MSS - Tasks

This section contains the following topics:

MSS Start Page

Acting In Lieu Of

Career Plan

NTE Extension

Award Request

Awards

Performance

Performance Reviewer

Change Hire Proposed EffDt

Fill A Position

Inactive Position Request

Job Classification Request

Personnel Actions

ReHire

MSS Start Page

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***MSS Start Page*** component. The What Action Do You Want To Do? page (**Figure 503**) is displayed.

Figure 501.

4. Complete the field as follows:

What Action Do You Want To Do?

Select a type of action from the drop-down list. The valid values are as follows:

What Action Do You Want To Do? Valid Values
Change Effective Date On A Hire Or Rehire Action
Designate Someone To Act On your Behalf
Fill A New Or Existing Position In Your Organization
Inactivate A Position
Perform A Personnel Action Request (PAR) On An Employee Who Reports To You
Rehire An Employee Who Previously Worked For You
Update a Job Classification For Your Employee

5. Click **OK**. The applicable page will display for the selected value.

   OR

   Click **No** to select another valid value.

Note: Each valid value will display the applicable page to perform an action.

Acting In Lieu Of

This process allows mangers to assign an alternate in the event the manger is unavailable.

To enter an Acting In Lieu Of:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Acting In Lieu Of*** component. The User Work Flow tab page (**Figure 502**) is displayed.

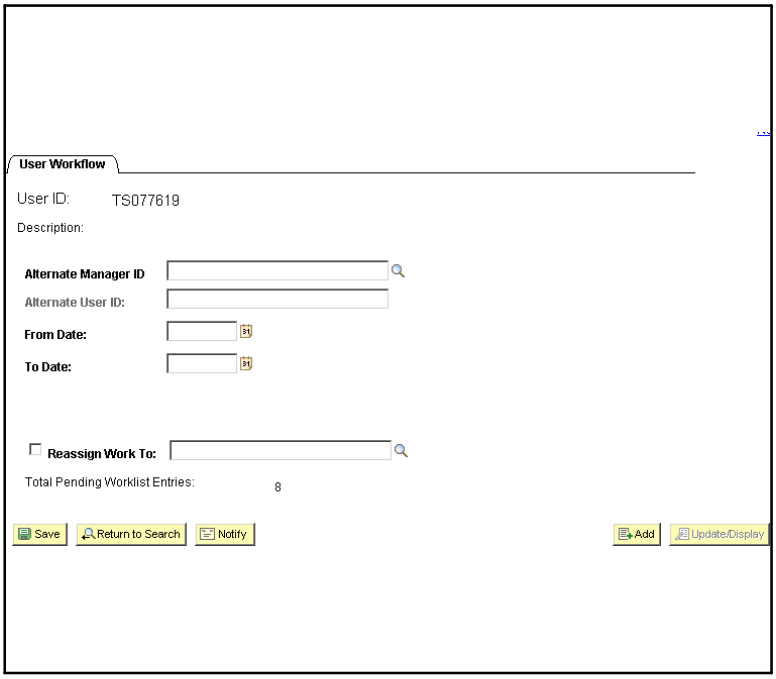

Figure 502. User Workflow tab page

4. Complete the fields as follows:

User ID

This field is the system identifier for the individual who generates the transaction.

Description

This field populated with the name of the individual who generates the transaction.

Alternate Manager ID

Enter the alternate manager ID or search by clicking the search icon.

Alternate User ID

Enter the applicable alternate user ID.

From Date

Enter the from date that the alternate will be starting in the acting capacity or select data from the calendar icon.

To Date

Enter the to date that the alternate will be ending in the acting capacity or select data from the calendar icon.

Reassigned Work To

Check the box if the work should be reassigned.

Reassigned WorkTo

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

Total Pending Worklist Entries

This field displays the number of worklist items that are pending for the alternate manager to act upon.

5. Click **Save**.

   OR

   Click **Notify** to send an e-mail to the next individual in the workflow.

   OR

   Click **Return To Search** to search for another item.

   OR

   Click **Add** to add this item to the list.

   OR

   Click **Update Display** to update the page.

Career Plan

This process allows mangers to develop a career plan for an employee.

This section contains the following topics.

New Plan

Fix Approved Plan

Edit Unapproved Plan

Approve Plan

New Plan

To enter a new career plan:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Career Plan*** component. The Employee List page (**Figure 503**) is displayed.

