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

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.

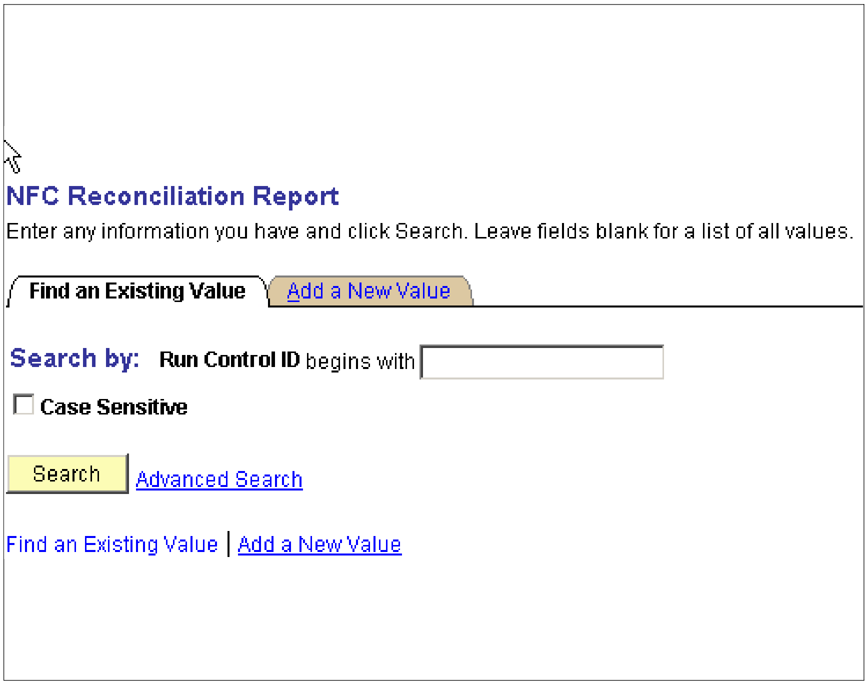


Figure 673. NFC Reconciliation Report window

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.

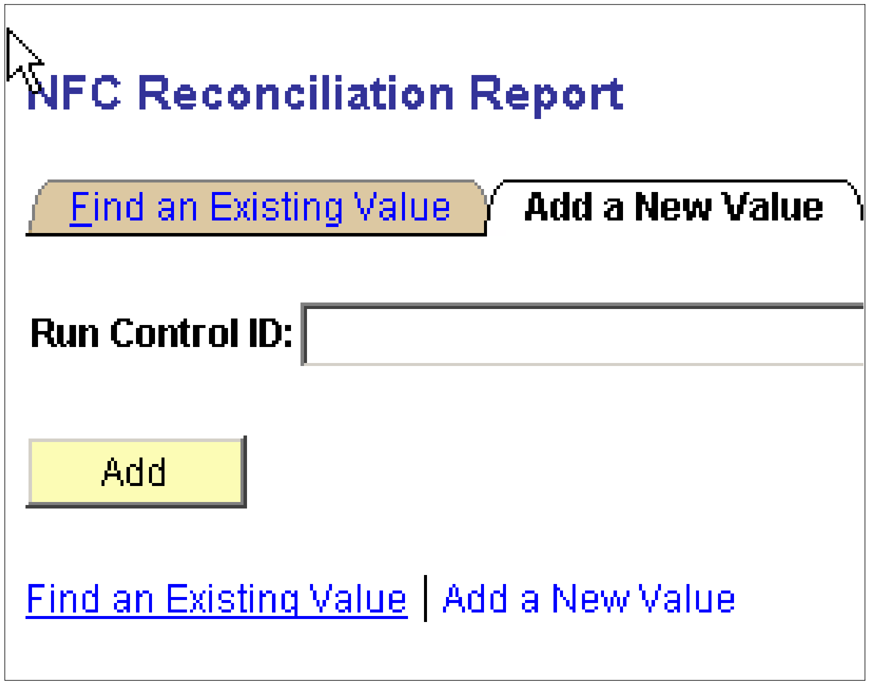


Figure 674. NFC Reconciliation Report window

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.

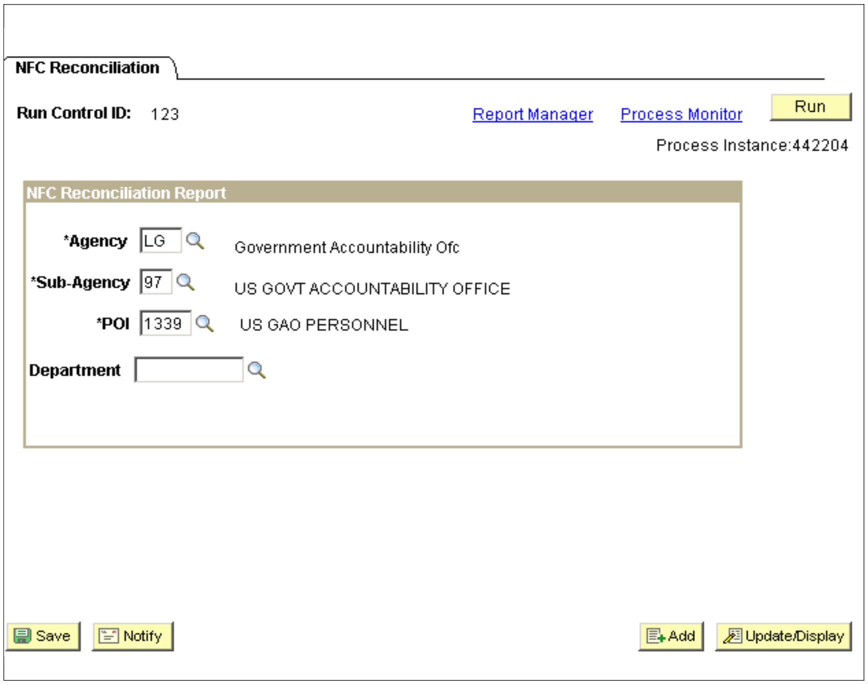


Figure 675. NFC Reconciliation window

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.

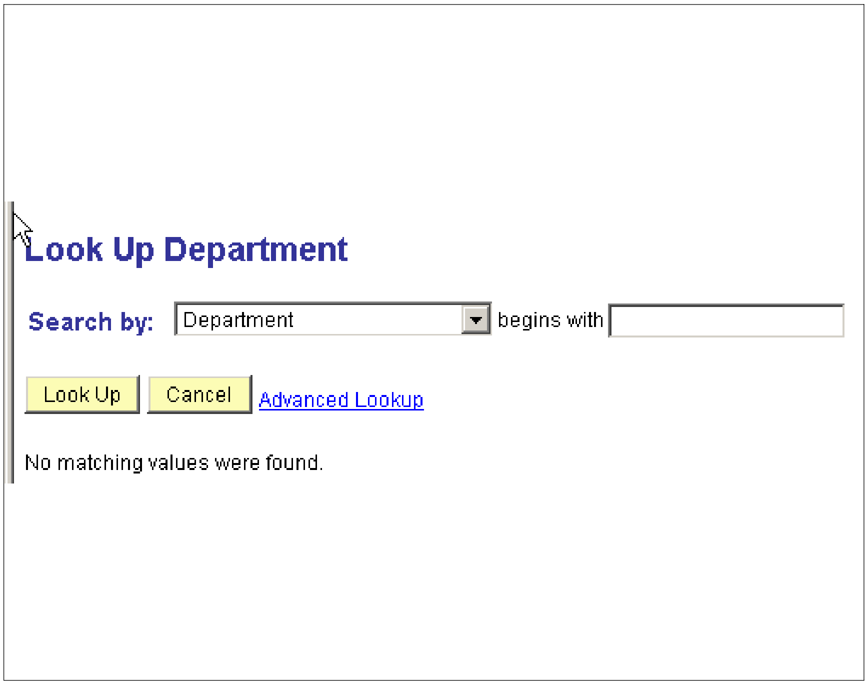


Figure 676. Look Up Department window

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.

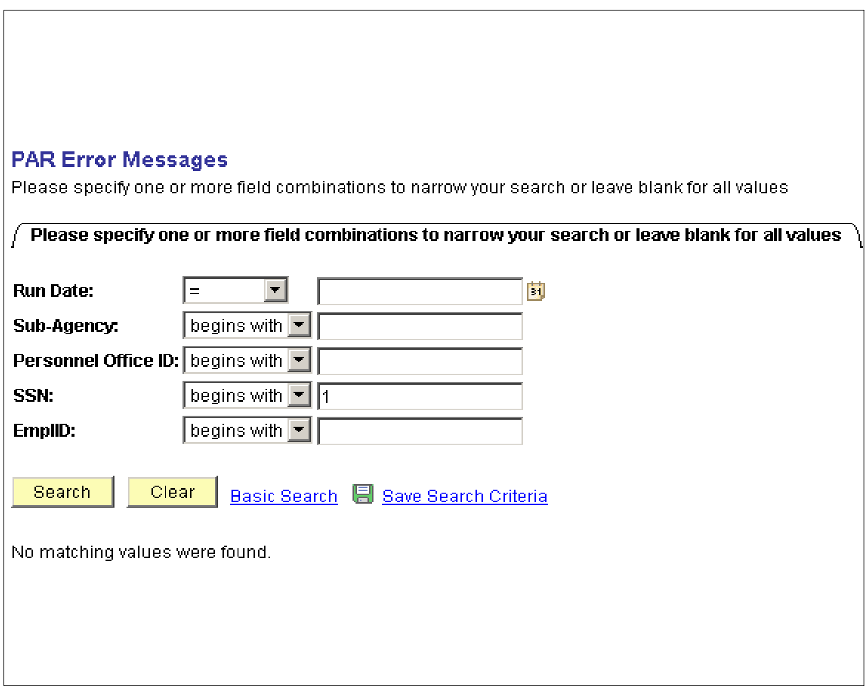


Figure 677. PAR Error Mesages window

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.

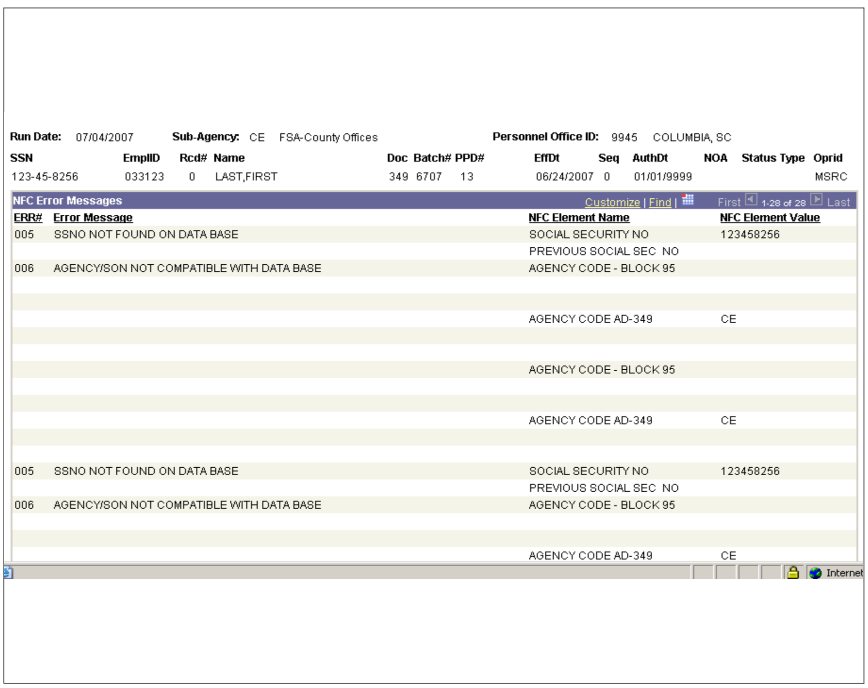


Figure 679. View PAR Error Messages

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.

