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## 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 Crswk](#)  
[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.

**NFC Reconciliation Report**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search by:** Run Control ID begins with

**Case Sensitive**

**Search** [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**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.

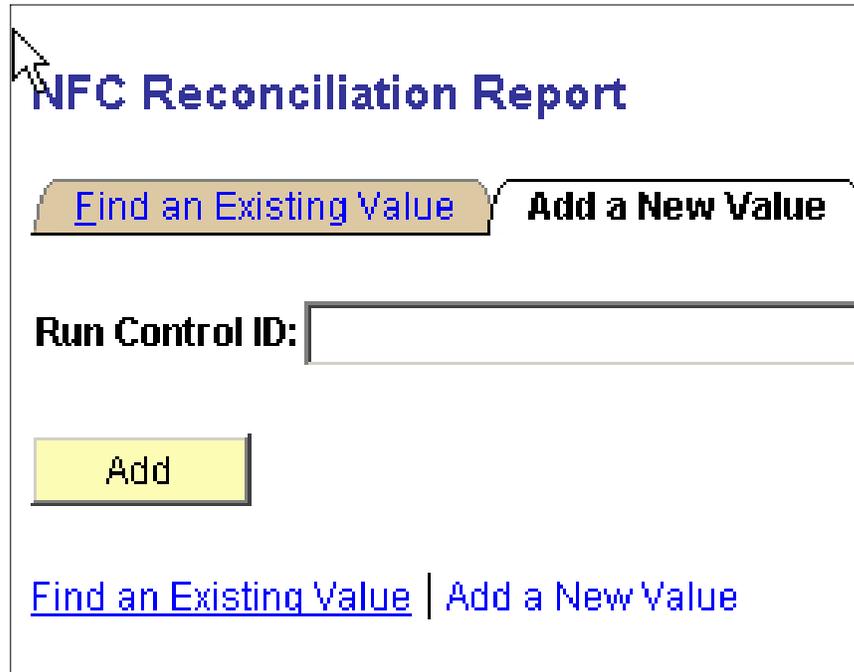


Figure 674. NFC Reconciliation Report window

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 to [Report Manager](#) of this manual.

**OR**

Click **Process Monitor**. For more information on this topic refer to [Process Monitor](#) of this manual.

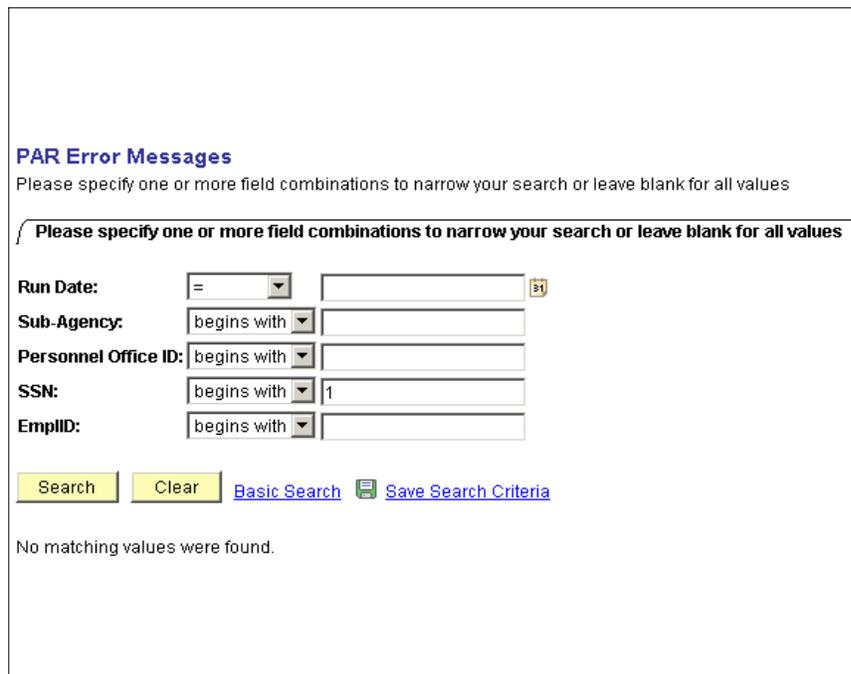
**OR**

Click **Run**. For more information on this topic refer to [Run](#) of this manual.

## 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.



**PAR Error Messages**

Please specify one or more field combinations to narrow your search or leave blank for all values

Please specify one or more field combinations to narrow your search or leave blank for all values

**Run Date:** = [dropdown] [text box]

**Sub-Agency:** begins with [dropdown] [text box]

**Personnel Office ID:** begins with [dropdown] [text box]

**SSN:** begins with [dropdown] 1 [text box]

**EmpID:** begins with [dropdown] [text box]

[Basic Search](#)

No matching values were found.

**Figure 677. PAR Error Messages 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

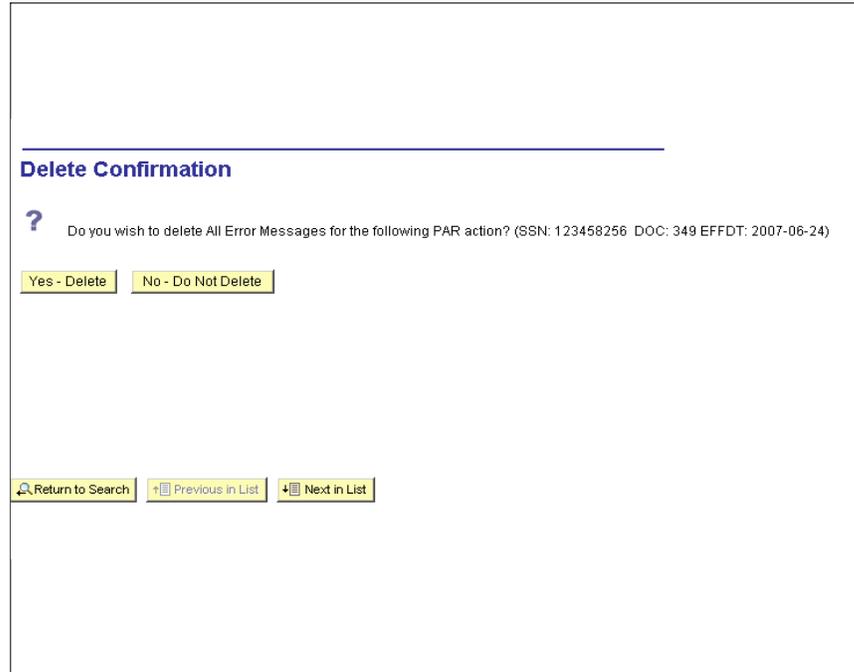
  

ERR#	Error Message	NFC Element Name	NFC Element Value
005	SSNO NOT FOUND ON DATA BASE	SOCIAL SECURITY NO	123458256
		PREVIOUS SOCIAL SEC NO	
006	AGENCY/SON NOT COMPATIBLE WITH DATA BASE	AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE
		AGENCY CODE - BLOCK 95	
		AGENCY CODE AD-349	CE
005	SSNO NOT FOUND 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 (**Figure 680**) 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.

