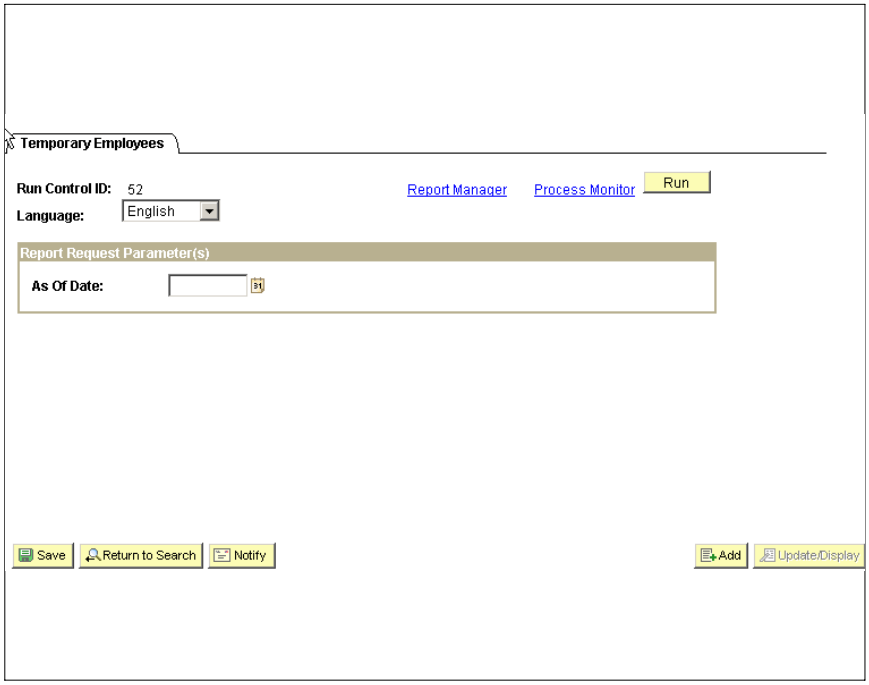


Figure 688. Temporary Employees window

3. Complete the fields as follows:

Language

This field defaults to **`English`**. To change select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Kariean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date

Enter the date of the report or select a date from the calendar icon.

4. Click **Save**.

OR

Click **Return To Search** to search for another report. The Temporary Employees window (**Figure 688**) is displayed.

OR

Click **Update/Display** to update the display.

OR

Click **Add** to add a report.

OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

Years Of Service Report

To access the Years In Service Report:

1. Select ***HR Reports*** from the menu.
2. Select ***Years Of Service Report*** from the HR Reports drop-down menu. The Years In Service Report window (**Figure 689**) is displayed.

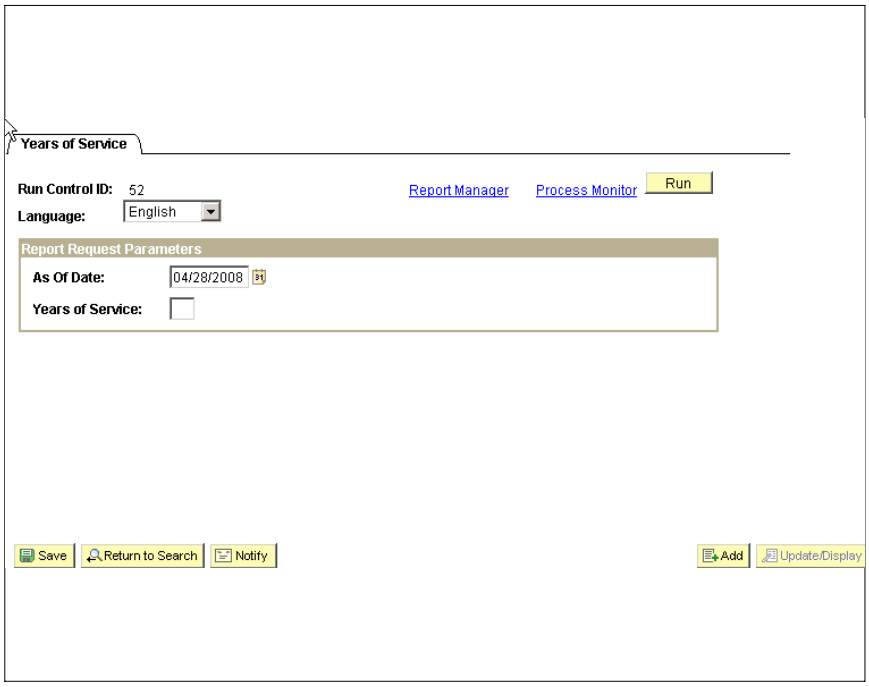


Figure 689. Years Of Service Report window

3. Complete the fields as follows:

Language

This field defaults to **`English`**. To change, select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech

Language Values
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Kariean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

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.

4. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Update/Display** to update the display.

   OR

   Click **Add** to add a report.

   OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

Emergency Contacts Report

To add or modify the Emergency Contacts Report:

1. Select ***HR Reports*** from the menu.
2. Select ***Emergency Contacts Report*** from the HR Reports drop-down menu. the Emergency Contact Report window (**Figure 690**) is displayed.

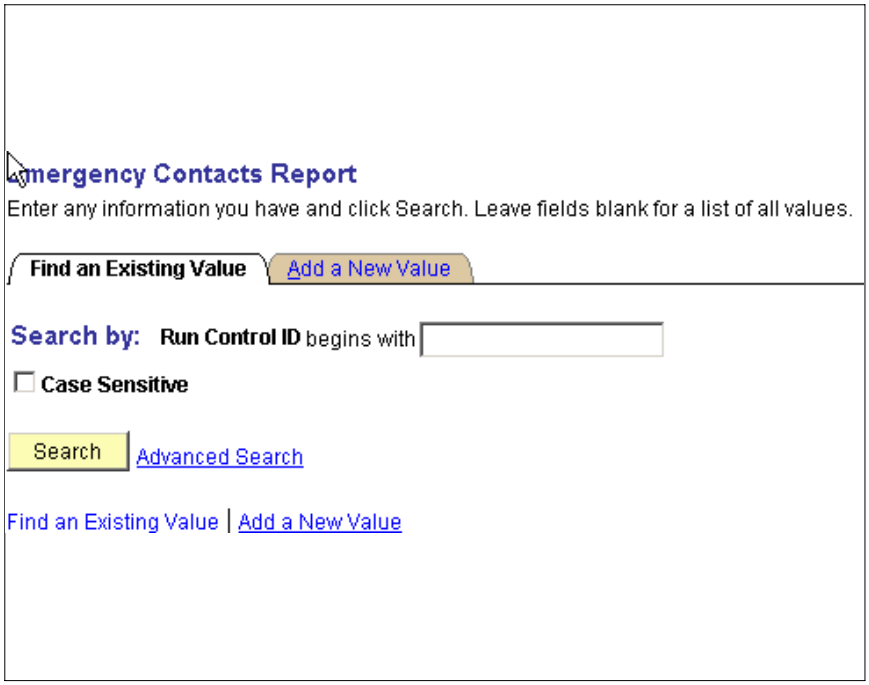


Figure 690. Emergency Contacts Report window

3. Complete the fields as follows:

Search By: Run Control ID

The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.

Case Sensitive

Click this box if the information used to search is case sensitive.

4. Click **Search**. The Emergency Contacts window (**Figure 692**) is displayed.

OR

Click **Add A New Value**. The Emergency Contacts Report window (**Figure 691**) is displayed to add a new report.

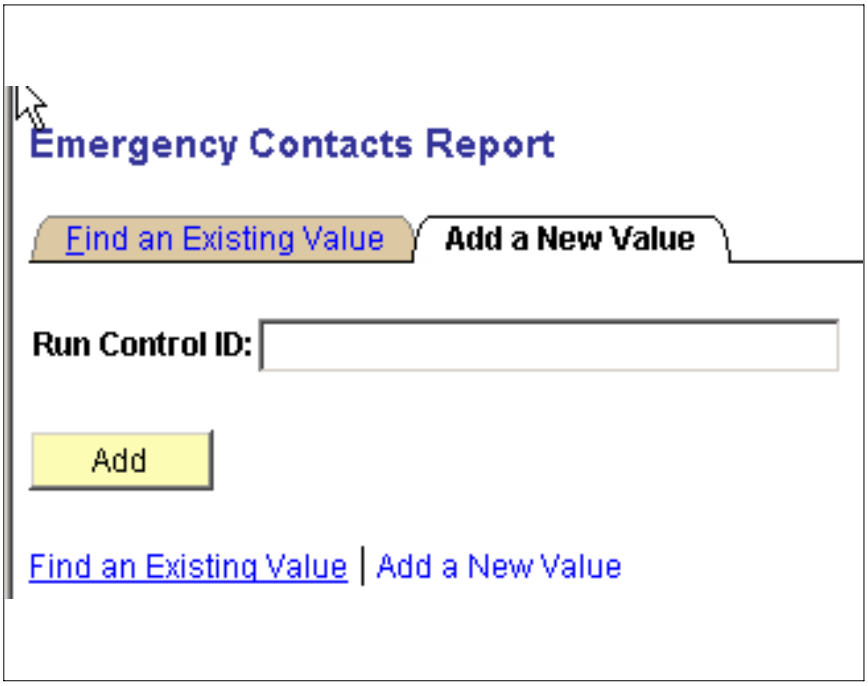


Figure 691. Emergency Contact Report window

5. Click **Add**. The Emergency Contacts window (**Figure 692**) is displayed.

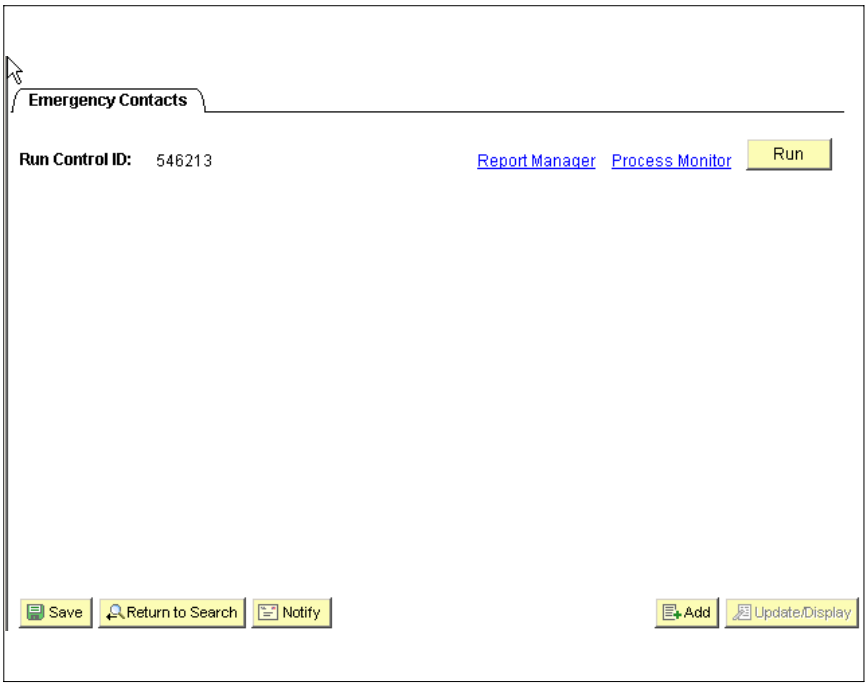


Figure 692. Emergency Contacts window

6. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Add** to add a report.

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

   Click **Run**. For more information on this topic refer to Run of this manual.

Departmental Salaries Report

To view or modify the Departmental Salaries Report:

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

2. Select ***Departmental Salaries Report*** from the HR Reports drop-down menu. The Departmental Salaries Report window (**Figure 693**) is displayed to locate an existing report.

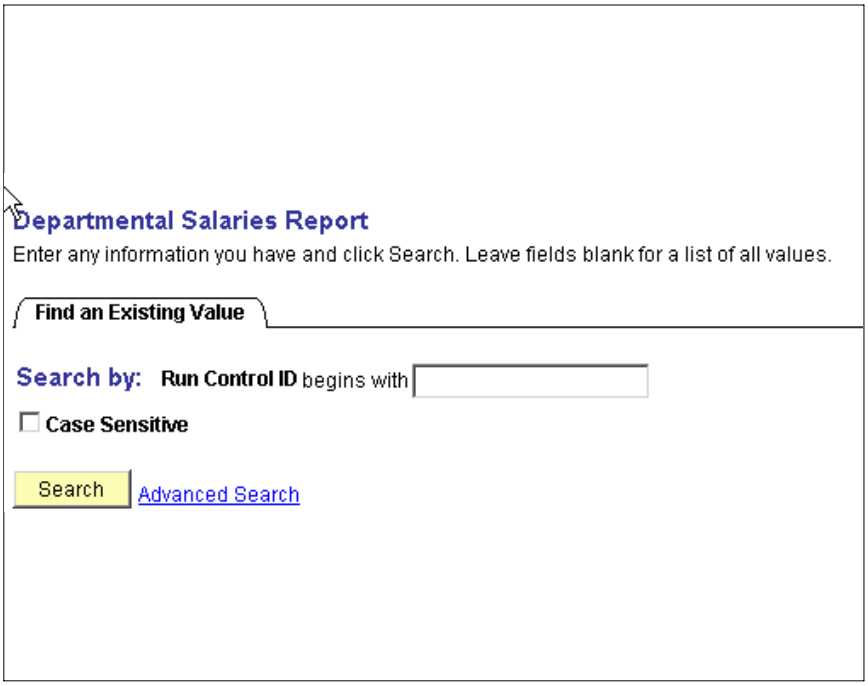


Figure 693. Emergency Contacts Report window

3. Complete the fields as follows:

Search By: Run Control ID

The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.

Case Sensitive

Click this box if the information used to search is case sensitive.

4. Click **Search**. The Prcsruncntl window (**Figure 694**) is displayed.

Figure 694. Prcsruncntl window

5. Click **Save**.

   OR

   Click **Return To Search** to search for another query.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Add** to add a query.

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

   Click **Run**. For more information on this topic refer to Run of this manual.

WGI Due Report

To view or modify the WIG Report:

1. Select ***HR Reports*** from the menu.
2. Select ***WIG Due Report*** from the HR Reports drop-down menu. The Runctl Fromthru window (**Figure 695**) is displayed

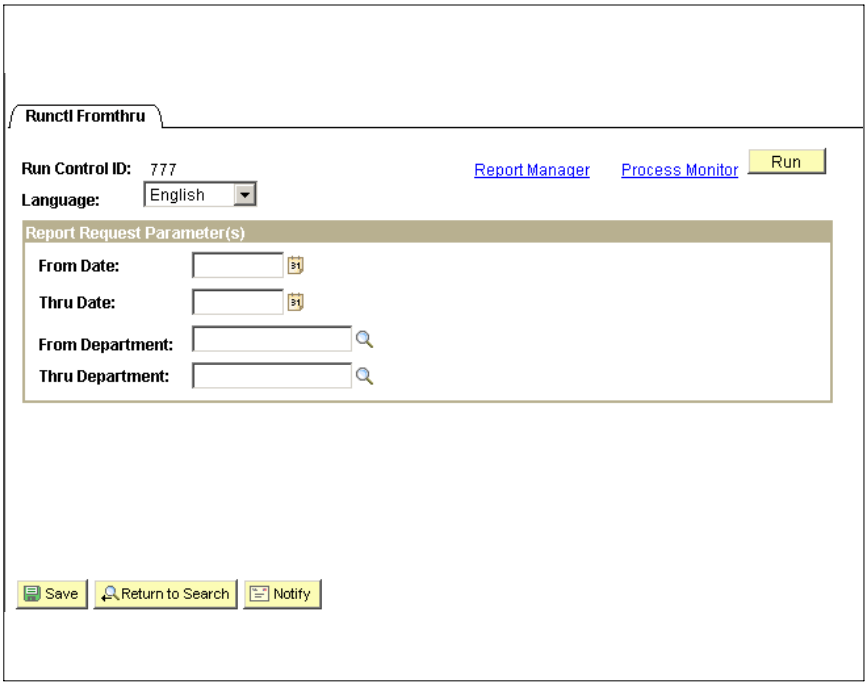


Figure 695. Runcntl Fromthru window

3. Complete the fields as follows:

Language

This field defaults to **`English`**. To change select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

From Date

Enter the from run date or select a date from the calendar icon.

Thru Date

Enter the run through date or select a date from the calendar icon.

From Dept

Select a from department or select data by clicking on the search icon.

Thru Dept

Select a through department or select data by clicking on the search icon.

4. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

   Click **Run**. For more information on this topic refer to Run of this manual.

Retirement Eligibility Report

To view or modify the Retirement Eligibility Report:

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

2. Select ***Retirement Eligibility Report*** from the HR Reports drop-down menu. The Retirement Eligibility Report window (**Figure 696**) is displayed to locate an existing report.

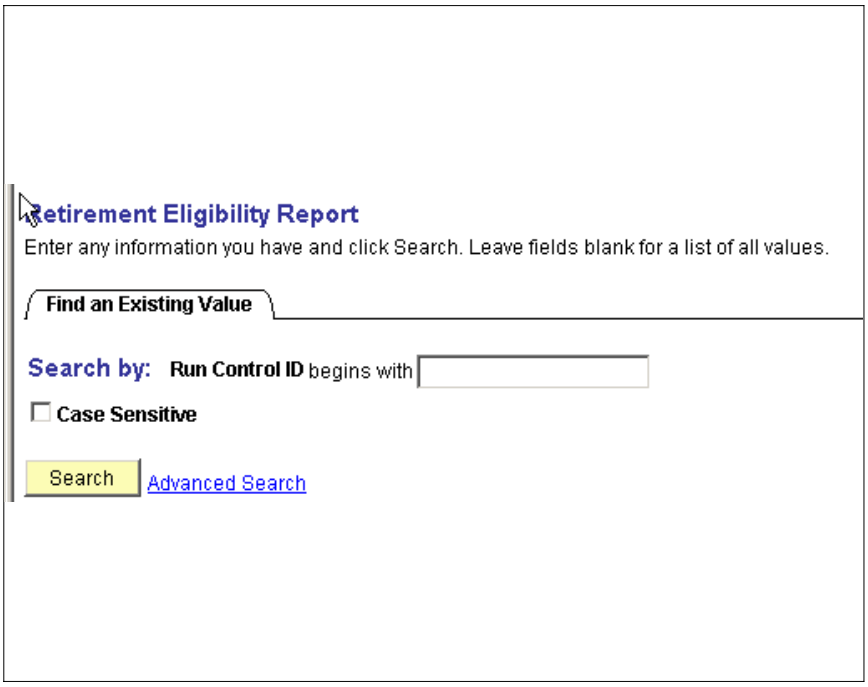


Figure 696. Retirement Eligibility Report window

3. Complete the fields as follows:

Search By: Run Control ID/Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.

Case Sensitive

Click this box if the information used to search is case sensitive.

4. Click **Search**. The Runctl Asofdate window (**Figure 697**) is displayed.

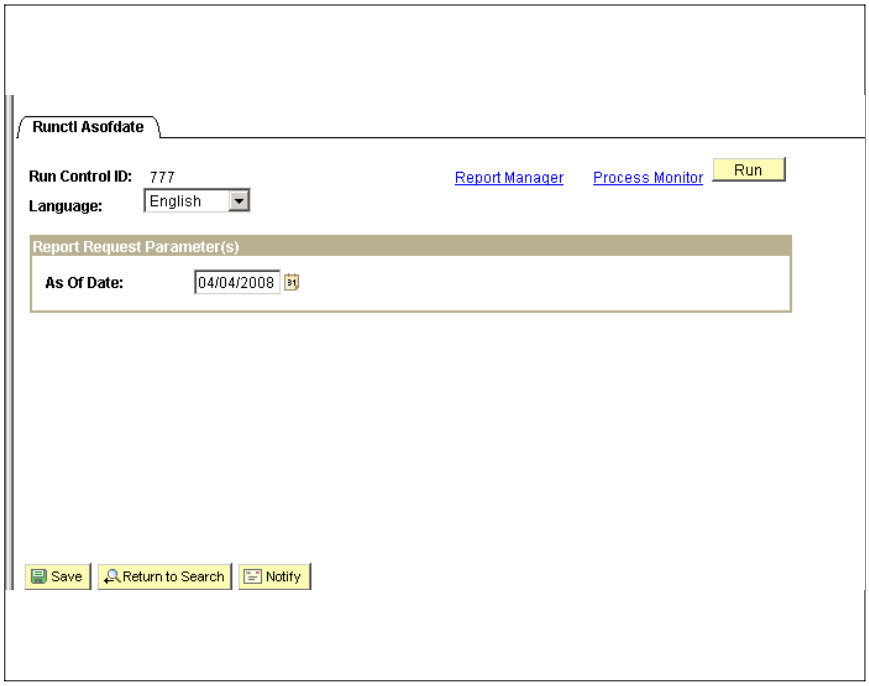


Figure 697. Runctl Asoldate window

5. Complete the fields as follows:

Language

This field defaults to **`English`**. To change select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date

Enter the as of date for the report or select a date from the calendar icon.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

   Click **Run**. For more information on this topic refer to Run of this manual.

Perf Appraisals Given Report

To view the Perf Appraisals Given Report:

1. Select ***HR Reports*** from the menu.
2. Select ***Perf Appraisals Given Report*** from the HR Reports drop-down menu. The Runctl Fromthru window (**Figure 698**) is displayed.

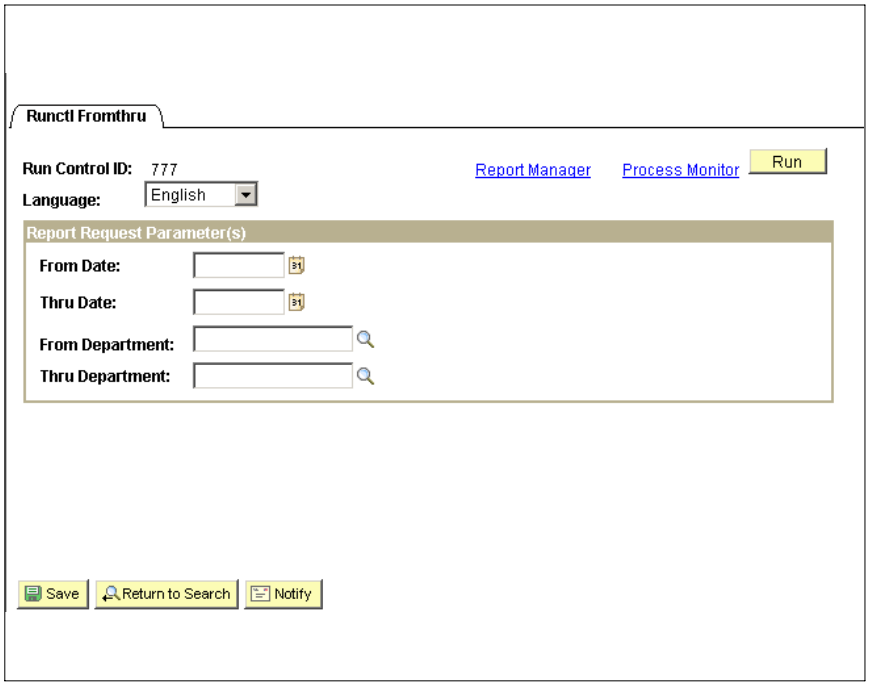


Figure 698. Runctl Fromthru window

3. Complete the fields as follows:

Language

This field defaults to **English**. To change select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

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 on the search icon.

Thru Department

Enter the through department for the report or select data by clicking on the search icon.

4. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

   Click **Run**. For more information on this topic refer to Run of this manual.

Perf Appraisals Due Report

To view or modify the Perf Appraisals Due Report:

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

2. Select ***Perf Appraisals Due Report*** from the HR Reports drop-down menu. The Perf Appraisals Due Report window (**Figure 699**) is displayed.

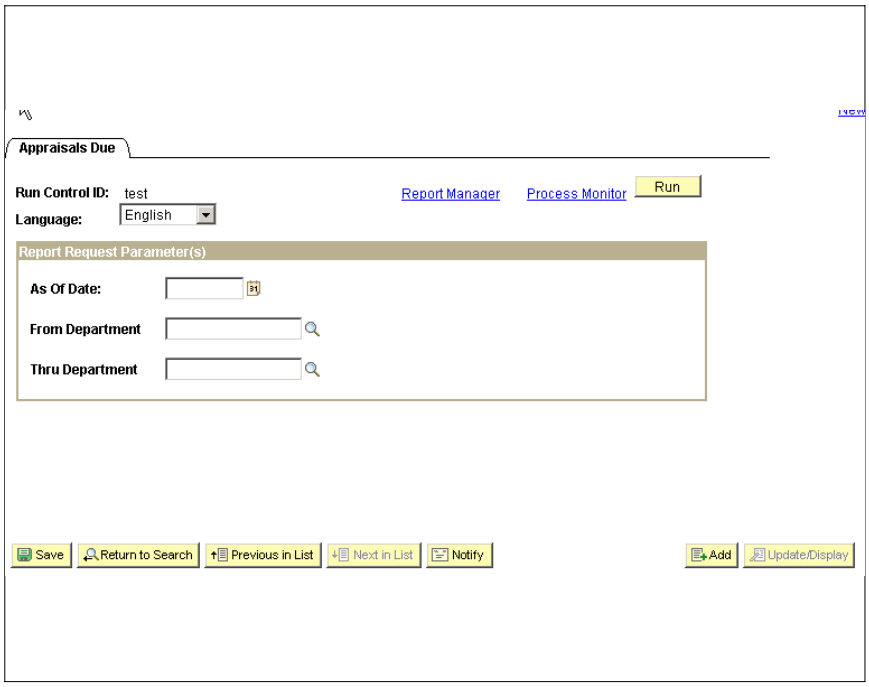


Figure 699. Performance Appraisals Due window

3. Complete the fields as follows:

Language

This field defaults to **`English`**. To change select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean

Language Values
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

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 on the search icon.

Thru Department

Enter the through department for the report or select data by clicking the search icon.

4. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Previous In List**. This option is only available when there is more than on report.

   OR

   Click **Next In List**. This option is only available when there is more than on report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Update/Display** to update the display.

   OR

   Click **Add** to add a report.

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

Position Number Listing

To view or modify the Position Number Listing Report:

1. Select ***HR Reports*** from the menu.
2. Select ***Position Number Listing Report*** from the HR Reports drop-down menu. The Z Lc Runfrmhrdpt (**Figure 700**) is displayed.

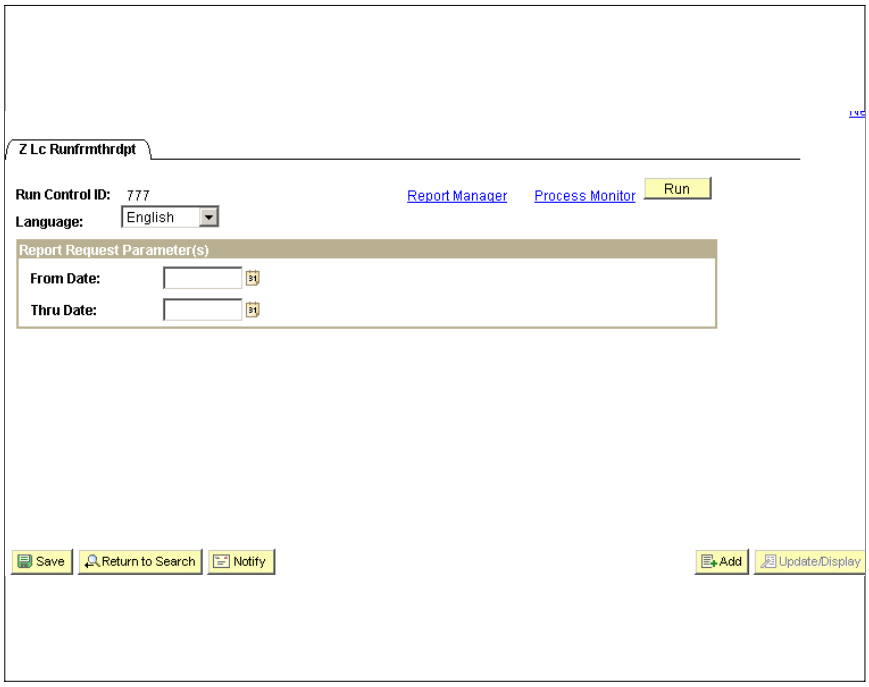


Figure 700. Z Lc Runfrmhrdpt window

3. Complete the fields as follows:

Language

This field defaults to **`English`**. To change select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech

Language Values
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

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.

4. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send information to a person in the workflow.

   OR

   Click **Add** to add a report.

   OR

   Click **Update/Display** to update the display.

   OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

Retire Eligibility Report

The above report presents the age and years of service based on the date entered to provide an estimate as to the potential eligibility for retirement. Actual Eligibility varies based on retirement system and other factors. Please contact your servicing Human Resource Office, if a more definitive eligibility is needed.

To view or modify the Retire Eligibility Report:

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

2. Select ***Retire Eligibility Report*** from the HR Reports drop-down menu. The Retire Eligibility Report (**Figure 701**) is displayed.

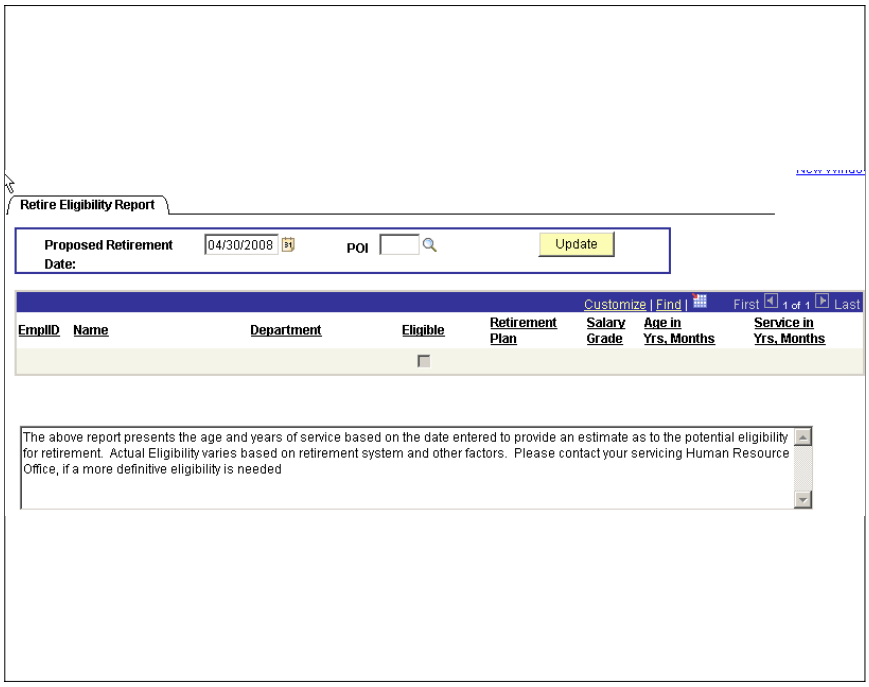


Figure 701. Retire Eligibility Report window

3. Complete the fields as follows:

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 personnel office identifier for the results of the report or select data by clicking the search icon.

4. Click **Update**. The results will appear on the window.

Reports To List

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

To view the Reports To List:

1. Select ***HR Reports*** from the menu.
2. Select ***Reports To List*** from the HR Reports drop-down menu. the Reports_To List window (**Figure 702**) is displayed to locate an existing report.

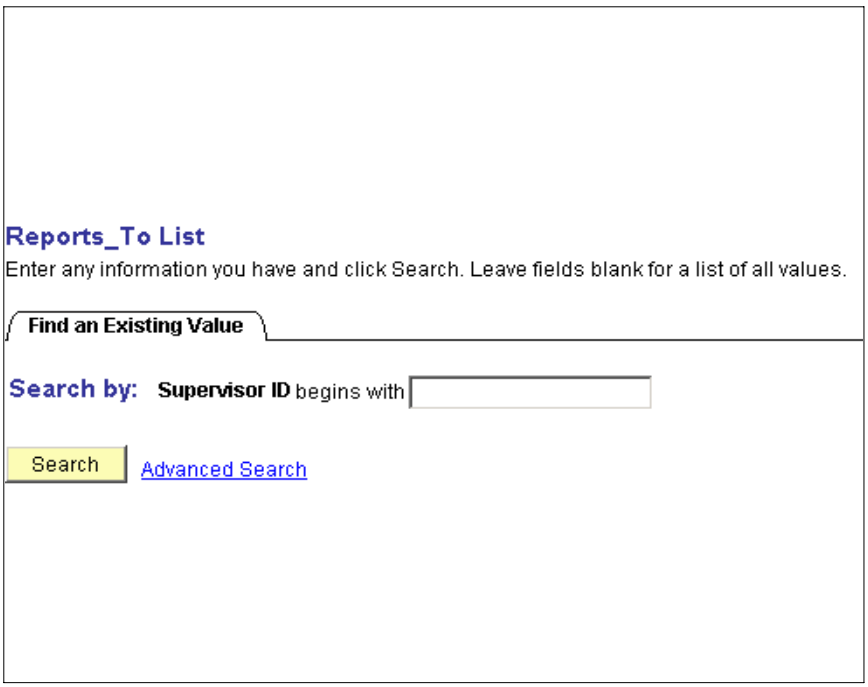


Figure 702. Reports To List window

3. Complete the fields as follows

Search By: Supervisor ID

Enter the supervisor ID for the report.

4. Click **Search**. The List of Reports Tos window (**Figure 703**) is displayed. The information on this window if for viewing only.

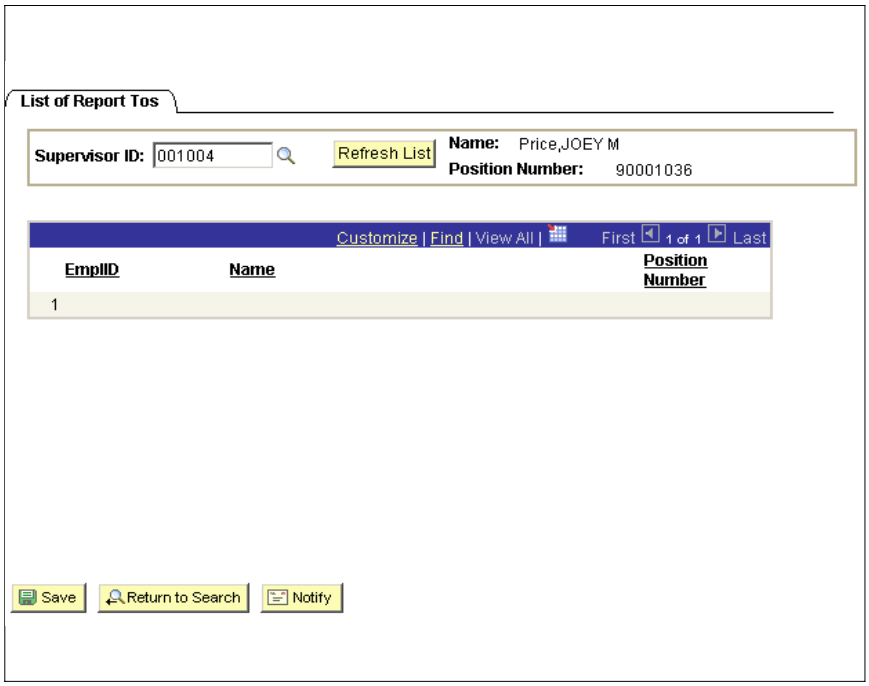


Figure 703. List Of Reports Tos window

5. Click **Refresh List** to refresh the window and add new data.

6. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

7. Click **Notify** to send an email to a person in the workflow.

Vacant Position Report

AMDC NFC *EmpowHR* Posn Croswlk

To view/add an AMDC NFC *EmpowHR* Croswlk report:

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

2. Select ***AMDC NFC EmpowHR Posn Croswlk*** from the HR Reports drop-down menu. The AMDC NFC ***EmpowHR*** Posn Croswlk window (**Figure 704**) is displayed to locate an existing report.

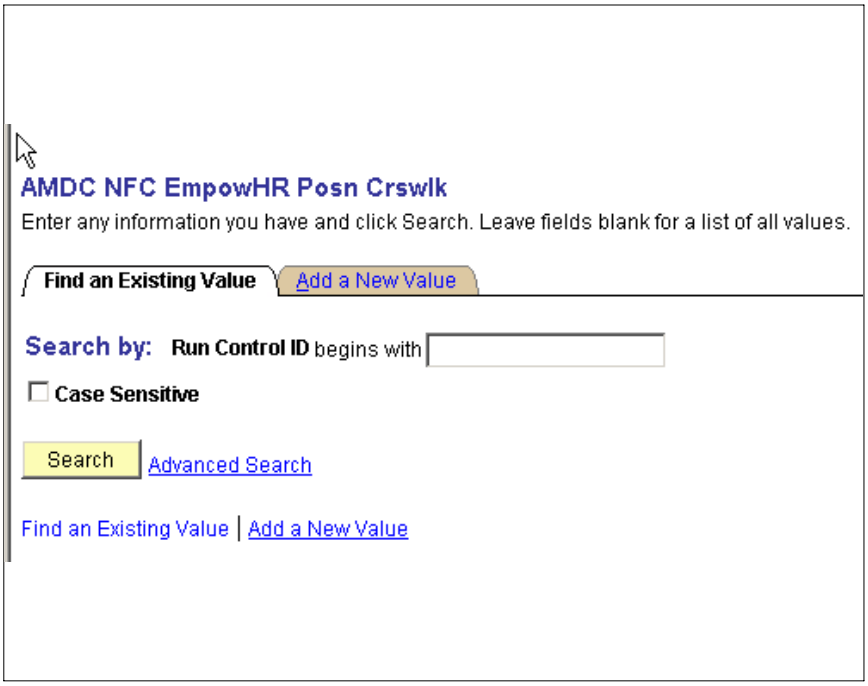


Figure 704. AMDC NFC *EmpowHR* Posn Crswlk window

3. Complete the fields as follows:

Search By: 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.

Case Sensitive

Check this box if the search information is case sensitive.

4. Click **Search**. The AMDC NFC ***EmpowHR*** Posn Croswlk window (**Figure 706**) is displayed.

OR

Click ***Add A New Value***. The AMDC NFC ***EmpowHR*** Posn Croswlk window (**Figure 705**) is displayed to locate an existing report.

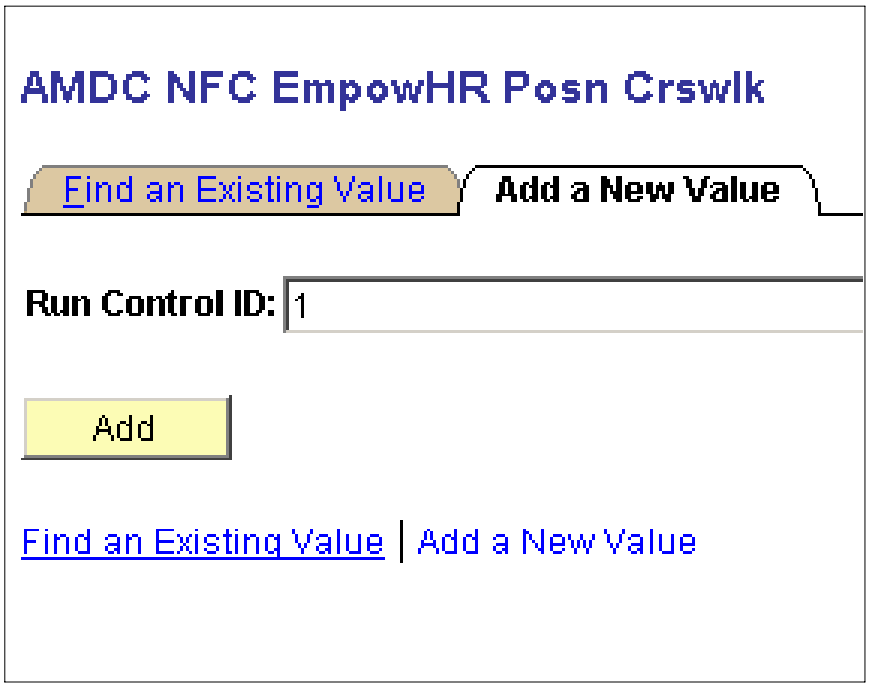


Figure 705. AMDC NFC *EmpowHR* Posn Croswlk window

5. Complete the fields as follows:

Search By: 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 Croswlk window (**Figure 706**) is displayed.

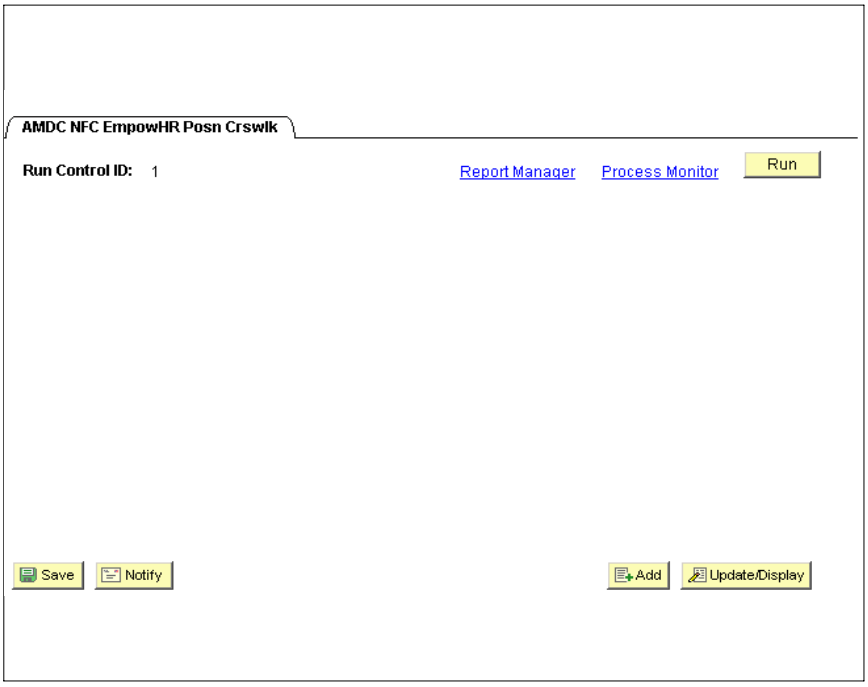


Figure 706. AMDC NFC *EmpowHR* Posn Croswlk window

7. Click **Save**.

OR

Click **Notify** to notify a person in the workflow.

OR

Click **Add** to add a report.

OR

Click **Update Display** to update the entered data.

OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

OF08 Report USF

To add or modify an OF8 Report USF:

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

2. Select ***OF8 Report USF*** from the HR Reports drop-down menu. The OF8 Report USF window (**Figure 707**) is displayed to add a new report to locate an existing report.

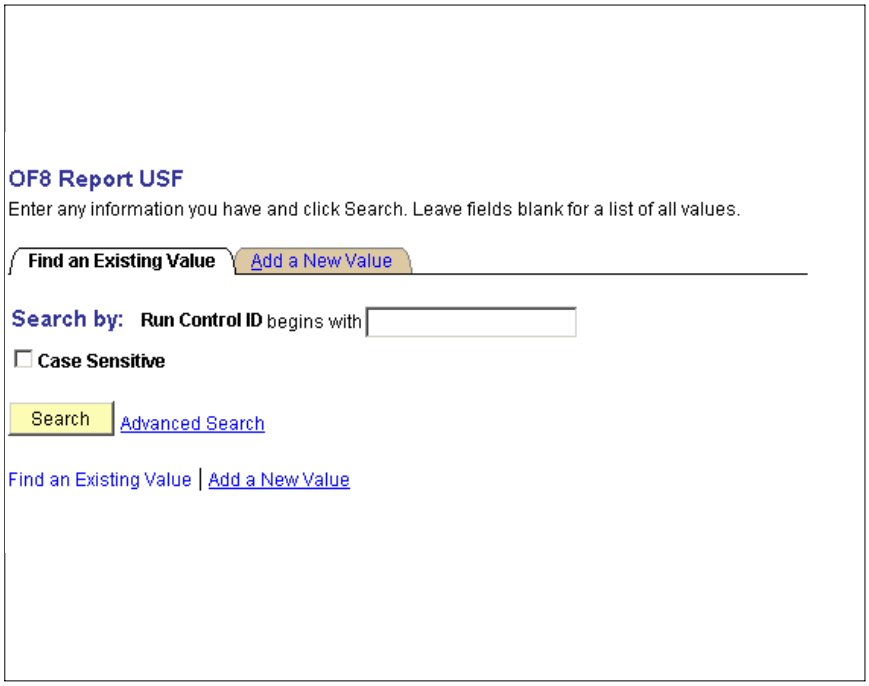


Figure 707. OF8 Report USF window

3. Complete the fields as follows:

Search By: Run Control ID/Begins With

The run control ID is a unique number that the user assigns to run a report. Enter the run control ID.

Case Sensitive

Click this box if the information used to search is case sensitive.

4. Click **Search**. The OF8 Report USF Report window (**Figure 709**) is displayed.

OR

Click **Add A New Value**. The OF8 Report USF window (**Figure 708**) is displayed.

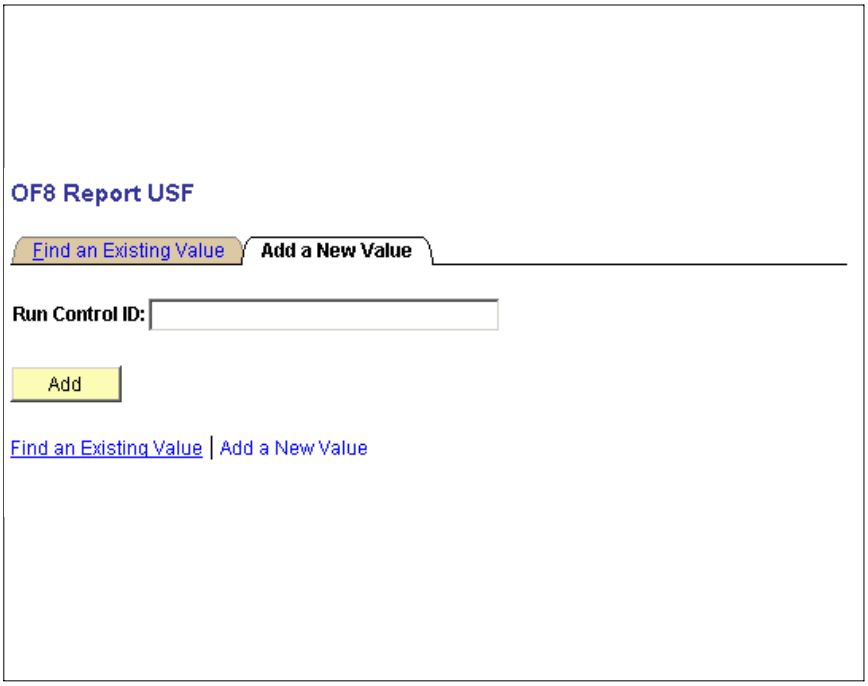


Figure 708. OF8 Report USF window

5. Click **Add**. The OF8 Report window (**Figure 709**) is displayed.

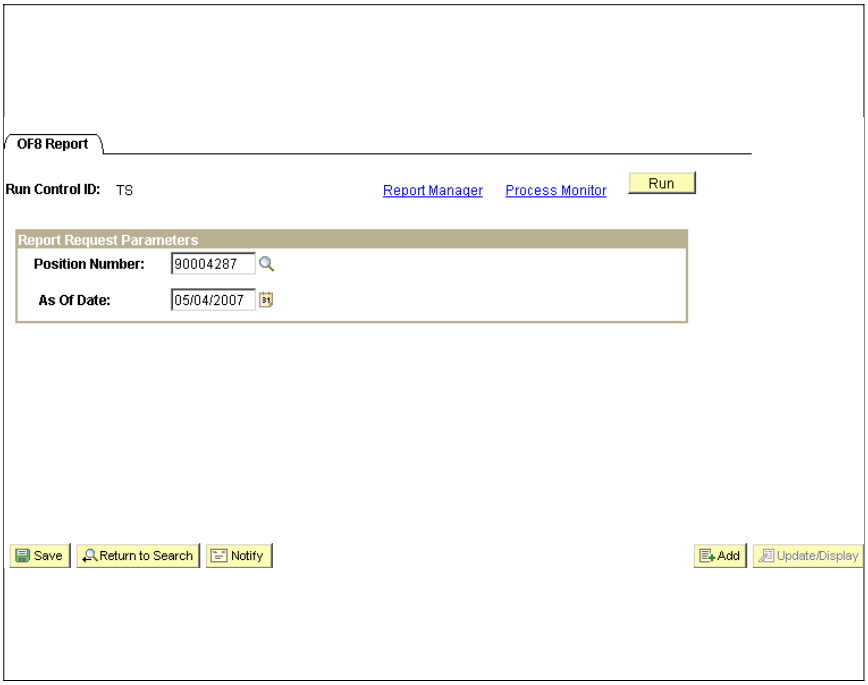


Figure 709. OF8 Report window

6. Complete the fields as follows:

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.

7. Click **Save**.

   OR

8. Click **Return To Search** to search for another report.

   OR

9. Click **Notify** to send an email to a person in the workflow.

   OR

   Click **Add** to add data for another report.

   OR

   Click **Update/Display** to update the display.

10. Click the ***Report Manager***. See **Report Manger** for completion instructions.

    OR

    Click ***Process Monitor***. See **Process Manger** for completion instructions.

    OR

    Click **Run**. See **Run** for completion instructions.

PMSO Error Messages

To view a PMSO Error Messages report:

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

2. Select ***PMSO Error Messages*** from the HR Reports drop-down menu. The PMSO Error Messages window (**Figure 710**) is displayed to locate an existing report.

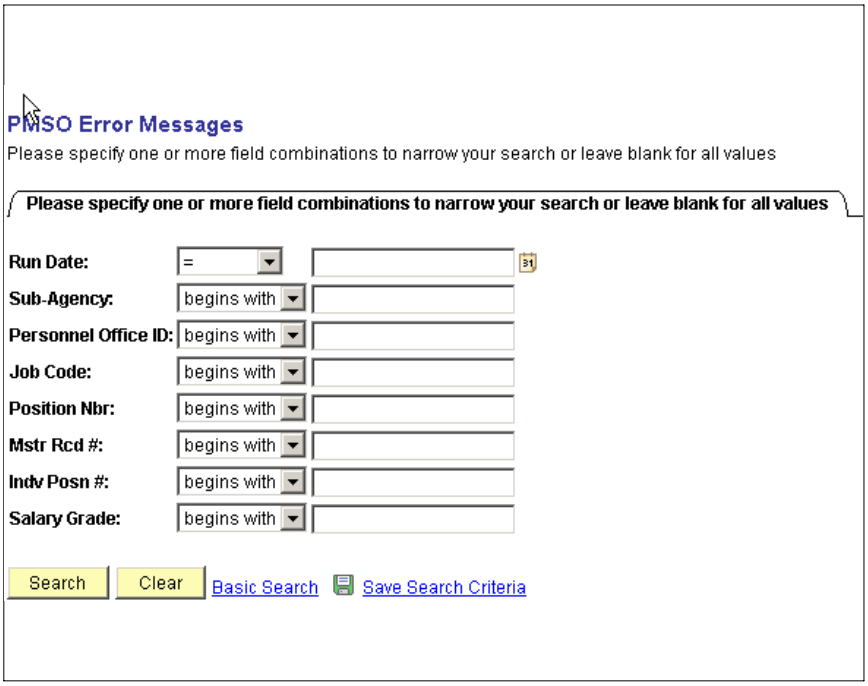


Figure 710. PMSO Error Messages window

3. Complete the fields as follows:

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 personnel office ID.

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 window (**Figure 711**) is displayed.

   OR

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

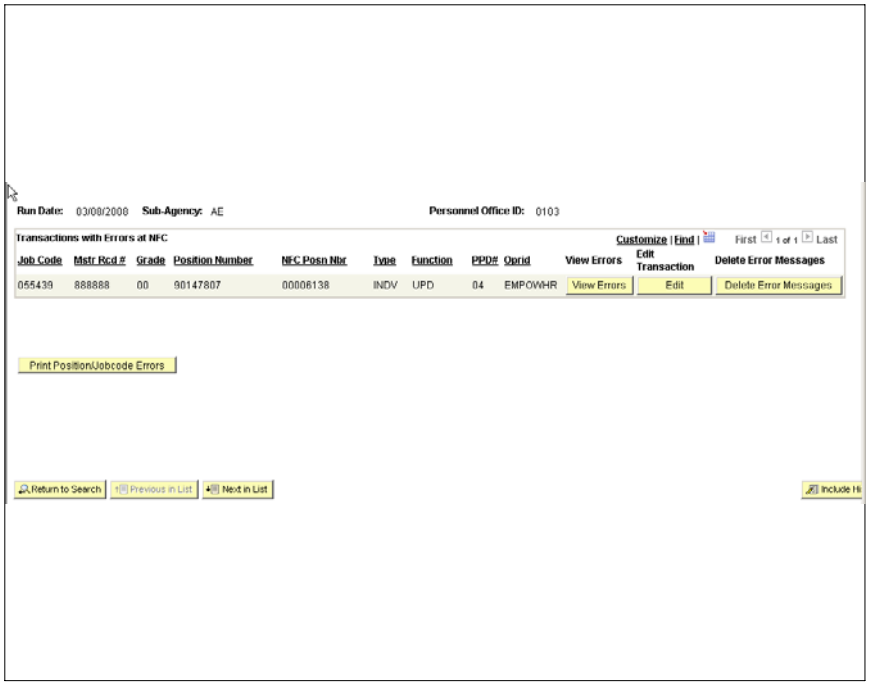


Figure 711. PMSO Error Messsages window

5. Click **Return To Search** to search for another report.

   OR

6. Click **Next In List** to view the next item in the list..

   OR

7. Click **Include History** to include the information is history.

   OR

8. Click **Correct History** to correct history.

   OR

9. Click **View**. The error message window (**Figure 712**) is displayed

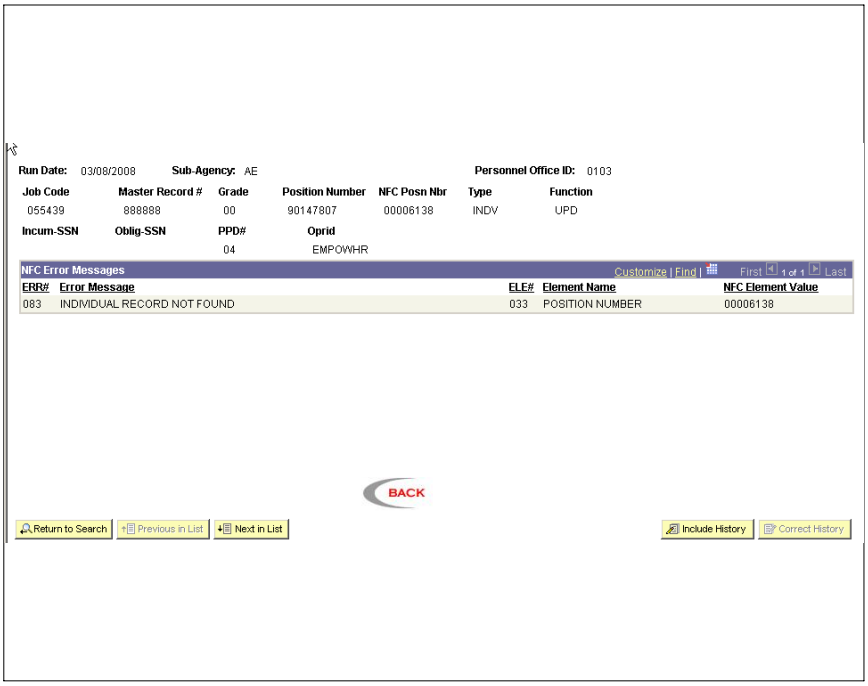


Figure 712. View Error Messages window

10. Click **Back** to return to the PMSO Error Messages report window (**Figure 711**).

11. Click **Edit**. The Job Code window is displayed. To edit the Job Code, refer to **Modifying A Job Code** for more information.