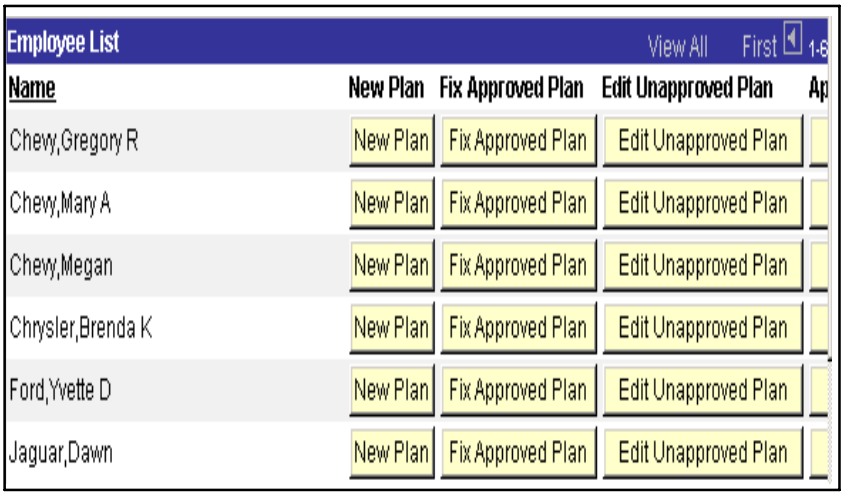

Figure 503. Employee List page

4. Select the applicable employee.

5. Click **New Plan** to enter a new career plan and complete the applicable fields. The ??? page (**Figure 504**) is displayed.

Figure 504. (DPR REPORTED)

6. Complete the fields as follows:

Fix Approved Plan

To fix an approved plan:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Career Plan*** component. The Employee List page (**Figure 505**) is displayed.

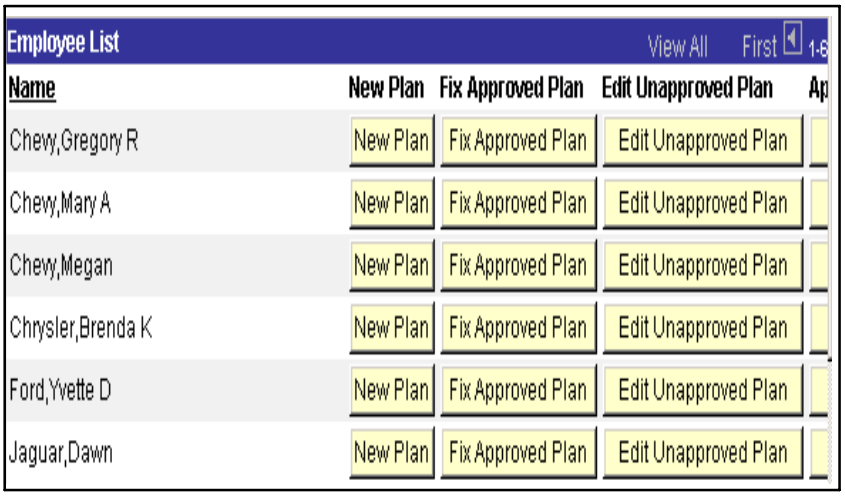

Figure 505. Employee List page

4. Select the applicable employee.
5. Click **Fix Approved Plan** to fix an approved plan for an employee and complete the applicable fields. The ??? page (**Figure 506**) is displayed.

Figure 506. (DPR REPORTED)

6. Complete the fields as follows:

Edit Approved Plan

To edit an approved plan:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Career Plan*** component. The Employee List page (**Figure 507**) is displayed.

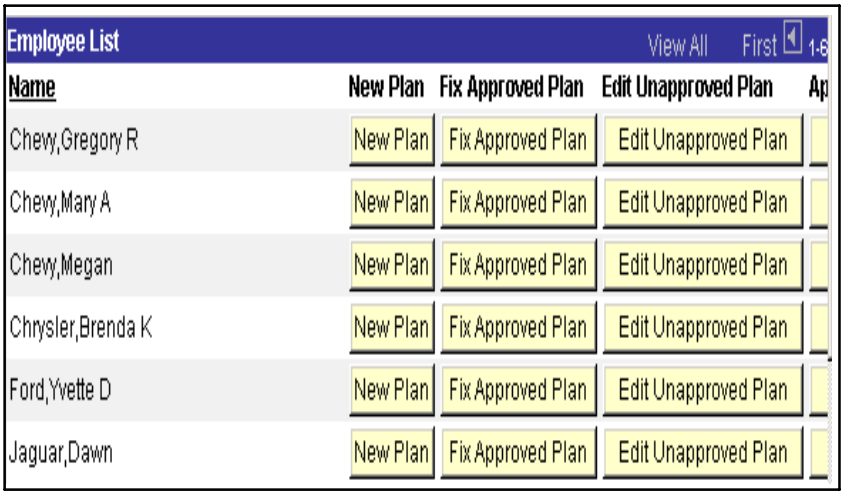

Figure 507. Employee List page

4. Click **Edit Approved Plan** to edit an approved plan for an employee and complete the applicable fields. The ???? page (**Figure 508**) is displayed.

Figure 508. (DPR REPORTED)

5. Complete the fields as follows:

Approve Plan

To approved a plan:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Career Plan*** component. The Employee List page (**Figure 509**) is displayed.