**PAR Error Messages (HD)**  
Please specify one or more field combinations to narrow your search or leave blank for all values

Please specify one or more field combinations to narrow your search or leave blank for all values

**Run Date:** = [dropdown] [input field] [calendar icon]

**Sub-Agency:** begins with [dropdown] [input field]

**Personnel Office ID:** begins with [dropdown] [input field]

**SSN:** begins with [dropdown] [input field]

**EmplID:** begins with [dropdown] [input field]

Search Clear Basic Search Save Search Criteria

**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**

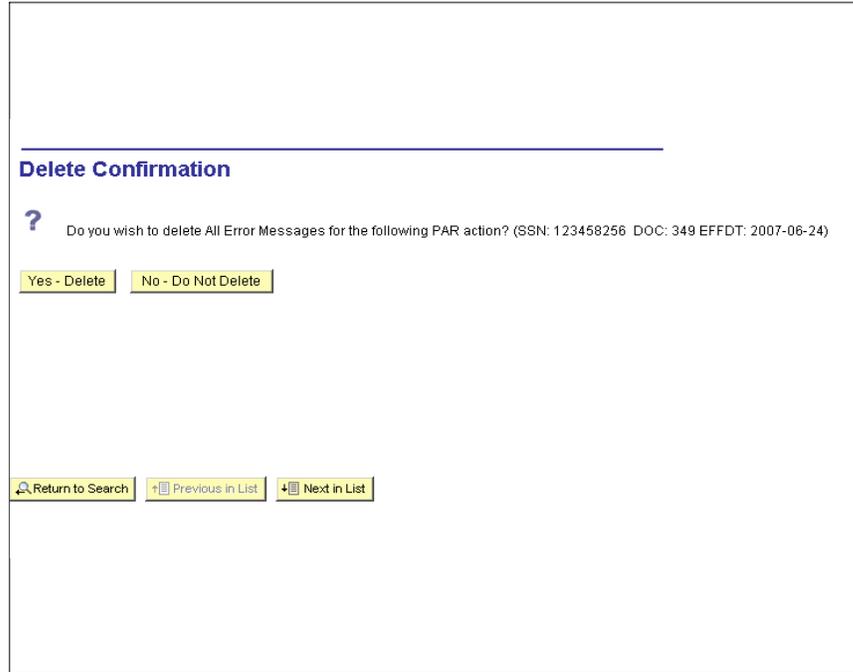
- Click **View Errors**. The View Par Error Messages window (**Figure 683**) is displayed. This option is to view the errors on the selected transaction.

Run Date:	07/04/2007	Sub-Agency:	CE FSA-County Offices	Personnel Office ID:	9945 COLUMBIA, SC																				
SSN	033123	EmpID	0	Rcd#	LAST,FIRST	Doc	349	Batch#	6707	PPD#	13	EffDt	06/24/2007	Seq	0	AuthDt	01/01/9999	NOA		Status	MSRC	Type		Oprid	
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 683. View PAR Error Messages**

- Click the **Back** button to return to the PAR Error Message window (**Figure 682**).
- 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.

**Personnel Action History Rept**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search by:** Run Control ID begins with

**Case Sensitive**

**Search** [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**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 the 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.

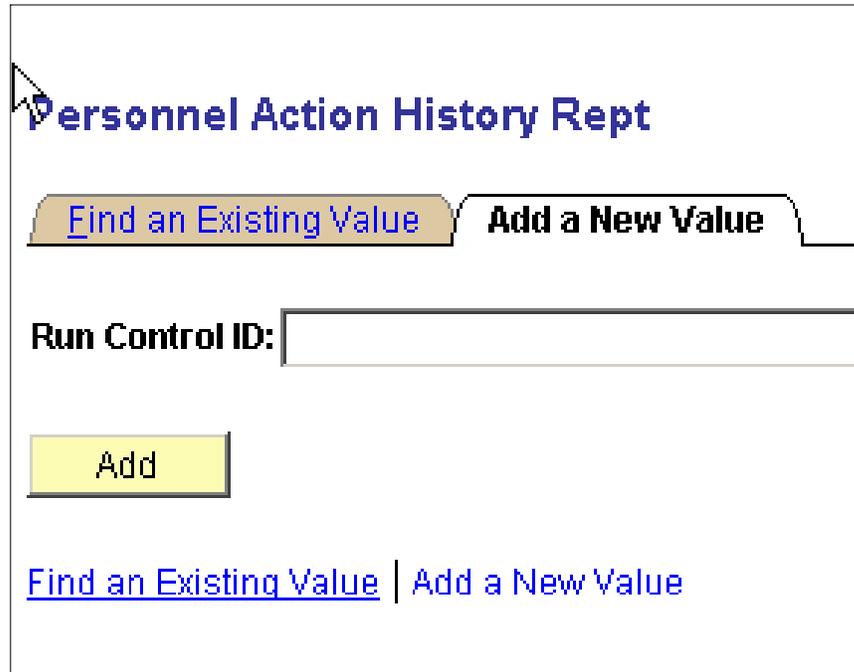


Figure 686. Personnel Action History Rept window

5. Click **Add**. The Action History Report window (**Figure 687**) is displayed.

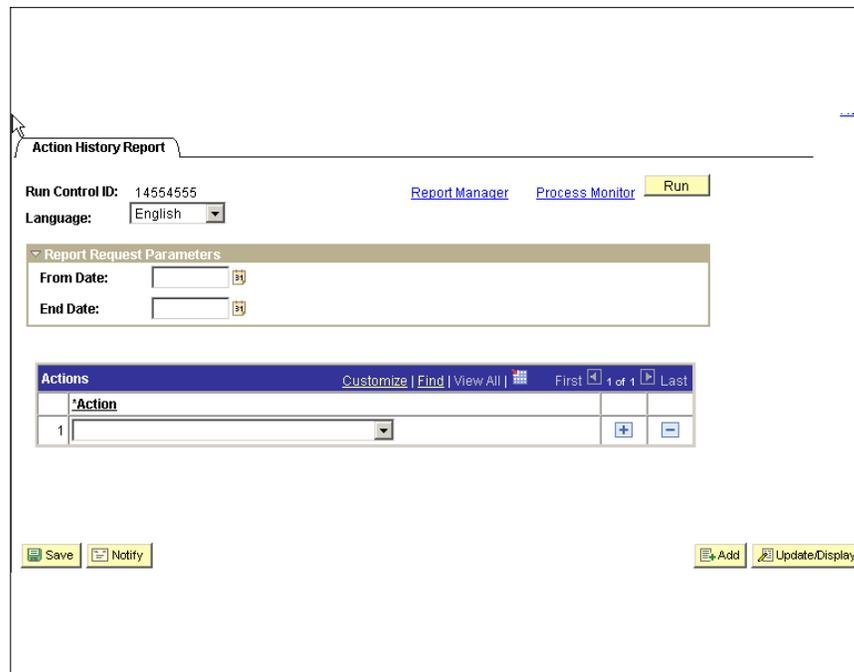


Figure 687. Action History Report window

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.