12. Click **Delete Error Messages**. The Delete Confirmation window (**Figure 713**) is displayed.

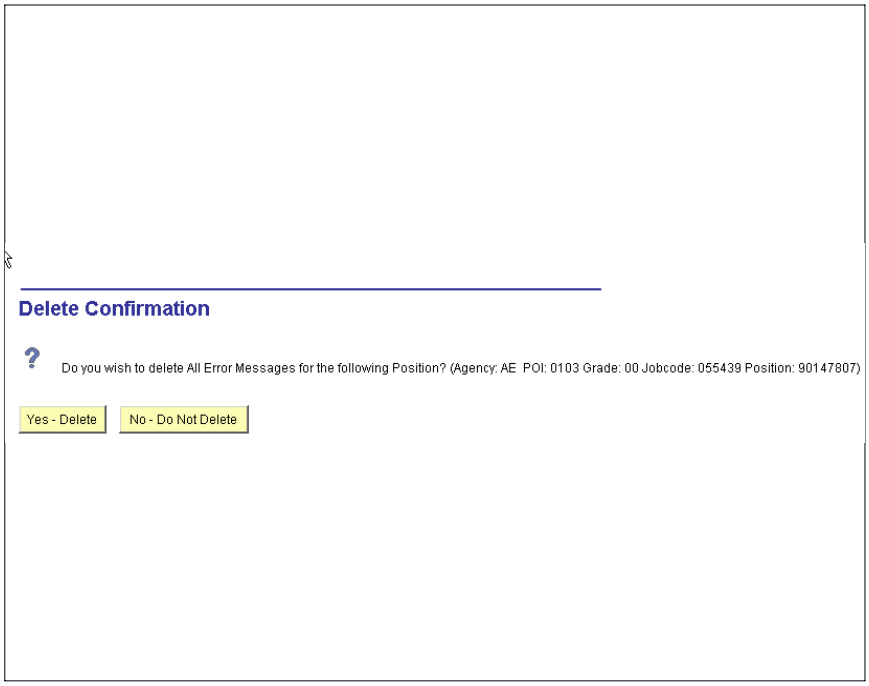


Figure 713. Delete Confirmation window

13. Click **Yes-Delete**. The error message will deleted. If there is only 1 error, the PMSO Error Messages window (**Figure 711**)will display. If the only message is deleted, the PMSO Error Messages search window (**Figure 710**)will display.

    OR

14. Click **No-Do Not Delete**. The PMSO Error Messages window (**Figure 711**) is displayed.

15. Click **Print Position/Job Code Errors**. The NFC Error Message Report (**Figure 711**) is displayed.

16. Click the **X** at the right top corner of the window to close the report. the PMSO Error Messages window (**Figure 711**) is displayed.

USDA/CAMS
NFC PMSO ERROR MESSAGES REPORT

Report ID: ZPRT6708
Database: HRUSDAQA

Page No. 1
Run Date 05/01/2008
Run Time 10:56:04

RUN DATE	AG	POI	JOBCODE	METHRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AK	0103	062254		07	90167447		INDV	UPD	- -	- -	84-10	EMPOWHR	Matching Transaction Found in CAMS

ERR	ERROR_MSG	ELE#	ELEMENT NAME	ELEMENT VALUE
083	INDIVIDUAL RECORD NOT FOUND	033	POSITION NUMBER	90167447

RUN DATE	AG	POI	JOBCODE	METHRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AK	0103	110463		07		00000362	INDV	NEW	- -	- -	84-10	EMPOWHR	Matching Transaction Not Found in CAMS

ERR	ERROR_MSG	ELE#	ELEMENT NAME	ELEMENT VALUE
076	NTK-DT INVALID FOR PERMANENT POSITION	002	DEPARTMENT CODE	LC$01003

SUMMARY OF PMSO TRANSACTION ERRORS

Total Jobcodes/Positions with Errors : 0

Total Transactions with Errors : 2

Total Transactions where CAMS Match Not Found : 1

End of Report

Figure 714. NFC PMSO Error Messages Report

PMSO Error Messages (HD)

To view a PMSO Error Messages (HD) report:

1. Select ***HR Reports*** from the menu.
2. Select ***PMSO Error Messages (HD)*** from the HR Reports drop-down menu. The PMSO Error Messages (HD) window (**Figure 715**) is displayed to locate an existing report.

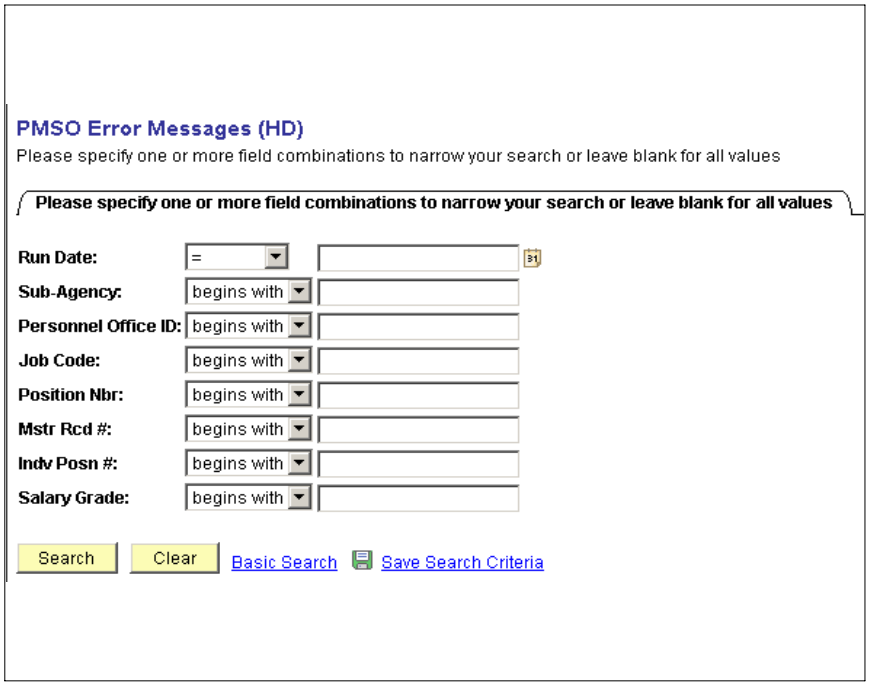


Figure 715. PMSO Error Messages (HD) window

3. Complete the fields as follows:

Run Date

Enter the run date for the report or select a date from the calendar icon.

Personnel Office ID

Enter the personnel office ID.

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 window is displayed.

OR

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

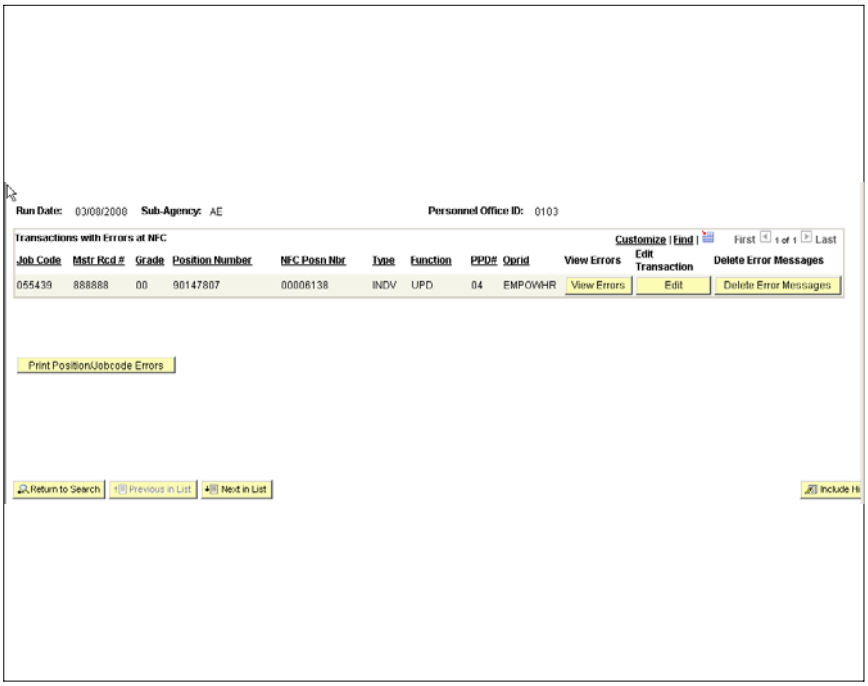


Figure 716. PMSO Error Messsages (HD) window

5. Click **Return To Search** to search for another report.

OR

Click **Next In List** to view the next item in the list..

OR

Click **Include History** to include the information is history.

OR

Click **Correct History** to correct history.

OR

Click **Print Position/Job Code Errors** to print the errors.

6. Click **View Errors**. The View Error Message window (**Figure 717**) is displayed

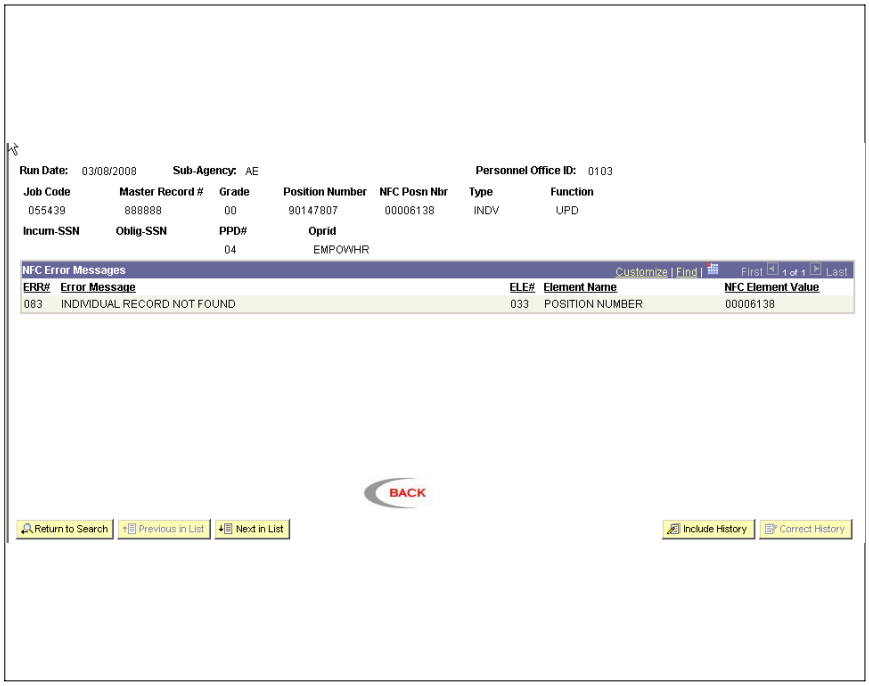


Figure 717. View Error Messages window

7. Click **Return To Search** to search for another report.

   OR

   Click **Next In List** to view the next item in the list..

   OR

   Click **Include History** to include the information is history.

   OR

   Click **Correct History** to correct history.

   OR

   Click **Back**. The PMSO Error Messages (HD) window (**Figure716**) is displayed.

8. Click **Edit** on the PMSO Error Messages (HD) (**Figure716**) window. The Job Code Profile window (**Figure 284**) is displayed. To edit the Job Code, refer to **Modifying A Job Code** for more information.

   OR

   Click **Delete Error Messages** on the PMSO Error Messages (HD) (**Figure716**) window. The Delete Confirmation window (**Figure 718**)is displayed.

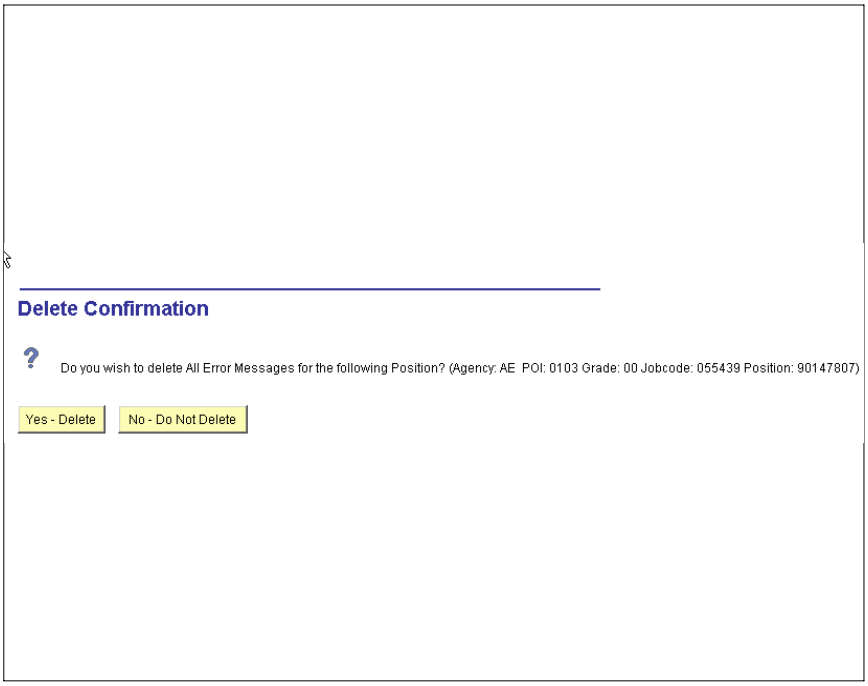


Figure 718. Delete Confirmation window

9. Click **Yes-Delete**. The error message will deleted. If there is only 1 error, the PMSO Error Messages (HD) window (**Figure 716**)will display. If the only message is deleted, the PMSO Error Messages search window will display.

   OR

10. Click **No-Do Not Delete**. The PMSO Error Messages (HD) window (**Figure716**) is displayed.

11. Click **Print Position/Job Code Errors**. The NFC PMSO Error Messages (**Figure 719**) is displayed.

USDA/CAMS

Report ID: ZPRT6708 — NFC PMSO ERROR MESSAGES REPORT — Page No. 1

Database: HRUSDAQA — Run Date 05/01/2008

Run Time 10:56:04

RUN DATE	AG	POI	JOBCODE	MSTRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AK	0103	062254		07	90167447		INDV	UPD	- -	- -	04-10	EMPOWER	Matching Transaction Found in CAMS

ERR	ERROR_MSG	ELE#	ELEMENT NAME	ELEMENT VALUE
083	INDIVIDUAL RECORD NOT FOUND	033	POSITION NUMBER	90167447

RUN DATE	AG	POI	JOBCODE	MSTRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AK	0103	110463		07		00000362	INDV	NEW	- -	- -	04-10	EMPOWER	Matching Transaction Not Found in CAMS

ERR	ERROR_MSG	ELE#	ELEMENT NAME	ELEMENT VALUE
070	NTN-DT INVALID FOR PERMANENT POSITION	002	DEPARTMENT CODE	LC901003

SUMMARY OF PMSO TRANSACTION ERRORS

Total Jobcodes/Positions with Errors : 0

Total Transactions with Errors : 2

Total Transactions where CAMS Match Not Found : 1

End of Report

Figure 719. NFC PMSO Error Messages (HD) Report

12. Click the **X** at the right top corner of the window to close the report. the PMSO Error Messages (HD) window (**Figure 716**) is displayed.

Payroll Doc Error Messages

To view and correct Payroll Document Error Messages:

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

2. Select ***Payroll Doc Error Messages*** from the HR Reports drop-down menu. The Press Error Messages window (**Figure 720**) is displayed.

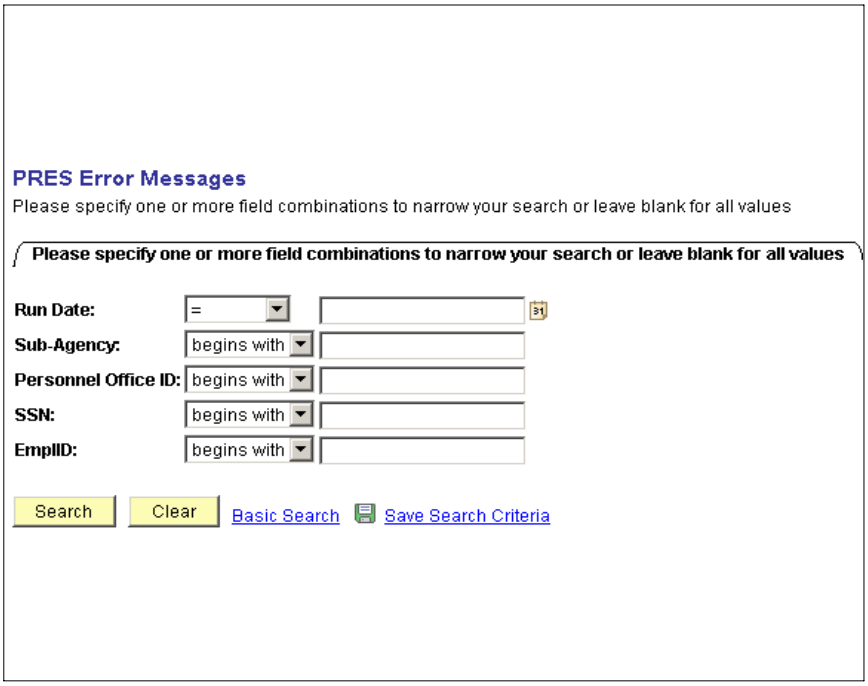


Figure 720. PRESS Error Mesages window

3. Click **Search**. The Press Error Message window (**Figure 721**) is displayed.

   OR

   Click **Clear** to clear the search.

Figure 721. Press Detail Errors window

Once the Press Error Message window (**Figure 721**) is displayed, follow the navigation instructions for ***Par Error Messages***. Please note, the navigation is the same; however, the type of documents displayed are different.

Payroll Doc Error Mesg (HD)

To view and correct Payroll doc Error Messages:

1. Select ***HR Reports*** from the menu.
2. Select ***Payroll Doc Error Messages (HD)*** from the HR Reports drop-down menu. The Press Error Message window (**Figure 722**) is displayed to locate an existing report.

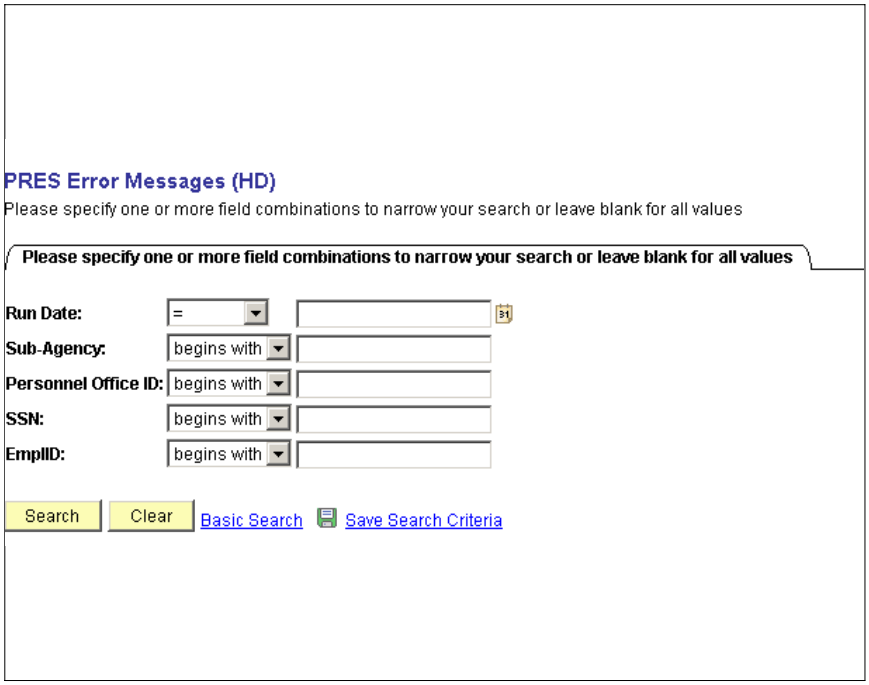


Figure 722. PRES Error Mesages (HD) window

3. Click **Search**. The Press Error Message window (**Figure 723**) is displayed.

   OR

   Click **Clear** to clear the search.

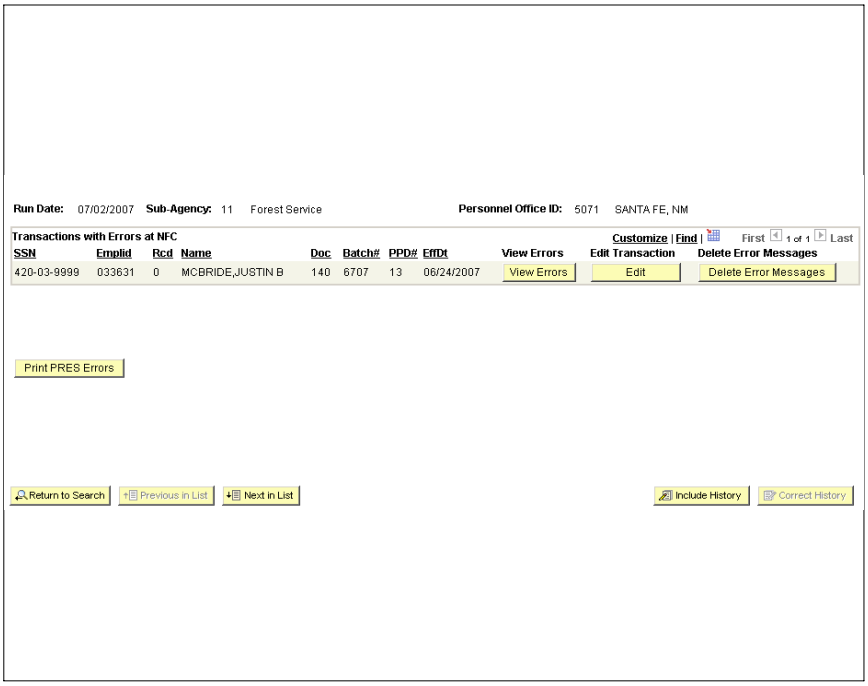


Figure 723. Press Error Messages window

The Payroll Doc Error Mesg (HD) navigation is the same as the PAR Error Messages (HD). Please note, the navigation is the same; however the type of documents displayed are different.

POI Report

To view a POI report:

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

1. Select ***POI Report*** from the HR Reports drop-down drop-down menu. The POI report window (**Figure 724**) is displayed to locate an existing report.

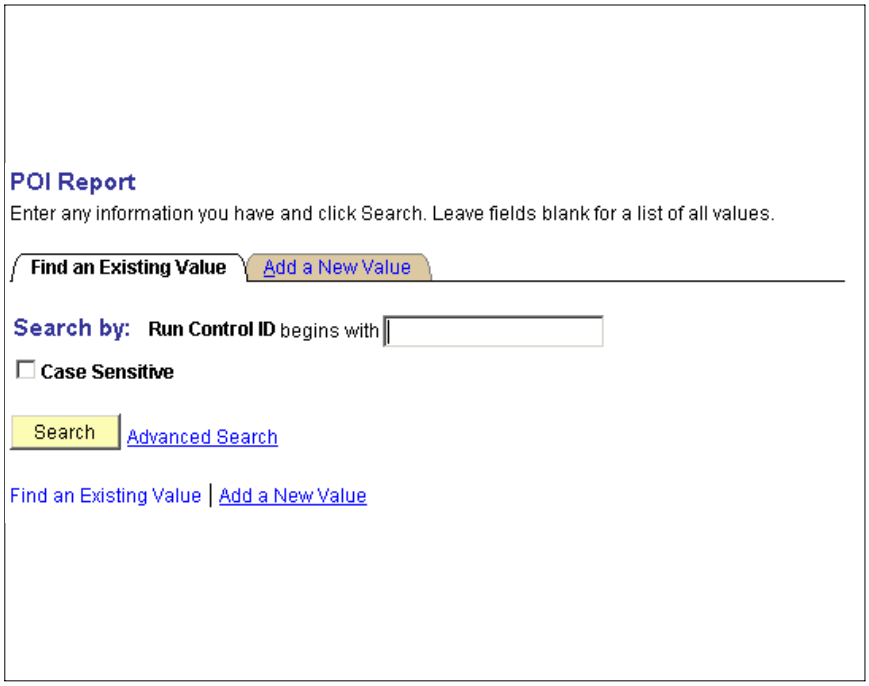


Figure 724. POI Report window

2. Complete the fields as follows:

Search By

This field defaults to **`Run Control ID`**. You cannot enter data in this field.

Begins With

Enter the applicable information.

Case Sensitive

Check this box if applicable. This field allows the search The default is this field blank.

3. Click **Search**.

OR

Select the ***Add A New Value*** tab. The POI Report window (**Figure 725**) is displayed to add a new report.

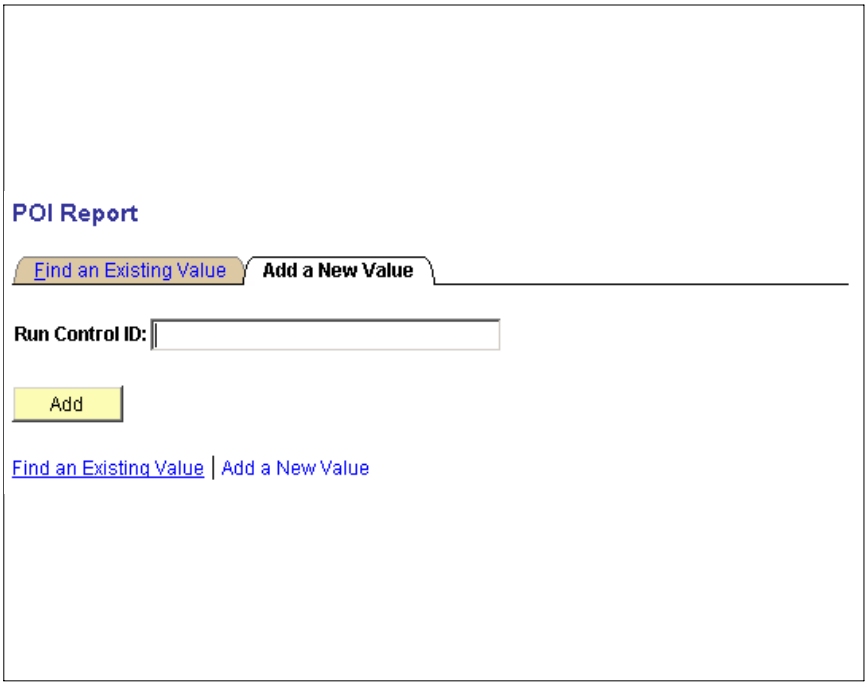


Figure 725. POI Report

4. Complete the field as follows:

Run Control ID

Enter the applicable information.

5. Click **Add**. The POI Report window (**Figure 726**) is displayed to add a new report.

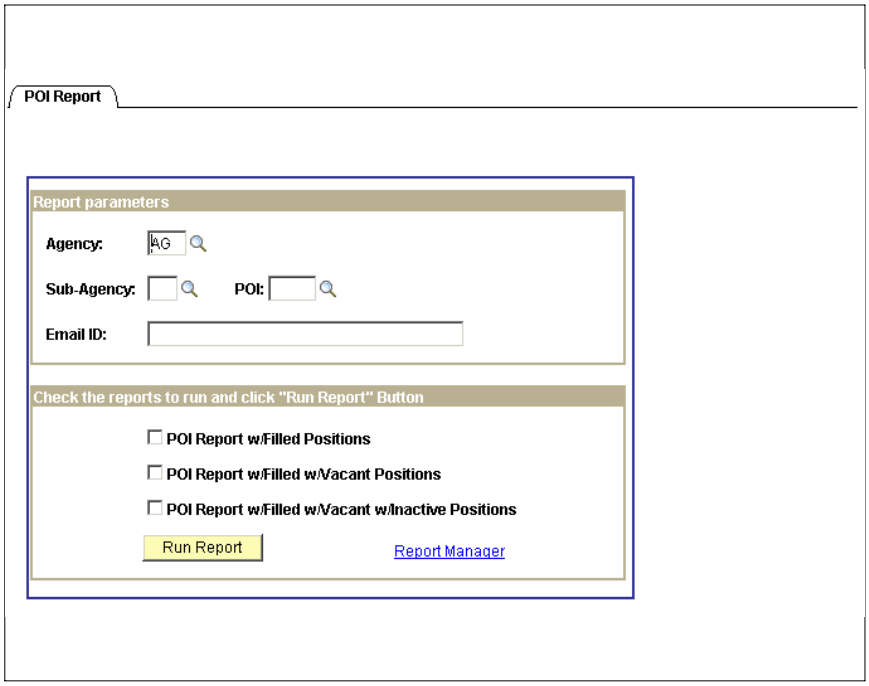


Figure 726. POI Report window

6. Complete the fields as follows:

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.

Email ID

Enter the applicable information.

POI Report W/ Filled Positions

Check this box if applicable. The default in this field is blank.

POI Report W/ Filled W/ Vacant Positions

Check this box if applicable.

Check this box if applicable.