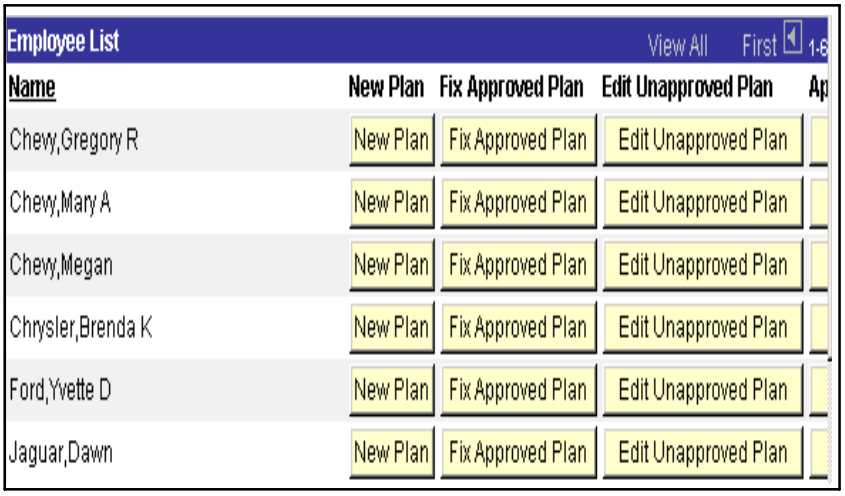

Figure 509. Employee List page

4. Click **Approved Plan** to view the approved plan for an employee. The ??? page (**Figure 510**) is displayed.

Figure 510. (DPR REPORTED)

5. Complete the fields as follows:

NTE Extension

This process allows managers to extend or not to extend Not To Exceed (NTE) Extensions and include justification.

To enter a NTE Extension and justification:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***NTE Extension*** component. The NTE Extension Employee List page (**Figure 511**) is displayed.

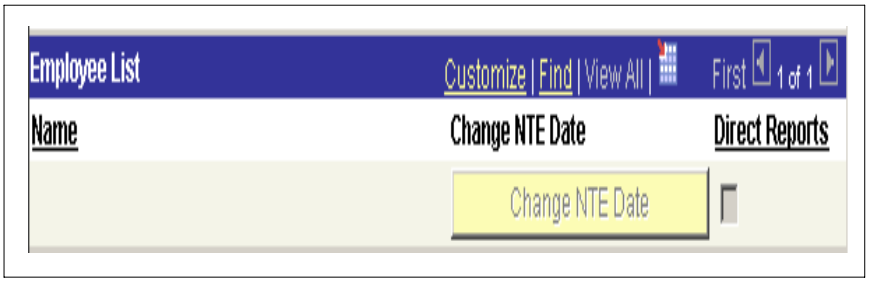

Figure 511. NTE Extension Employee List page

4. Select the applicable employee from the list.

5. Complete the field as follows:

Proposed Effective Date

Change the proposed effective date.

6. Click the ***Change NTE Date***. The NTE Extension For page (**Figure 512**) is displayed.

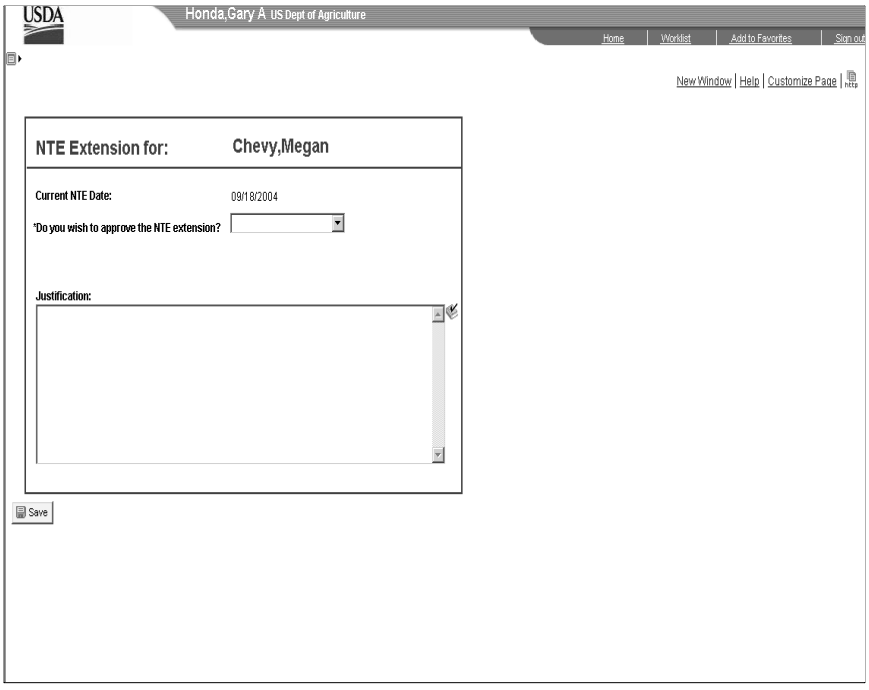

Figure 512. NTE Extension For page

7. Complete the fields as follows:

Current NTE Date

This date is populated and cannot be changed.

***Do You Wish To Approve The NTE Extention**

Enter the applicable information or select data from the drop-down list. The field is used if you wish to extend the date.

Please Specify The New NTE Date

Enter the applicable date or select a date from the calendar icon.

Justification

Enter the justification for the NTE extension.