Temporary Employees

Run Control ID: 52 [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameter(s)

As Of Date:  BT

**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.

The screenshot shows a web application window titled "Years of Service". At the top, there is a "Run Control ID" field containing the number "52" and a "Language" dropdown menu currently set to "English". To the right of these fields are two blue links, "Report Manager" and "Process Monitor", and a yellow "Run" button. Below this is a section titled "Report Request Parameters" with a light brown header. It contains an "As Of Date" field with the value "04/28/2008" and a "Years of Service" checkbox which is currently unchecked. At the bottom of the window, there are five buttons: "Save", "Return to Search", "Notify", "Add", and "Update/Display".

**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.

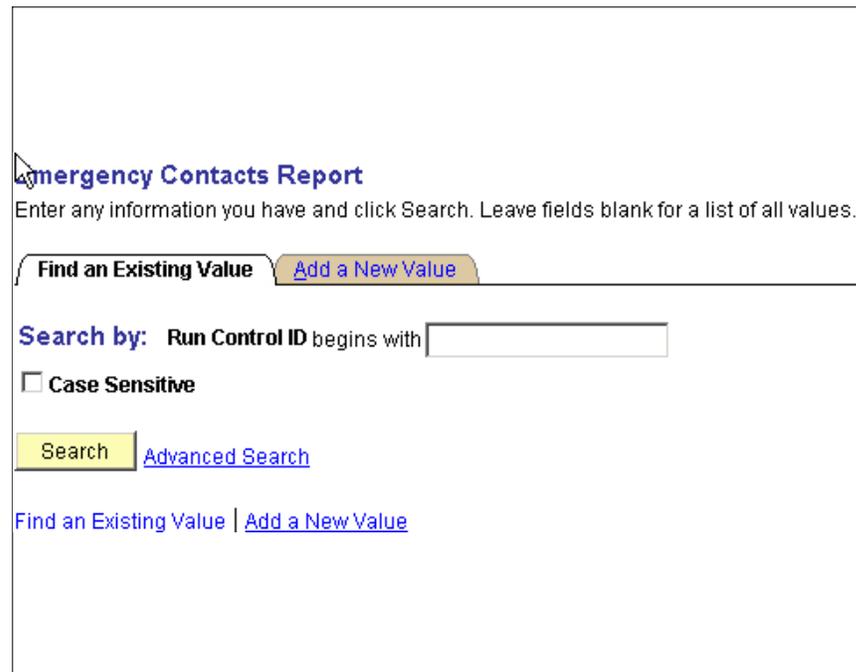
OR

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.

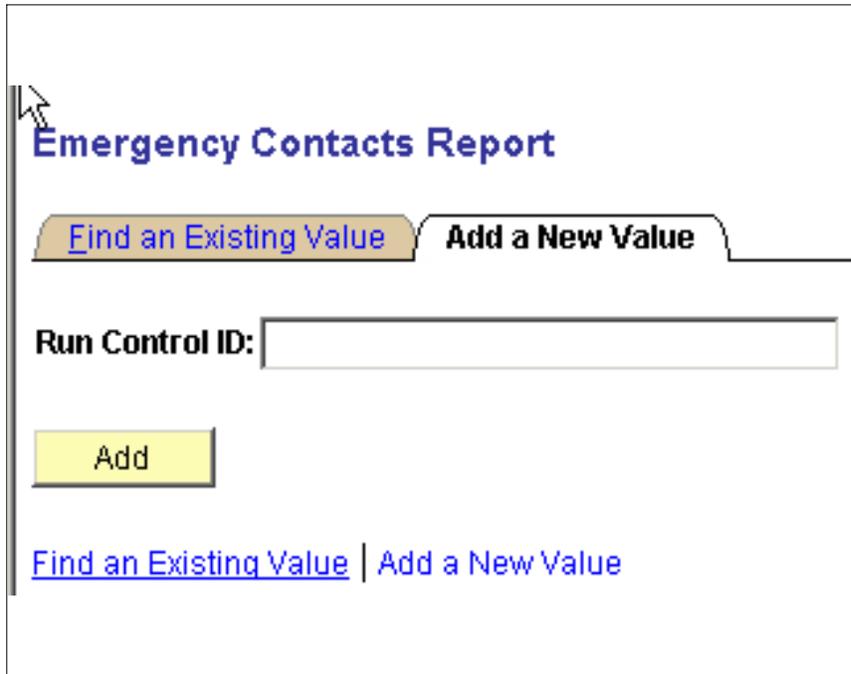


Figure 691. Emergency Contact Report window

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.

**Departmental Salaries Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:** Run Control ID begins with

Case Sensitive

**Search** [Advanced Search](#)

**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 Runcntl Fromthru window (**Figure 695**) is displayed

Runcntl Fromthru

Run Control ID: 777 [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameter(s)

From Date:

Thru Date:

From Department:

Thru Department:

**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.

**Retirement Eligibility Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:** Run Control ID begins with

**Case Sensitive**

**Search** [Advanced Search](#)

**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.

Runctl Asoldate

Run Control ID: 777 [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameter(s)

As Of Date: 04/04/2008

**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.

**Runcntl Fromthru**

Run Control ID: 777 [Report Manager](#) [Process Monitor](#)

Language: English

**Report Request Parameter(s)**

From Date:

Thru Date:

From Department:

Thru Department:

**Figure 698. 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 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.

The screenshot shows a web-based interface for generating a report. The main heading is "Appraisals Due". Below this, there are several input fields and buttons. The "Run Control ID" is set to "test". The "Language" is set to "English". There are buttons for "Report Manager", "Process Monitor", and "Run". A section titled "Report Request Parameter(s)" contains three fields: "As Of Date" (with a calendar icon), "From Department" (with a search icon), and "Thru Department" (with a search icon). At the bottom of the window, there are buttons for "Save", "Return to Search", "Previous in List", "Next in List", "Notify", "Add", and "Update/Display".