7. Click **Run Report**. The reports are sent to the Report Manager. If the email address was completed, the email pop-up (**Figure 727**) is displayed.

Figure 727. Email pop-up

8. Click **OK**. The report is sent to the email address.

   OR

   If the email address is not completed, Click **Run Report** and the Administration window (**Figure 637**) is displayed.

   OR

   Click **Report Manager**. The reports sent to Report Manager pop-up (**Figure 728**) is displayed.

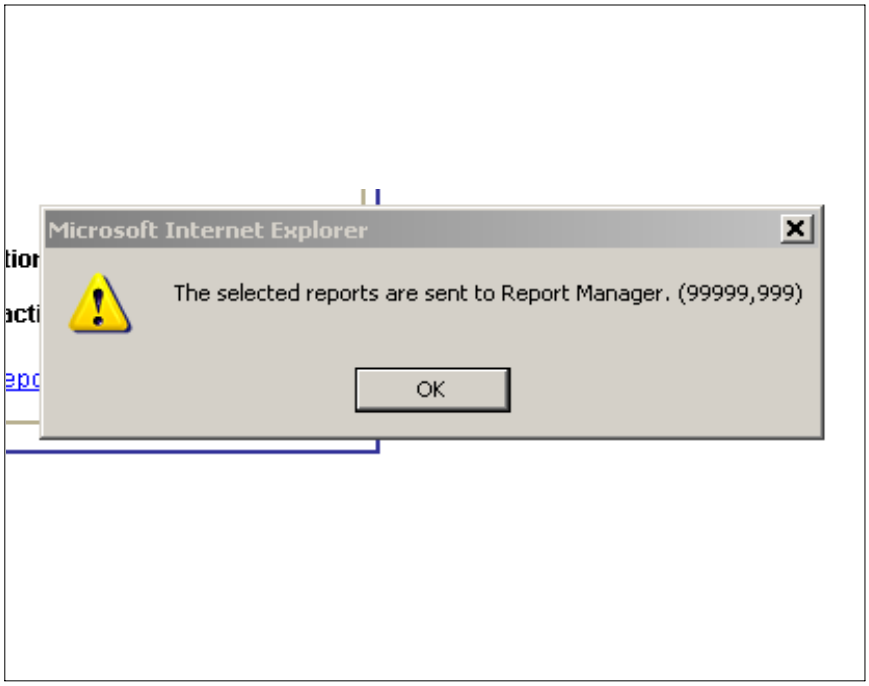


Figure 728. Reports Manager pop-up

9. Click OK. The Administration window (**Figure 729**) is displayed.

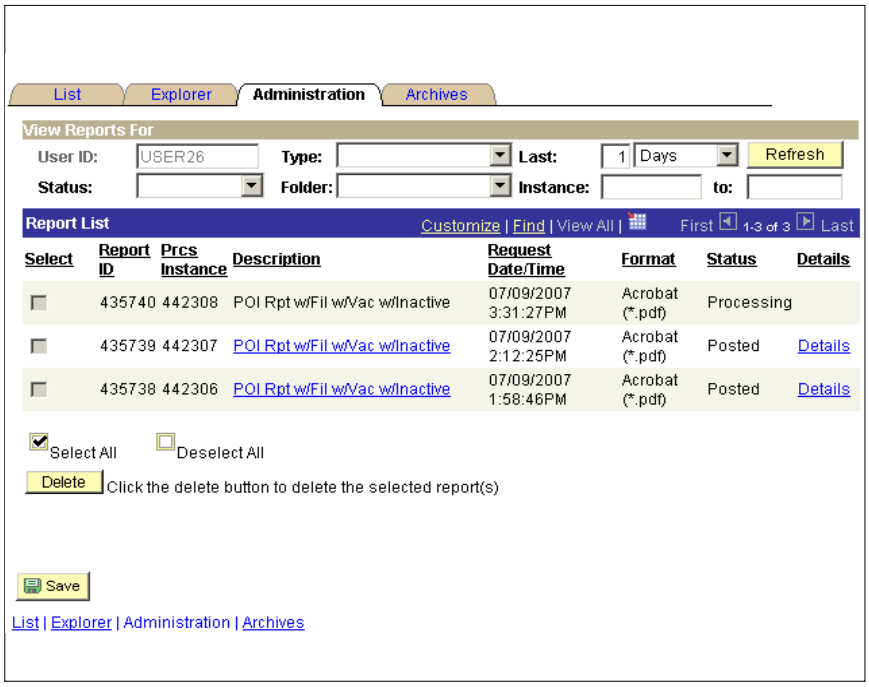


Figure 729. Administration window

Once the Administration window (**Figure 729**) is displayed, follow the steps under Report Manager **Administration**. Use the report manager to access the Report List window. The Report List window is used to view report content, check the status of a report, and see content detail messages (a description of the report and the distribution list).

Payroll Document Error Messages

To view the PRES Error Messages report:

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

1. Select ***Payroll Doc Error Messages*** from the HR Reports drop-down menu. The PRES Error Messages window (**Figure 730**) is displayed to locate an existing report.

Figure 730. PRES Error Messages window

2. Complete the fields as follows:

Run Date

Click the down arrow to select one of the valid values. The valid values are **=**, **Not =**, **<**, **<=**, **>**, **>=**, **Between**, and **In**. In the second part of the field, either enter the applicable date or click the icon to select a date.

Sub Agency

Click the down arrow to select one of the valid values. The valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). In the second part of the field, enter the applicable information.

Personnel Office ID

Click the down arrow to select one of the valid values. The valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). In the second part of the field, enter the applicable information.

SSN

Click the down arrow to select one of the valid values. The valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). In the second part of the field, enter the applicable information.

EmplID

Click the down arrow to select one of the valid values. The valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). In the second part of the field, enter the applicable information.

3. Click **Search** or **Clear** as applicable.

Payroll Doc Error Msg (HRD)

New Hires

To view the New Hires report:

1. Select ***HR Reports*** from the menu.
2. Select ***New Hires*** from the HR Reports drop-down menu. The New Hires window (**Figure 731**) is displayed.

Figure 731. New Hires Report window

3. Complete the fields as follows:

Search By/Run Control ID Begins With

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

Case Sensitive

Check this box if applicable. This field allows the search The default is this field blank.

4. Click **Search**. The New Hires window (**Figure 733**) is displayed.

OR

Select ***Add A New Value***. The New Hires window (**Figure 732**) is displayed to add a new report.

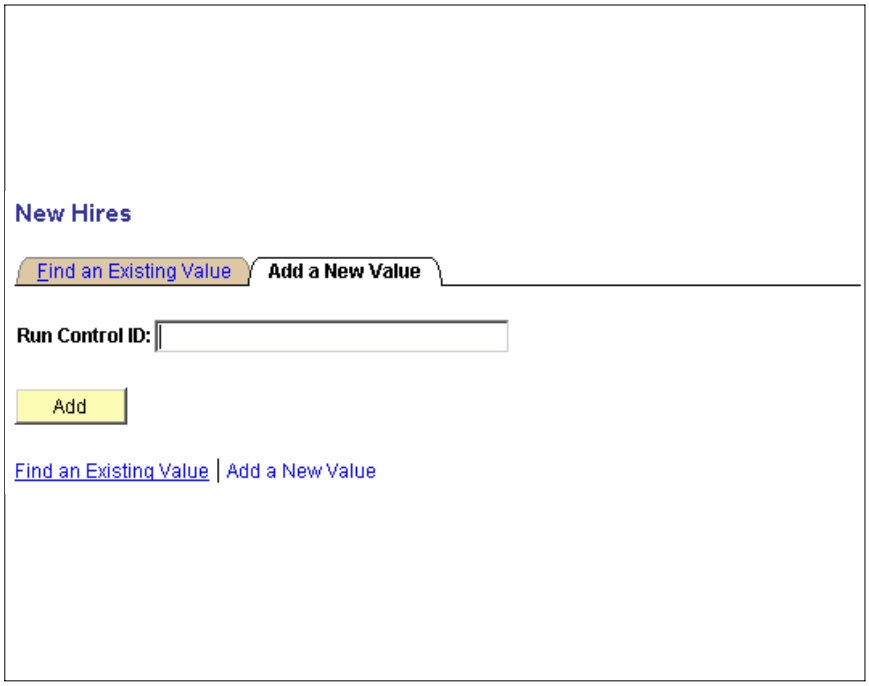


Figure 732. New Hires window

5. Complete the field as follows:

Run Control ID

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

6. Click **Add**. The New Hires window (**Figure 733**) is displayed.

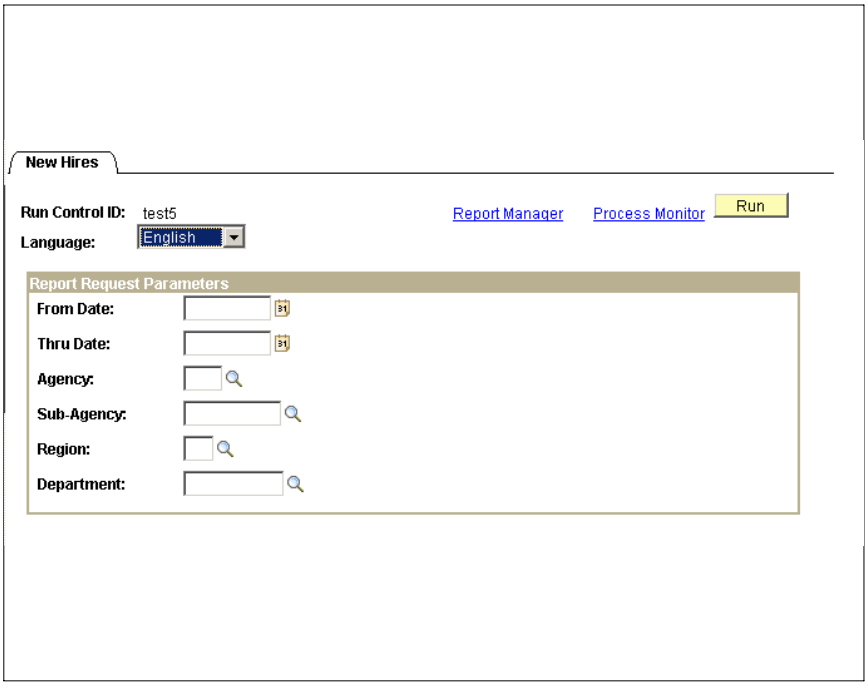


Figure 733. New Hires window

7. Complete the fields as follows:

Run Control ID

This field is system-generated based upon the value entered in the Run Control ID field on the New Hires (**Figure 732**). You cannot enter data in this field.

Language

This field defaults to **`English`**. To change, select data from the drop-down list. The valid values are as follows:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian

Language Values
Japanese
Korean
Maly
Norwegian
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

From Date

Enter the from run date or select a date from the calendar icon.

Thru Date

Enter the run through date or select a date from the calendar icon.

Agency

Enter the 2-position agency (alpha/numeric department code) for the report or search for data by clicking the search icon.

Sub Agency

Enter the 2-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.

8. Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

Click **Run**. For more information on this topic refer to Run of this manual.

Recruiting Reports

This section contains the following topics:

VA Status Of Specialist

VA Status By Organization

VA Score Sheet

Specialist Referral List

Requisition Worksheet

Panel Paperwork

Requisition Letters

Daily Recruitment

Load Applicant Rating

Position Description Report

Unit Funded Awards

Unit Staff Awards

VA Status By Specialist

Manage Performance - Reports

The Human Resources Staff can run queries to determine the status of performance documents. HR can report on the Supervisor Name or Agency, Sub-Agency and Personnel Office Identifier (POI).

This section contains information on the following topics:

Missing Performance Plans

Late Performance Plans

Missing Appraisals

Late Appraisals

Missing Performance Plans

This option allows HR to report on missing performance plans.

To report on Missing Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Missing Performance Plans*** component. The Find An Existing Value tab - Missing Performance Plans page (**Figure 734**) is displayed.

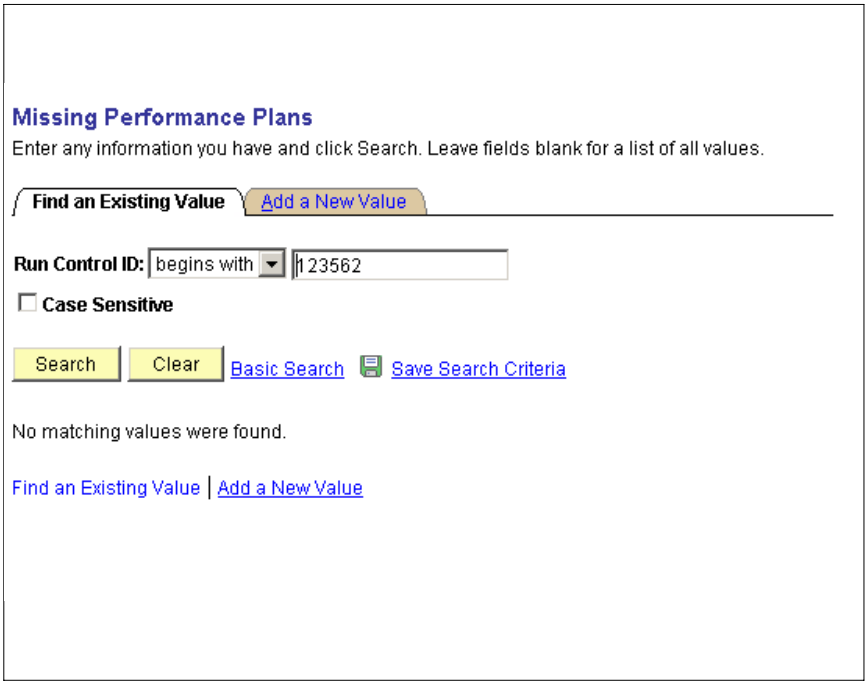


Figure 734. Find An Existing Value tab - Missing Performance Plans page

4. Complete the fields as follows:

Run Control ID

Select data from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **`=`** (The data is equal to.), **`Not =`** (The data is not equal to.), **`<`** (The data is less than.), **`<=`** (The data is less than or equal to.), **`>`** (The data is greater than.), **`>=`** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Missing Plan tab - Missing Performance Plans page (**Figure 736**) is displayed.

OR

Click **Clear** to clear the entry on the window. Another entry can be made at this time.

OR

Click the ***Add a New Value*** tab. The Add A New Value tab - Missing Performance Plans page (**Figure 735**) is displayed.

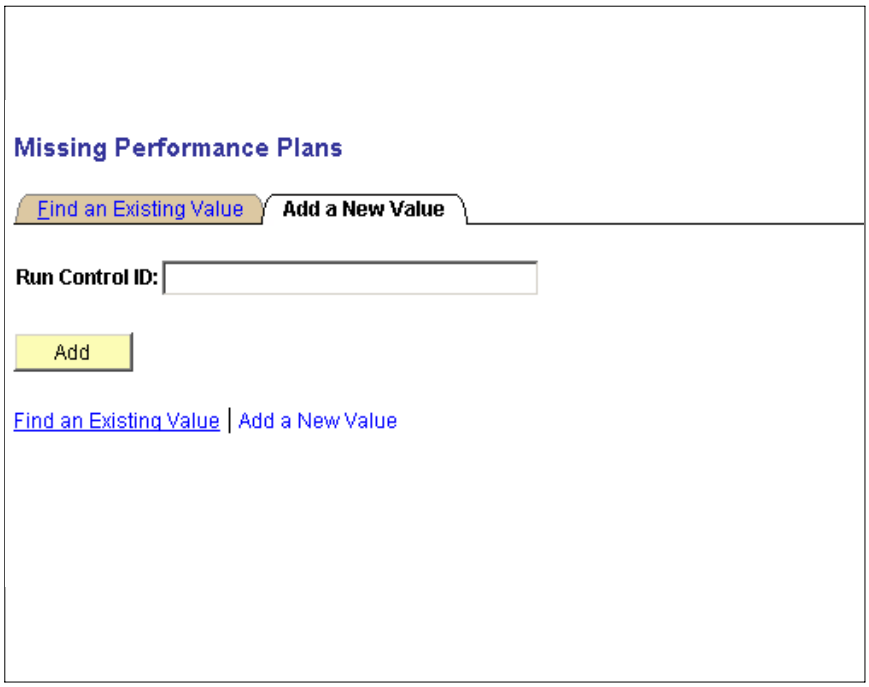


Figure 735. Add A New Value tab - Missing Performance Plans page

6. Complete the fields as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Missing Plan tab - Missing Performance Plans page (**Figure 736**) is displayed.

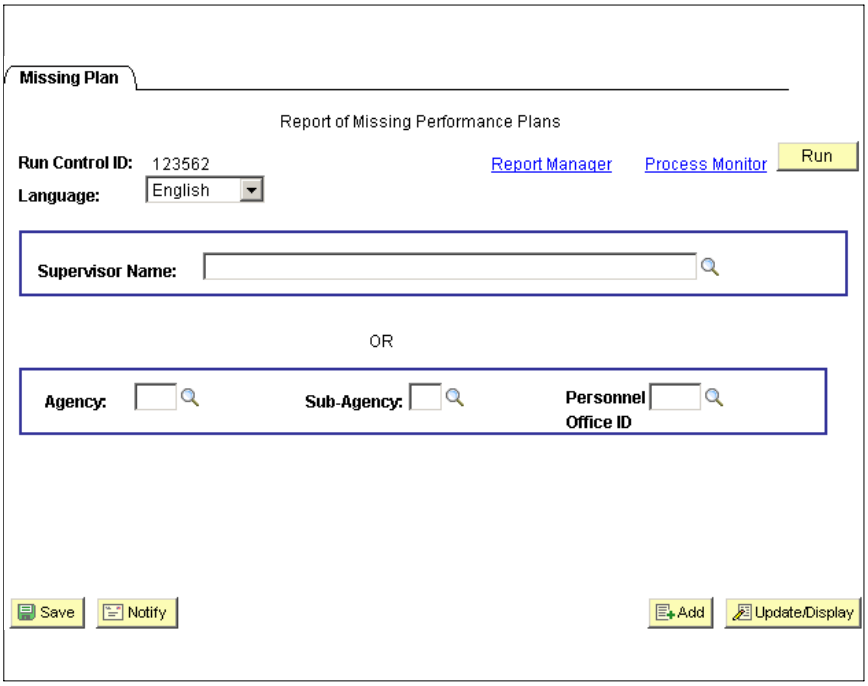


Figure 736. Missing Plan tab - Missing Performance Plans page

8. Complete the fields as follows:

Run Control ID

This field is populated based on the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages

Arabic

Can French

Czech

Danish

Dutch

English

French

Finnish

German

Greek

Hebrew

Hungarian

Italian

Japanese

Korean

Malay

Norwegian

Polish

Portuguese

Russian

S Chinese

Spanish

Swedish

TChinese

Thai

Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

   OR

   Click **Notify** to send an email to a person in the workflow.

   OR

   Click **Add** to add information to a report.

   OR

   Click **Update/Display** to update the page.

   OR

   Click the ***Report Manager*** link to access additional report options. For more information, see Report Manager.

   OR

   Click the ***Process Monitor*** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Late Performance Plans

This option allows HR to inquire on late performance plans.

To inquire on Late Performance Plans:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Late Performance Plans*** component. The Find An Existing Value tab - Late Performance Plans page (**Figure 737**) is displayed.

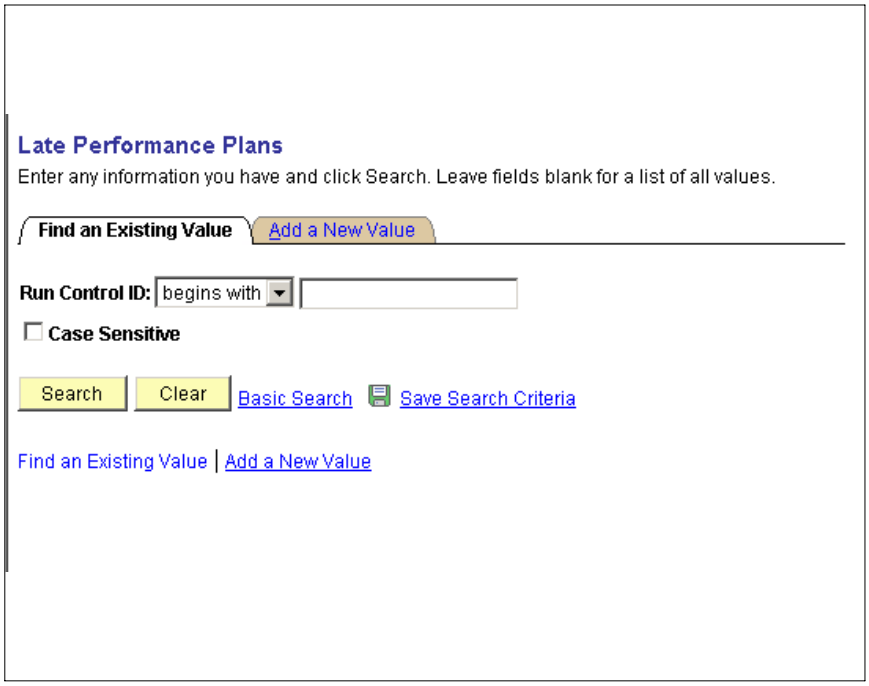


Figure 737. Find An Existing Value tab - Late Performance Plans page

4. Complete the fields as follows:

Run Control ID

Selec t data from the drop-down list. Valid values are **`Begins With`** (The data starts with a specific character.), **`Contains`** (The data contains specific characters.), **`=`** (The data is equal to.), **`Not =`** (The data is not equal to.), **`<`** (The data is less than.), **`<=`** (The data is less than or equal to.), **`>`** (The data is greater than.), **`>=`** (The data is greater than or equal to.), **`Between`** (The data is within a range of two values.), and **`In`** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Late Performance Plan page (**Figure 739**) is displayed

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the ***Add a New Value*** tab. The Add A New Value tab - Late Performance Plans page (**Figure 738**) is displayed.

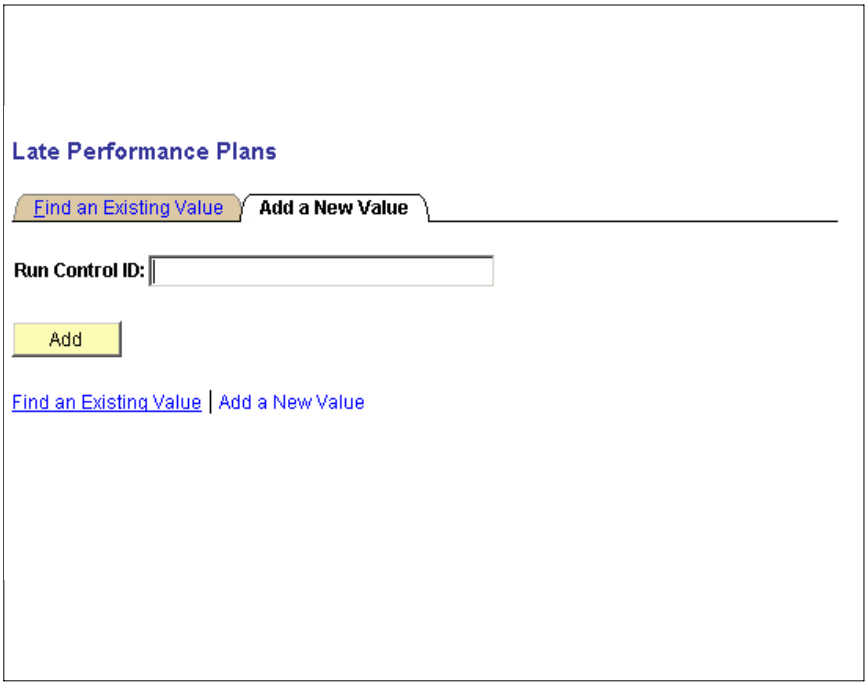


Figure 738. Add A New Value tab - Late Performance Plans page

6. Complete the fields as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Late Performance Plans page (**Figure 739**) is displayed.

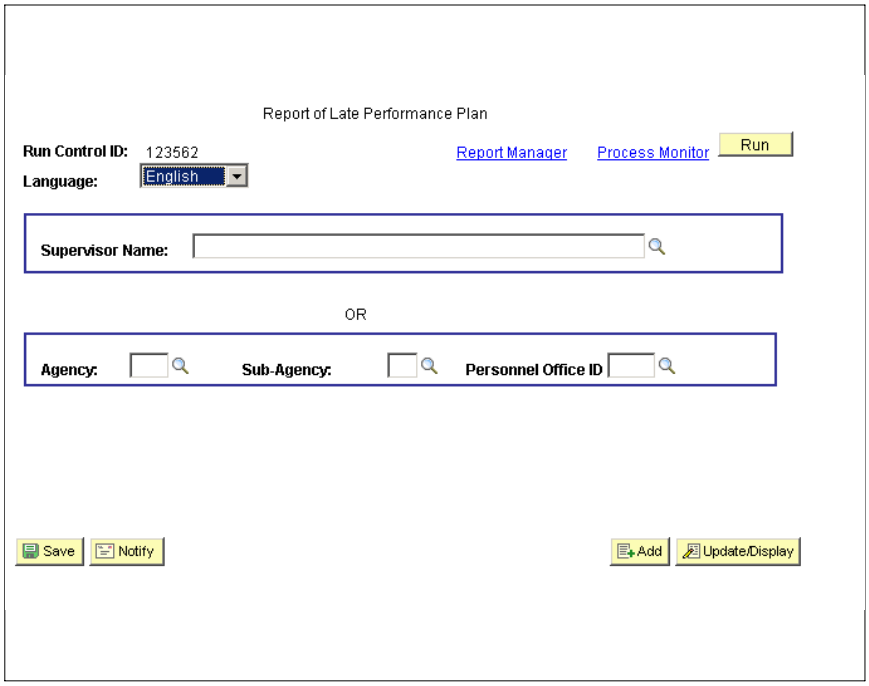


Figure 739. Late Performance Plans page

8. Complete the fields as follows:

Language

Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages

Arabic

Can French

Czech

Danish

Dutch

English

French

Finnish

German

Greek

Hebrew

Hungarian

Italian

Japanese

Korean

Malay

Norwegian

Polish

Portuguese

Russian

S Chinese

Spanish

Swedish

TChinese

Thai

Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

   OR

   Click **Notify** to send an email to a person in the workflow.

   OR

   Click **Add** to add information to a report.

   OR

   Click **Update/Display** to update the page.

   OR

   Click the ***Report Manager*** link to access additional report options. For more information, see Report Manager.

   OR

   Click the ***Process Monitor*** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Missing Performance Appraisals

This option allows HR to report on missing performance appraisals.

To report on Missing Performance Appraisals:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Missing Performance Appraisal*** component. The Find An Existing Value tab - Missing Performance Appraisal page (**Figure**) is displayed.

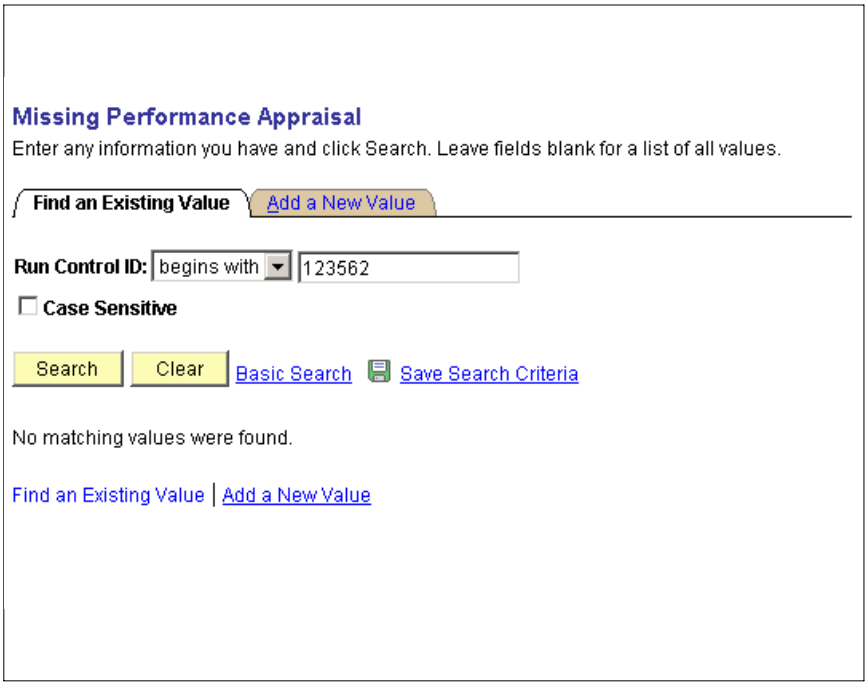


Figure 740. Find An Existing Value tab - Missing Performance Appraisal page

4. Complete the fields as follows:

Run Control ID

Click the down arrow to choose a search criteria. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Missing Review tab - Missing Performance Appraisal page (**Figure 742**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the ***Add a New Value*** tab. The Add A New Value tab - Missing Performance Appraisal page (**Figure 741**) is displayed.