8. Click the **Spell Checker** icon to check the justification for errors.

9. Click **Save**.

Award Request

To view and update Awards for an employee:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Award Request*** component. The Please Specify EMPLID or Search By State And Last Name tab - Award Request page (**Figure 513**) is displayed. On this page, there is a search that requires entry of an EmplID, Sub-Agency, State or Last Name. An award can only be entered for an employee that has been established in the ***EmpowHR*** application. Enter the specific data or a portion of data and search on different criteria.

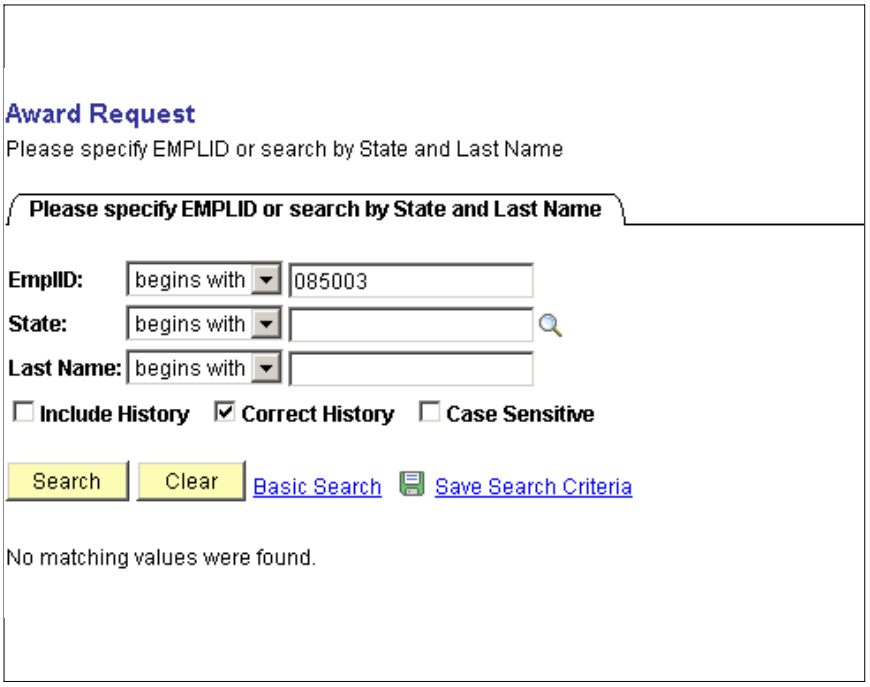

Figure 513.

4. Complete the fields as follows:

EmplID

Enter the employee ID to receive an award.

State

Enter the state of the employee or select data by clicking the search icon.

Last Name

Enter the last name of the employee to receive an award.

5. Click **Search**. The Award Request For page (**Figure 514**) is displayed.

   OR

   Click **Clear** to search for another employee.

Agency

This field is populated and cannot be changed.

Requested By

This field is populated and cannot be changed.

Personnel Office ID

This field is populated and cannot be changed.

Department

This field is spopulated and cannot be changed.

Location

This field is populated and cannot be changed.

Requested By

This field is user ID requesting the award. The name of the user is displayed next to the User ID

Date of Award Request

This field is populated and cannot be changed.

***Award Request Type**

Enter the award request type or select data from the drop-down list. The valid values are as follows:

Award Request Type Valid Values
Group Cash Award-Suggestion
Group Quick Track Award (SPOT)
Group Special Act or Service
Group Time Off Award
Individual Cash - Rating base

Award Request Type Valid Values
Individual Cash Award - Suggestion
Individual Quick Track Award (SPOT)
Individual Special Act or Service
Individual Time Off Award
Quality Step Increase Award
Referral Bonus

Request Status

Enter the request status or search by clicking the search icon.

Period Of Time Covered By This Award/From

Enter the from date the award period began or search by clicking the search icon.

Period Of Time Covered By This Award/Thru

Enter the thru date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the dollar amount of the award.

Agency Charged

Enter the agency that will be charged for the award or search by clicking the search icon.

Accounting Station Code

Enter the accounting station code that will be charged for the award or search by clicking the search icon.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

