
ESS - View

This section contains the following topics:

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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.

The screenshot shows the 'Award Tracking' page. At the top, it says 'Award Tracking' and 'Click on SEARCH for a list of awards you either have requested or approved.' Below this is a section titled 'Please specify EMPLID or search by Sub-Agency, State and Last Name'. There are four search criteria fields: 'EmplID:' with a dropdown set to 'begins with' and an empty text box; 'Empl Rcd Nbr:' with a dropdown set to '=' and an empty text box; 'Effective Date:' with a dropdown set to '=' and an empty text box with a calendar icon; and 'Name:' with a dropdown set to 'begins with' and an empty text box. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive', all of which are unchecked. At the bottom, there are two buttons: 'Search' and 'Clear'. To the right of the 'Clear' button are two links: 'Basic Search' and 'Save Search Criteria'.

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.

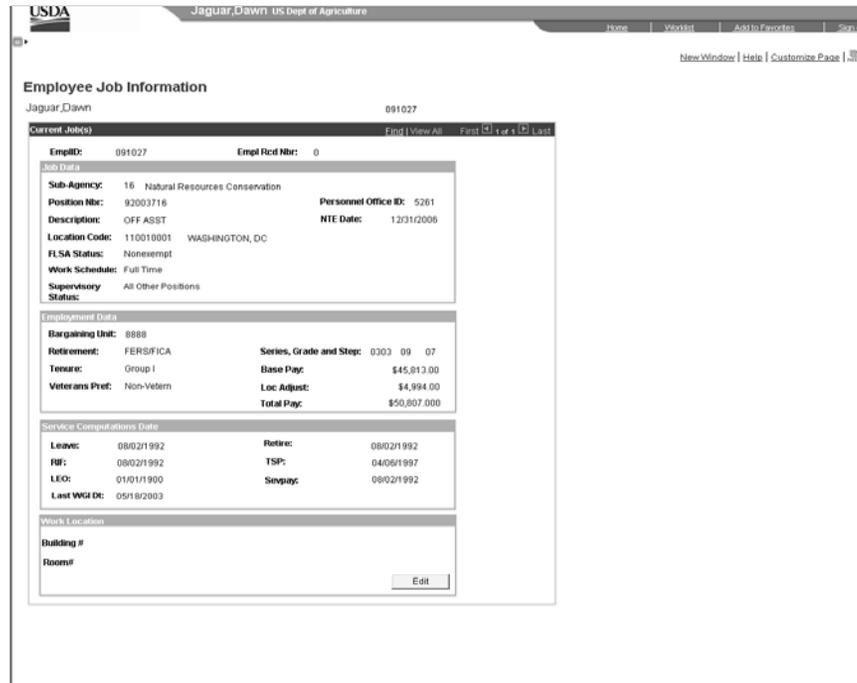


Figure 486. Employee Job Information page

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.

USDA Jaguar, Dawn: US Dept of Agriculture

Home | MyInfo | Add to Favorites | Print

New Window | Size | 300

Personal Information

Dawn Jaguar

Name
 Jaguar, Dawn EmpID: 091027

Addresses

As Of **Address**
 11/12/2008 111 GREEN AVENUE
 NEW ORLEANS, LA 70129

01/11/2004 Address Line 1
 City, MD 99999

Phone Numbers

Phone Type	Phone Number
Business	555/555-5555
Cellular	555/222-2222
Home	555/111-1111

Emergency Contacts

Name	Relationship to Employee	Emergency Contact
JAGUAR, JOE	Spouse	☑

Email Addresses

Email Type	Email Address

Employee Information

Gender:	Female
Date of Birth:	05/25/1967
Birth Country:	
Birth State:	
Social Security Number:	999-99-1027
RACE:	White, not of Hispanic origin
Date Enrolled to Medicare:	
Military Status:	Not a Veteran
Preferred First Name:	

Contact the Human Resources department if any of your Employee Information is incorrect.

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.

Personnel Actions
Kreger, Judy A

Completed Personnel Actions Customize | Find | View All | First 1-10 of 16 | Logoff

Agency	Year	Pay Period	Effective Date	Action	Reason	Description	NOA Code	Workflow
NRCS	2008	01	01/06/2008	NFC	NFC	From NFC	894	GEN ADJ
NRCS	2008	01	01/06/2008	MSC	MSC	Miscellaneous	917	Annuitant Adjustment
NRCS	2007	11	05/27/2007	NFC	NFC	From NFC	893	REG WRI
NRCS	2007	01	01/07/2007	MSC	MSC	Miscellaneous	917	Annuitant Adjustment
NRCS	2007	01	01/07/2007	NFC	NFC	From NFC	894	GEN ADJ
NRCS	2006	14	07/09/2006	NFC	NFC	From NFC	903	CHG IN NON CPDF DATA ELEM
NRCS	2006	01	01/08/2006	NFC	NFC	From NFC	894	Pay Adj
NRCS	2006	01	01/08/2006	MSC	MSC	Miscellaneous	917	Annuitant Adjustment
NRCS	2005	19	09/20/2005	NFC	NFC	From NFC	903	CHG IN NON CPDF DATA ELEM
NRCS	2005	19	09/19/2005	DTA	CPM	Change in PMGO Element	903	CHG IN NON CPDF DATA ELEM

Pending/Progress Personnel Actions Customize | Find |

Agency	Year	Pay Period	Effective Date	Action	Reason	Description	NOA Code	Workflow
NRCS	2008	15	07/20/2008	Data Chg		Change in Duty Station	792	Chg in Duty Station
NRCS	2008	15	07/20/2008	Data Chg		Change in Duty Station	792	Chg in Duty Station

Notify

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 date 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

Job Classification Request

Job Requisition 000104 Date Entered 10/30/2006 Req Status Approved

Select a Classification Action Update

Update/Re-Describe Classification

Position Number	90206616	SUPRT SRVCS SPECLST	Last Promotion Date
Department	926861	SILVER CITY RANGER DISTRICT	Position Audit Decision Date
Pay Plan/Occ Series/Grade	GS / 0342 / 06		Position Entry Date
Job Code	089643	SUPRT SRVCS SPECLST	
Proposed Title	GS-7 SUPPORT SERVICES SPECLST		Print PD
Current Duties	<input type="text"/>		
Proposed Changes	Support Services Serves as liaison to central administrative staff on office support services for extensive organizational needs, e.g., schedules and monitors projects.		
Justification	Based on reorganization. This position is responsible for Business Management of the Silver City Ranger District. Additional duties have been performed since January 2006.		

[Submit](#)

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

Figure 490. Job Classification Request page

3. Click **Home**.