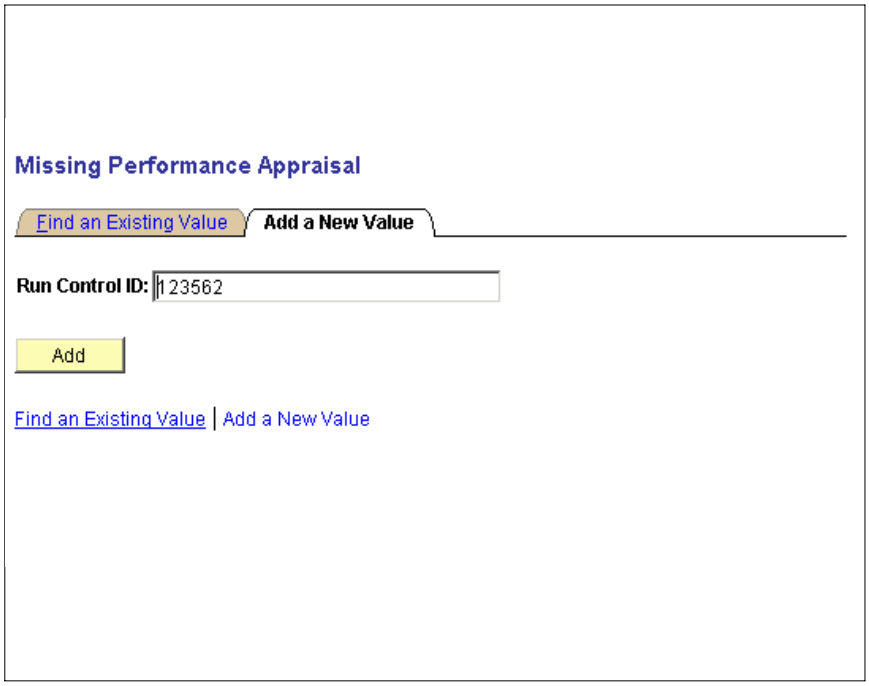


Figure 741. Add A New Value tab - Missing Performance Appraisal page

6. Complete the fields as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Missing Review tab - Missing Performance Appraisal page (**Figure 742**) is displayed.

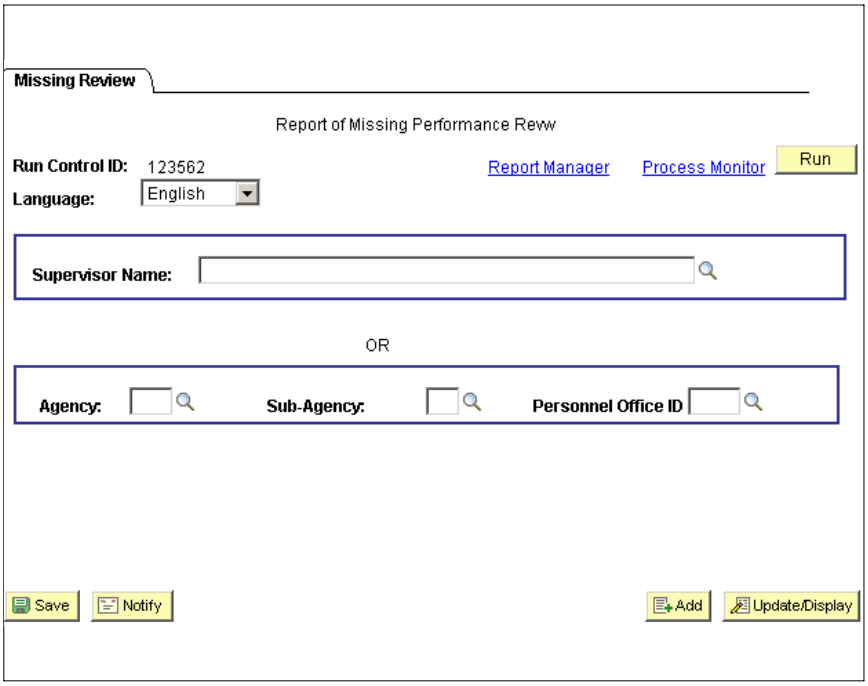


Figure 742. Missing Review tab - Missing Performance Review page

8. Complete the fields as follows:

Run Control ID

This field is populated with the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages

Arabic

Can French

Czech

Danish

Dutch

English

French

Finnish

German

Greek

Hebrew

Hungarian

Italian

Japanese

Korean

Malay

Norwegian

Polish

Portuguese

Russian

S Chinese

Spanish

Swedish

TChinese

Thai

Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

   OR

   Click **Notify** to send an email to a person in the workflow.

   OR

   Click **Add** to add information to a report.

   OR

   Click **Update/Display** to update the page.

   OR

   Click the ***Report Manager*** link to access more report options. For more information, see Report Manager.

   OR

   Click the ***Process Monitor*** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

Late Performance Appraisals

This option allows HR to report on late performance appraisals.

To inquire on Late Performance Appraisals:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Report*** menu.
3. Select the ***Late Performance Appraisal*** component. The Find An Existing Value tab - Late Performance Appraisal page (**Figure 743**) is displayed.

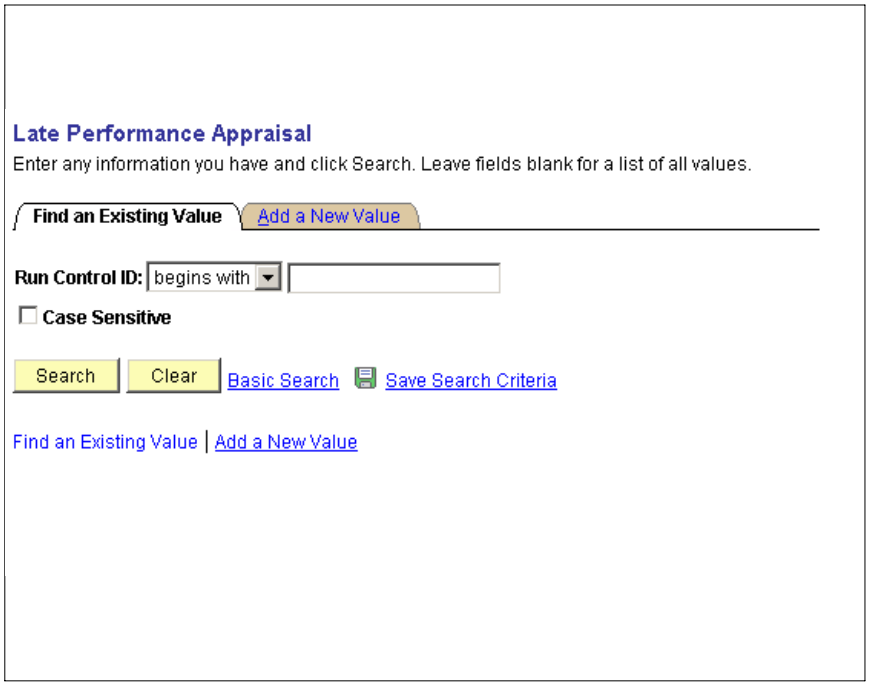


Figure 743. Find An Existing Value tab - Late Performance Appraisal page

4. Complete the fields as follows:

Run Control ID

Select a search criteria from the drop-down list. Valid values are **Begins With** (The data starts with a specific character.), **Contains** (The data contains specific characters.), **=** (The data is equal to.), **Not =** (The data is not equal to.), **<** (The data is less than.), **<=** (The data is less than or equal to.), **>** (The data is greater than.), **>=** (The data is greater than or equal to.), **Between** (The data is within a range of two values.), and **In** (The data is within a field.). Enter the applicable data based on the search criteria selected.

Case Sensitive

Click this field if the search criteria is case sensitive.

5. Click **Search**. The Late Review tab - Late Performance Review page (**Figure 745**) is displayed.

OR

Click **Clear** to clear the entry on the page. Another entry can be made at this time.

OR

Click the ***Add a New Value*** tab. The Add A New Value tab - Late Performance Appraisal page (**Figure 744**) is displayed.

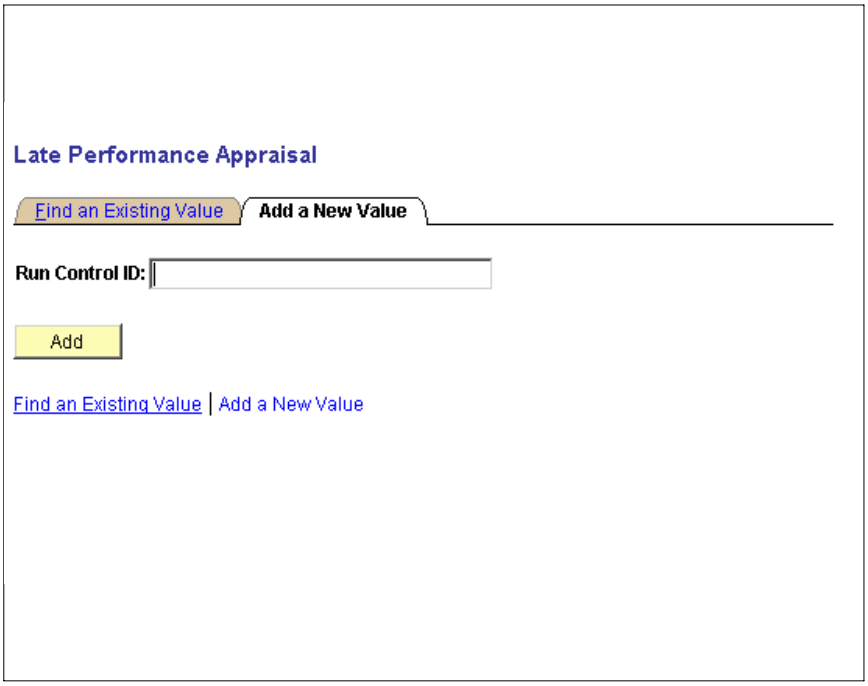


Figure 744. Add A New Value tab - Late Performance Appraisal page

6. Complete the field as follows:

Run Control ID

Enter the control ID.

7. Click **Add**. The Late Review tab - Late Performance Review page (**Figure 745**) is displayed.

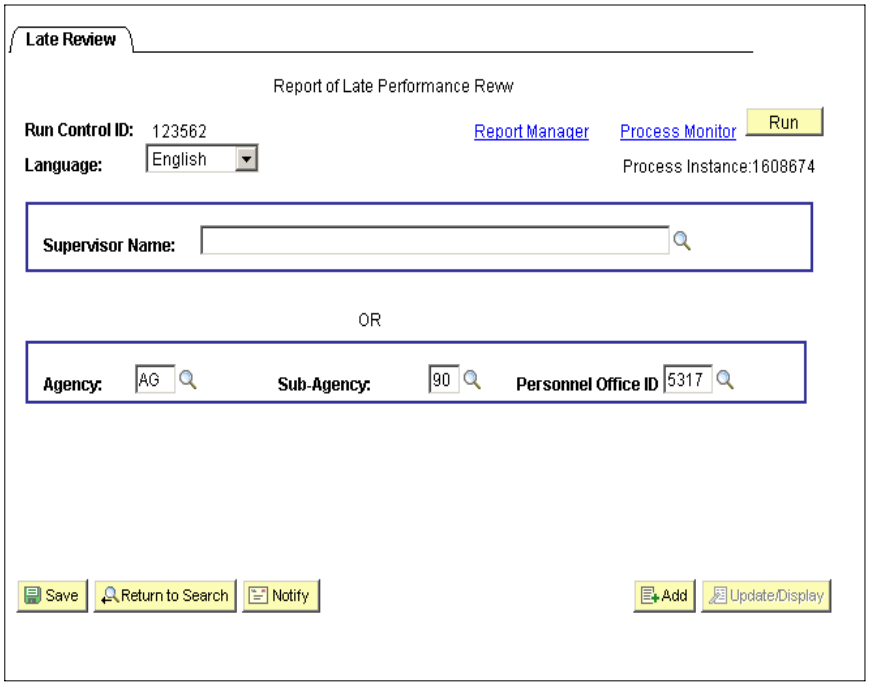


Figure 745. Late Review tab - Late Performance Review page

8. Complete the fields as follows:

Run Control ID

This field is populated with the search criteria entered.

Language

Select the applicable language from the drop -down list. This field defaults to **`English`**. Valid values are as follows:

Languages

Arabic

Can French

Czech

Danish

Dutch

English

French

Finnish

German

Greek

Hebrew

Hungarian

Italian

Japanese

Korean

Malay

Norwegian

Polish

Portuguese

Russian

S Chinese

Spanish

Swedish

TChinese

Thai

Turkish

Supervisor Name

Enter the name of the supervisor or select data by clicking the search icon.

OR

Agency

Enter the two position alfa agency code or search data by clicking the search icon.

Sub-Agency

Enter the sub agency.

Personnel Office ID

Enter the POI or select data by clicking on the search icon.

9. Click **Save** .

OR

Click **Notify** to send an email to a person in the workflow.

OR

Click **Add** to add information to a report.

OR

Click **Update/Display** to update the page.

OR

Click the ***Report Manager*** link to access more report options. For more information, see Report Manager.

OR

Click the ***Process Monitor*** link. For more information, see Report Manager.

10. Click **Run**. The Project Scheduler Request page (**Figure**) is displayed. For more information, see Report Manager.

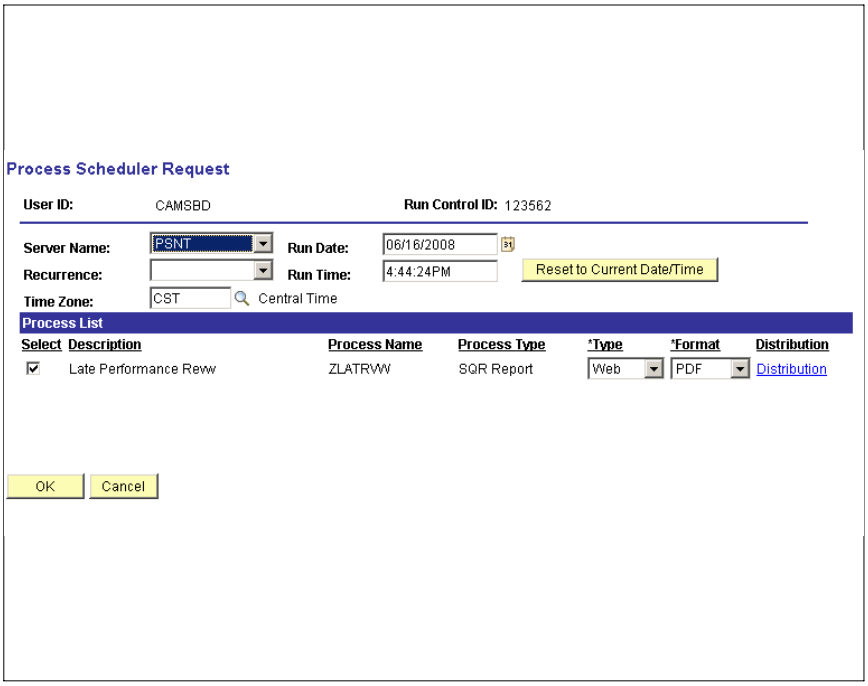


Figure 746. Project Scheduler Request page

Review Rating Model

The Review Rating Model is used to setup the ratings used on the performance documents..

To setup a Review Rating Model:

1. Select the ***Manage Performance*** menu group.
2. Select the ***Setup*** menu.
3. Select the ***Review Rating Model*** component. The Find An Existing Value tab - Review Rating Model page (**Figure 747**) is displayed.

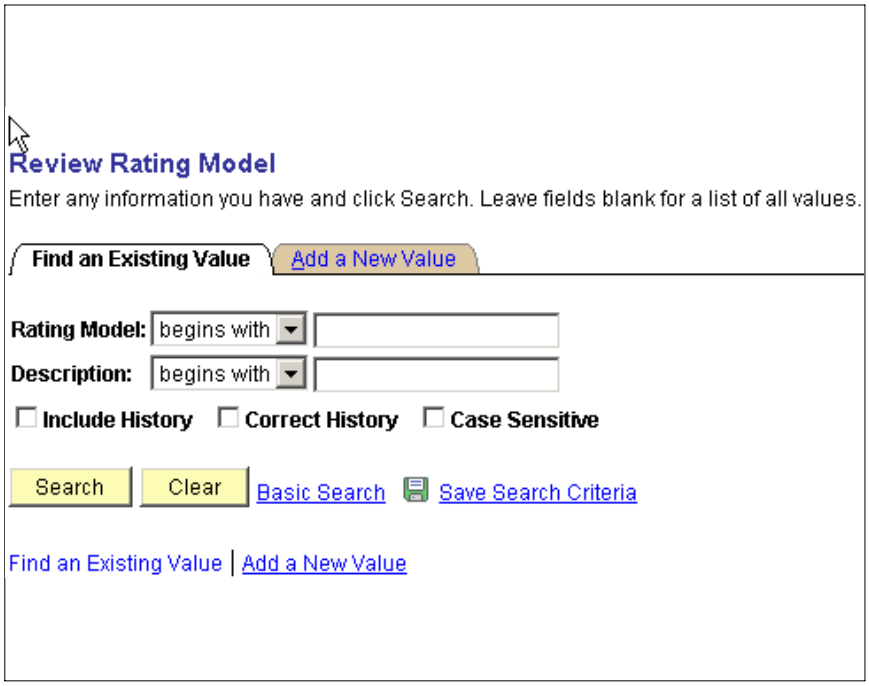


Figure 747. Find An Existing Value tab - Review Rating Model page

4. Complete the fields as follows:

5. Enter the applicable information.

6. Click **Search**. The Review Rating Model page is displayed.

   OR

7. Select the ***Add a New Value*** tab. The Add A New Value tab - Review Rating Model page (**Figure**) is displayed.

Figure 748. Add A New Value tab - Review Rating Model page

8. Complete the fields as follows:

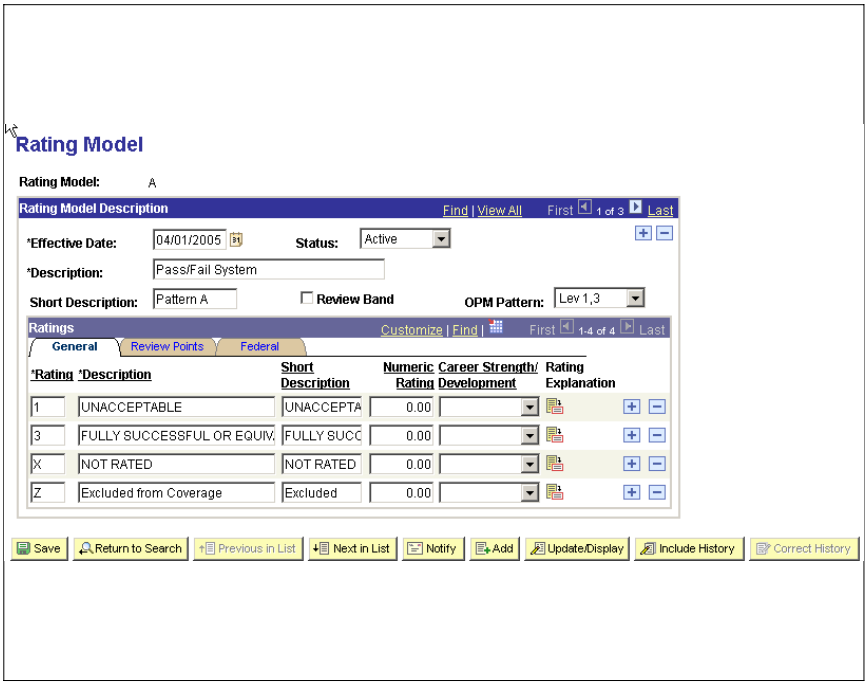


Figure 749. Rating Model page

9. Complete the fields as follows:

Rating Model

This field is populated with the search criteria entered.

***Effective Date**

Enter the applicable date or select a date from the calendar icon.

Status

This field defaults to **`Active`**. Change by selecting data from the drop-down list.

***Description**

Enter the description of the rating system.

Short Description

Enter the short description of the rating.

Review Band

When the ***Correct History*** button is selected, the review band is checked.

OPM Pattern

Enter the applicable information or select data from the drop-down list.

10. Click the ***General*** tab. General window (**Figure**) is displayed.

11. Complete the fields as follows:

***Rating**

Enter the number associated with the rating

***Description**

This field defaults to **`Active`**. Change by selecting data from the drop-down list.

***Description**

This field is the description for the Rating number

Numeric Rating

This field is the number rating associated with the Description.

Career Strength/Development

Enter the applicable information or select data from the drop-down list.

Rating Explanation

Click this icon to view or enter a rating explanation.

12. Click ***Review Point*** tab. The Review Point tab (**Figure 750**) is displayed.

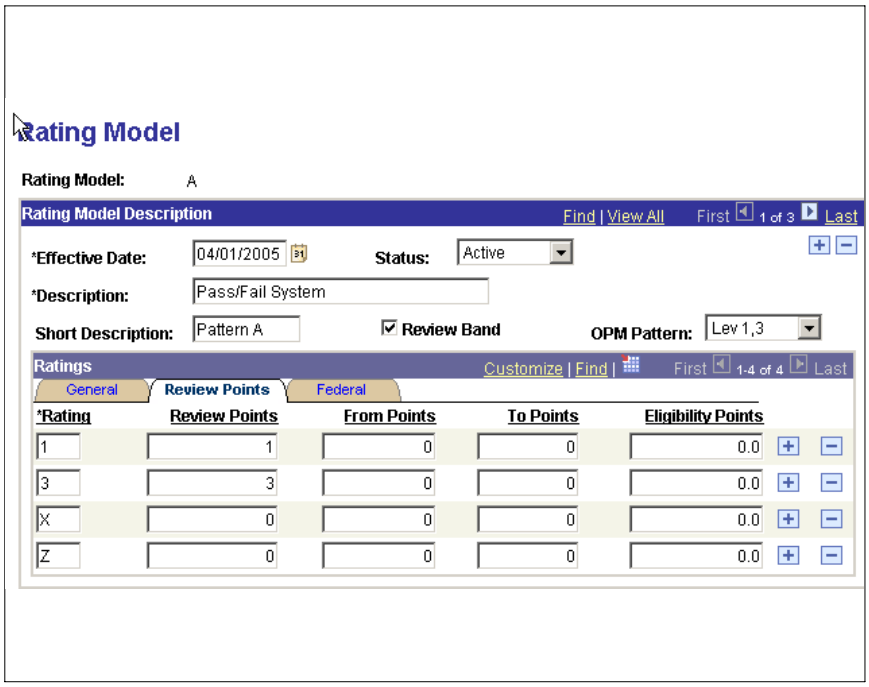


Figure 750. Review Point tab

13. Complete the fields as follows.

***Rating**

Enter the rating number.

Review Points

Enter the applicable amount of points to be given during a review.

From Points

Enter the minimum number of points for a review.

To Points

Enter the maximum number of points for a review.

Eligibility Points

Enter the applicable eligibility point for a review.

14. Click ***Federal*** tab. The Federal window (**Figure 751**) is displayed.

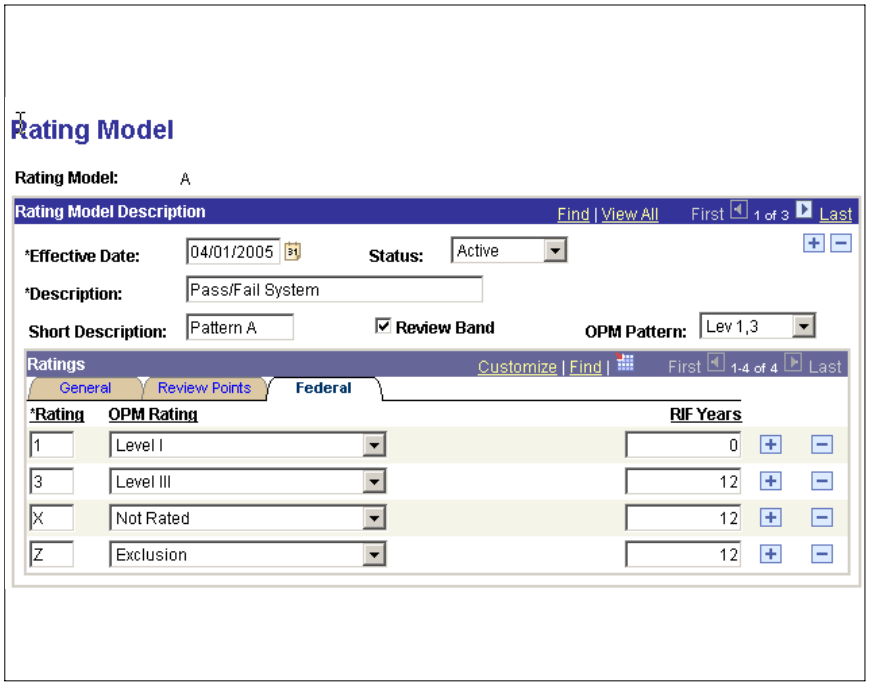


Figure 751. Federal window

15. Complete the following information:

***Rating**

Enter the rating number

OPM Rating

This field is the OPM rating explanation.

RIF Years

Enter the applicable years for each OPM Rating.

16. Click **Save**.

OR

Click **Return To Search** to search for another Review Rating Model.

OR

Click **Previous In List** to view the previous Review Rating Model.

OR

Click **Notify** to notify a person in the workflow that the transaction is in their worklist.

OR

Click **Add** to add an additional Review Rating Model.

OR

Click **Update/Display** to update the window.

OR

Click **Include History** to include the transaction in history.

OR

Click **Correct History** to correct the transaction in history.

To search for a VA Status By Specialist report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu. The VA Status By Specialist window (**Figure 752**) is displayed to locate an existing report.

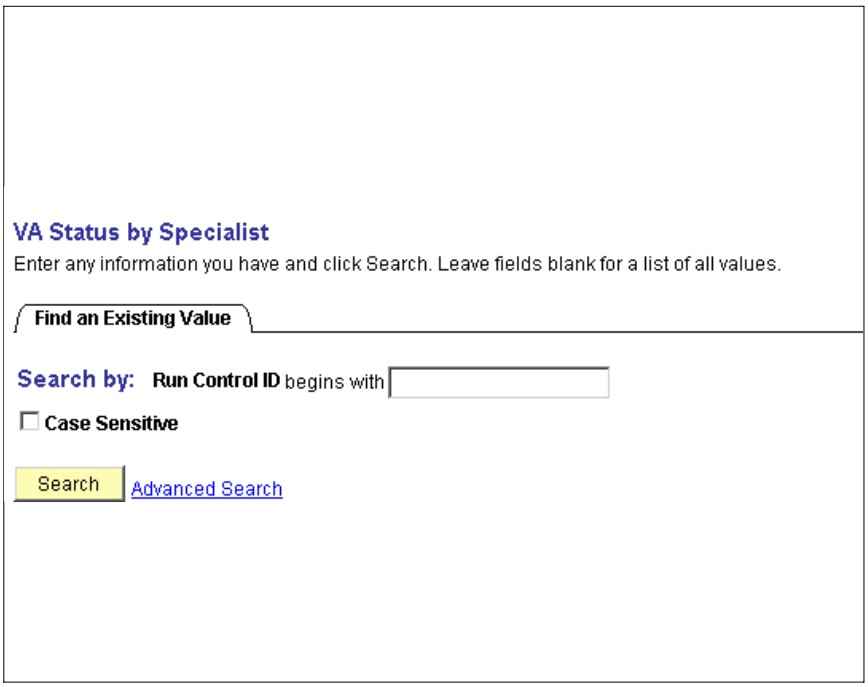


Figure 752. VA Status By Specialist window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Runctl Asofdate window (**Figure 753**) is displayed.