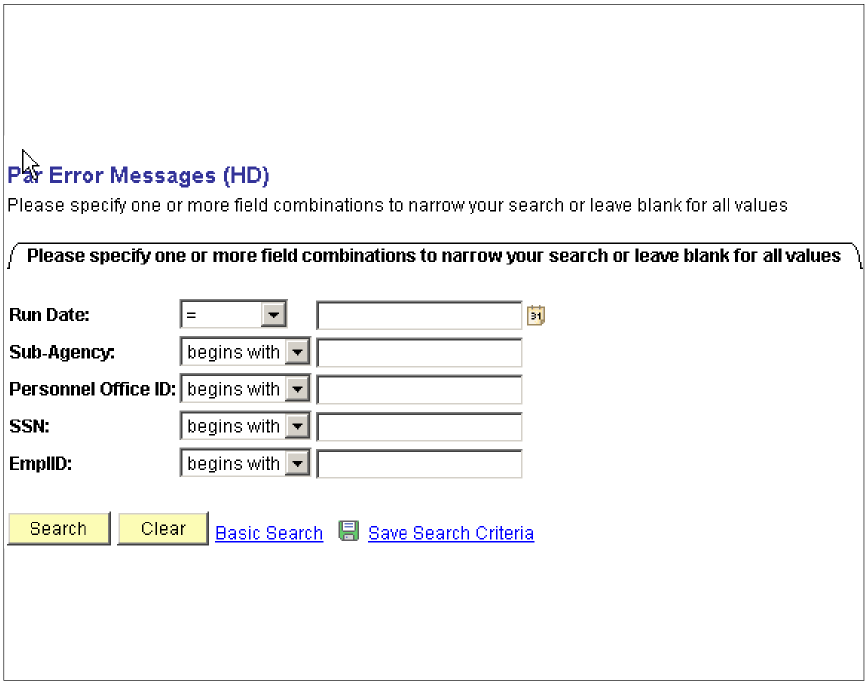


Figure 681. PAR Error Messages (HD) window

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.

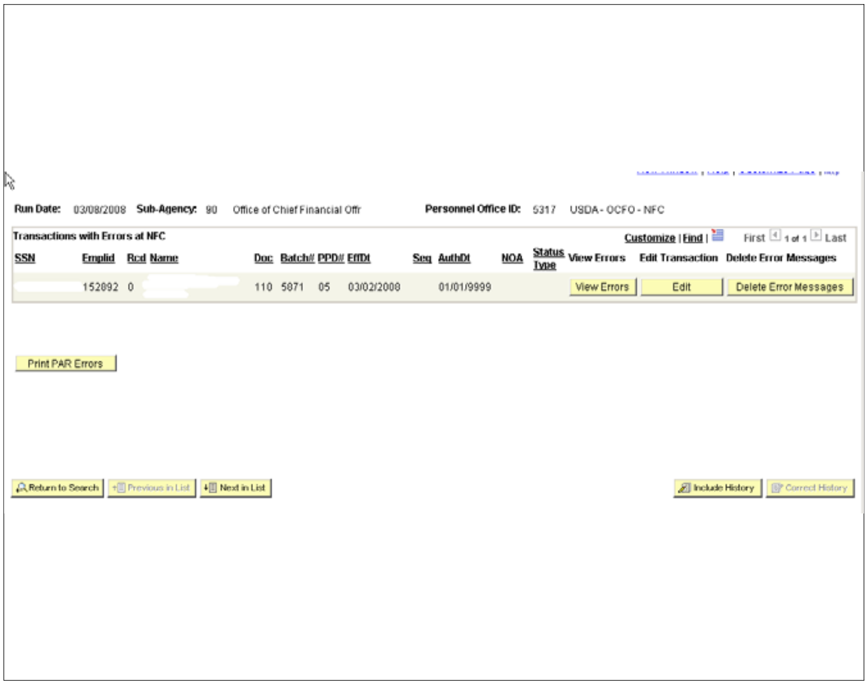


Figure 682. PAR Error Messages window

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

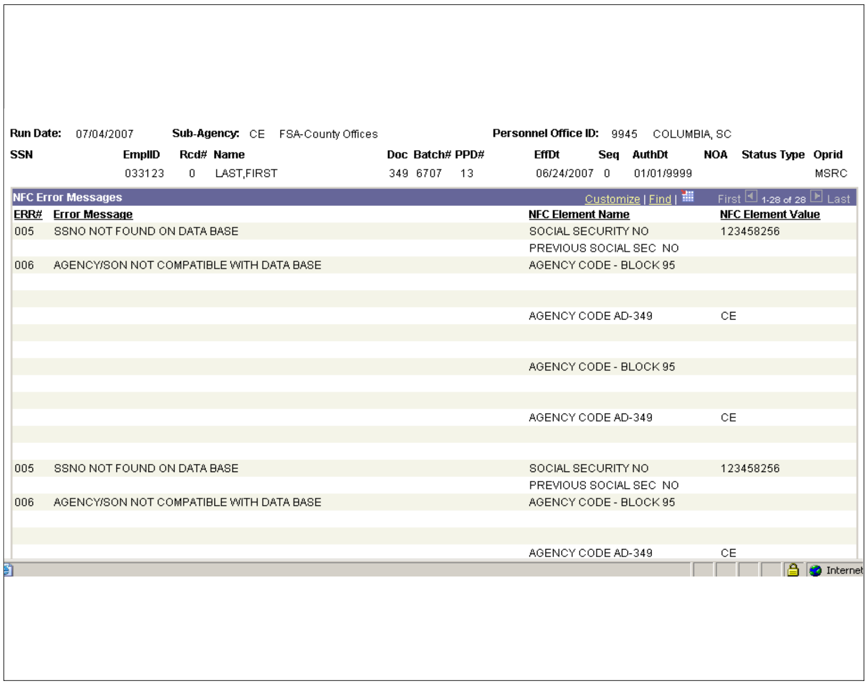
Click **Correct History.** This option will allow the correction of history if the history was included.

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.

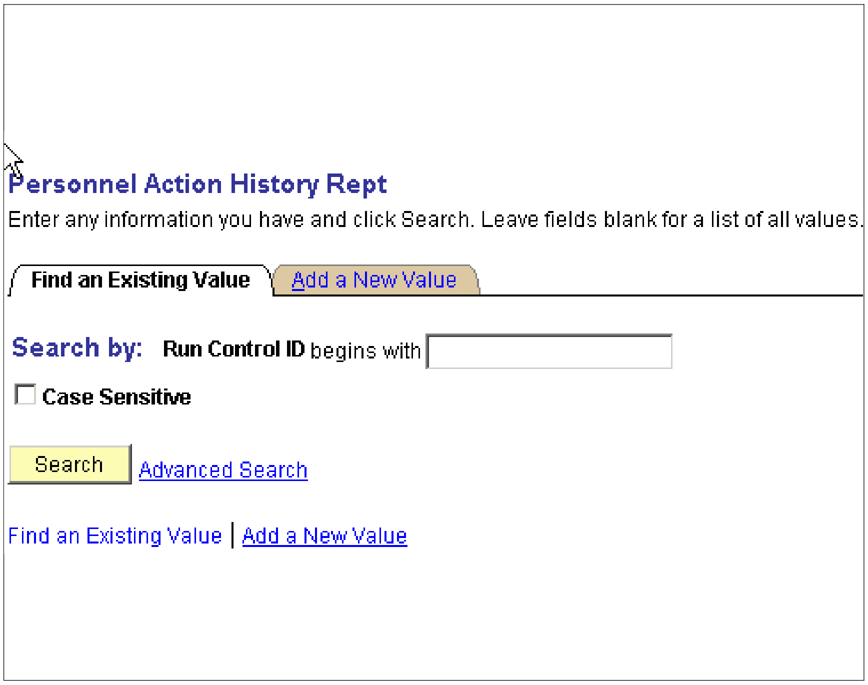


Figure 685. Personnel Action History Rept window

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.

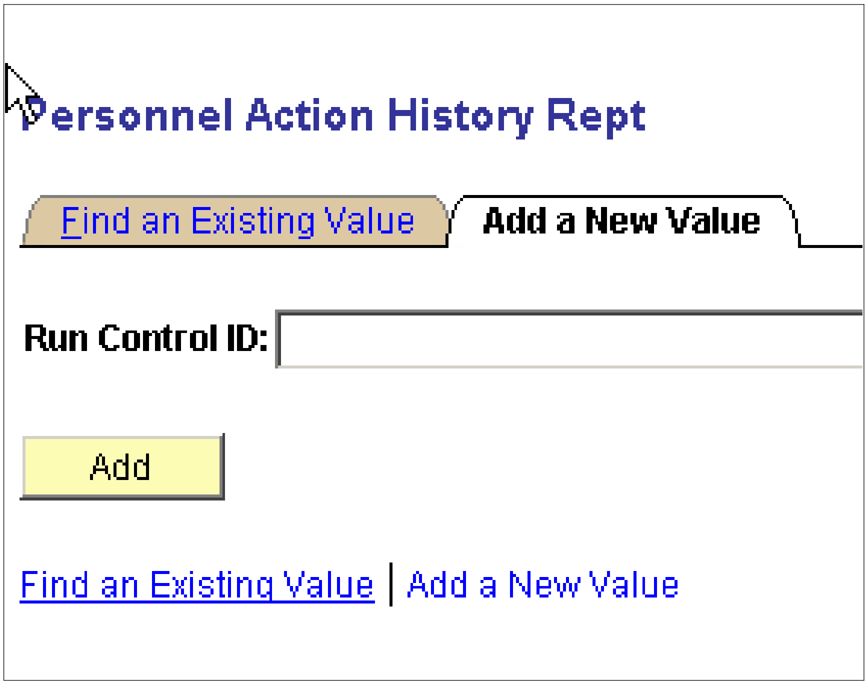


Figure 686. Personnel Action History Rept window

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

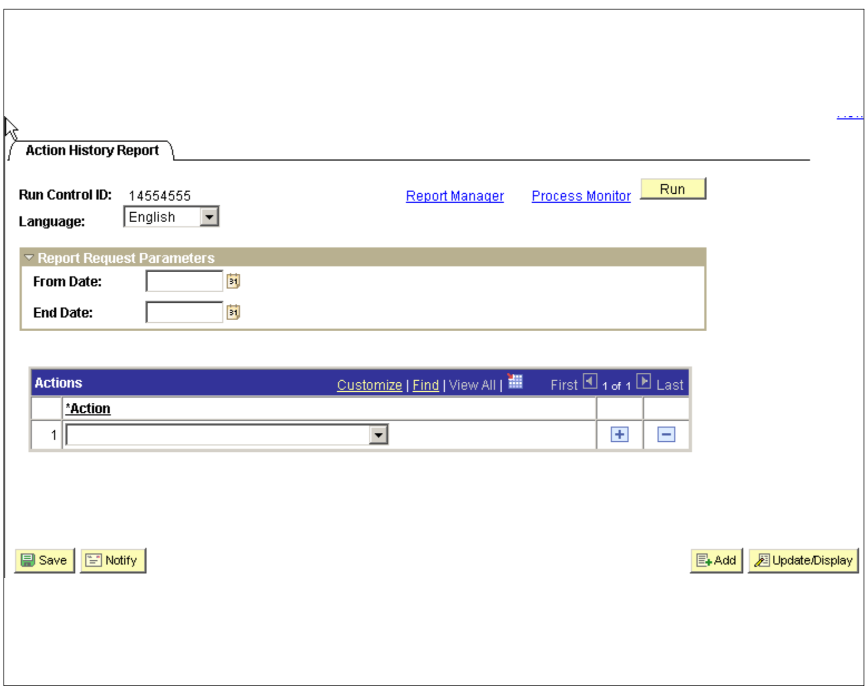


Figure 687. Action History Report window

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.