**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.

The screenshot shows the 'Z Lc Runfrmhrdpt' window. At the top, there is a tab labeled 'Z Lc Runfrmhrdpt'. Below the tab, there are several controls: 'Run Control ID: 777', 'Language: English' (with a dropdown arrow), and a 'Run' button. To the right of these are links for 'Report Manager' and 'Process Monitor'. Below these is a section titled 'Report Request Parameter(s)' containing 'From Date:' and 'Thru Date:' fields, each with a calendar icon. At the bottom of the window, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

**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**

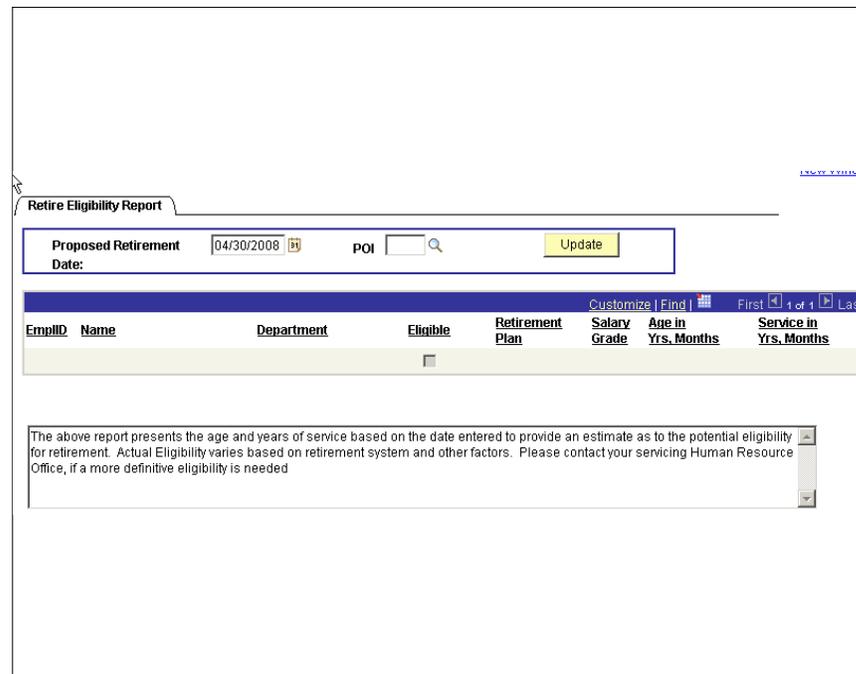
Click **Run**. For more information on this topic refer to [Run](#) of this manual.

## 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.



Retire Eligibility Report

Proposed Retirement Date: 04/30/2008 POI [ ] Update

EmpID	Name	Department	Eligible	Retirement Plan	Salary Grade	Age in Yrs. Months	Service in Yrs. Months

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

**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.

**Reports\_To List**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:** Supervisor ID begins with

**Search** [Advanced Search](#)

**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 is for viewing only.

EmpID	Name	Position Number
1		

**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.

**AMDC NFC EmpowHR Posn Crswlk**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search by:** Run Control ID begins with

Case Sensitive

**Search** [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**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.

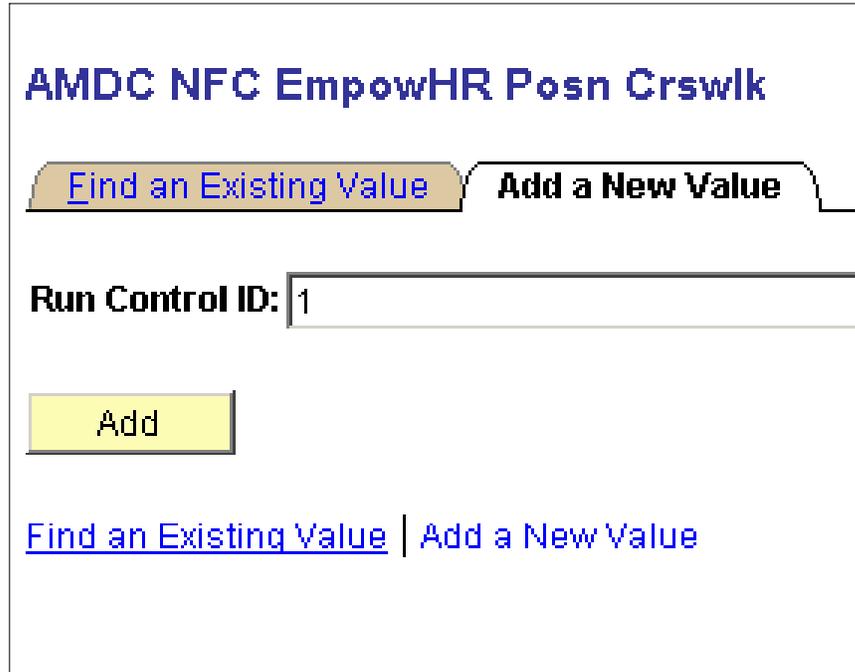
**Case Sensitive**

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 Crswlk window (**Figure 705**) is displayed to locate an existing report.



**AMDC NFC EmpowHR Posn Crswlk**

[Find an Existing Value](#) **Add a New Value**

**Run Control ID:** 1

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

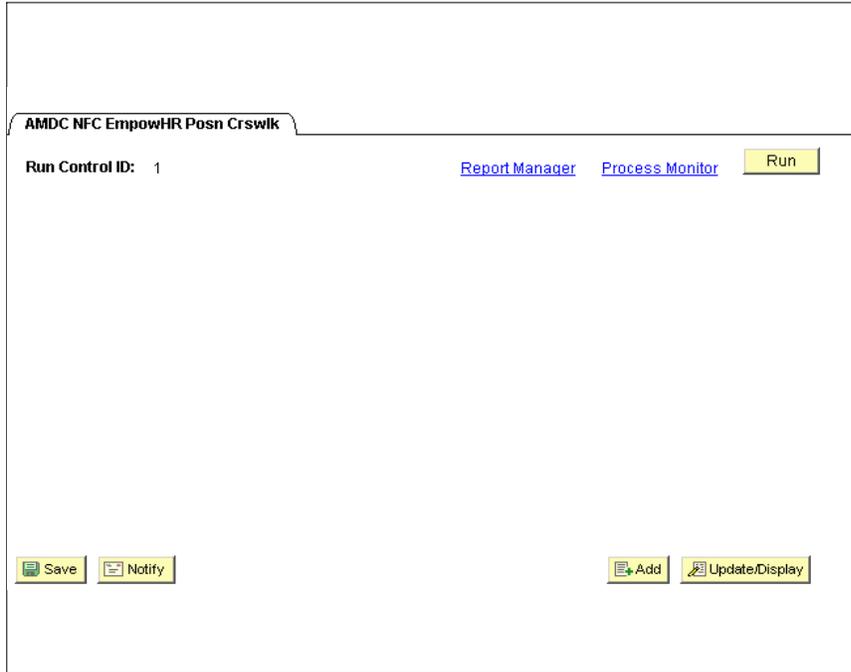
**Figure 705. AMDC NFC *EmpowHR* Posn Crswlk window**

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 Crswlk window (**Figure 706**) is displayed.



**Figure 706. AMDC NFC *EmpowHR* Posn Crswlk 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.

**OF8 Report USF**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

**Search by:** Run Control ID begins with

Case Sensitive

**Search** [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**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.