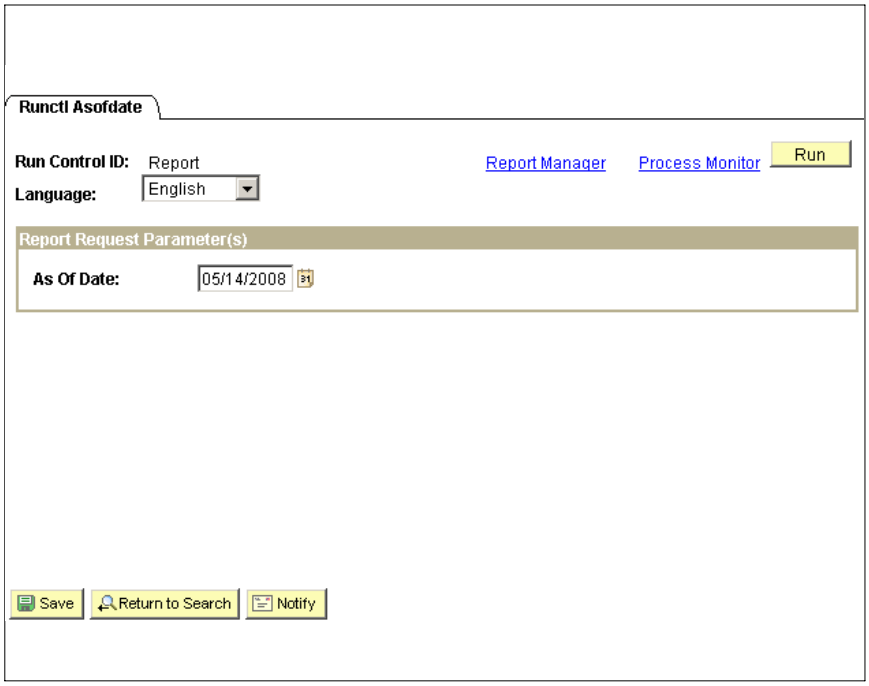


Figure 753. Runctl Asofdate window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date

Enter the as of date for the report or select a date from the calendar icon.

5. Click **Save**.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to notify a person in the workflow..

   OR

   Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

   OR

   Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

   OR

   Click **Run**. For more information on this topic refer to Run of this manual.

VA Status By Organization

To search for a VA Status By Organization report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu. The VA Status By Organization window (**Figure 754**) is displayed to locate an existing report.

Figure 754. VA Status By Organization window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Runctl Asofdate window (**Figure 755**) is displayed.

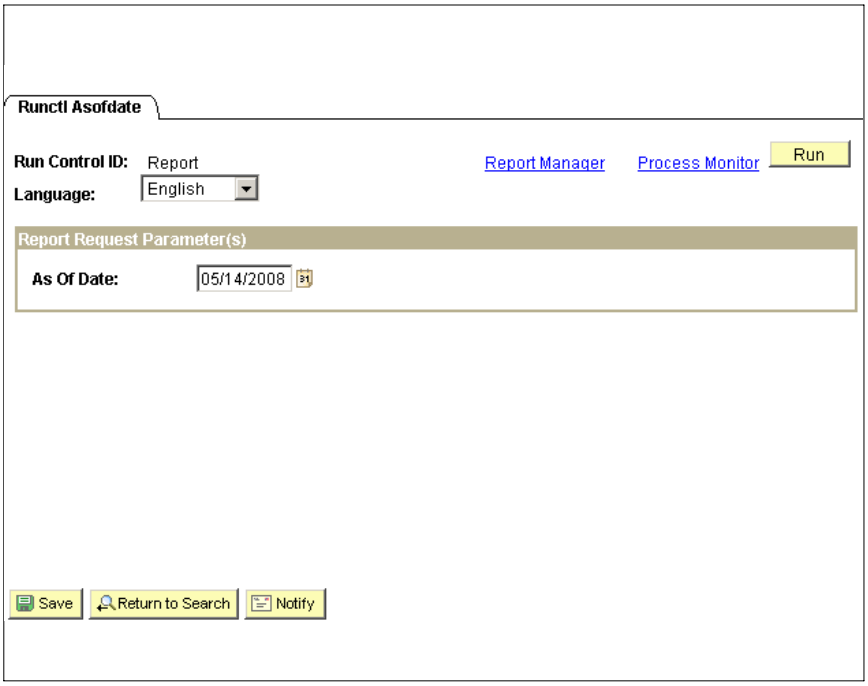


Figure 755. Runctl Asofdate window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

As Of Date

Enter the as of date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

VA Score Sheet

To search for VA Score Sheet report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu. The VA Status Score Sheet window (**Figure 756**) is displayed to locate an existing report.

Figure 756. VA Score Sheet window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Runctl App014 window (**Figure 757**) is displayed.

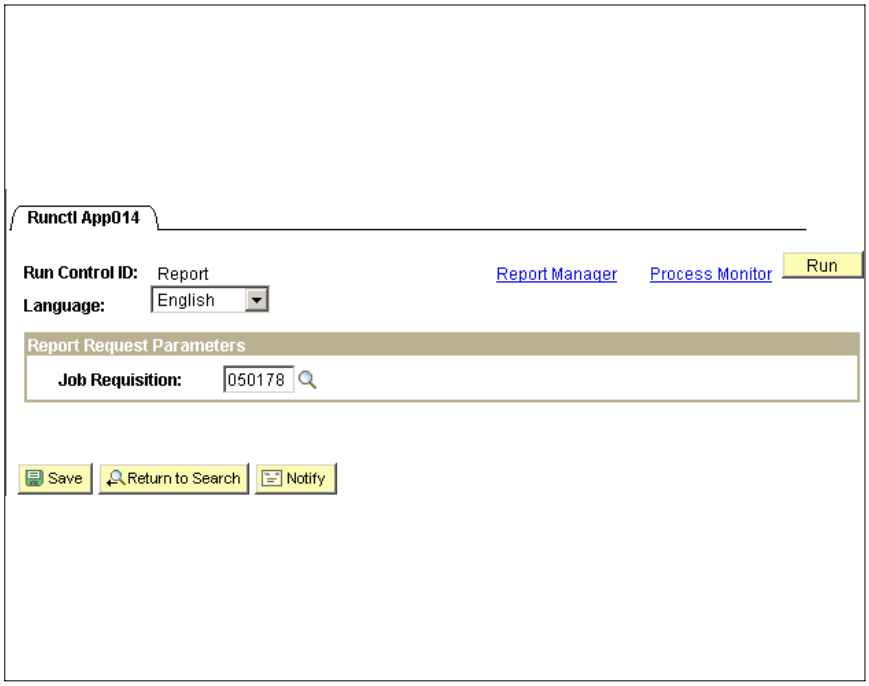


Figure 757. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requsition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **s** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Specialist Referral List

To search for Specialist Referral List report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu. The Specialist Referral List window (**Figure 758**) is displayed to locate an existing report.

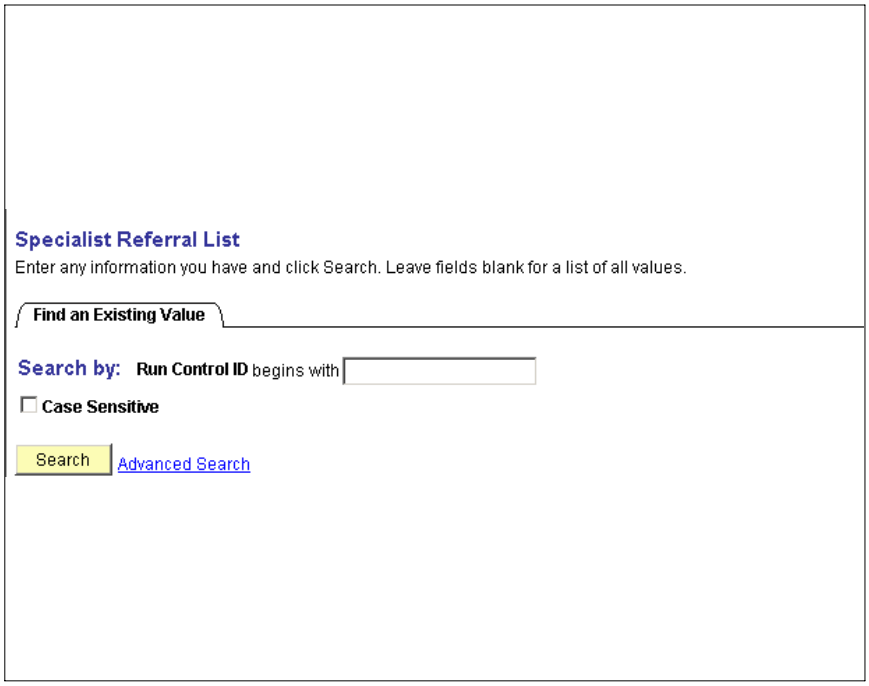


Figure 758. Specialist Referral List window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Runctl App014 window (**Figure 759**) is displayed.

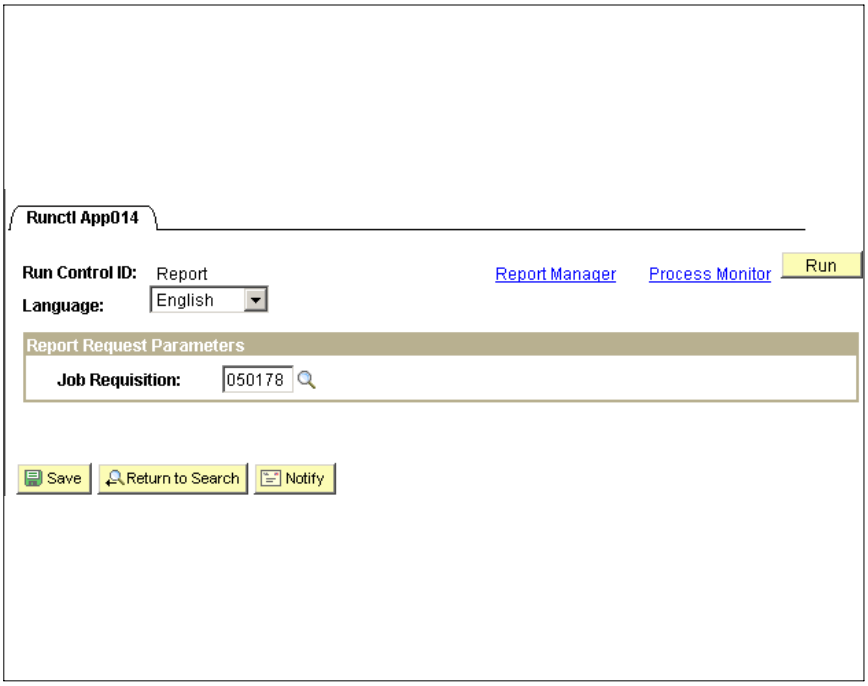


Figure 759. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requsition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Requisition Worksheet

To search for Requisition Worksheet report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu. The Requisition Worksheet window (**Figure 760**) is displayed to locate an existing report.

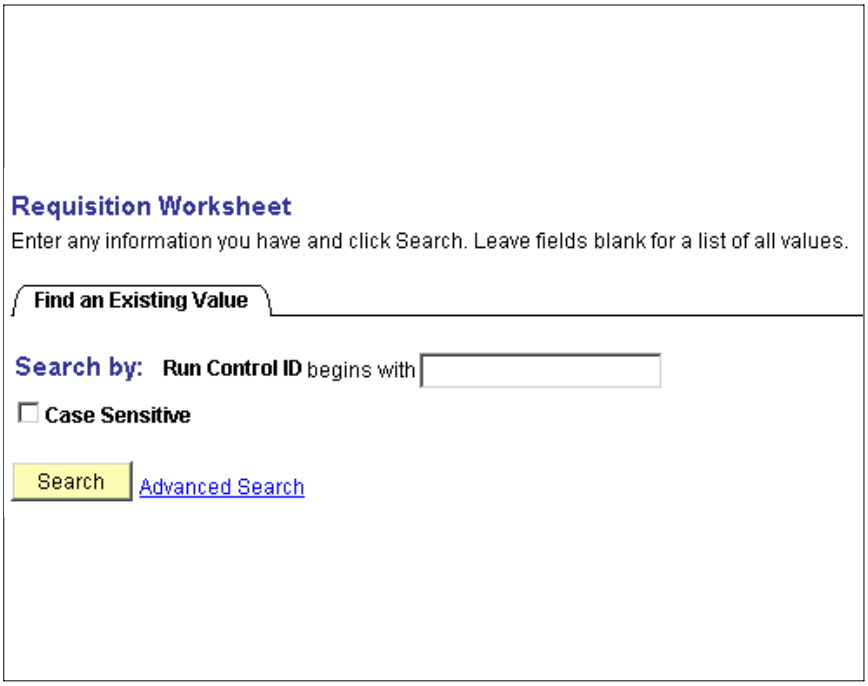


Figure 760. Requisition Worksheet window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Work Sheet window (**Figure 761**) is displayed.

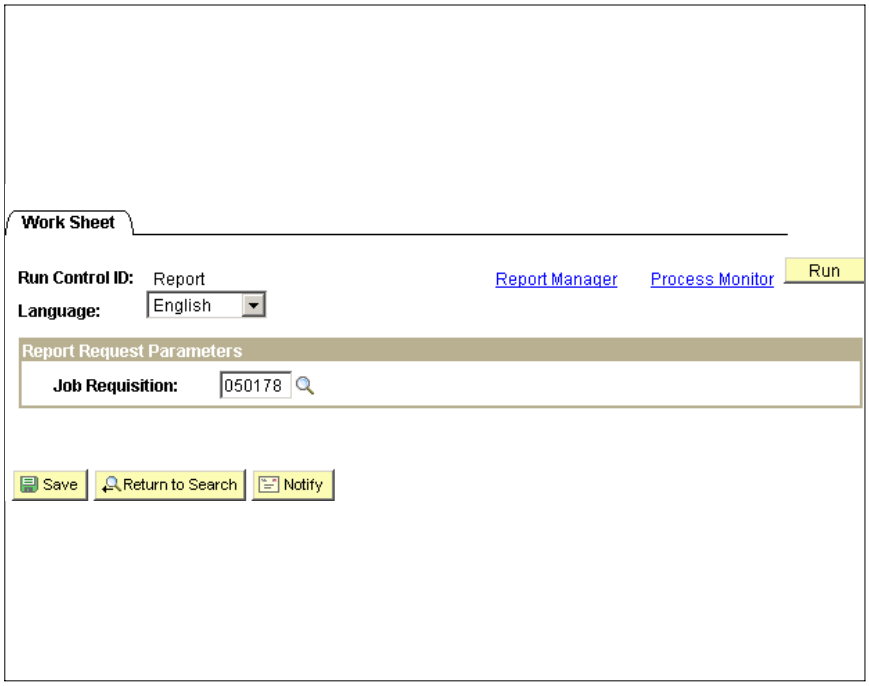


Figure 761. Work Sheet window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requsition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Panel Paperwork

To search for a Panel Paperwork report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu The Panel Paperwork window (**Figure 762**)is displayed.

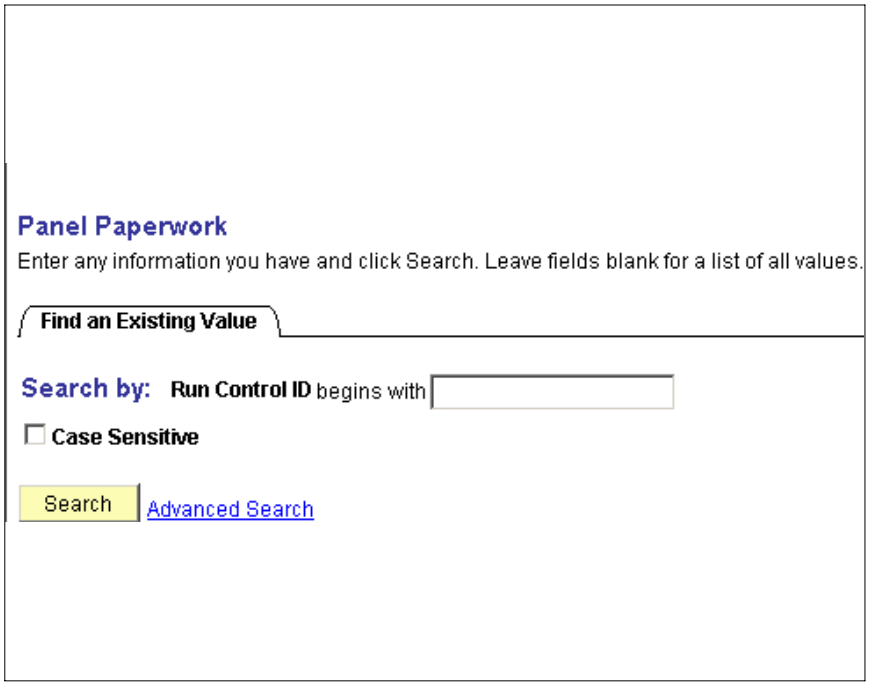


Figure 762. Panel Paperwork window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Runctl App014 window (**Figure 763**) is displayed.

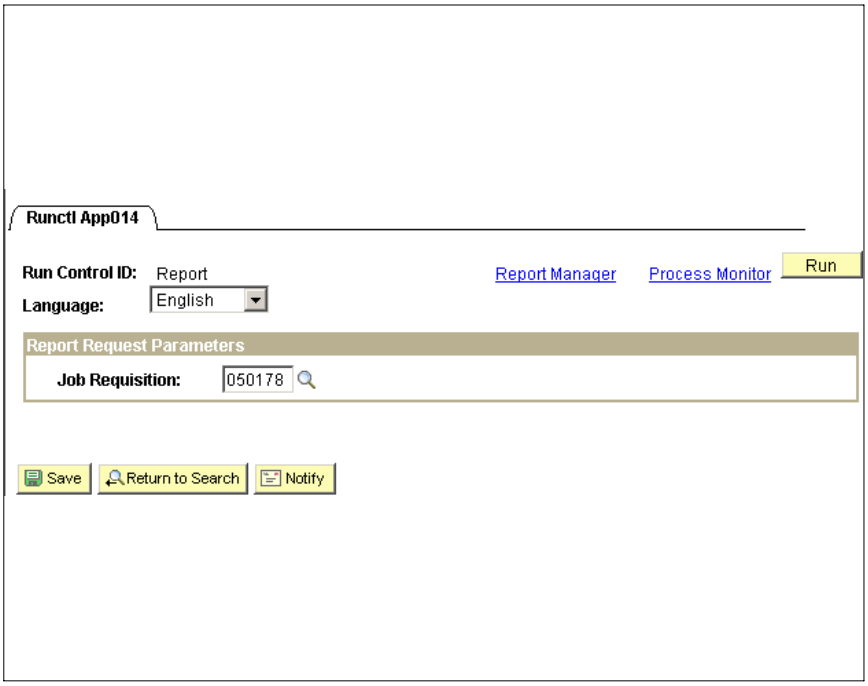


Figure 763. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requsition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tab are displayed. For more information refer to Report Manager in this manual.

Requisition Letters

To search for a Requisition Letters report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu The Recruitment Letters window (**Figure 764**)is displayed.

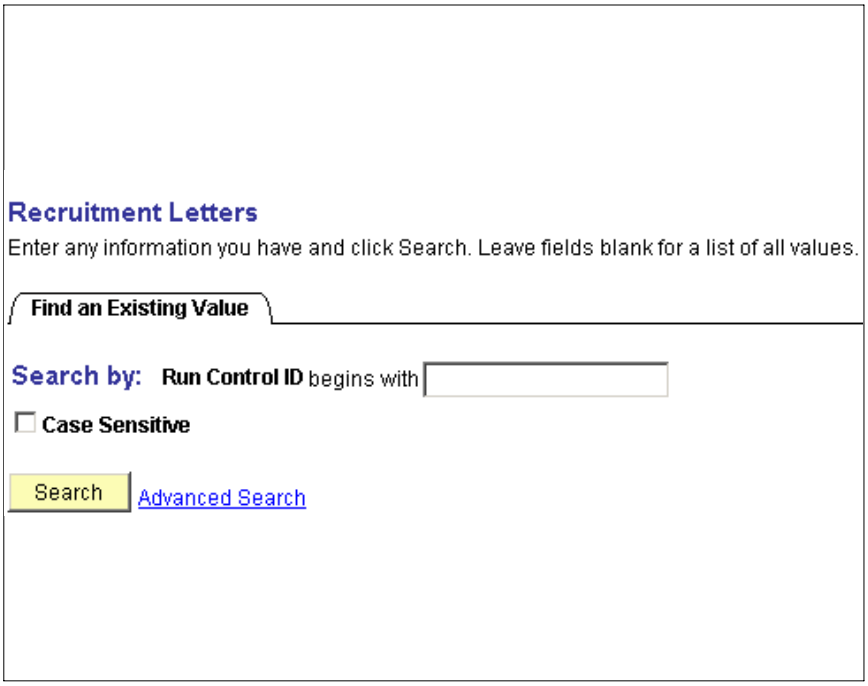


Figure 764. Recruitment Letters window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Runctl App014 window (**Figure 765**) is displayed.

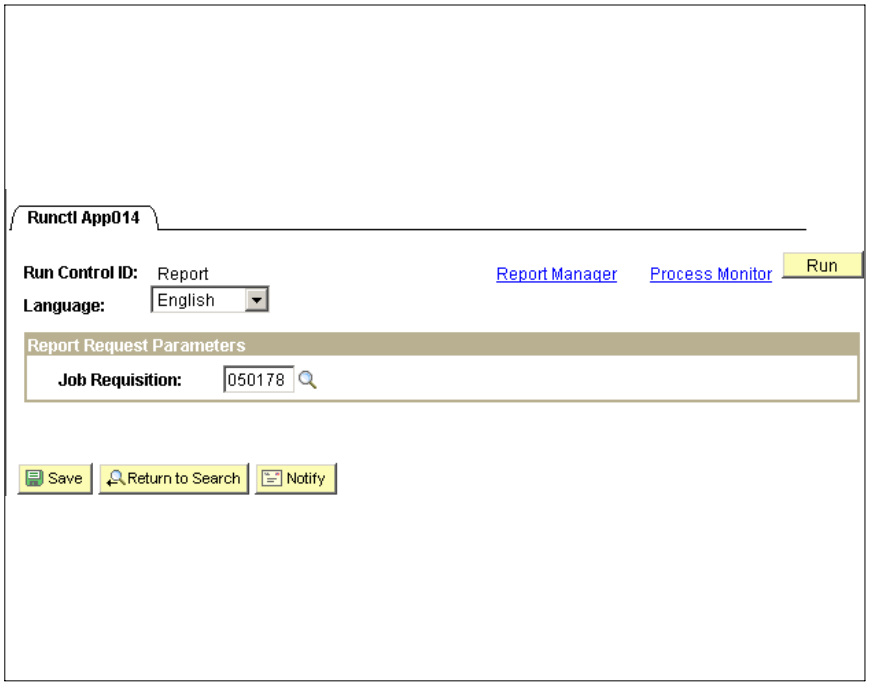


Figure 765. Runctl App014 window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requsition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Daily Recruitment

To search for a Daily Recruitment report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu. The Daily Recruitment window **Figure 766**) is displayed to locate an existing report.

Figure 766. Daily Recruitment window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Prcsrunctl window (**Figure 767**) is displayed.

Figure 767. Prcsruncntl window

4. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Load Applicant Rating

To search for a Load Applicant Rating report:

1. Select ***Recruiting*** from the ***EmpowHR*** menu The Load Applicant Rating window (**Figure 768**)is displayed.

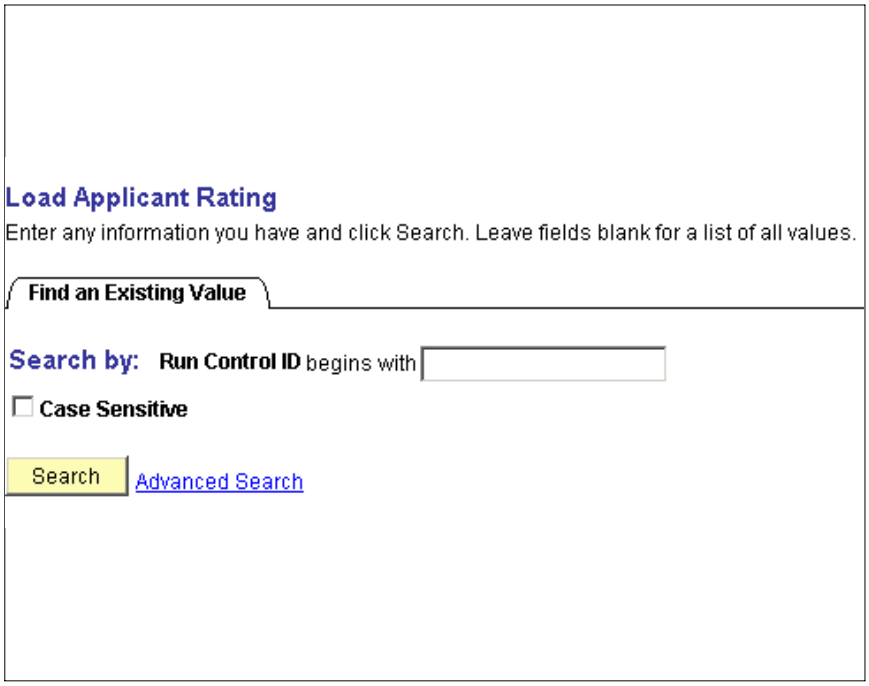


Figure 768. Load Applicant Rating window

2. Complete the field as follows:

Search By/Run Control ID Begins With

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

3. Click **Search**. The Load Appl Rating window (**Figure 769**) is displayed.

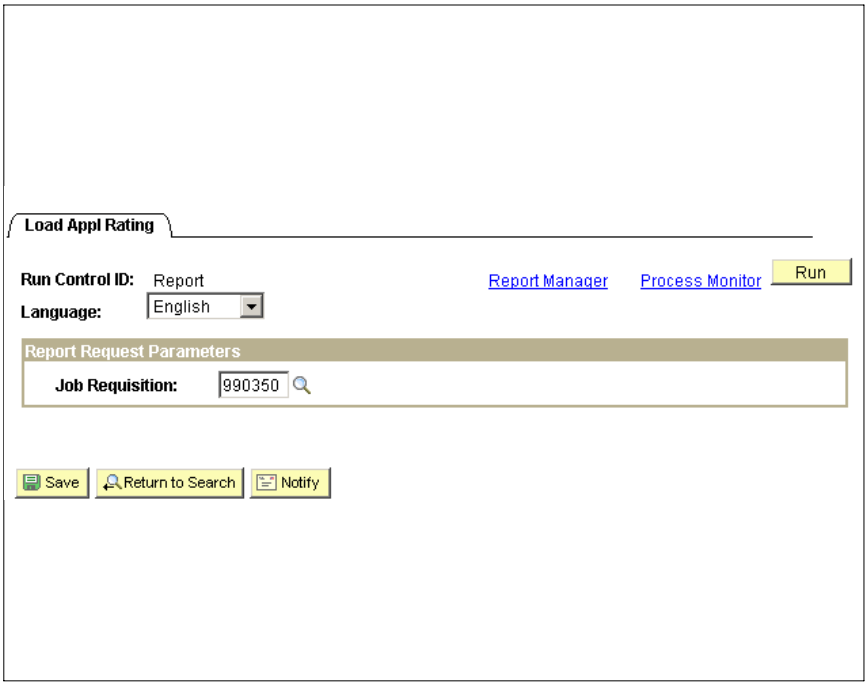


Figure 769. Load Appl Rating window

4. Complete the fields as follows:

Language

Enter the language or select data from the drop-down list. The valid values are listed below:

Language Values
Arabic
Can French
CZech
Danish
Dutch
Tinnish
French
German
Greek
Hebrew
Hungarian
Italian
Japanese
Korean
Maly
Norwegian

Language Values
Polish
Portuguese
Russian
SChinese
Spanish
TChinese
Thai
Turkish

Job Requsition

Enter the requisition date for the report or select a date from the calendar icon.

5. Click **Run**. The Process Scheduler Request window (**Figure 645**) is displayed.

   OR

   Click **Save** to save the information.

   OR

   Click **Return To Search** to search for another report.

   OR

   Click **Notify** to send the information to a person in the workflow.

   OR

   Click **Report Manager**. The Report Manager tabs are displayed. For more information refer to Report Manager in this manual.

Position Description Report

Unit Funded Awards

Unit Staff Awards

Report can be viewed in PDF or CSV.