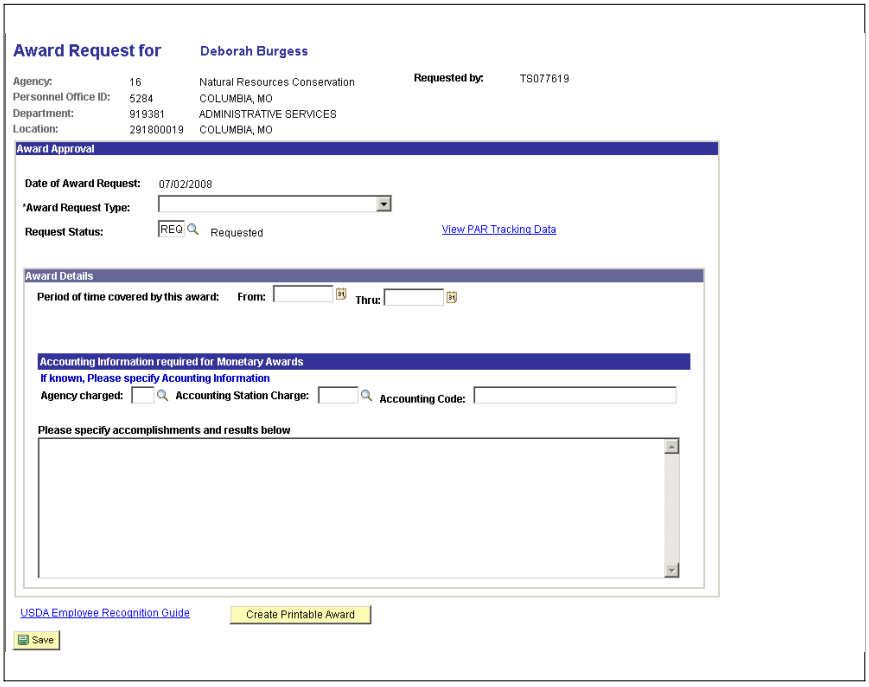

Figure 514. Award Request For page

6. Complete the fields as follows:

Agency

This field is populated and cannot be changed.

Requested By

This field is populated and cannot be changed.

Personnel Office ID

This field is populated and cannot be changed.

Department

This field is spopulated and cannot be changed.

Location

This field is populated and cannot be changed.

Requested By

This field is user ID requesting the award. The name of the user is displayed next to the User ID

Date of Award Request

This field is populated and cannot be changed.

***Award Request Type**

Enter the award request type or select data from the drop-down list. The valid values are as follows:

Award Request Type Valid Values
Group Cash Award-Suggestion
Group Quick Track Award (SPOT)
Group Special Act or Service
Group Time Off Award
Individual Cash - Rating base
Individual Cash Award - Suggestion
Individual Quick Track Award (SPOT)
Individual Special Act or Service
Individual Time Off Award
Quality Step Increase Award
Referral Bonus

Request Status

Enter the request status or search by clicking the search icon.

Period Of Time Covered By This Award/From

Enter the from date the award period began or search by clicking the search icon.

Period Of Time Covered By This Award/Thru

Enter the thru date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the dollar amount of the award.

Agency Charged

Enter the agency that will be charged for the award or search by clicking the search icon.

Accounting Station Code

Enter the accounting station code that will be charged for the award or search by clicking the search icon.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

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

8. Click **Create Printable Award** to print the actual award. The ***View Printable Award*** link appears at the bottom of the page.

9. Click ***View Printable Award***. The Printable Award page (**Figure 518**) is displayed. Once the form is view/printed close the window and the Award Request For page (**Figure 517**) is displayed.

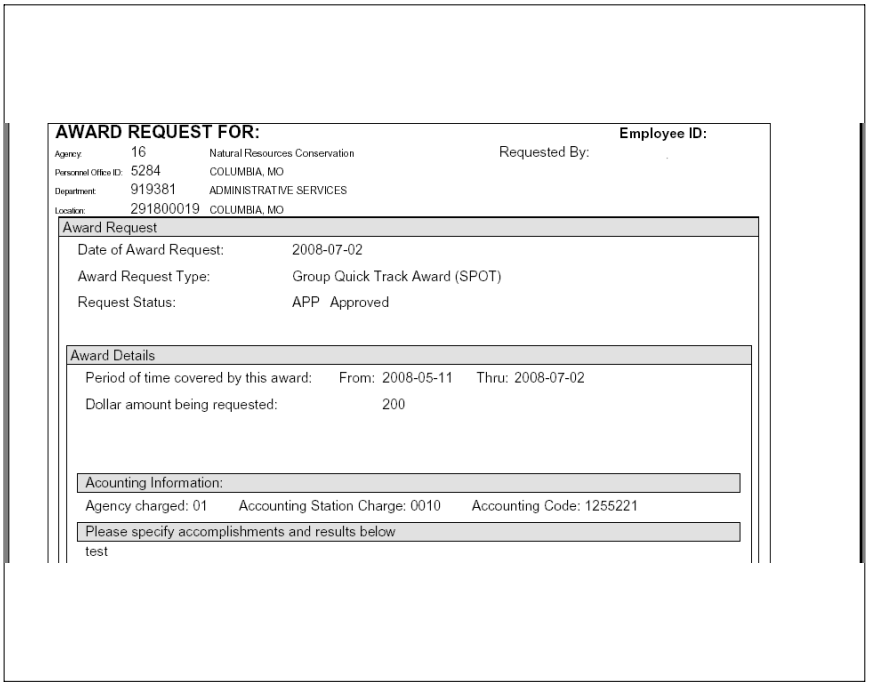

Figure 515. Award Request For page

10. Select the ***View PAR Tracking Data*** to view PAR tracking.

    OR

    Select the ***USDA Employee Recognition Guide*** to review the guidance for the issuance of an award.

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

12. Click **Create Printable Award** to print the actual award. The ***View Printable Award*** link appears at the bottom of the page.

13. Click ***View Printable Award***. The Printable Award page (**Figure 518**) is displayed. Once the form is view/printed close the window and the Award Request For page (**Figure 517**) is displayed.

Awards

This process allows a manger to view and update an award for an employee.