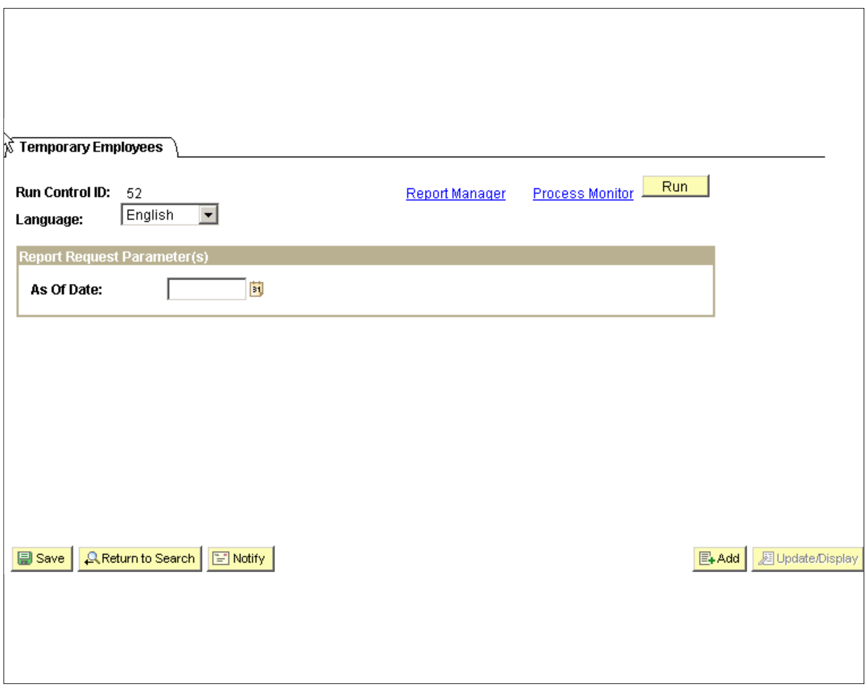


Figure 688. Temporary Employees window

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 <u>Process Monitor</u> of this manual.

OR

Click **Run**. For more information on this topic refer to <u>Run</u> 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.

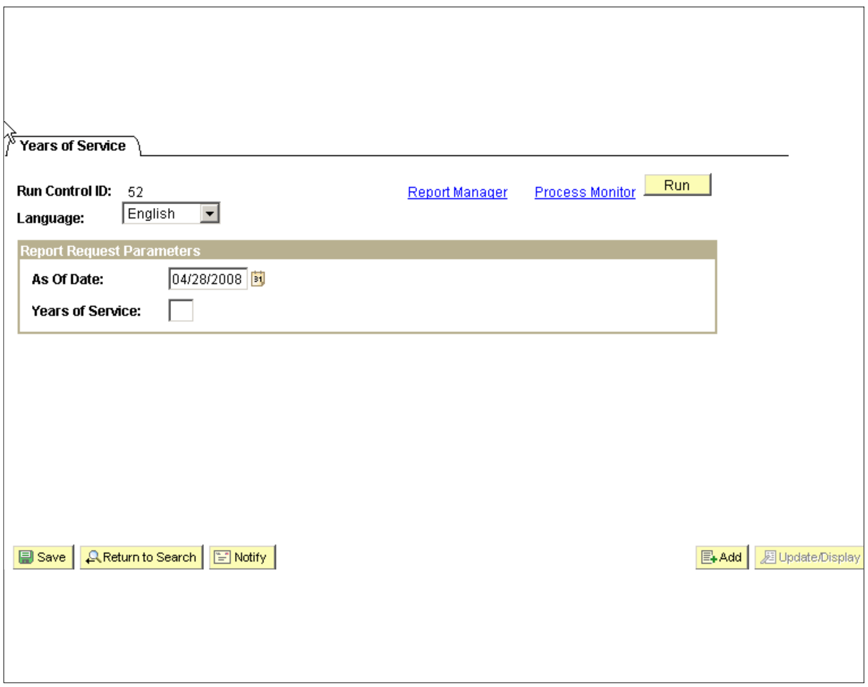


Figure 689. Years Of Service Report window

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.

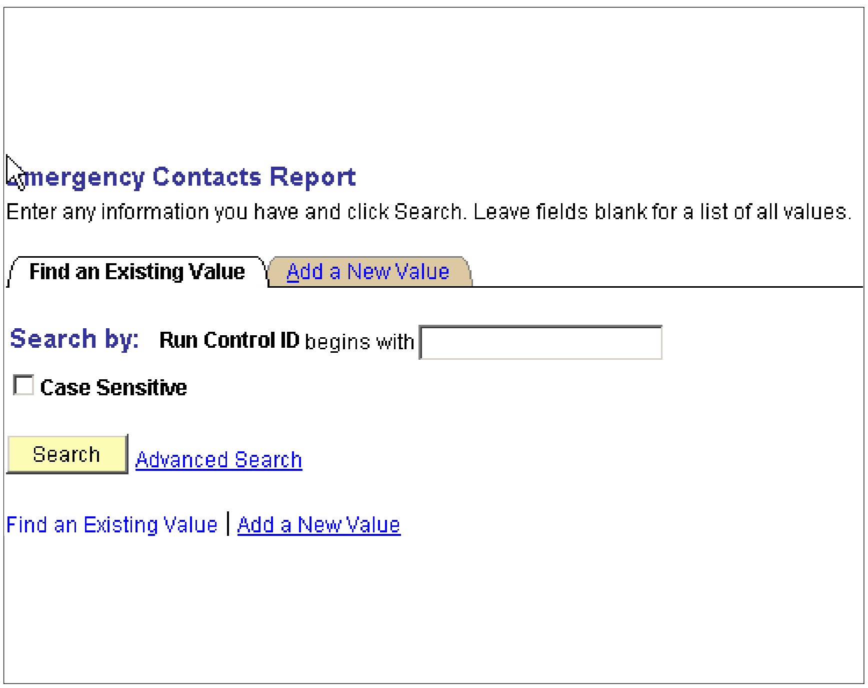


Figure 690. Emergency Contacts Report window

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.

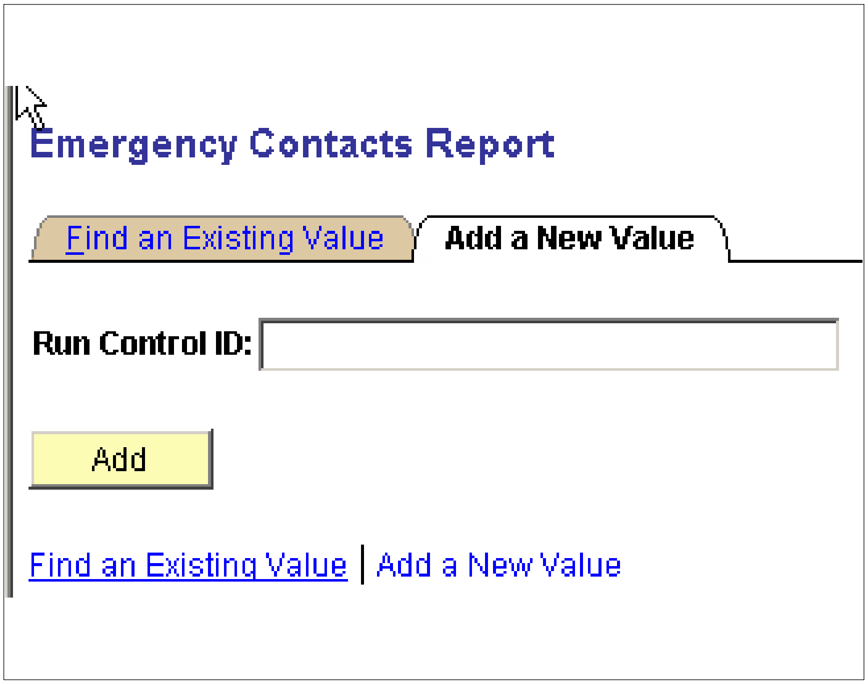


Figure 691. Emergency Contact Report window

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

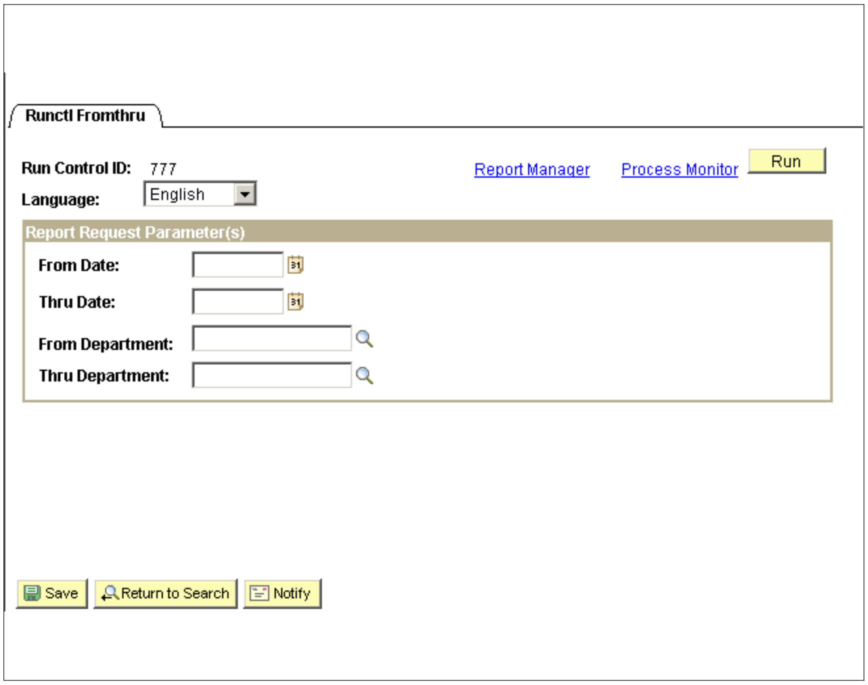


Figure 695. Runcntl Fromthru window

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.

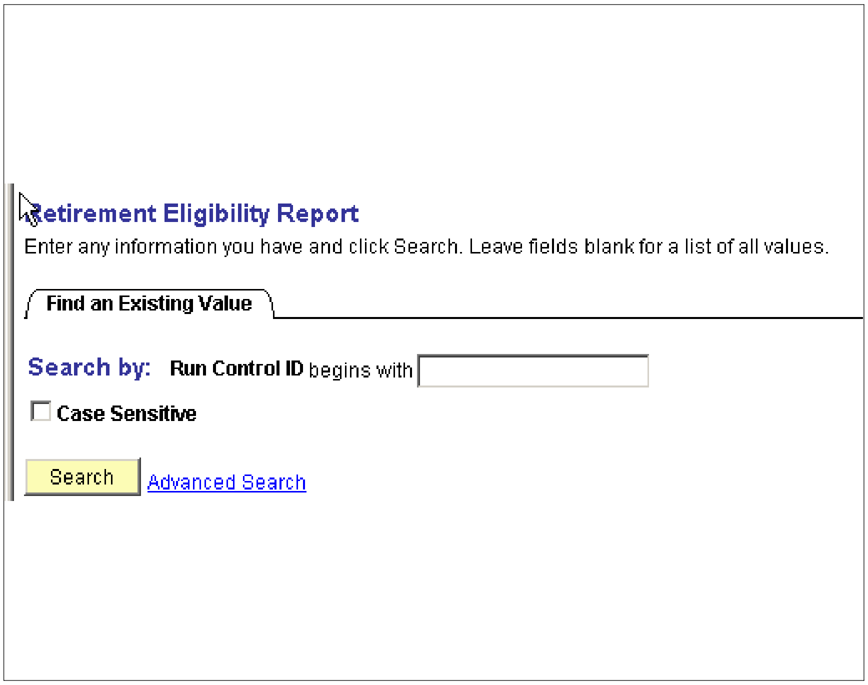


Figure 696. Retirement Eligibility Report window

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.