Transit Subsidy Dist Report

To run or add an LOC Transit Subsidy Dist Report:

1. Select ***LOC Transit Subsidy*** from the ***EmpowHR*** main menu.

2. Select ***LOC Transit Subsidy Dist Report*** from the LOC Transit Subsidy drop-down menu. The LOC Transit Subsidy Report window(**Figure 770**) is displayed.

Figure 770. LOC Transit Subsidy Report window

3. Complete the fields as follows:

Search By: Run Control ID Begins With

Type the applicable search criteria.

Case Sensitive

Click this field if the search criteria is case sensitive.

4. Click **Search**.

OR

Click ***Add An Existing Value*** to add a new report. The Transit Subsidy Add A New Value window (**Figure 771**) is displayed.

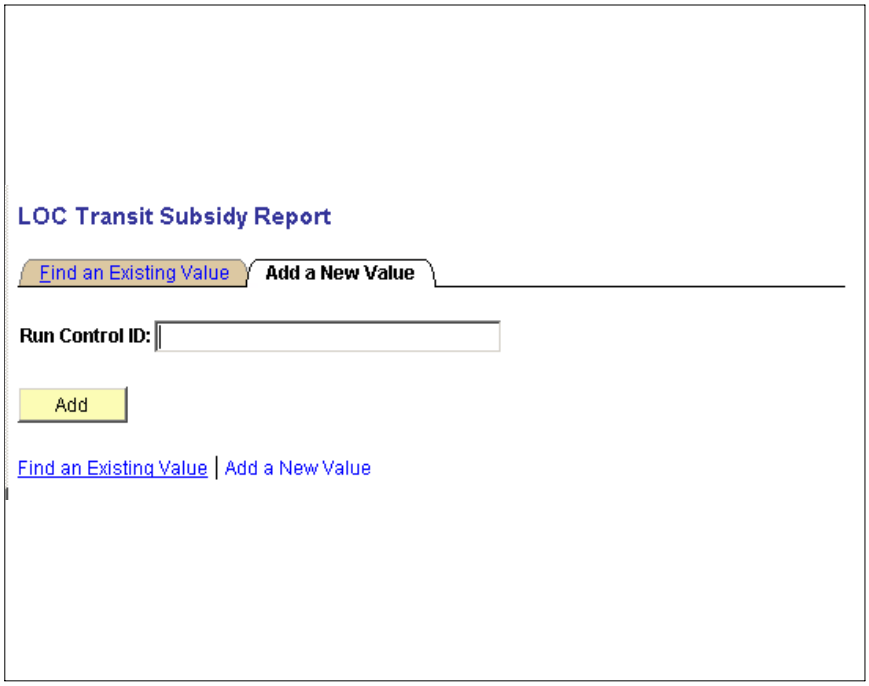


Figure 771. LOC Transit Subsidy Report window (Add A New Value tab)

5. Complete the field as follows:

Run Control ID

Type the applicable run control ID to be added.

6. Click **Add**. The LC Tran Subsidy Report window (**Figure 772**) is displayed.

Note: If you attempt to add a Run Control ID that has already been established, a confirmation pop-up will appear.

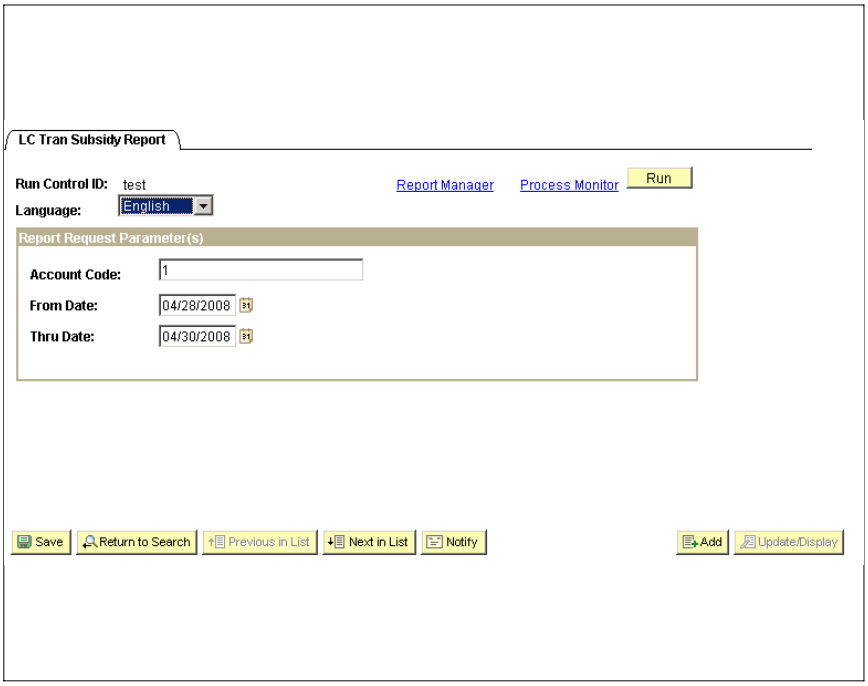


Figure 772. LC Tran Subsidy Report window

7. Complete the fields as follows:

Run Control ID

These field is system-generated based upon the Run Control ID entered on the Transit Subsidy window (Find An Existing Value tab). You cannot enter data in this field.

Language

Click the down arrow to select the applicable language. This field defaults to **`English`**. For a list of available languages, see the **Languages** table.

Account Code

Type the applicable account code.

From Date:

Type the applicable From Date, or click the icon to select the applicable date.

Thru Date:

Type the applicable Thru Date, or click the icon to select the applicable date.

8. Click **Save**.

OR

Click **Return To Search** to search for another report. The Temporary Employees window (**Figure 688**) is displayed.

OR

Click **Update/Display** to update the display.

OR

Click **Add** to add a report.

OR

Click **Report Manager**. For more information on this topic refer to Report Manager of this manual.

OR

Click **Process Monitor**. For more information on this topic refer to Process Monitor of this manual.

OR

Click **Run**. For more information on this topic refer to Run of this manual.

MSS Reports

Manager Self Service allows the manager to closely monitory and direct their team toward the strategic goals of the organization. The Reports functionality allows managers the ability to view information about the employees who report to them. Managers have the ability to filter report listings by defined header labels and generate Manager Self Service Reports.

This section is divided into the following report topics:

Performance Summary

Detailed Staff Report

Staff Summary – Series

Staff Summary – Location

Retirement Eligibility

Award Request Report

Performance Summary

This section will explain how to view a performance summary an employee(s).

To view a Performance Summary report:

1. Select ***Manager Self Service*** from the menu.
2. Select ***Reports*** from the Manager Self Service menu.
3. Select ***Performance Summary*** from the View drop-down menu. The Performance Summary window (**Figure 773**)is displayed. This is the summary information for this report.

Figure 773. Performance Summary window

4. Click the **`Direct Reports`** box for the applicable employee. The Direct Reports Performance Summary listing will display.

Detailed Staff Report

This section will explain how to view a detailed staff report.

To view a Detailed Staff Report:

1. Select ***Manager Self Service*** from the menu.
2. Select ***Reports*** from the Manager Self Service menu.
3. Select ***Detailed Staff Report*** from the View drop-down menu. The Detailed Staff Summary Report window (**Figure 774**)is displayed.

Figure 774. Detailed Staff Summary Report window

4. Click the **`Check On The Box To Generate Detailed Staff Report`** .

5. Click the ***View Detailed Summary*** link to view detail summary information. The Detail Summary window (**Figure 775**)is displayed.

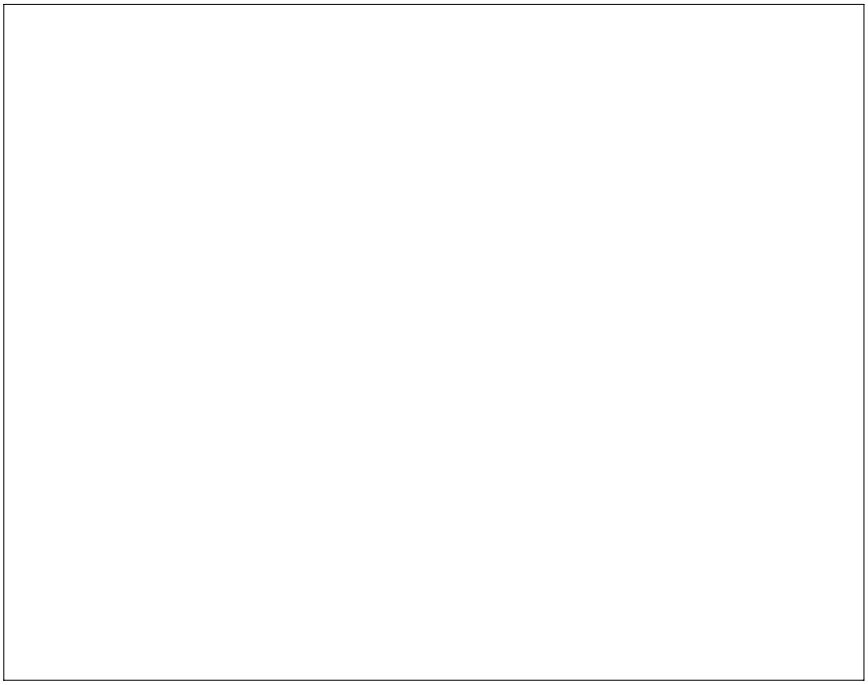


Figure 775. Detail Summary window

6. Click **Notify** to send information to another manager.

Staff Summary - Series

This section will explain how to view a detailed staff summary series report.

To view a Staff Summary - Series detailed report:

1. Select ***Manager Self Service*** from the menu.
2. Select ***Reports*** from the Manager Self Service menu.
3. Select ***Staff Summary - Series*** from the View drop-down menu. The Staff Summary By Series Report window (**Figure 776**)is displayed.

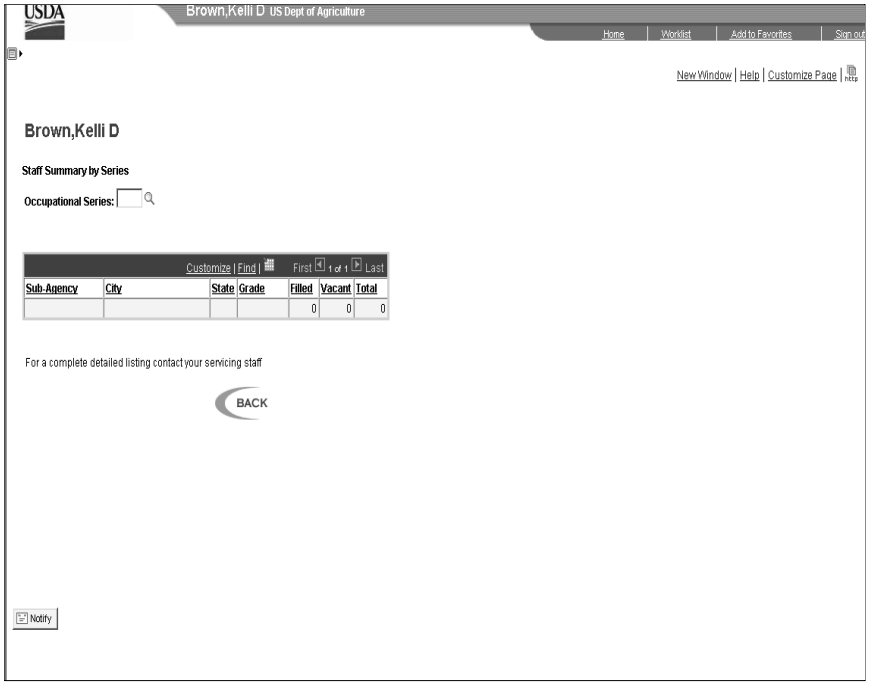


Figure 776. Staff Summary By Series window

4. Enter the applicable Occupational Series information or search data by clicking the search icon. The staff summary by series report is displayed.
5. Click **Notify** to send information to another manager.

Staff Summary - Location

This section will explain how to view a detailed staff summary location report.

To view a Staff Summary - Location detailed report:

1. Select ***Manager Self Service*** from the menu.

2. Select ***Reports*** from the Manager Self Service menu.

3. Select ***Staff Summary - Location*** from the View drop-down menu. The Staff Summary By Location Report window (**Figure 777**)is displayed.

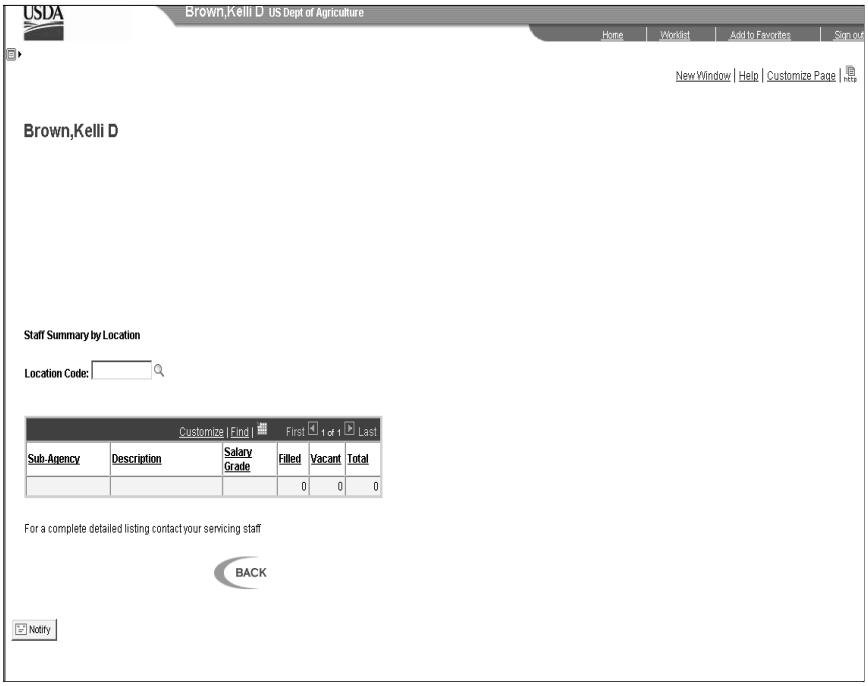


Figure 777. Staff Summary By Location window

4. Enter the applicable Location Code information or search data by clicking the search icon. The staff summary by location report is displayed.

5. Click **Notify** to send information to another manager.

Retirement Eligibility

This section will explain how to view a detailed retirement eligibility report.

To view a Retirement Eligibility report:

1. Select ***Manager Self Service*** from the menu.

2. Select ***Reports*** from the Manager Self Service menu.

3. Select ***Retirement Eligibility*** from the View drop-down menu. The Retirement Eligibility Report search window (**Figure 778**)is displayed.

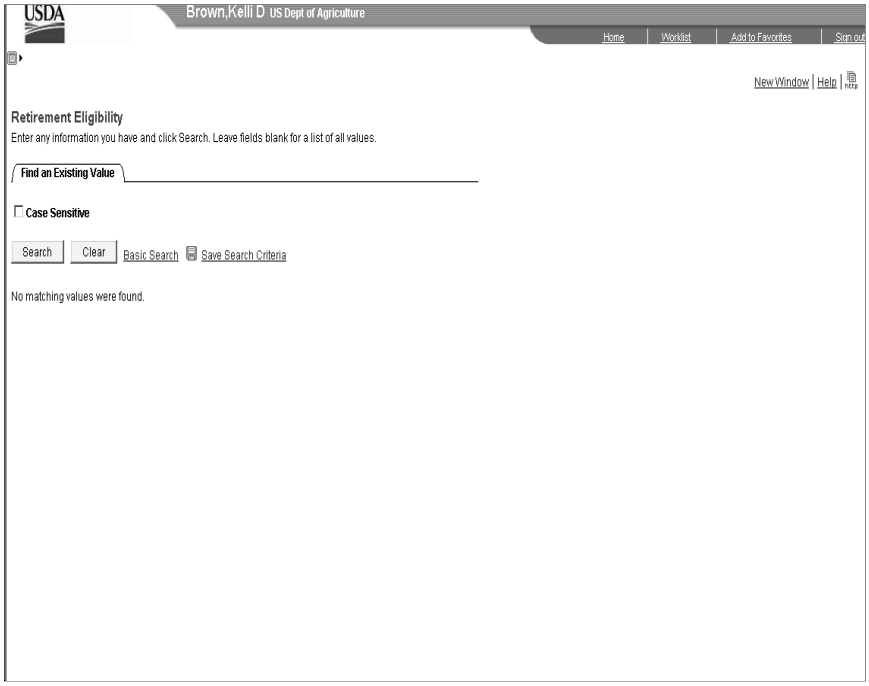


Figure 778. Retirement Eligibility search window

4. Check the **`Case Sensitive`** box to search for an existing value using case sensitive data, or leave blank

5. Click **Search** to search for a value.
6. Enter a Proposed Retirement Date or select a date from the calendar icon.
7. Click **Display**. A list of eligible employees are displayed.
8. Click **Notify** to send information to another manager.

Part 14.

EmpowHR Glossary

This part is divided into the following sections:

Basic Terms

Glossary

Basic Terms

Application Portal - The application portal is a web site that helps you navigate to other Web−based applications and content. This is usually an entry point when you launch the browser. The application portal can be customized to include EmpowHR application links, internal links, and intranet links.

Breadcrumbs - A small horizontal menu of links that is always present across the top of the page. The links show what pages, components, or menu navigation links used to get to the current page.

Component - A group of related pages that pertain to a specific task. You can access components from the menu. Components contain folder tabs with each tab containing a related page.

Keys - The display-only fields that uniquely identify your data. To display a page, you will enter the keys so that the system can retrieve the correct row of data.

Menus - A three-column navigation list that contains menu headings and links you click to move between the pages of your screen.

Navigation Header - The navigation header contains links back to your homepage and a Signoff button. If you are running the portal, the navigation header also has a Categories, Favorites, and Search feature.

Page - The individual display and data-entry screen for each part of your EmpowHR application. Pages appear in the browser window.

Glossary

This glossary is a composite of definitions, terms, and acronyms used within the context of the ***EmpowHR*** and PeopleSoft HRMS 8.8 for US Federal government processes. It is not intended to replace or change existing statutory, regulatory, or office-specific descriptions or definitions. Please refer to Federal source documents for greater clarification, context and/or specific usage for Federal terms and definitions.

A

Absence Without Leave (AWOL) - Absence without prior approval, a non-pay status resulting from an agency determination that it will not grant any type of leave for a period of absence for which the employee did not obtain advance authorization or for which a request for leave has been denied.

Academic Discipline - Indicates an employee's major field of study.

Accession - Describes a personnel action that results in the addition of an employee to the rolls of an agency.

Account Code - The Budget & Reporting (B&R) code.

Accredited Education - Education above the high school level completed in a U.S. college, university, or other educational institution that has been credited by one of the accrediting agencies or associations recognized by the Secretary, U.S. Department of Education.

Action Mode - The action type that you select dictates which rows of data you can access and what you can do with each row. The following choices are:

- **Add -** To add a new row of information to the database with a new high−level, primary key. For example, when you add a new job code, you won't have any data on the job in the system yet, so you'll add a new row of data to the table in which job codes are stored.
- **Update/Display -** To update information. This is done by inserting a new row of data for the high−level key, entering the new effective date, and making the desired changes. The only restriction is, when you enter a new row of data, the effective date must be greater than the date on the current row.
- **Update/Display All -** To update information and view all data rows. However, you can only update existing future-dated rows. You can also insert new rows with an effective date greater than or equal to the current row.
- **Correction -** When you choose Correction, you can view, change, and insert rows of data regardless of the effective date.

Adjusted Basic Pay - The sum of an employee's rate of basic pay and any interim geographic adjustment, locality comparability payment, or special pay adjustment for law enforcement officers to which the employee is entitled.

Adverse Action - A personnel action considered unfavorable to an employee, e.g., removal, suspension, furlough, or reduction in grade or pay.

Agency - Describes any department or independent establishment of the Federal government that has the authority to hire employees in the competitive, excepted, and senior executive services.

Annuitant - Identifies a retired person who receives an annuity.

Annuitant CSA Number - A unique number assigned by OPM for a retired employee.

Annuitant Indicator - A code used to indicate the status of an annuitant appointed to a position in the Federal civilian service.

- 1 = Reemployed Annuitant - Civil Service
- 2 = Retired military officer receiving pay
- 3 = Retired military non-officer (enlisted) receiving pay
- 4 = Retired military officer receiving pay and a reemployed annuitant - CSRS
- 5 = Retired military non-officer (enlisted) receiving pay and a reemployed annuitant - CSRS
- 6 =Reemployed Annuitant not subject to salary reduction - CSRS
- 7 = Retired military officer and reemployed annuitant not subject to salary reduction
- 8 = Retired military officer (enlisted) and reemployed annuitant not subject to salary
- G = Reemployed Annuitant not subject to salary reduction - FERS
- H = Retired Officer/Reemployed Annuitant and not subject to salary reduction - FERS
- J = Retired Enlisted Officer/Reemployed Annuitant and not subject to salary reduction - FERS

Annuitant Offset Amount - The gross monthly annuity a federally retired employee receives.

Annuity - A payment made to a retiree (or to the designated survivor) based upon qualifying participation in a Federal retirement program.

Application Server - One or more Unix or Windows NT machines which allow clients to off load performance-sensitive transactions from the client.

Appropriation Code - The fund type and B&R Code.

Appointing Authority - Indicates the basis that authorized the appointing officer to effect personnel actions on an employee.

Appointing Officer - A person having power by law, or by duly delegated authority, to make appointments.

Approving Official - Identifies the individual with the delegated authority that is responsible for signing the action(s) taken on an employee.

AUO (Administratively Uncontrolled Overtime) - An increment of up to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

Availability Pay - A special form of premium pay fixed at 25% of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the FLSA and may not receive AUO pay.

Award - A special payment to an employee for certain prescribed kinds of activities or accomplishments.

B

Bargaining Unit - Code used to identify employee's bargaining status.

Batch Processes - Batch processes perform operations; such as pay confirmation, deduction calculation, and so forth; on groups of records. Batch processes are run from the Process Scheduler.

Benefit Plan Type - Any category of benefit, such as health, life, or savings.

Benefit Plan - A specific benefit within a plan type. For example, FEGLI life insurance coverage for Basic Life, Options A, B, and C.

Branch of Military Service - Identifies, if any, military service in which the employee served.

Break in Service - The time when an employee is no longer on the payroll of an agency.

Budget Category - Numeric/alpha identification given to each category of positions.

Budget & Recording Code - Known as the Budget & Recording Code in PPS, it is called Account Code in ***EmpowHR***.

Business Rules - Policies and procedures that govern the flow of work and place controls over how information can be manipulated.

C

Calculation Rules - Criteria for calculating benefits, including as-of dates for age, service premium, and coverage calculations; rounding rules; and minimum and maximum coverage amounts. Any number of program and plan combinations can use a single set of calculation rules.

CAO (Change of Appointment Office) - Movement of an employee from the jurisdiction of one appointing officer in an agency to that of another appointing officer in the same agency. This usually involves a move from a position for which one personnel office provides service and maintains records to a position for which another personnel office in the same agency provides service and maintains records.

Career Appointment - Competitive service permanent appointment given to an employee, who has completed 3 substantially continuous, creditable years of Federal service.

Central Personnel Data File (CPDF) **-** Agencies are responsible for regularly submitting the data files to the Office of Personnel Management (OPM), and OPM will load the data into it's Enterprise Human Resources Integration (EHRI) data repository. There are three types of reporting made by agencies to the OPM include the Dynamic and Status files (quarterly and monthly, respectively) and Organizations covering a range of employee personnel/payroll data.

Certificate - A list of eligible applicants taken from an OPM register and submitted to an appointing officer for employment consideration.

Certification - The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

Change-To-Lower Grade - (1) For positions under the General Schedule or under the same Wage Grade schedule, a change-to-lower grade changes the employee to a lower grade; and (2) When both the old and new positions are under the same type of wage schedule or in different pay-method categories, a change-to-lower grade changes the employee to a position with a lower rate of basic pay.

Citizenship Code - Numeric indicator as to whether the employee is a U.S. citizen or a foreign national serving in the U.S. The codes are: (1) Citizen and (2) Other.

Civilian Retiree - A person who has retired from Federal Government civilian employment under a Federal Government-administered retirement system.

Class or Class of Positions - All positions that are sufficiently similar in (1) kind or subject matter or work, (2) the level of difficulty and responsibility, and (3) the qualification requirements for the work, to warrant similar treatment in personnel and pay administration.

Classify - To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

Client - Primary user application workstation.

Client Server Architecture − Technology allowing the network of computers to enable a database to reside in one location on a server and still be accessed simultaneously by multiple users (clients) at various remote sites.

CFR - The Code of Federal Regulations.

Combined Federal Campaign (CFC) - A program used by Federal employees to contribute to a charity or charities of their choice.

Commercial-Off-The-Shelf (COTS) - Equipment or software sold commercially to at least one customer.

Competitive Appointment - An appointment to a position in the competitive service following open competitive examination or under direct-hire authority. The competitive examination, that is open to all applicants, may consist of a written test, an evaluation of an applicant's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive Area - For reduction-in-force, that part of an agency within which employees are in competition for retention. Generally, it is restricted by what is considered a ”local commuting area.”

Competitive Level - A level for reduction-in-force consists of all jobs in a competitive area which are so similar in all important aspects that the agency can readily move an employee from one to another without significant training and without loss of productivity.

Competitive Service - All positions as defined by 5 USC 2102 in the Executive Branch of the Federal government are in the competitive service unless they are specifically excluded from it. Positions in the Legislative and Judicial Branches are outside of the competitive service unless they are specifically included.

Competitive Status - Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career-conditional appointment acquires competitive status upon satisfactory completion of a probationary period.

Computer Aided Software Engineering (CASE) - A set of tools to help application developers complete software development or modification more quickly and accurately.

Consultant - A person who serves in an advisory capacity to an officer or instrumentality of the government.

Consultant Position - A position requiring the performance of purely advisory or consultant services, not including the performance of operating functions.

Conversion - The changing of an employee from one appointment to another appointment in the same agency without a break in service of more than 3 calendar days.

Cost-Of-Living Allowance (COLA) - An additional allowance payable to an employee at a location in a non-foreign area where living costs are substantially higher than those in the Washington, DC area.

Coverage - Indicates the employee’s chosen benefit plan and coverage level.

Creditable Military Service - The total number of years and months of military service that is creditable for annual leave accrual purposes.

Crystal Reports - Report writer provided by PeopleSoft used at the system administrator and power user level.

Current Year - A PeopleSoft term used for event maintenance processing.

D

Data Field - One particular field of information in an internal or external database.

Data Row - Contains the entries for each field in a table. To identify each data row uniquely, the system uses a key consisting of one or more fields in the table.

Database - A collection of data organized for rapid search and retrieval.

Database Server - Primary data storage and processing.

Date Classified - Date the Position Description is classified by the Personnel Office.

Date Eligible to Retire - Date an employee is eligible to optionally retire based on a combination of age and service that meets legal requirements.

Default - A standard value that populates a field unless another value is entered.

Denial of Within Grade Increase - The decision to withhold (not grant) a within grade increase to a GS/GM employee because of a determination that the employee's performance is not at an acceptable level of competence.

Department Code - The identification of the Organization code and its description.

Detail - A temporary assignment to a different position for a specified period when the employee is expected to return to his/her regular duties at the end of the assignment. This employee is considered for pay and FTE, Fulltime Employees, purposes to be permanently occupying his/her regular position. Unless the agency chooses to use an SF-50, a detail is documented with an SF-52.

Dialog Box - A small window/box that appears on a window and prompts the user for data.

Direct Hiring Authority - OPM approved agency-recruiting plans, which expedite recruitment of persons for appointment to positions in shortage occupations.

Disability Retirement Pay - Money paid by a uniformed service for disability incurred in or the proximate result of performance of active duty.

Disabled Veteran - A person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

Dual Compensation - Payment designated for more than one civilian office involving a total of more that 40 hours a week. Also, payment of salary to a civilian employee who at the same time is receiving a retirement annuity from the military service.

Duty Location - Identifies the location of an employee's place of work.

E

Earnings - Amount owed to an employee based on salary, hours worked, or other calculation routines, plus other types of compensation and holiday, annual/sick leave, and any other authorized pay.

Earnings Code - Additional earnings based on authority and regulations of said position.

Effective Date - A date used to maintain information in the system.