To view and update Awards for an employee:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Awards*** component. The Award page (**Figure 516**) is displayed. On this page, there is a search that requires entry of an EmplID, Sub-Agency, State or Last Name. An award can only be entered for an employee that has been established in the ***EmpowHR*** application. Enter the specific data or a portion of data and search on different criteria.

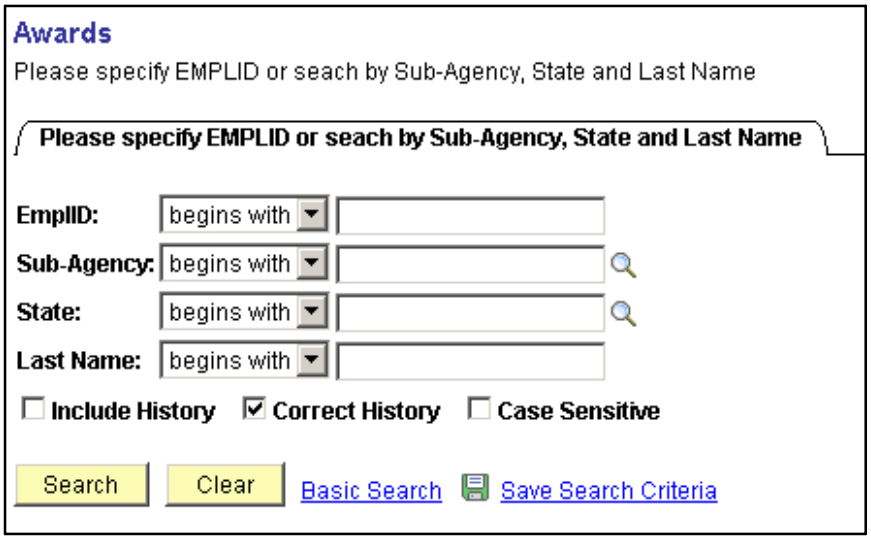

Figure 516. Awards page

4. Click **Search** to locate an employee. The Award Request For page (**Figure 517**) is displayed.

   OR

   Click **Clear** to clear and to enter a new search. The Award Request For page (**Figure 516**) is displayed.

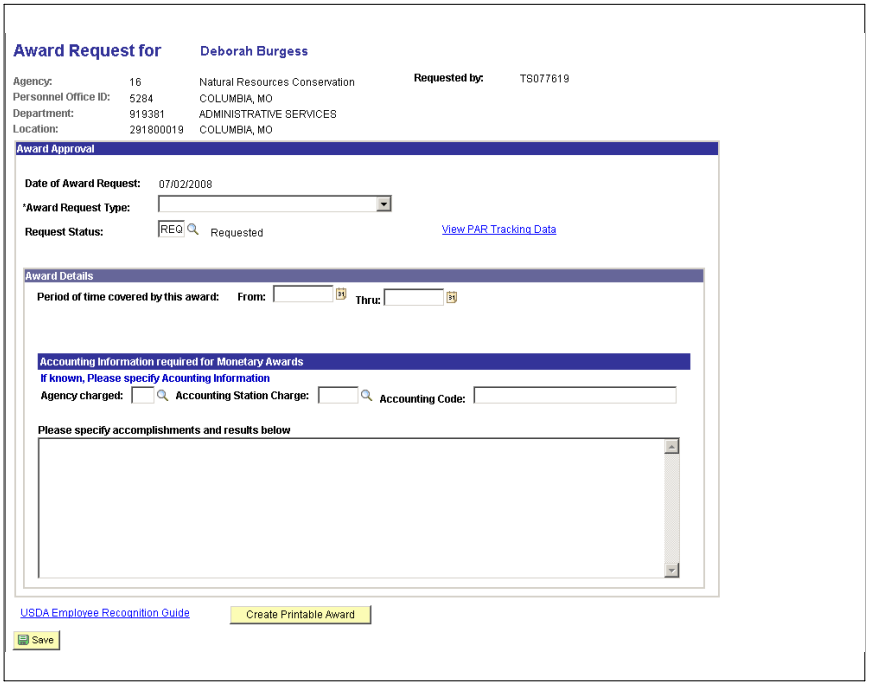

Figure 517. Award Request For page

5. Complete the fields as follows:

Agency

This field is populated and cannot be changed.

Requested By

This field is populated and cannot be changed.

Personnel Office ID

This field is populated and cannot be changed.

Department

This field is spopulated and cannot be changed.

Location

This field is populated and cannot be changed.

Requested By

This field is user ID requesting the award. The name of the user is displayed next to the User ID

Date of Award Request

This field is populated and cannot be changed.

***Award Request Type**

Enter the award request type or select data from the drop-down list. The valid values are as follows:

Award Request Type Valid Values
Group Cash Award-Suggestion
Group Quick Track Award (SPOT)
Group Special Act or Service
Group Time Off Award
Individual Cash - Rating base
Individual Cash Award - Suggestion
Individual Quick Track Award (SPOT)
Individual Special Act or Service
Individual Time Off Award
Quality Step Increase Award
Referral Bonus

Request Status

Enter the request status or search by clicking the search icon.