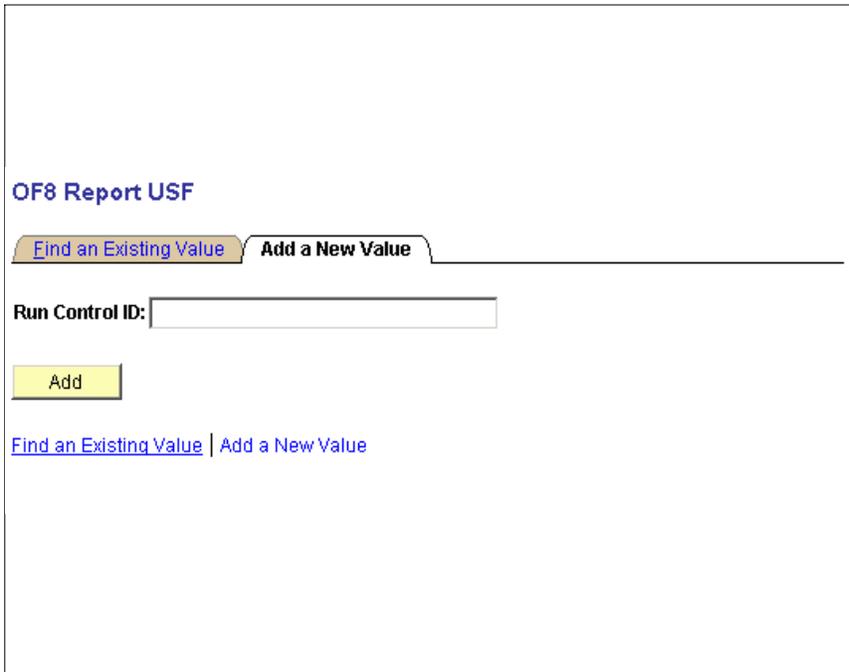


Figure 708. OF8 Report USF window

5. Click **Add**. The OF8 Report window (**Figure 709**) is displayed.

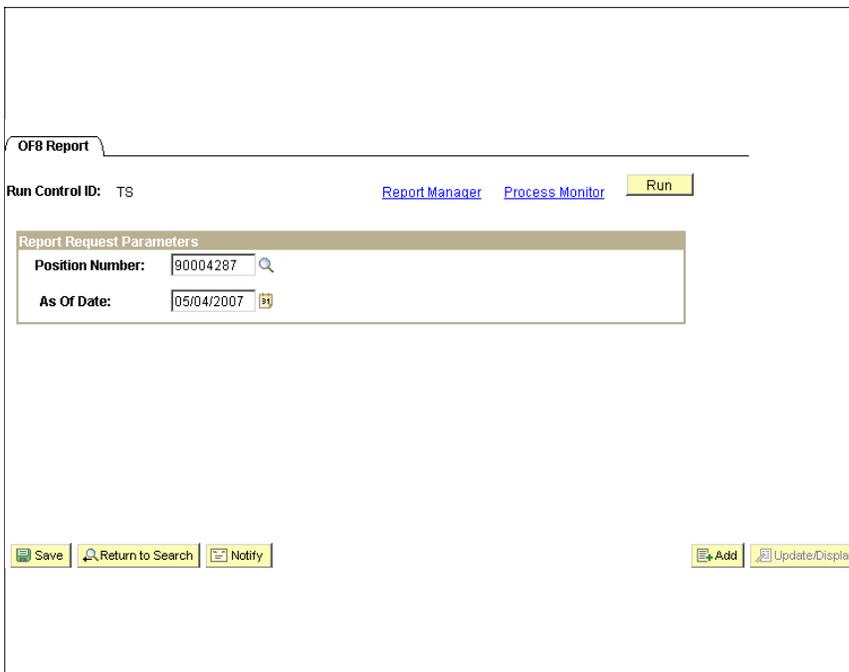


Figure 709. OF8 Report window

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.

**PMSO Error Messages**  
Please specify one or more field combinations to narrow your search or leave blank for all values

Please specify one or more field combinations to narrow your search or leave blank for all values

Run Date: = [dropdown] [text box] [calendar icon]

Sub-Agency: begins with [dropdown] [text box]

Personnel Office ID: begins with [dropdown] [text box]

Job Code: begins with [dropdown] [text box]

Position Nbr: begins with [dropdown] [text box]

Mstr Rcd #: begins with [dropdown] [text box]

Indv Posn #: begins with [dropdown] [text box]

Salary Grade: begins with [dropdown] [text box]

Search Clear Basic Search Save Search Criteria

**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.

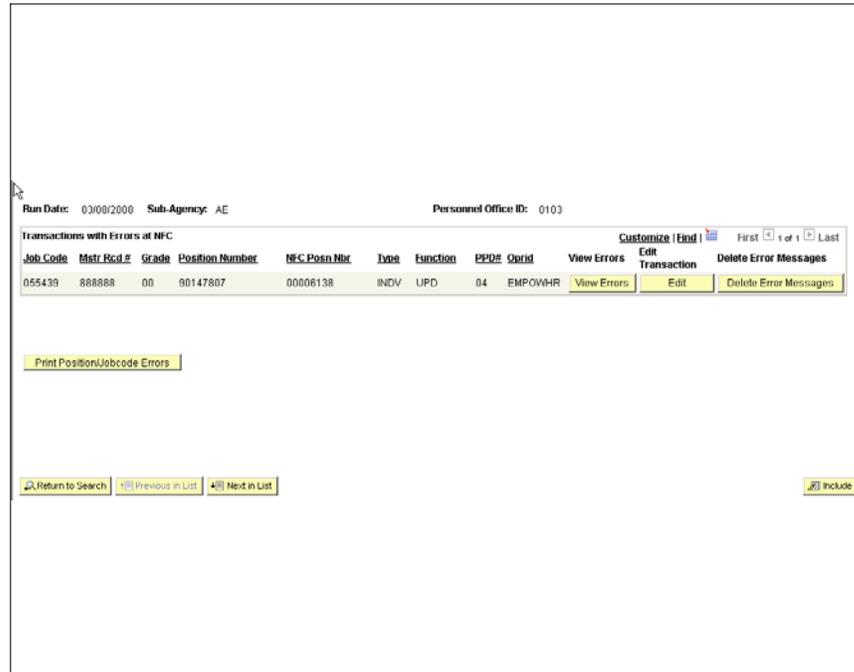
## Salary Grade

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.



The screenshot shows a software window titled "Transactions with Errors at NEC". At the top, it displays "Run Date: 03/08/2008", "Sub-Agency: AE", and "Personnel Office ID: 0103". Below this is a table with columns: Job Code, Mstr Rcd #, Grade, Position Number, NEC Posn Nbr, Type, Function, PPD#, and Opriid. A single row of data is visible: 055439, 888888, 00, 90147807, 00006138, INDV, UPD, 04, EMPOWHR. To the right of the table are buttons for "View Errors", "Edit", and "Delete Error Messages". Below the table is a "Print Position/Jobcode Errors" button. At the bottom of the window are navigation buttons: "Return to Search", "Previous in List", "Next in List", and "Include H".