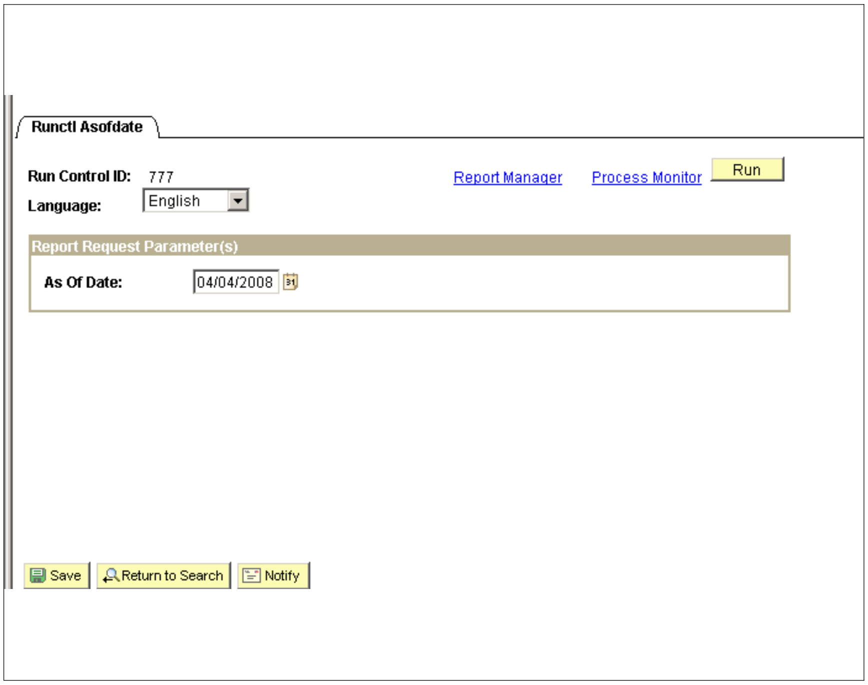


Figure 697. Runctl Asoldate window

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.

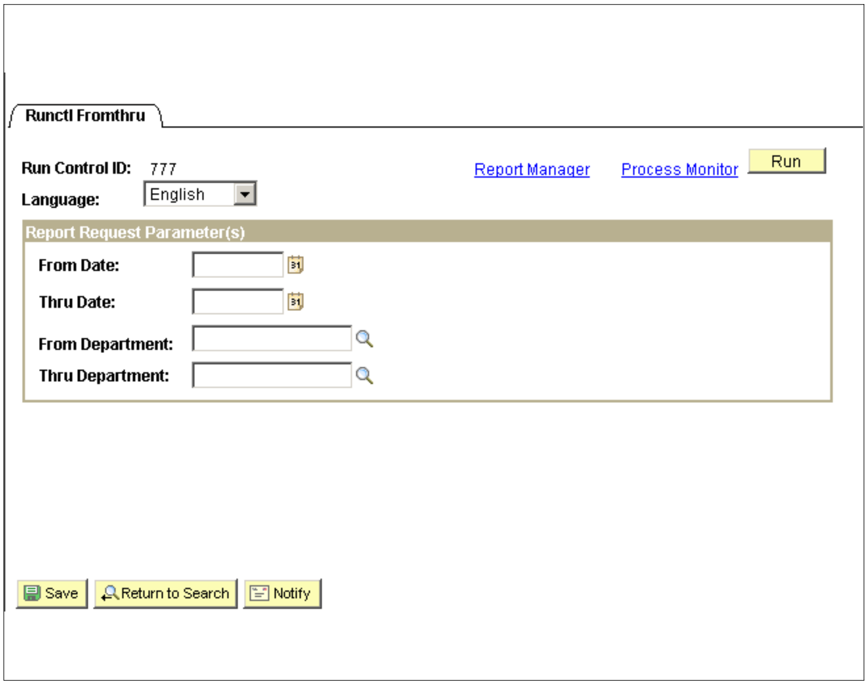


Figure 698. Runctl Fromthru window

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.

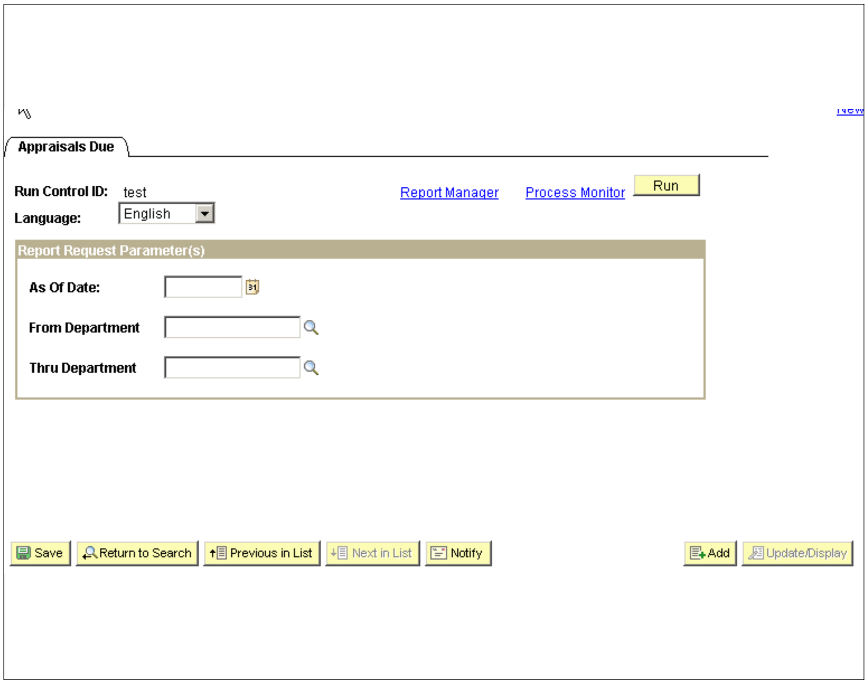


Figure 699. Performance Appraisals Due window

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.

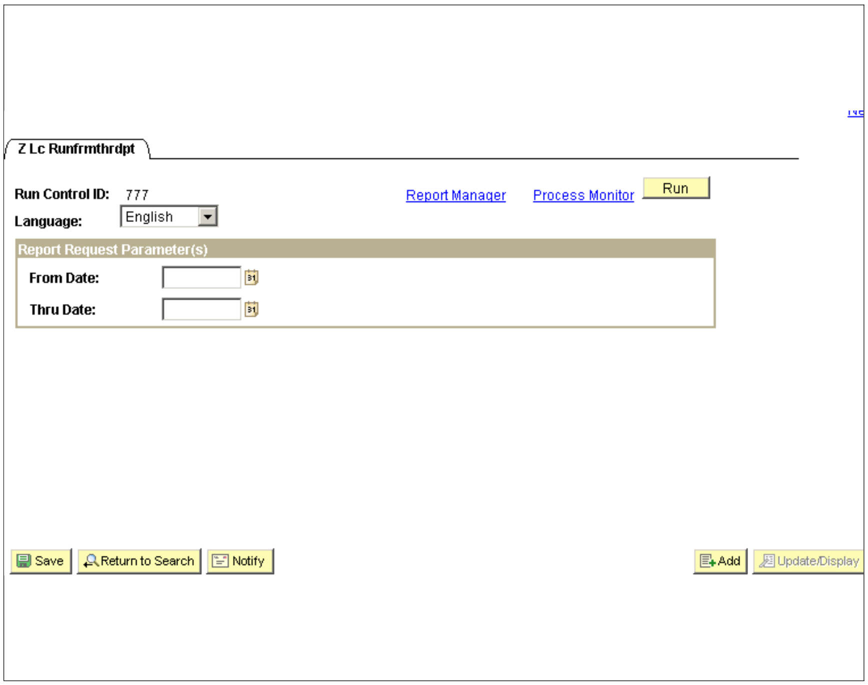


Figure 700. Z Lc Runfrmhrdpt window

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.

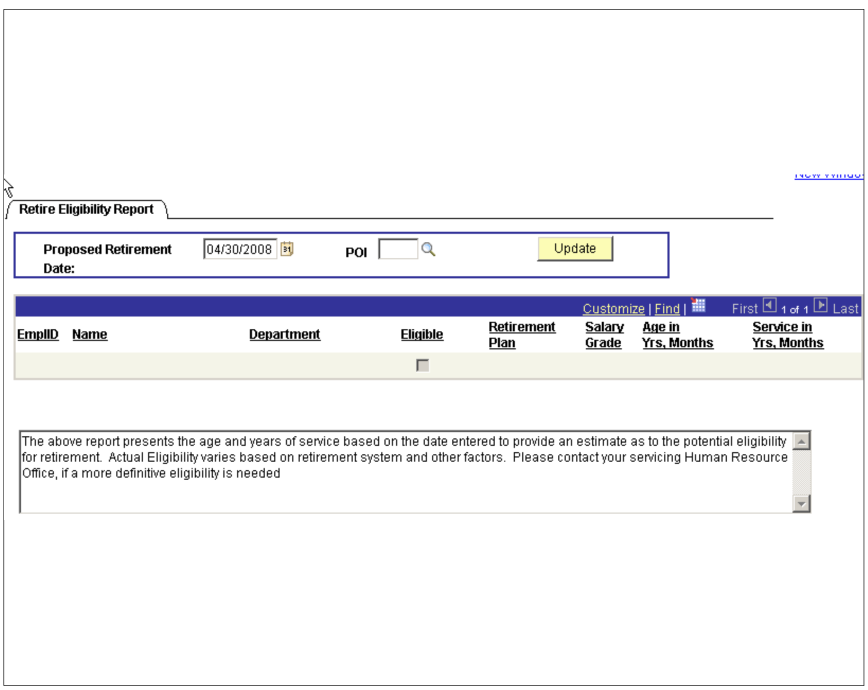


Figure 701. Retire Eligibility Report window

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.

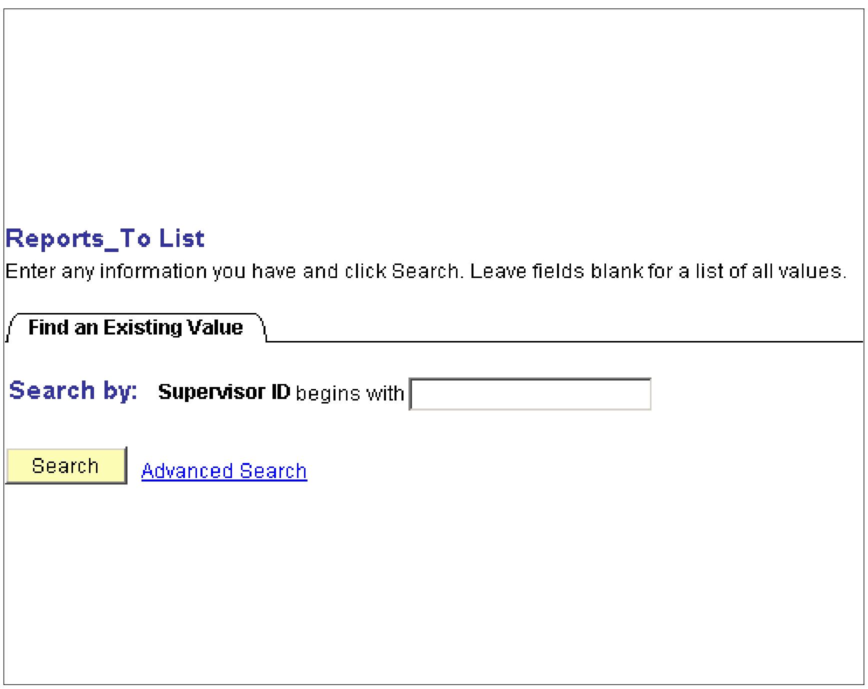


Figure 702. Reports To List window

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.