Period Of Time Covered By This Award/From

Enter the from date the award period began or search by clicking the search icon.

Period Of Time Covered By This Award/Thru

Enter the thru date the award period ended or select a date from the calendar icon.

Dollar Amount Being Requested

Enter the dollar amount of the award.

Agency Charged

Enter the agency that will be charged for the award or search by clicking the search icon.

Accounting Station Code

Enter the accounting station code that will be charged for the award or search by clicking the search icon.

Please Specify Accomplishments And Results Below

Enter the specific accomplishments to justify the award.

6. Click **Save** to save the data.

7. Click **Create Printable Award** to print the actual award. The ***View Printable Award*** link appears at the bottom of the page.

8. Click ***View Printable Award***. The Printable Award page (**Figure 518**) is displayed. Once the form is view/printed close the window and the Award Request For page (**Figure 517**) is displayed.

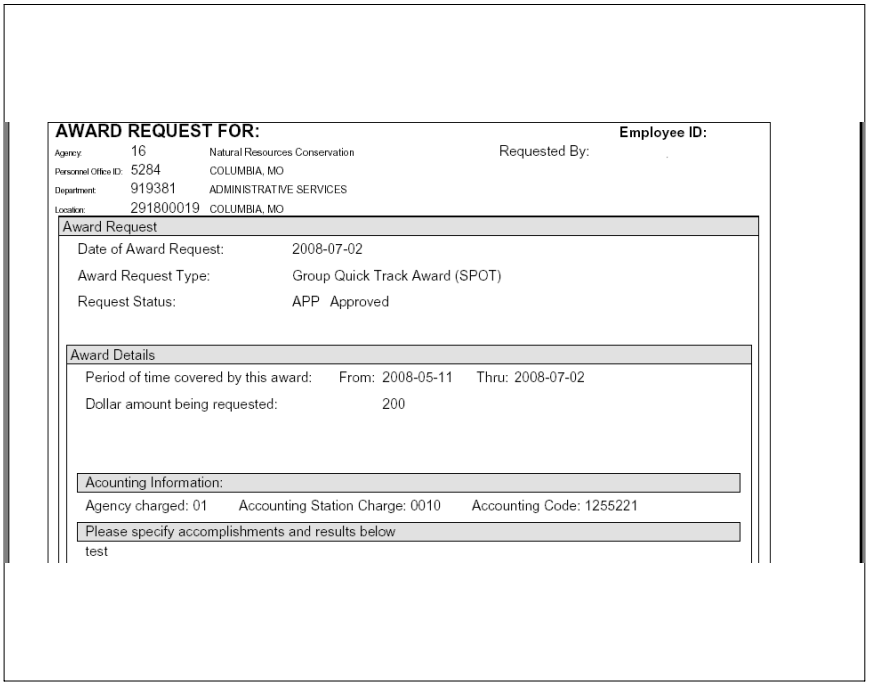

Figure 518. Award Request For page

9. Select the ***View PAR Tracking Data*** to view PAR tracking.

   OR

   Select the ***USDA Employee Recognition Guide*** to review the guidance for the issuance of an award.

Performance

This process allows a manager to view or modify a performance plan, progress review or summary rating for an employee.

In Manage Performance, the manager who creates the performance document can not be the same person as the supervisor who reviews and concurs the performance document. After the

Performance Plan is created, an email notification is generated to the employee. The employee then reviews and saves the Performance Plan before the supervisor can concur. In this case, the Performance Plan must be deleted a new one created.

When deleting Appraisals in ***EmpowHR***, a new Appraisal can be created immediately.

This section contains the following topics:

Performance Plan

Progress Review

Summary Rating

Performance Plan

The Performance option is used to facilitate the management of the performance evaluation process. This option allows several different roles to participate in the feedback process between managers, employees and HR personnel.

A Performance Plan is a written document that identifies the employee's critical elements and performance standards by which s/he will be rated. Only the Rating Official and/or employee can initiate a new performance plan for a new appraisal period. A performance plan must be in place for a minimum appraisal period (minimum 90 calendar days), normally, no longer than 15 months for a rating period to be conducted.

The roles and for each individual are as follows:

- Manager − Initiates and modifies performance plans for their employees, review employee comments, and add comments of their comments on their comments on their performance documents.
- Employee − Views and provides comments on their performance documents.
- HR Personnel − Views the performance plans and has the ability to edit and run reports for missing or late plans.

The Performance module has 4 main elements:

- Manager Self Service
- Employee Self Service − Refer to the Employee Self Service section of this procedure.
- Manage Performance − Refer to Manage Performance section of this procedure.
- Workflow − Refer to EmpowHR Roles in the Basics section of this procedure.

To add a new or view an existing Performance Plan for an employee:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Performance*** component. The Performance page (**Figure 519**) is displayed.

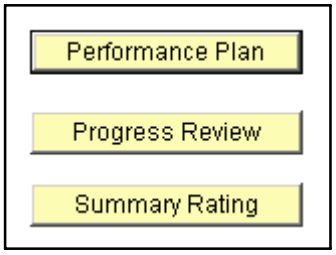

Figure 519. Performance page

4. Click **Performance Plan**. The Performance Plan Employee List page (**Figure 519**) is displayed and contains a list of employees that **`Reports To`** the manager.