Job Code	Mstr Rcd #	Grade	Position Number	NEC Posn Nbr	Type	Function	PPD#	Opriid	View Errors	Edit	Delete Error Messages
055439	888888	00	90147807	00006138	INDV	UPD	04	EMPOWHR	View Errors	Edit	Delete Error Messages

**Figure 711. PMSO Error Messages 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**

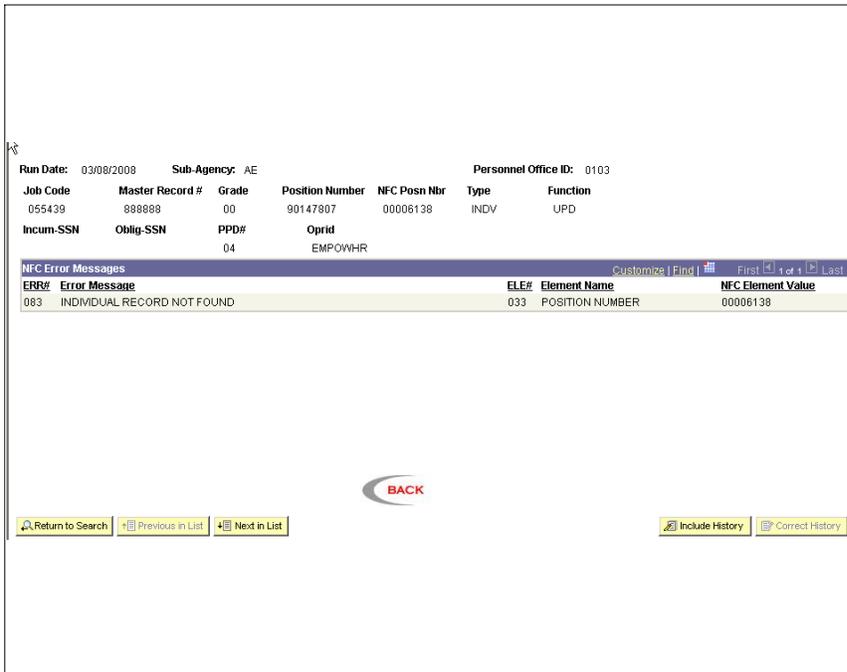
7. Click **Include History** to include the information is history.

**OR**

8. Click **Correct History** to correct history.

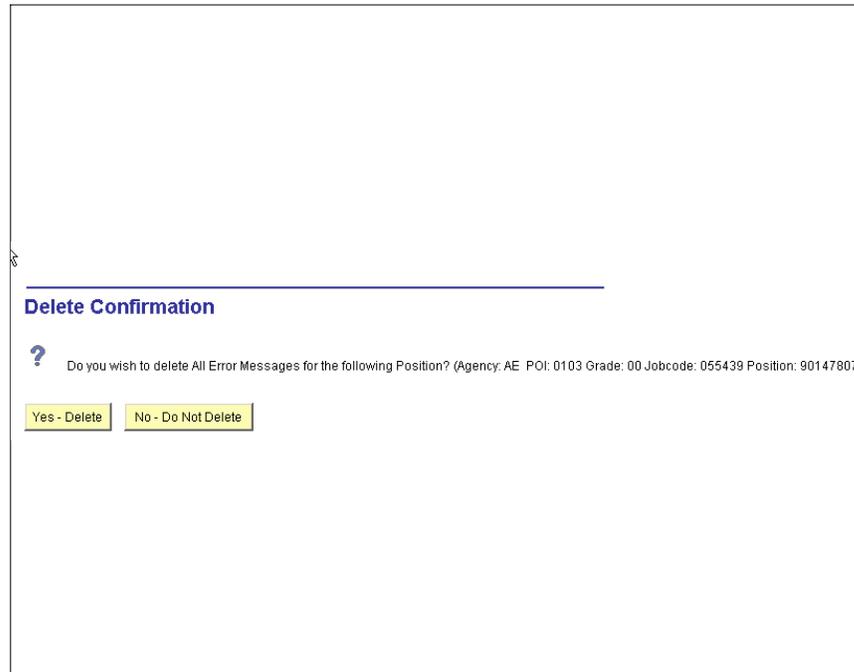
**OR**

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 be 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.

7

Report ID: ZSEK700	USDA/CMS	Page No. 1
Database: HRDSRQA	NFC PMSO ERROR MESSAGES REPORT	Run Date 05/03/2008
		Run Time 10:56:04

NUM DATE	AG	FOI	JOBCODE	MUTRACK	GRADE	POSITION	NFC POS#	TYPE	FUNCTION	INCUM-GEN	GRIG-GEN	PAGE	OPRID	CMS STATUS
2008-03-08	AE	0203	062284		07	90167447		INDV	NS			84-10	ENPOWER	Matching Transaction Found in CMS
ERR ERROR_MSG														
-----														
083 INDIVIDUAL RECORD NOT FOUND														
-----														
ELM4 ELEMENT NAME														
-----														
033 POSITION NUMBER														
-----														
90167447														
-----														
NUM DATE	AG	FOI	JOBCODE	MUTRACK	GRADE	POSITION	NFC POS#	TYPE	FUNCTION	INCUM-GEN	GRIG-GEN	PAGE	OPRID	CMS STATUS
2008-03-08	AE	0203	110463		07		00000362	INDV	NS					Matching Transaction Not Found in CMS
ERR ERROR_MSG														
-----														
076 NFR-OT 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 CMS 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.

**PMSO Error Messages (HD)**  
Please specify one or more field combinations to narrow your search or leave blank for all values

Please specify one or more field combinations to narrow your search or leave blank for all values

Run Date: =  

Sub-Agency: begins with

Personnel Office ID: begins with

Job Code: begins with

Position Nbr: begins with

Mstr Rcd #: begins with

Indv Posn #: begins with

Salary Grade: begins with

[Basic Search](#)  [Save Search Criteria](#)