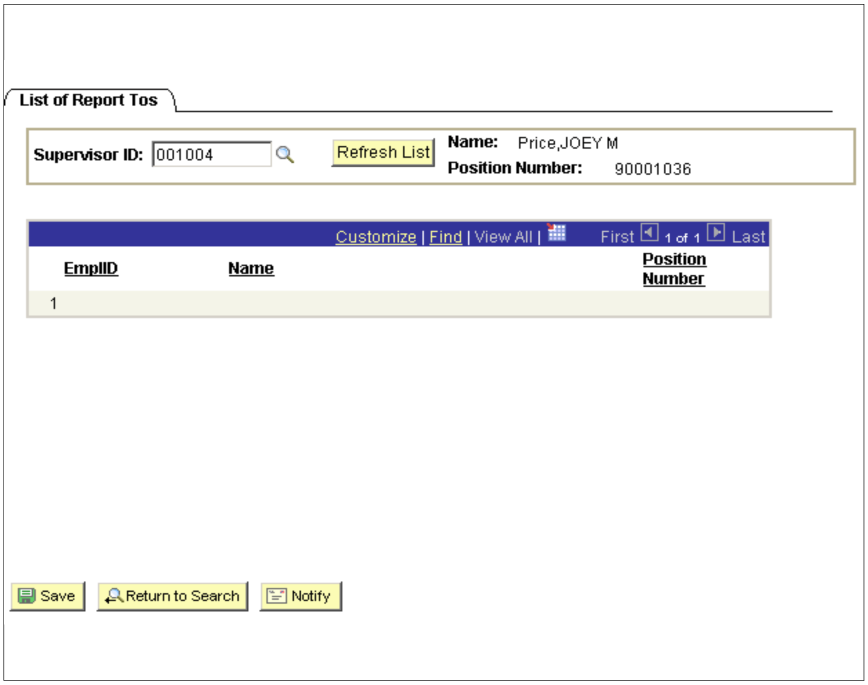


Figure 703. List Of Reports Tos window

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.

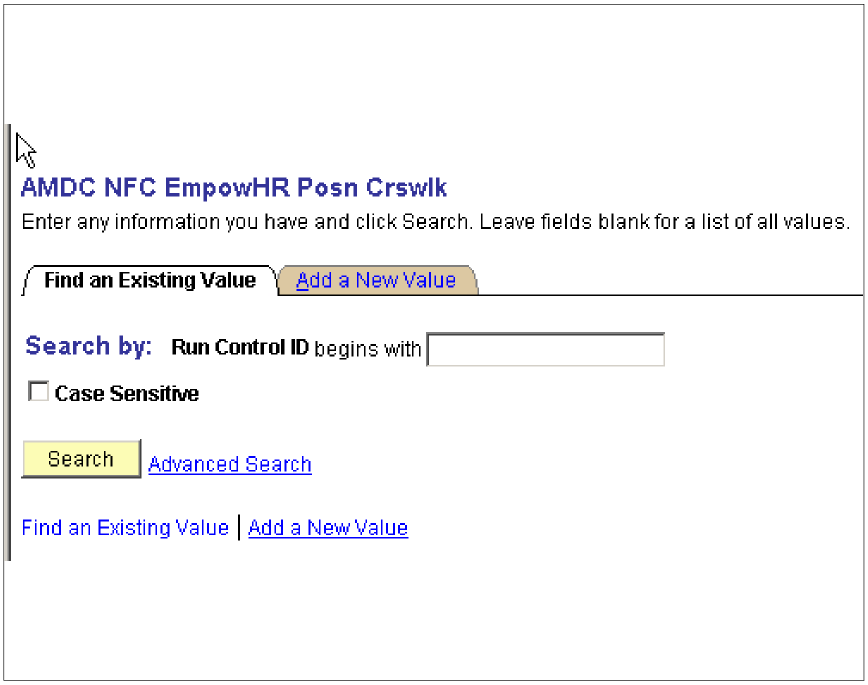


Figure 704. AMDC NFC *EmpowHR* Posn Crswlk window

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.

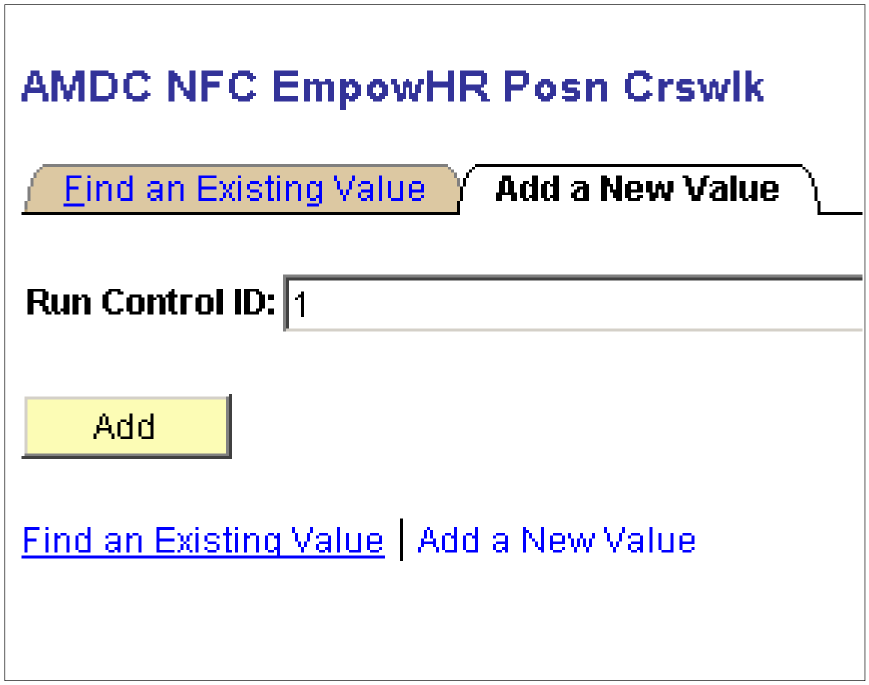


Figure 705. AMDC NFC *EmpowHR* Posn Croswlk window

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.

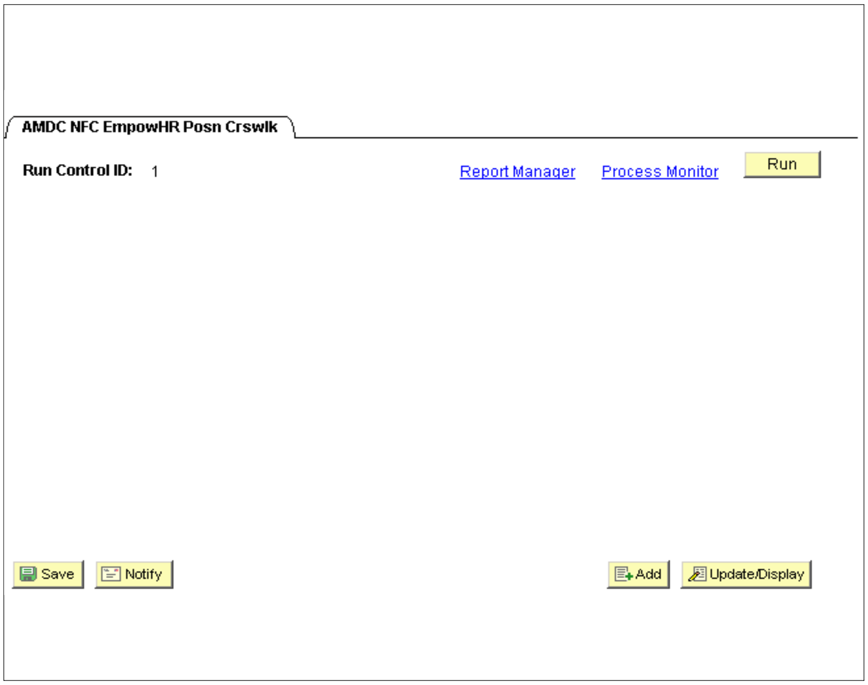


Figure 706. AMDC NFC *EmpowHR* Posn Croswlk window

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.

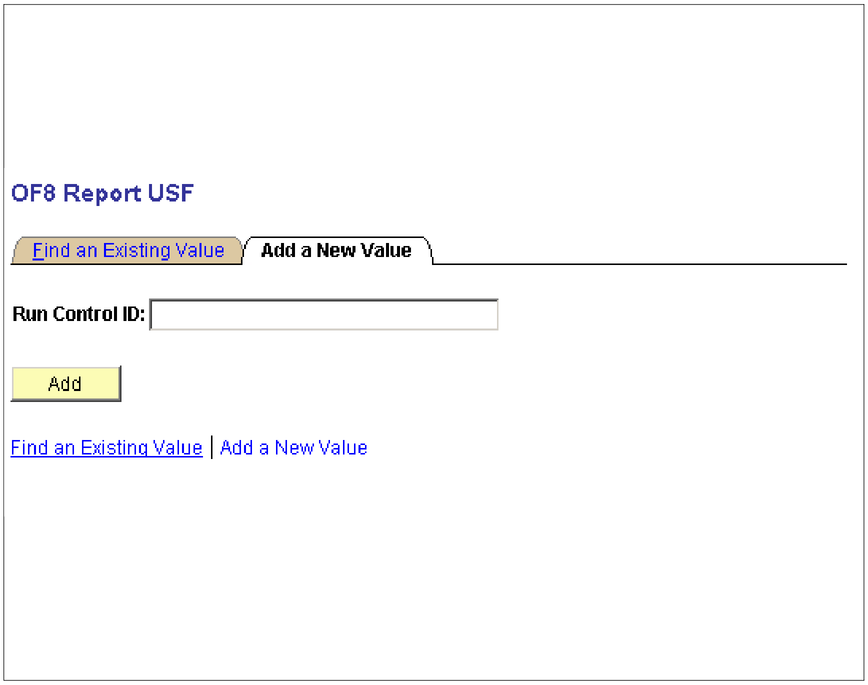


Figure 708. OF8 Report USF window

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

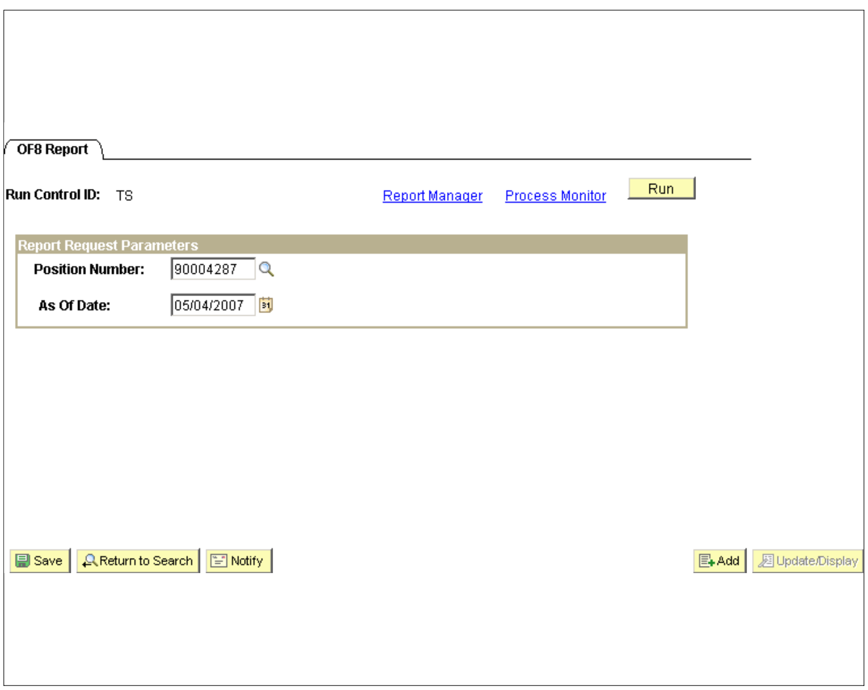


Figure 709. OF8 Report window

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.