Employee Record Number - Identifies the number of actions done on an employee.

Entry on Duty Date (EOD) - Indicates the date that an employee began work at his/her current agency.

Error Message - A short message used in identifying what specific requirements were not met in order for an action to be processed.

ERI - Ethnicity and Race Identification.

Event Maintenance - Managing ongoing enrollments during a plan year. Event changes requiring maintenance include: new hires and re-hires, terminations, family status changes, and changes to benefits eligibility.

Excepted Service - As defined by 5 USC 2103, the Excepted Service consists of those civil service positions that are not in the competitive service or Senior Executive Service.

Executive Order - A directive issued by the President.

Executive Schedule (EX) - Compensation and pay plan used by the Executive Branch of the Federal government. Statutory pay limits are derived from several of the pay levels within this plan and imposed on the General Schedule and other existing pay plans throughout the Federal government.

Expert - A person with excellent qualifications and a high degree of attainment in professional, scientific, technical, or other field.

F

Fair Labor Standards Act (FLSA) - In accordance with this law, positions are identified as being exempt or non-exempt from coverage. Non-exempt positions are covered and overtime worked will be computed at 1+ the normal hourly rate, up to a maximum of 1+ the hourly rate of a GS-10, step 1.

Federal Employees' Compensation Act (FECA) - This law provides compensation and medical benefits to civilian employees of the United States for disability due to personal injury or disease sustained while in the performance of duty. A feature of this law provides for the continuation of pay (COP) without charge to leave for up to 45 calendar days due to disability and/or medical treatment following a traumatic injury. Employees file claims with the U.S. Department of Labor, Office of Worker's Compensation, which adjudicates the claims and compensates the employing agencies for the employee's pay and benefits during the claim period.

Federal Employees' Group Life Insurance Program (FEGLI) - Generally, if the employee has Federal retirement coverage or is on a temporary appointment exceeding one year, he/she is eligible to participate in the FEGLI program. Once eligible, he/she is covered automatically for Basic Life Insurance and premiums will be deducted from gross salary unless coverage is waived. The program offers Basic Insurance coverage and three types of optional coverage: Option A (Standard), Option B (Additional), and Option C (Family).

Federal Employees' Health Benefits (FEHB) − Generally, the employee is entitled to coverage by the FEHB program if appointed to a position with Federal retirement coverage or has been on the rolls on a temporary appointment for more than one year. The Federal employer shares the cost of the premium (about 75%); actual premiums depend on the plan selected. If under a temporary appointment, the employee pays both the employer and employee shares. If the position is part−time, the employee pays the employee share and a portion of the employer's share.

Federal Employees' Pay Comparability Act (FEPCA) - This law provides a structure and methodology to determine and authorize locality-based pay adjustments to Federal employees in order to elevate their basic pay to be commensurate with private sector employees working in the same occupations in the same geographic localities. It also includes a feature to authorize agencies to make advance salary payments to attract candidates for open positions, which have consistently been hard-to-fill in certain geographic areas.

Federal Holidays - The following ten holidays are observed as non-work days; without loss of pay or charge to leave:

- New Year's Day - January 1
- Martin Luther King's Birthday - Third Monday in January
- President's Day - Third Monday in February
- Memorial Day - last Monday in May
- Independence Day - July 4
- Labor Day - First Monday in September
- Columbus Day - Second Monday in October
- Veterans Day - November 11
- Thanksgiving Day - Fourth Thursday in November
- Christmas Day - December 25

Federal Insurance Compensation Act (FICA) - Employee and employer contributions to Social Security.

Federal Wage System - The job-grading and pay system that applies to most trade, craft, and labor positions in agencies subject to 5 USC 5342.

FEGLI Living Benefits Act - Beginning July 25, 1995, a Federal employee who is terminally ill may elect to receive a lump-sum payment equal to the full amount of basic life insurance only, or a limited portion designated in multiples of $1000. An election to receive this benefit is irrevocable; the individual is considered terminally ill if his /her life expectancy is 9 months or less.

File Server - Central shared resources for client workstations.

Foreign Education - Education acquired outside of any state of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.

Frozen Service - The total number of years and months of civilian and military service that is creditable in a CSRS component of a FERS employee.

Full Position Management - The choice ***EmpowHR*** has made to drive our human resource system. Therefore, the position-related fields are grayed (unchangeable) in several of the Administer Workforce panels.

Full-Time Work Schedule - A full-time work schedule requires most employees to work 40 hours during the workweek.

Furlough - Indicates the placement of an employee in a temporary non-pay status and non-duty status (or absence from duty) because of lack of work or funds or for other non-disciplinary reasons.

G

General Schedule (GS) - Compensation and pay plan used by the Executive Branch of the Federal government.

GM Within Grade Increase - An agency awarded increase in basic rate of pay, with no change in grade, to an employee who is covered under the PMRS termination provisions of PL 103-89.

Grade - An employee's range of pay provided in a graduated scale that includes positions of different occupational groups. The work performed should be equivalent to the level of difficulty and responsibility and the level of qualification requirements of the work. The levels are established and designated within a specific pay plan by law or regulation.

Grade Retention Entitlement - The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he/she was reduced.

Graduate Education - Successfully completed education in a graduate program for which a bachelor's or higher degree is normally required for admission. To be creditable, such education must show evidence of progress through a set curriculum, i.e., it is part of a program leading to a master's or higher degree, and not education consisting of undergraduate and/or continuing education courses that do not lead to an advanced degree.

Graphical User Interface (GUI) - An icon-based user interface to a system.

H

Handicap Code - A code that identifies a type of physical or mental impairment that substantially limits one or more of an employee's major life activities.

Health Benefits Code - An alpha/numeric code that identifies each Health Benefit plan.

High School Graduation or Equivalent - Applicant has received a high school diploma, General Education Development (GED) equivalency certificate, or proficiency certificate from a State or territorial-level Board or Department of Education.

Hold Grade/Step - Grade/step the employee was in prior to receiving a temporary promotion.

Hold Last Equivalent Increase (LEI) − Date held by an employee for this event prior to receiving a temporary promotion. This is necessary to establish the WGI due date if returning to original grade/step.

Hold Position Description - The new position description numbers that is the result of a reclassification action prior to the NOA being processed.

Hold Within Grade Increase (WGI) Due Date - WGI due date prior to an employee receiving a temporary promotion.

Hotkeys - Any key combination that performs a task usually accomplished with a mouse click. Hotkeys can speed your work because you do not have to move back and forth from keyboard to mouse.

I

Incumbent - An employee currently assigned to a position.

Indefinite Appointment - One given a nonpermanent employee who is hired for an unlimited period of time.

Injury Compensation - The compensation and medical care provided to civilian Federal employees for disability due to personal injuries sustained while in performance of duty and/or due to diseases relating to this employment.

Interim Geographic Adjustment (IGA) - An additional payment is made when official duty station is in an area where it has been determined that significant pay disparities and recruitment or retention problems exist.

Intermittent Service or Intermittent Employment - Service when an employee works on an irregular basis for which there is no prearranged scheduled tour of duty.

Involuntary Separation − A separation against the will of and without the consent of the employee, other than separation for cause on charges of misconduct or delinquency.

J

Job Code - Grouping of attributes of like jobs at a high level (one-to-many relationship).

K

Key - One or more fields that uniquely identifies each row in a table. Some tables contain only one field as the key, while others require a combination.

L

Last Equivalent Increase (LEI) - Reflects the effective date of the last step received in grade or the last promotion, whichever is most current (does not include QSI). Used as the basis to establish an employee¿s WGI due date.

Last Increase Date - Date of which an employee receives a positive increase in pay.

Law Enforcement Officers (LEOs) - Positions within the Federal government involving law enforcement. Under FEPCA, many of these positions are entitled to additional special pay.

Leave - Annual - Leave of absence with pay allowed for personal, emergency, and other purposes.

Leave - Sick - Leave of absence with pay allowed for employees when the employee is physically incapacitated for the performance of duties; receives medical, dental, or optical examination or treatment; or is required to give care and attendance to a member of his/her immediate family who is afflicted with a contagious disease.

Life Insurance − The group life, death and accidental dismemberment insurance available to Federal employees.

Locality Adjustment - An interim geographic adjustment, locality-based comparability payment, or special pay adjustment for law enforcement officers.

LWOP Total (Cumulative) - Indicates an employee's cumulative number of hours resulting from leave without pay (LWOP).

M

Mass Transfer - The movement of an employee with his/her position to a different agency when (1) a transfer of function or an organization change takes place, and (2) there is no change in the employee's position, grade, or pay.

Menus - List of processes or other program options.

Military Service - Identifies, if any, the branch of military service in which the employee served.

Mode - A system feature that sets the parameters for which records can be viewed or changed by the user.

Module - A unit of application within PeopleSoft covering a specific function with its own forms or panels (i.e. HRMS, Payroll, Benefits Administration, etc.).

MSPB - Merit Systems Protection Board.

N

Nature of Action (NOA) Code - Indicates the type of personnel action being processed.

Nature of Action Description - Describes the NOA code.

Nature of Action Effective Date - The date the personnel action is effective.

Normal Line of Promotion (Career Ladder) - The pattern of upward movement from one grade to another for a position or group of positions in the organization.

Noncompetitive Action - An appointment or placement in a position in the competitive service that is not made by selection from an open competitive examination, and that is usually based on current or prior Federal Service.

Not To Exceed (NTE) Date - Types are as follows:

- Appointment NTE Date: Indicates the length of time a person may serve in a position.
- Classification Temporary NTE Date: Established temporary date that is used for a temporary classification of a unique position.
- Health Benefits Renewal Self-Support NTE: Date when an employee's incapacitated child must be re-evaluated for care under employee's hospitalization coverage.
- LWOP NTE Date: NTE date is the last day the employee is in leave without pay status. The employee is scheduled to return to duty the next workday.

- Position NTE Date: Indicates the length of time a position is available for use.
- Promotion NTE Date: Specific time for an increase in grade on a temporary basis.
- Suspension NTE Date: Specific time an employee is to be on suspension. No salary is paid for the period.

O

Occupant of Position/Vice - Indicates new position or former occupant of a position.

Occupational Series Code - Designates a grouping of positions similar in work and qualification requirements. These groups have a title and four-digit number (e.g., the Accounting Series, GS-0510).

Official Forwarding Address − An employee's mailing address following separation.

Official Personnel Folder (OPF) - The repository of a Federal employee's official documents related to personnel history.

Official Personnel Folder (OPF) Address - Indicates the address where the Official Personnel Folder is maintained.

Office of Management and Budget (OMB) - Office of Management and Budget

Open Enrollment - Annual re-enrollment of participants at the beginning of a plan year into appropriate benefit programs and, within those, benefit options.

Open Season - This term has several connotations as it relates to Federal benefits processing. For FEHB processing, it is generally the time period from mid-November through mid-December. Open seasons for FEGLI or Retirement Plan changes are infrequent and special notification from the OPM would be issued to all Federal employees should they occur.

OPF Code - Indicates where the OPF is maintained.

OPM - Office of Personnel Management.

Organization Codes - Identifies a subdivision of an agency to which an employee is assigned.

Organizational Position Title Code - Also known as Working Title.

Outside The Register Appointment - An appointment in the competitive service made under an agency's applicant supply system because either there is not a sufficient number of eligible applicants on the appropriate register or no competitive inventory exists. Agencies are also authorized to make temporary limited appointments outside the register at grades GS-12 and below.

P

Panels - Screens comprised of the fields in which users enter data.

Panel Group - Refers to a group of screens within a PeopleSoft application that contains related information.

PAR - Personnel Action Request.

PAR Status - Where in the process the action is, i.e., requested, approved or processed.

Parallel/Dual Entry - Entry of the same data into more than one (usually two) systems during transition to a new system.

Part-Time Work Schedule − A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative workweek) on a prearranged scheduled tour of duty.

Part-Time Service or Part-Time Employment - Service when employee works on a part-time schedule, less than 40 hours.

Pay - Types of "pay" are as follows:

- 1. **Basic Pay**: generally, the total amount of pay received during any one calendar year at the rate fixed by law or administrative action for the position held by the employee or judicial official prior to any deductions and not including any special payments or premium pay.
- 2. **Gross Pay**: total compensation earned by an employee, annuitant, or survivor of a judicial official prior to any deductions. Includes basic pay plus locality pay; availability pay (if any) for LEOs; special payments (if any); an annuity (if any); plus awards (if any).
- 3. **Premium Pay**: pay provided to an employee as a regular addition to basic pay (e.g., administratively uncontrollable overtime (AUO), availability pay, overtime, night differential, holiday pay, etc.).

Pay Adjustment - Any increase or decrease in an employee's rate of basic pay when there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employees is paid is also a pay adjustment.

Pay Basis - A code indicating the principal condition in terms of time, procedures or criteria, that serves as a basis for computing an employee's pay. Pay Calculation. Formula that calculates an employee's gross to net.

Pay Calendar - Describes the payroll processing cycle for a given pay group.

Pay Calculation − Formula that calculates an employee's gross to net.

Pay Confirmation - Process in which the system updates all to-date cumulative totals on the database for earnings, deductions, and taxes for pay groups assigned to a given Pay Run ID.

Pay Frequency - Defines how often employees in a pay group are paid weekly, biweekly, monthly, etc.

Pay Group - A set of employees grouped together for payroll processing.

Pay Period - Established times when employees in a pay group are paid. Pay Periods have beginning and ending dates.

Pay Plan - A code that denotes the pay schedule under which an employee is paid, e.g., GS, SL, ST, EJ, WG, etc.

Pay Rate Determinant (PRD) - Identifies a designation of any special factors that help determine an employee's rate of basic pay or adjusted basic pay.

Pay Retention Entitlement - The right retained by an employee, under certain circumstances, that allows a rate of basic pay higher than the maximum rate of the grade for the position occupied.

Performance Appraisal Code - Indicates the level of performance of an employee.

Performance Appraisal Due Date - Date established for the yearly appraisal of an employee.

Platform - Describes a database environment where applications run.

POI - Personnel Office Identifier - Also known as Submitting Office Number (SON). These are codes assigned by the OPM to the office(s) delegated authority within an agency to process personnel actions on Federal employees.

Populate - The term used to describe the appearance of data in a given field.

Position - The officially assigned duties and responsibilities that make up the work performed by an employee.

Position Classification - Describes the analysis and identification of a position and placing it under the position classification plan established by OPM.

Position Change -

- A move by an employee to another position during the employee's continuous service under the same appointment within the same agency.
- When the employee is entitled to grade retention and moves to another position at or between the retained grades.

Position Date Created - Date the position was created for use in the agency.

Position Description (PD) - In accordance with OPM guidelines, an official description authorized and approved by an agency official, describing duties and responsibilities to be performed. Position classification standards are used to describe the work, classify the work components by occupational series, and factors (e.g., supervisory control, scope, complexity, competencies required) are used to determine the grade level (i.e., salary range) for the position.

Position Number - Identifies an authorized position.

Post Differential, Non-Foreign - A differential payable to an employee at a location in a non-foreign area if conditions of environment differ substantially from conditions of environment in the contiguous United States and warrant its payment as a recruitment incentive.

Post-Differential Percent - Indicates the additional compensation that may be paid to certain employees who work in Guam or the Northern Mariana Islands.

Post-56 Military Deposit - The OPM provides guidelines to Federal agencies on how to calculate and process these voluntary employee deductions from pay toward the employee's current retirement fund for those periods of eligible military service.

Premium Pay - Additional pay required for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work.

Previous Retirement Coverage - An indicator of whether the employee has, at the time of most recent appointment to the Federal service, previously been covered by the Civil Service Retirement System or the Federal Employees Retirement System.

Probationary Period - The first year of service of an employee who is given a career or career-conditional appointment. During this period, the agency determines the fitness of the employee and the employee has no appeal rights.

Promotion - For positions under the same type job classification system and pay schedule, a promotion changes the employee to a higher grade level or makes permanent a Promotion NTE; or when the old and new positions are under different job classification systems and pay schedules, a promotion changes the employee to a position with a higher rate of basic pay or makes permanent a Promotion NTE.

Provider - An entity that provides one or more of the benefits your agency offers. For example, OPM has oversight authority for the FEHB and FEGLI programs and would be considered a provider. The Thrift Savings Board would be the provider for the Thrift Savings Plan.

Q

Quality Step Increase (QSI) - A step increase awarded to an employee for sustained high quality performance

R

Race and National Origin Code (RNO) - Identifies the employee's basic racial and national origin category.

Rate of Basic Pay - The rate of pay fixed by law or administrative action for the position held by an employee before any deductions.

Realignment - The movement of an employee and his/her position when (1) a transfer of function or an organization change occurs, (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay.

Reassignment - Change of an employee from one position to another without promotion or change to lower grade.

Record Definition - Collection of fields identified in a table and their attributes.

Recruitment Bonus - An amount paid to an employee who is newly appointed to a hard-to-fill position as an incentive.

Reduction In Force (RIF) - Separation of an employee from his/her competitive level required by the agency because of lack of work or funds, abolition of position or agency, or cuts in personnel authorizations.

Re-employed Annuitant - Describes an employee who has retired from Federal employment and is receiving an annuity. His/her salary is reduced by the amount of the annuity.

Reemployment Priority List - A list of career and career-conditional employees an agency has separated because of (1) reduction-in-force, or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

Reemployment Rights - Describes the entitlement of an employee to return to permanent employment after assignment to other civilian employment.

Reinstatement - Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had competitive status or was serving probation when separated.

Related Education - Education above the high school level that has equipped the applicant with the KSAs, Knowledge, Skills, and Abilities, to perform successfully the duties of the position being filled. Education may relate to the duties of a specific position of the occupation, but must be appropriate for the position being filled.

Relational Database - A relational database consists of a series of tables. These tables are made up of rows (horizontal) and columns (vertical), very much like the layout of a spreadsheet. Columns are the fields you see in panels as you work with PeopleSoft applications, and rows contain the entries you make in each field.

Relocation Bonus - Describes a one-time payment of up to 25 percent of basic pay to a current employee who relocates to take a hard-to-fill position.

Remark Codes - Codes that cause the printing of pre-set text messages on a notice of action form. Some messages are general purpose and others are specific to the personnel action being processed.

Resignation - Indicates a separation action initiated by the employee under voluntary circumstances.

Resignation ILIA - A separation initiated by employee under circumstances that meet the definition of ”involuntary separation”.

Retained Grade Effective Date - Date employee became eligible or began receiving a retained grade and pay.

Retained Grade Expiration Date - Expiration date of an employee’s retained grade and pay.

Retained Rate - A rate of pay above the maximum rate of the employee’s grade that an employee is allowed to keep in special situations rather than having his/her rate of basic pay reduced.

Retention Allowance - The annual total dollar amount up to 25 percent of basic pay paid to an essential employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

Retention Register - A record of all employees occupying positions in a competitive level arranged by tenure groups and subgroups, and by service dates within the subgroup. It is used in a reduction-in-force to determine which employees are retained and which are separated or moved to other positions.

Retirement - Indicates separation from the service when employee is eligible to obtain an immediate annuity. Types of retirement are:

- Mandatory Retirement.
- Disability Retirement.
- Voluntary Retirement.
- Special Option Retirement.
- ILIA (In Lieu of Involuntary Action) Retirement.

Retirement Coverage Code - A code used to denote an employee's retirement coverage. The major ones include the following:

Code	Name
1	CSRS (Civil Service
2	FICA
3	FS (Foreign Service)
4	None
5	Other
6	CSRS (Congressional 8 Court of Veterans Appeals (CVA) Judges Retirement Plan
9	CVA Judges Retirement Plan (4.5%), covered by FICA and CVA Retirement Plan
C	Covered by FICA and by CSRS
D	CSRS Offset (Congressional) (FICA)
E	Covered by FICA and by CSRS, for law enforcement and firefighter personnel
G	Covered by FICA and by FS retirement system
I	Covered by FERS (Congressional) (FICA)
J	Covered by FICA and by another federal retirement system
K	Covered by FERS and FICA
L	Covered by FERS and FICA, Air Traffic Controllers
M	Covered by FERS and FICA, special
N	Covered by FERS and FICA, reserve technicians
P	Covered by Foreign Service Pension Systems (FSPS) and FICA
R	Covered by FICA and by CSRS

T	Covered by FICA and by CSRS for law enforcement and firefighter personnel
W	Covered by FICA and the FS retirement system
X	Covered by FICA and by another federal retirement system
Y	DC Retirement (Offset)
Z	DC Retirement Plan

Retirement Deferred - Retirement of a person age 62 or older with at least 5 years of civilian service who was formerly employed under the CSRS and then left Federal service or moved to a position not under a retirement system. An employee covered by FERS who separates after completing 10 years of service can also receive a deferred retirement upon reaching the FERS ”Minimum Retirement Age” (55 to 57, depending on birth date).

Retirement Discontinued Service - Retirement based on involuntary separation against the will and without the consent of the employee, other than on charges of misconduct or delinquency.

Retirement ILIA (In Lieu of Involuntary Action) − Voluntary retirement initiated by employee in lieu of involuntary separation by the agency.

Retirement - Optional −Voluntary retirement initiated by employee without reduction in annuity, of an employee who meets minimum age and service requirements.

Return to Duty - Indicates the placement of an employee in pay and duty status after absence for furlough, suspension, or leave without pay.

Roles - A role is a class of users who perform the same type of work, such as clerks or managers. This is a component of PeopleSoft’s workflow functionality.

Routings - Routings are the system’s means of moving information from one place to another, from one step to the next. Routings specify where the information goes and what form it takes i.e., e-mail messages, electronic form, or worklist entry. This is a component of PeopleSoft’s workflow functionality.

Row - A portion of the database also referred to as a record.

Rules - Rules determine what activities are required to process your business data. This is a component of PeopleSoft’s workflow functionality.

Run ID - Uniquely identifies a Run Control for batch programs.

S

Sabbatical - An absence from duty, without charge to pay or leave, that an agency may grant to a SES career appointee to engage in study or uncompensated work experience.

Salary - Rate of compensation received by an employee.

Scientific and Professional (ST) Positions - Positions established to carry out research and development functions that require the services of specially qualified personnel. ST positions are not graded.

Seasonal Employee - An employee hired to work on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

Self-Service Center - A place where employees go (usually a Web browser-accessed application) that gives them more direct control over their own data to verify, update, and/or request certain personnel actions.

Senior Executive Service - Positions that are classified above GS-15 of the General Schedule or in level IV or V of the Executive Schedule or equivalent positions.

Senior Level (SL) Positions - Positions established to replace positions at grades GS-16, GS-17, and GS-18 of the General Schedule. SL positions are classified above GS-15 of the GS and are not graded.

Server − Any computer that performs tasks based on a request from a remote client.

Service Computation Date (SCD) - Calculated date based on all creditable and verified civilian and military service using a 31−day month (purpose is to determine the leave accrual rate of an employee). Other SCD Dates include Thrift Savings Plan SCD, Leave SCD, RIF SCD, and Severance Pay SCD.

Sex Code - Indicates gender.

Shift - Specific hours during the day that an employee works, such as nine to five, four to eleven, or ten to six.

Shift Code - Numerical shift identifier that is unique within a Set ID.

Sick Leave - Sick leave is accrued by full−time permanent/seasonal employees at the rate of 4 hours every biweekly pay period; for part−time permanent/seasonal employees, it is accrued at one hour for every 20 hours worked.

Shift Differentials - A premium over regular pay for which employees on certain shifts may be eligible, such as double-time for late night shifts. Shift differentials are usually stated as an additional rate or factor.

Social Security Number - Nine numeric digits assigned to an individual by the Social Security Administration. Also known as a Taxpayer Identification Number (TIN).

Special Rates - Identifies higher salary rates for specific grade levels and occupational groups determined by OPM for employees working in specific geographic areas. Each area is assigned a separate Schedule Number.

SQL - Structured Query Language − a set of commands used to report from, write to, and extract data from relational databases.

SQR - Structured Query Report. A tool used to create a wide variety of reports or to perform global database manipulations and interactive queries.

Standard Form (SF) - Describes a standardized form for interagency use by the Federal government. The SF prefix is the most common but not exclusive in usage.

Standard Form (SF-50) - **Notification of Personnel Action**. - Used to notify employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

Standard Form (SF-52) - Request for Personnel Action.

Status Position Code - Identifies the various conditions of a position, e.g., frozen, classified, etc.

Step - Indicates a secondary level or subcategory within the primary pay level (depending upon pay plan, different employees may have a different number of steps within their primary pay level).

Supervisory Differential - The annual total dollar amount paid to a GS supervisor who provides direct, technical supervision of the work of one or more employees in other pay plans who receive a higher rate of total pay than does the supervisor.

Suspension - Indicates the placement of an employee, for disciplinary or other reasons, in a temporary status without duties and pay.

T

Tables - Describes the structure that establishes the foundation of information in a relational database.

Target Grade - Indicates the highest obtainable grade for a position.

Temporary Appointment - An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

Temporary Continuation of Coverage (TCC) - The TCC program, as prescribed by the OPM, requires Federal agencies to provide to separating Federal employees the opportunity to temporarily continue their FEHB coverage for up to 18 months (unless involuntarily separated because of gross misconduct), provided the individual pays the full cost of coverage, including both the employee and government share and a two percent administrative charge. Agencies may elect to provide this service in-house or enter into cross-servicing agreements with another Federal agency.

Tenure - The period of time an employee may reasonably expect to serve under his/her current appointment.

Three-Tier Architecture - Data storage and processing are distributed to process across different systems, such as the Application Server, which centralizes much of the data processing, thereby decreasing the load upon the individual client workstations.

Thrift Savings Plan (TSP) - A voluntary retirement savings and investment plan for Federal employees administered by the Federal Thrift Investment Board.

Tool Bar - The bar of icons found across the top of every screen.

Tour of Duty - Describes the scheduled days and hours per day of attendance at a duty station for an employee.

Transaction Code - Identifies what action has taken place against the position.

Transaction Number/Sequence - Indicates more than one action with the same effective date.

Transfer - Describes the movement of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority.

Translate Table - A system edit table that stores codes and translate values for the miscellaneous fields on the database that do not warrant individual edit tables of their own. In most cases, PeopleSoft maintains the Translate Table.

Travel and Relocation Date - Length of time an employee must remain in the Government after the Government has paid to relocate him/her from one official duty station to another or for initial appointment.

Two-tier Architecture - Where data storage and processing takes place on a central server (called the Database Server) and business rules and presentation of the data are managed by the individual client workstations.

Type of Appointment - Indicates the specific type of appointment, e.g., part-time permanent, full-time temporary, etc.

U

Unemployment Compensation - Describes an insurance for unemployed Federal employees.

United States Code (USC) - Identifies the laws and regulations of the United States.

V

Veteran - Identifies a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces.

Veterans Preference - Indicates an employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

W

Wage Area - A geographical area within which a single set of regular wage schedules is applied uniformly by Federal installations to the covered occupations under the Federal Wage System.

Wage Employees - Identifies employees that are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

Waiver of an OPM Qualification Standard - Involves setting aside requirements in a published standard to place an employee in a particular position, usually to avoid some kind of hardship to the employee, such as in cases of RIF or administrative error on the part of the agency. Extra training and/or skills development may be needed to help the employee adjust to the new position. Waivers are granted by OPM or an agency, as appropriate, on a case-by-case basis, and do not directly affect other positions in the organization.

Web Server - Describes a computer that responds to requests from clients and provides the clients with the requested document and its contents.

WGI Due Date - Identifies the date of an employee's next within grade increase. Current policy is that the step increase is implemented on this date automatically unless prevented by the processing of an unsatisfactory performance appraisal or excess of allowable leave without pay.

WGI Non-Creditable Days - Total number of days that cause the WGI due date to be adjusted forward.

Windows - Identifies the basic screen structure of ***EmpowHR***.

Within Grade Increase (WGI) - A longevity-based increase in salary based on predetermined time-in-grade requirements and acceptable performance.

Without Compensation (WC) - Under certain circumstances an agency may be authorized to appoint an employee to provide services to the government without pay.

WIP - Work-in-Progress.

WIP Status - Indicates the code that establishes the workflow system in PeopleSoft.

WIP Status Type - Describes the code that tracks the action. Each WIP Status is linked to a WIP Status Type. PeopleSoft delivers four different Status Types:

- **Work-In-Progress -** A request that has not reached the final level of approval.
- **Canceled** − Cancels an action that had been completed.
- **Corrected** − HR corrects a completed request.
- **Completed** − HR approves a request that has successfully completed all review levels.

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