**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.

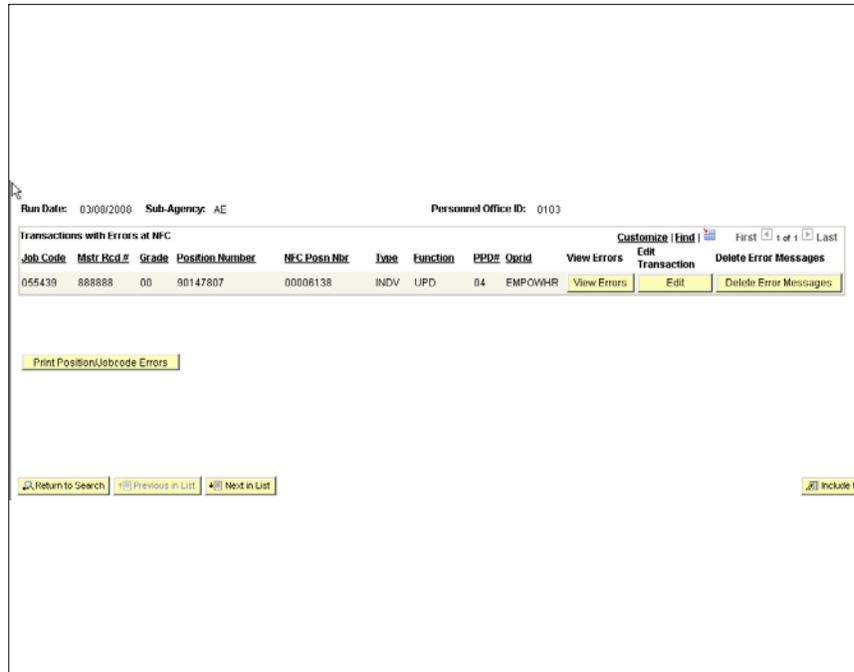


Figure 716. PMSO Error Messages (HD) window

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

Job Code	Master Record #	Grade	Position Number	NFC Posn Nbr	Type	Function
055439	888888	00	90147807	00006138	INDV	UPD
Incum-SSN	Oblig-SSN	PPD#	Oprid			
		04	EMPOVHR			

NFC Error Messages			
ERR#	Error Message	ELE#	NFC Element Value
083	INDIVIDUAL RECORD NOT FOUND	033	POSITION NUMBER 00006138