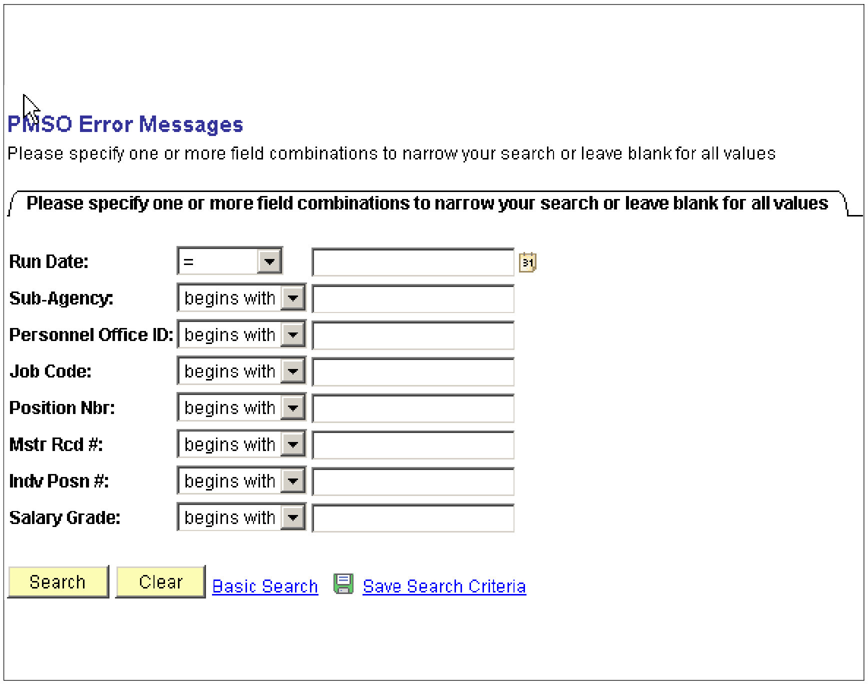


Figure 710. PMSO Error Messages window

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.

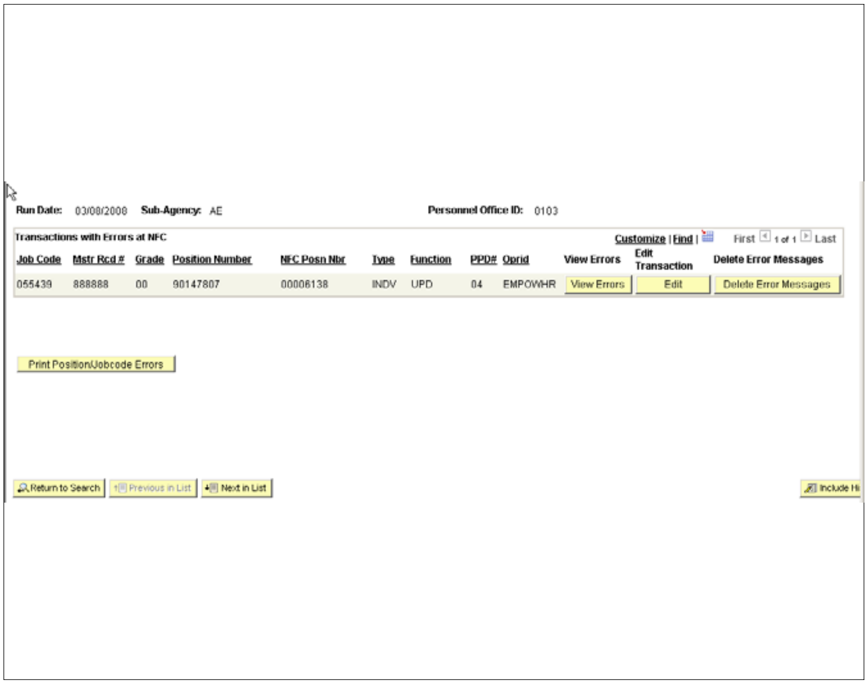


Figure 711. PMSO Error Messsages window

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

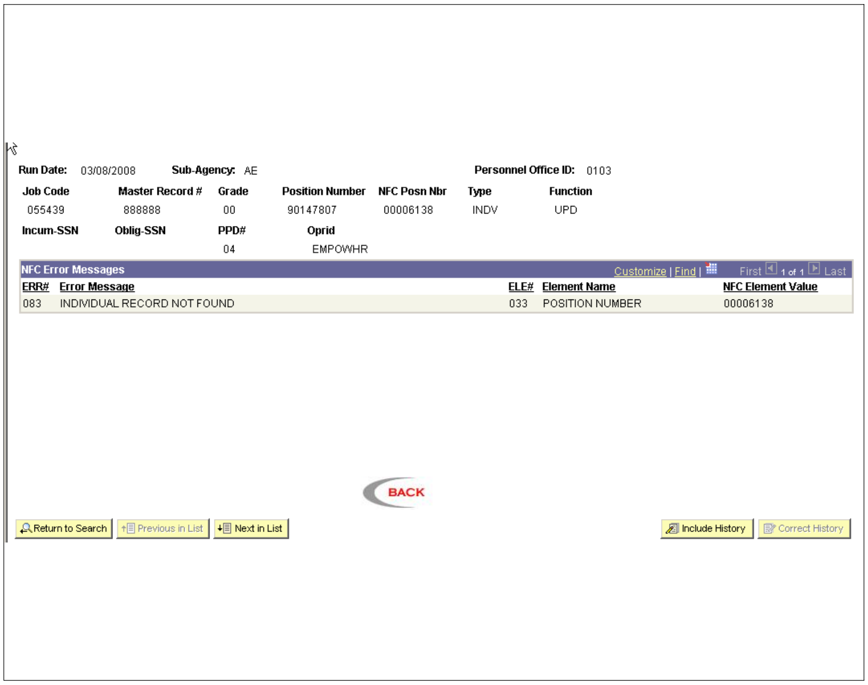


Figure 712. View Error Messages window

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.

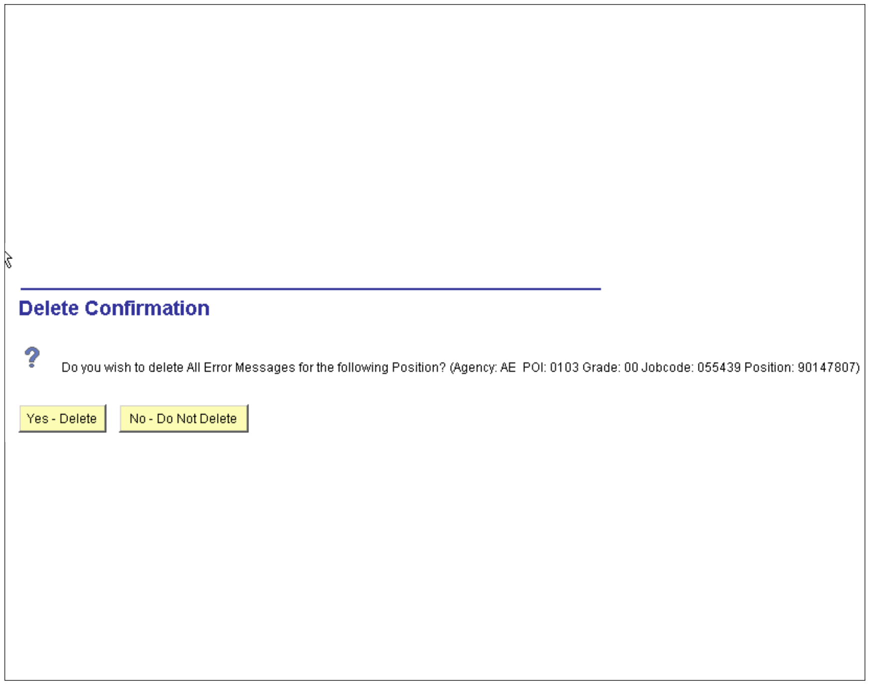


Figure 713. Delete Confirmation window

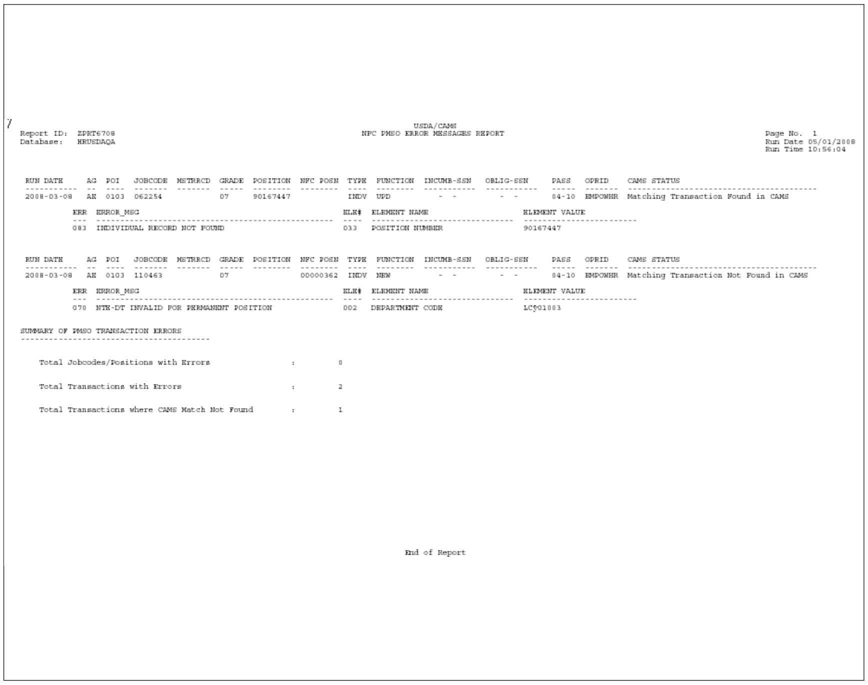
13. Click **Yes-Delete**. The error message will deleted. If there is only 1 error, the PMSO Error Messages window (**Figure 711**)will display. If the only message is deleted, the PMSO Error Messages search window (**Figure 710**)will display.

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	MSTRRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AE	0103	062254		07	90167447		INDV	UPD	- -	- -	04-10	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	MSTRRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AE	0103	110463		07		00000362	INDV	NEW	- -	- -	04-10	EMPOWHR	Matching Transaction Not Found in CAMS

ERR	ERROR_MSG	ELE#	ELEMENT NAME	ELEMENT VALUE
070	NTE-DT INVALID FOR PERMANENT POSITION	002	DEPARTMENT CODE	LCý01003

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.

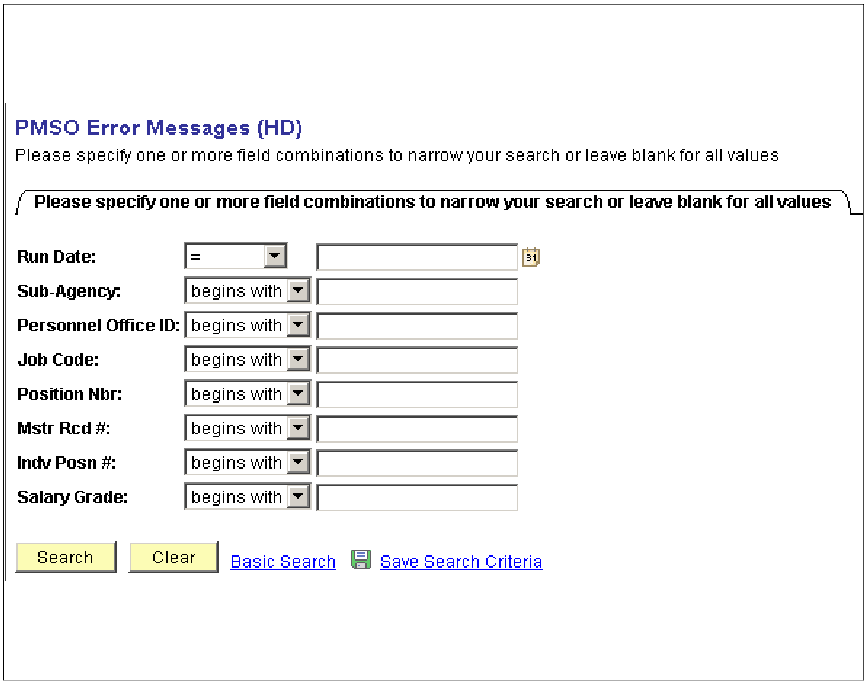


Figure 715. PMSO Error Messages (HD) window

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.

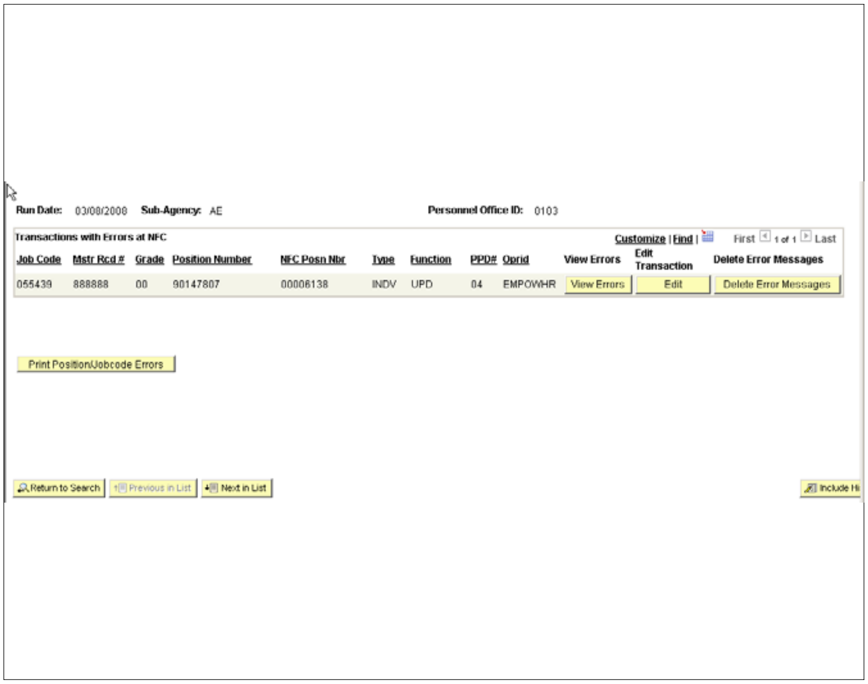


Figure 716. PMSO Error Messsages (HD) window

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

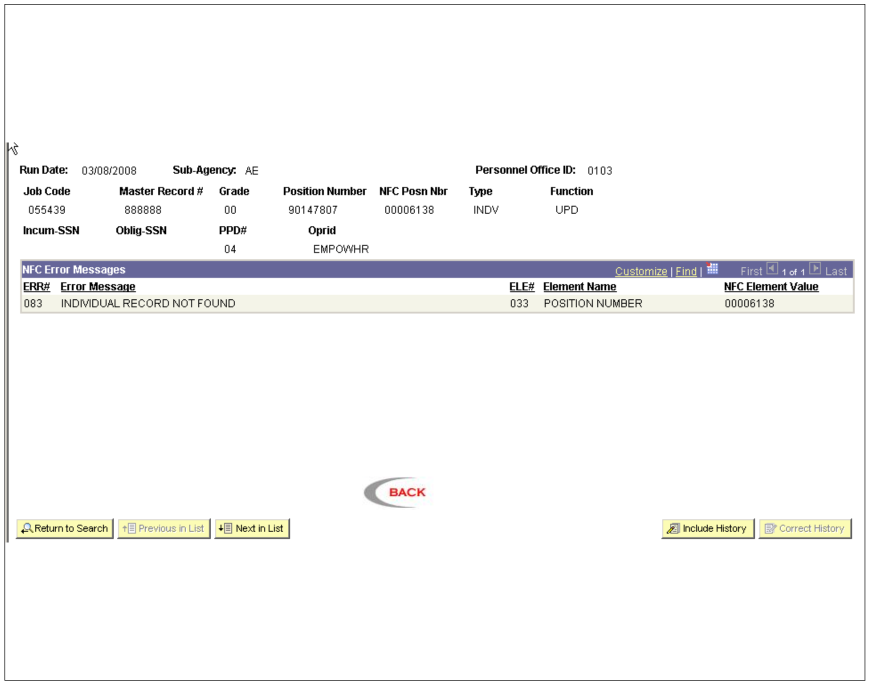


Figure 717. View Error Messages window

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.

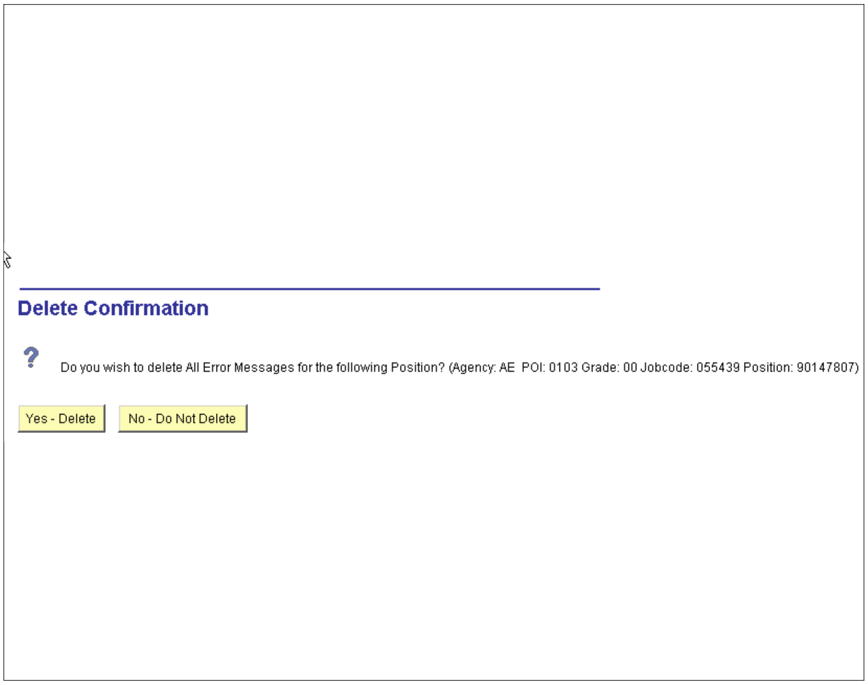


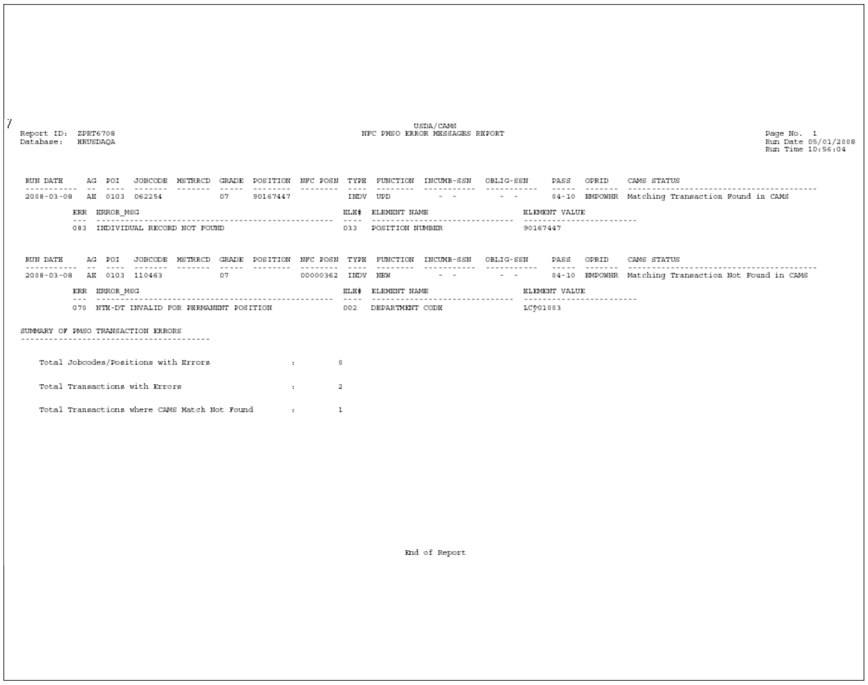
Figure 718. Delete Confirmation window

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
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	MSTRRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AE	0103	062254		07	90167447		INDV	UPD	- -	- -	04-10	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	MSTRRCD	GRADE	POSITION	NFC POSN	TYPE	FUNCTION	INCUMB-SSN	OBLIG-SSN	PASS	OPRID	CAMS STATUS
2008-03-08	AE	0103	110463		07		00000362	INDV	NEW	- -	- -	04-10	EMPOWHR	Matching Transaction Not Found in CAMS

ERR	ERROR_MSG	ELE#	ELEMENT NAME	ELEMENT VALUE
070	NTE-DT INVALID FOR PERMANENT POSITION	002	DEPARTMENT CODE	LC[illegible]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 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.

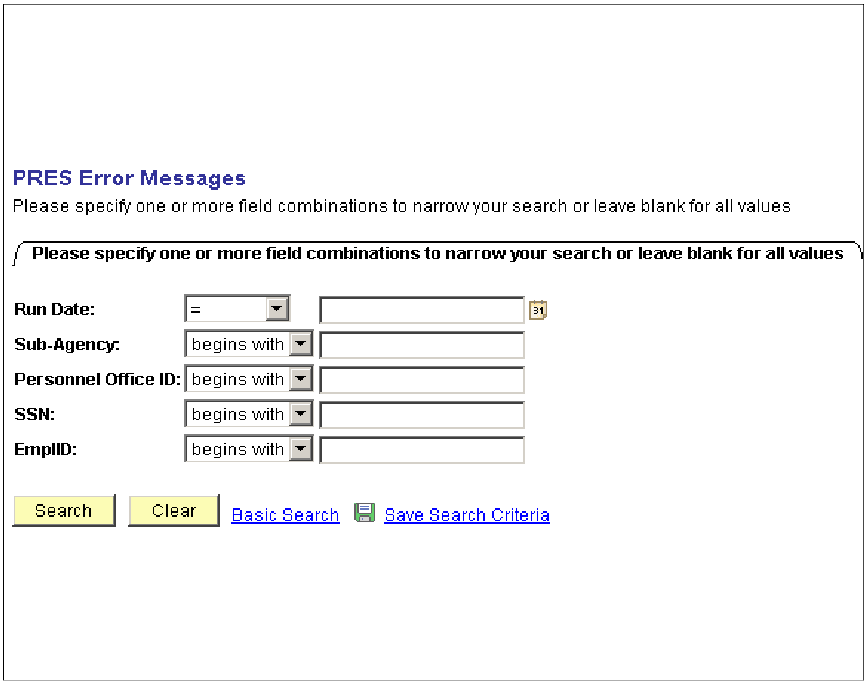


Figure 720. PRESS Error Mesages window

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.

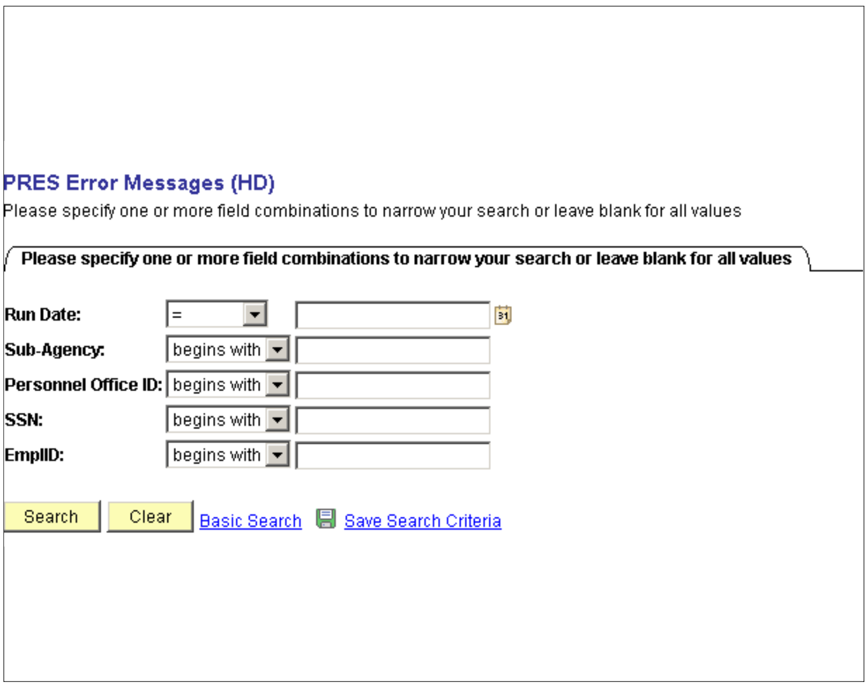


Figure 722. PRES Error Mesages (HD) window

3. Click **Search**. The Press Error Message window (**Figure 723**) is displayed.

   OR

   Click **Clear** to clear the search.