**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.

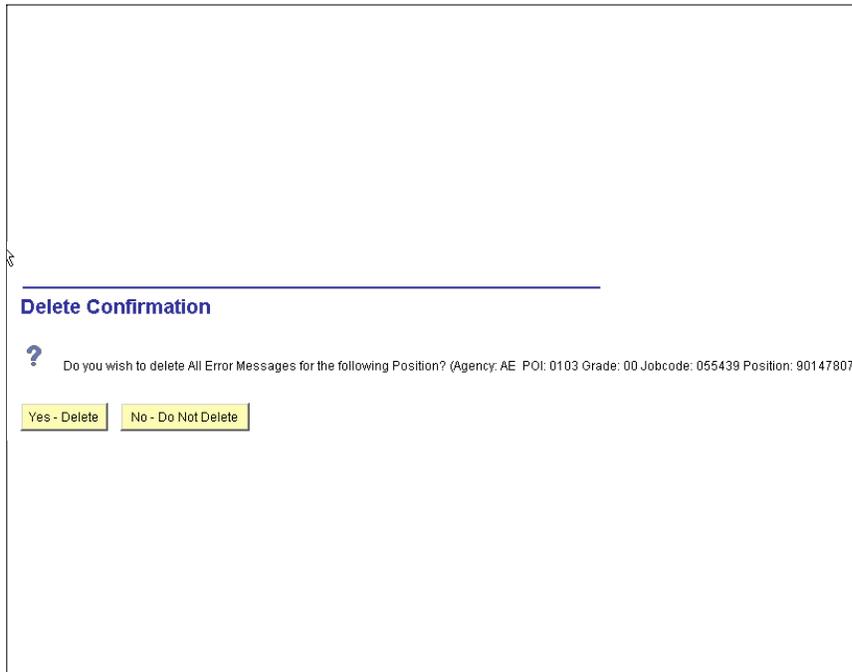
**OR**

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 be 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 (**Figure 716**) is displayed.
11. Click **Print Position/Job Code Errors**. The NFC PMSO Error Messages (**Figure 719**) is displayed.

```

7
Report ID: Z88T708                                USA/CAMS
Database: HRUSAQA                                NFC PMSO ERROR MESSAGES REPORT
Page No. 1
Run Date 05/03/2018
Run Time 10:56:04

MNU DATE  AG  POI  JOBCODE  MNUBRCD  GRADE  POSITION  NPC  POBN  TYPR  FUNCTION  INCDM-ESM  ORLG-ESH  PASS  OPRID  CAME STATUS
-----
2018-03-08  AS  0103  162254  07      90167447  INDV  SFD      - - - - - 14-10  EMPower  Matching Transaction Found in CAME

ERR  ERROR_MSG
---
083  INDIVIDUAL RECORD NOT FOUND
-----
ELM4  ELEMENT NAME
-----
ELMVAL  ELEMENT VALUE
-----
90167447

MNU DATE  AG  POI  JOBCODE  MNUBRCD  GRADE  POSITION  NPC  POBN  TYPR  FUNCTION  INCDM-ESM  ORLG-ESH  PASS  OPRID  CAME STATUS
-----
2018-03-08  AS  0103  110463  07      00000362  INDV  SFD      - - - - - 14-10  EMPower  Matching Transaction Not Found in CAME

ERR  ERROR_MSG
---
076  MTR-OT INVALID FOR PERMANENT POSITION
-----
ELM4  ELEMENT NAME
-----
ELMVAL  ELEMENT VALUE
-----
002  DEPARTMENT CODE
-----
LCP01003

SUMMARY OF PMSO TRANSACTION ERRORS
-----
Total Jobcodes/Positions with Errors          :      0
Total Transactions with Errors                 :      2
Total Transactions where CAME 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.

**PRES Error Messages**  
Please specify one or more field combinations to narrow your search or leave blank for all values

**Please specify one or more field combinations to narrow your search or leave blank for all values**

Run Date: = [ ] [ ]

Sub-Agency: begins with [ ]

Personnel Office ID: begins with [ ]

SSN: begins with [ ]

EmplID: begins with [ ]

Search Clear Basic Search Save Search Criteria

**Figure 720. PRESS Error Mesages window**

- Click **Search**. The Press Error Message window (**Figure 721**) is displayed.

**OR**

Click **Clear** to clear the search.

Run Date: 07/02/2007 Sub-Agency: 11 Forest Service Personnel Office ID: 5071 SANTA FE, NM

Transactions with Errors at NFC

SSN	Emplid	Rcd	Name	Doc	Batch#	PPD#	EmDt	View Errors	Edit Transaction	Delete Error Messages
420-03-9999	033631	0	MCBRIDE,JUSTIN B	140	6707	13		View Errors	Edit	Delete Error Messages

Print PRES Errors

Return to Search Previous in List Next in List Include History Correct History

**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.

**PRES Error Messages (HD)**  
Please specify one or more field combinations to narrow your search or leave blank for all values

Please specify one or more field combinations to narrow your search or leave blank for all values

Run Date: = [ ] [ ]

Sub-Agency: begins with [ ]

Personnel Office ID: begins with [ ]

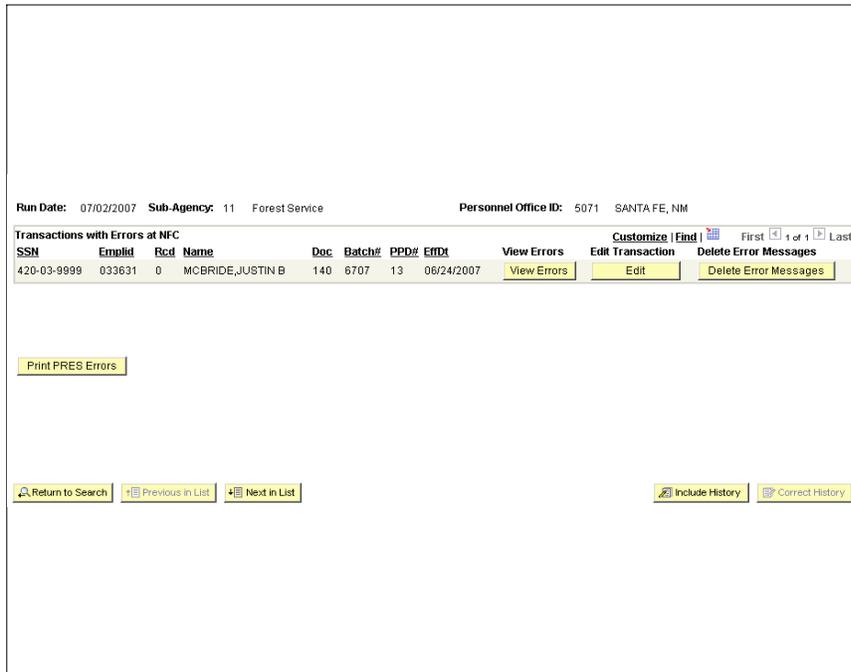
SSN: begins with [ ]

EmpID: begins with [ ]

Search Clear Basic Search Save Search Criteria

**Figure 722. PRES Error Messages (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.

**POI Report**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

**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.

POI Report

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

**Add**

[Find an Existing Value](#) | [Add a New Value](#)

**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.

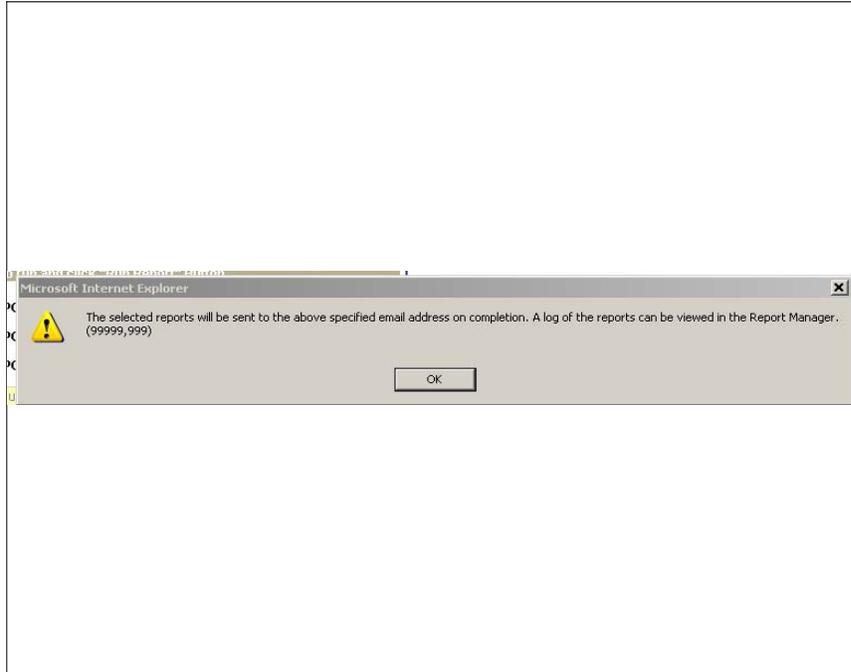
**POI Report W/ Filled W/ Vacant Positions**

Check this box if applicable.

**POI Report W/ Filled W/  
Vacant W/ Inactive  
Positions**

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.

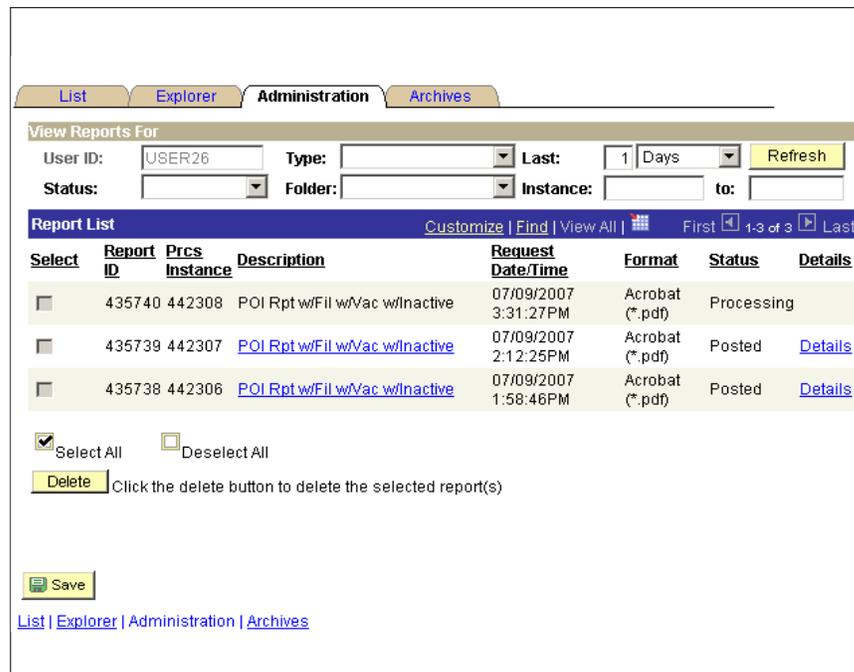


Figure 729. Administration window

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.

**PRES Error Messages**  
Please specify one or more field combinations to narrow your search or leave blank for all values

Please specify one or more field combinations to narrow your search or leave blank for all values

Run Date: = [ ] [ ] [ ]

Sub-Agency: begins with [ ]

Personnel Office ID: begins with [ ]

SSN: begins with [ ]

EmpID: begins with [ ]

Search Clear [Basic Search](#) [Save Search Criteria](#)

**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.

**New Hires**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

**Search by:** Run Control ID begins with

Case Sensitive

Search | Advanced Search

Find an Existing Value | Add a New Value

**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.

New Hires

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

**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.

**New Hires**

Run Control ID: test5      [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language: English

**Report Request Parameters**

From Date:

Thru Date:

Agency:

Sub-Agency:

Region:

Department:

**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.