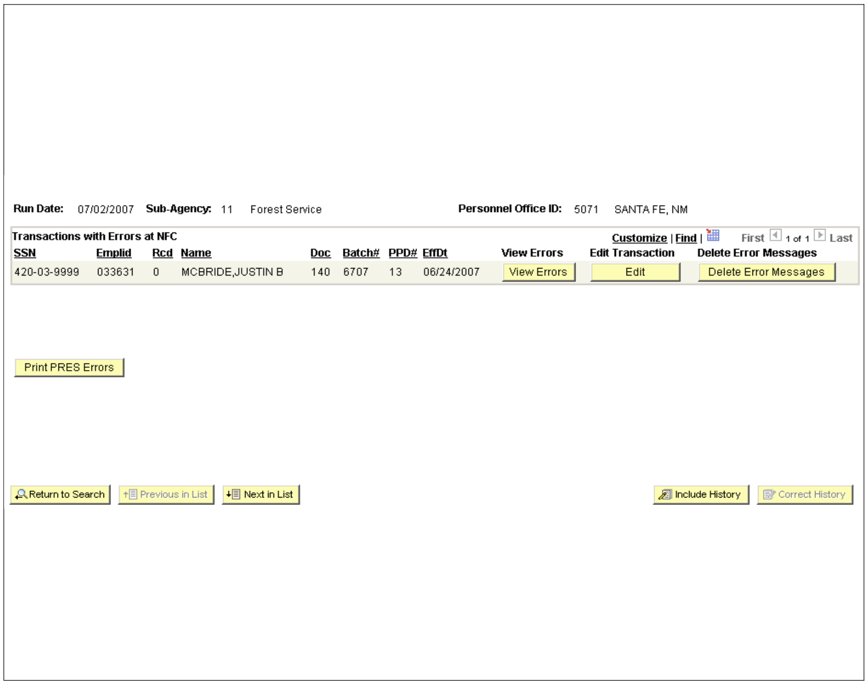


Figure 723. Press Error Messages window

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.

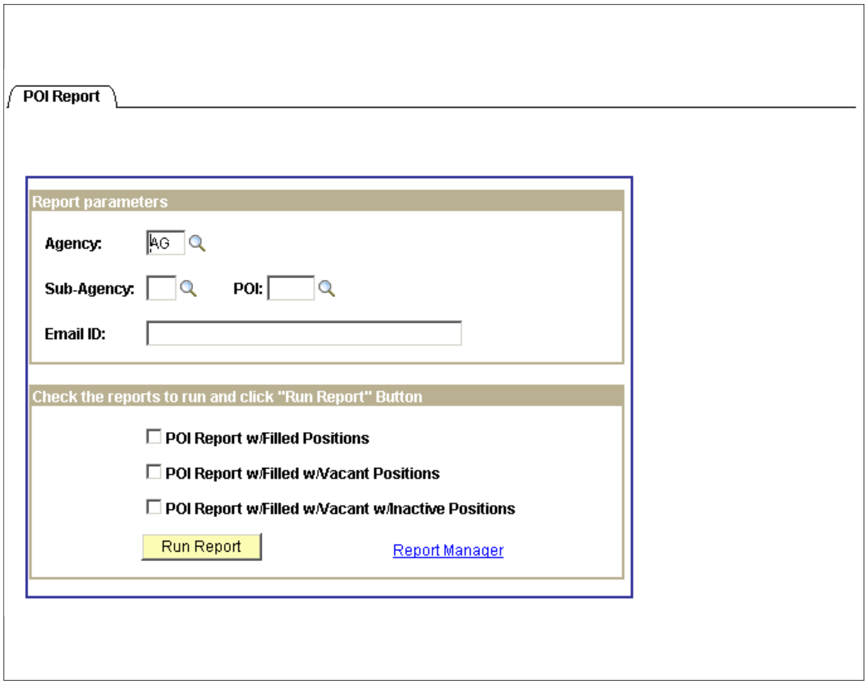


Figure 726. POI Report window

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.

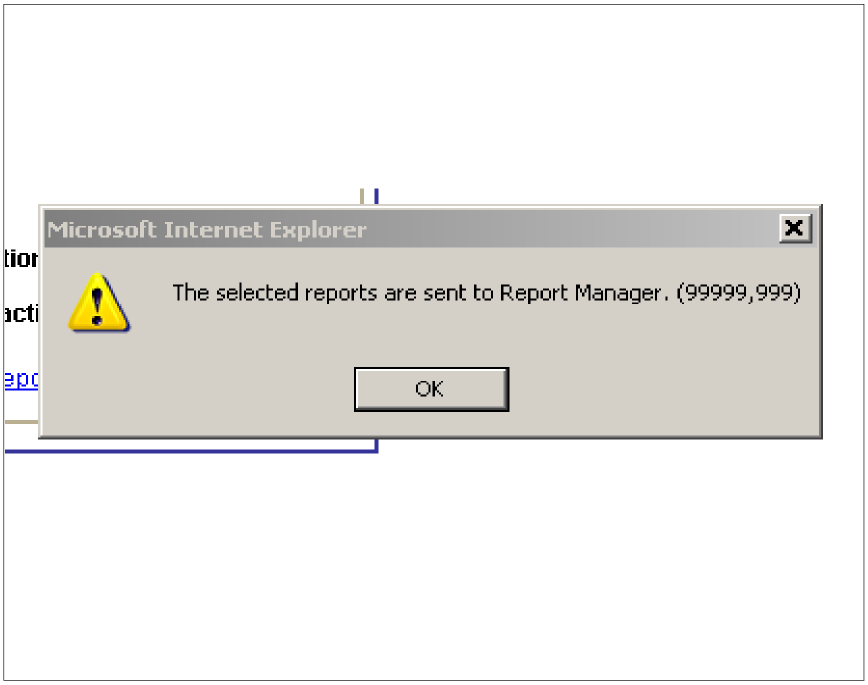


Figure 728. Reports Manager pop-up

9. Click OK. The Administration window (**Figure 729**) is displayed.

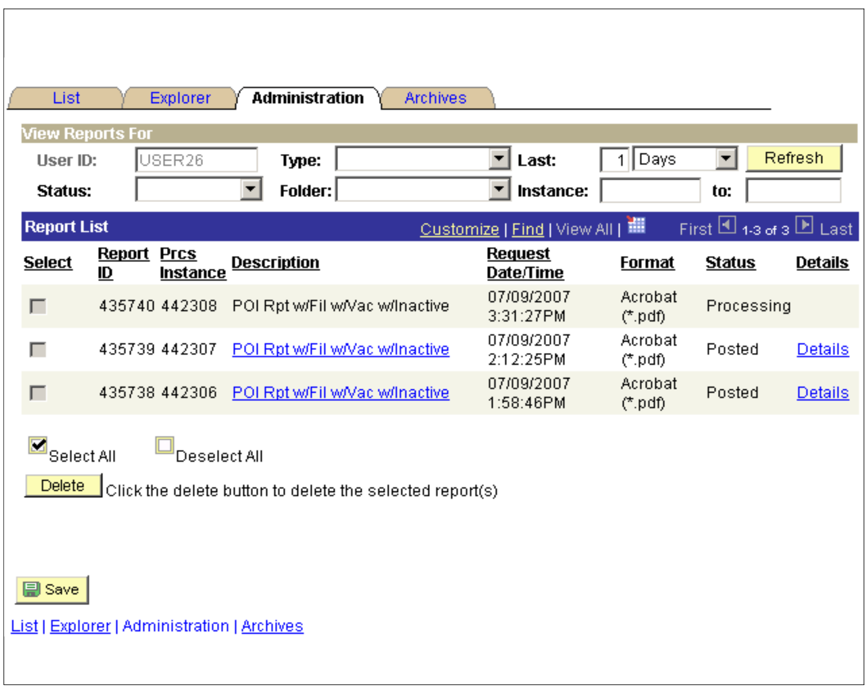


Figure 729. Administration window

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.

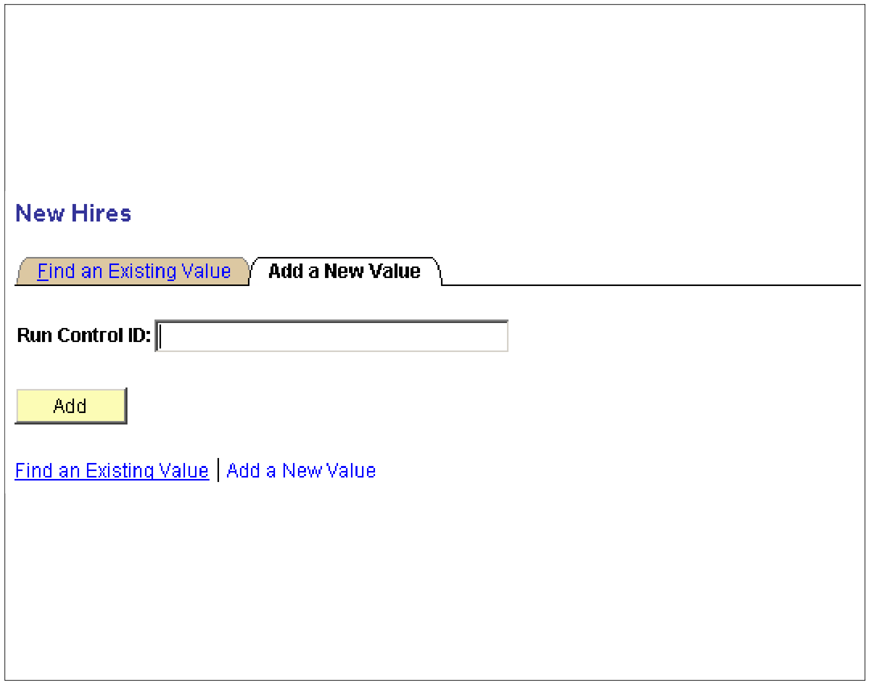


Figure 732. New Hires window

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.

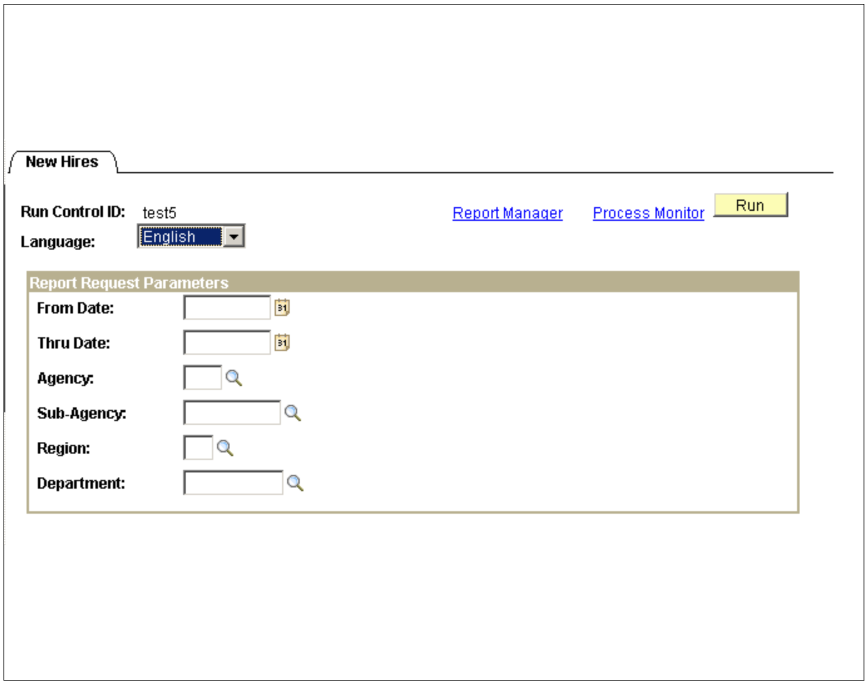


Figure 733. New Hires window

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.