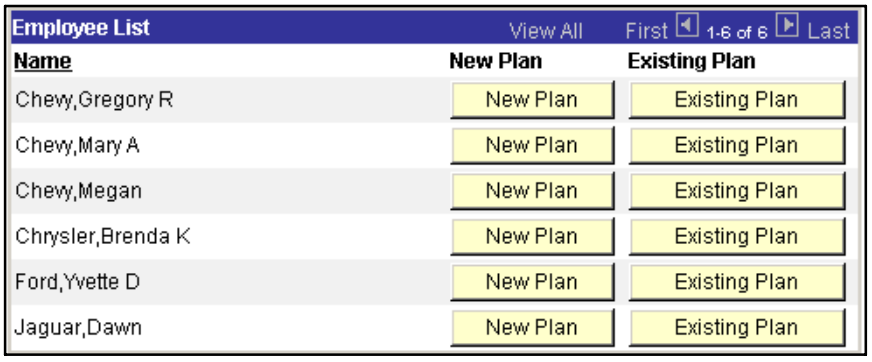

Figure 520. Performance Plan Employee List page

5. Click **New Plan** next to the applicable employee's name to enter a new performance plan. The Sup Create Plan page (**Figure 521**) is displayed. If the Employee List is blank the the Sub Create Plan page will include additional fields (**Figure 522**) is displayed.

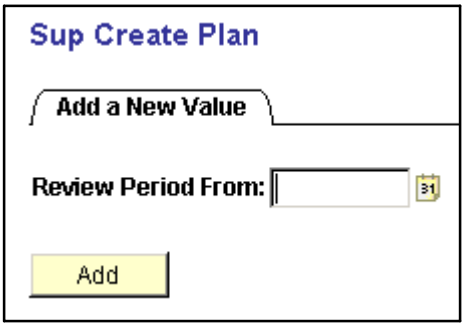

Figure 521. Sup Create Plan page

6. Complete the field as follows:

Review Period From

Enter the starting date of the new plan or select a date from the calendar icon.

7. Click **Add**. The Performance Plan page (**Figure 524**) is displayed.

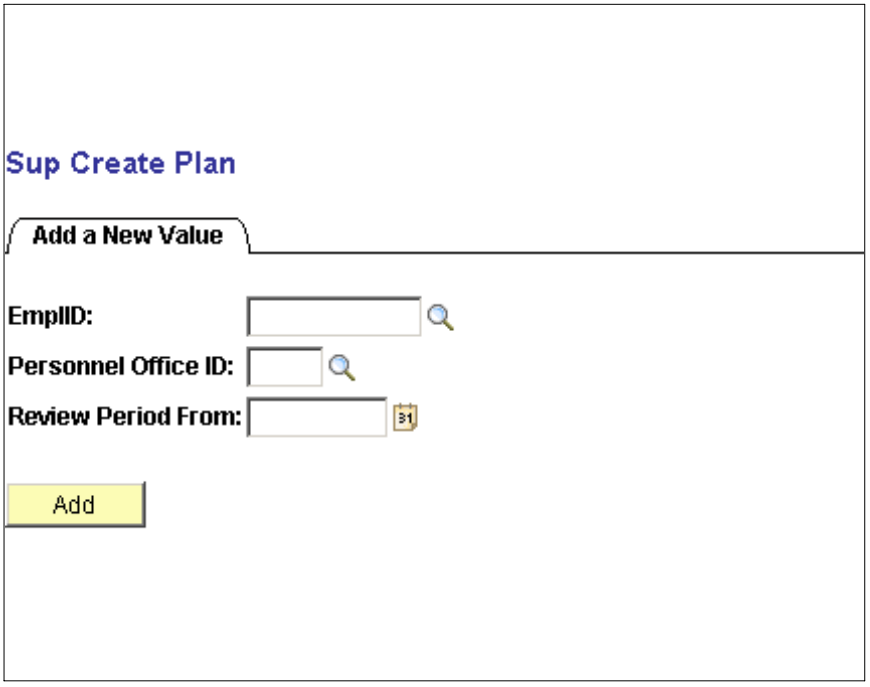

Figure 522. Sub Create Plan (additional fields) page

8. Complete the field as follows:

EmplID

Enter the employee ID or select data by clicking the search icon.

Personnel Office ID

Enter the POI or select data by clicking the search icon.

Review Period From

Enter the starting date of the new plan or select a date from the calendar icon.

9. Click **Add**. The Performance Plan tab - Sub Create Plan page (**Figure 524**) is displayed. The Performance Plan page identifies that the Rating Official or the Employee created the plan. Since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are system-generated based on those dates. Fields on the Performance Plan and the Elements and Standards page can be viewed, modified, printed, or deleted based on Agency policy. The Employment Information portion of the Performance Plan page displays the position information of the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Position and/or PARs, whichever is appropriate.

OR

10. Click **Existing Plan**. The Find An Existing Value Plan tab - Sub View Edit Plan page (**Figure 523**) is displayed.

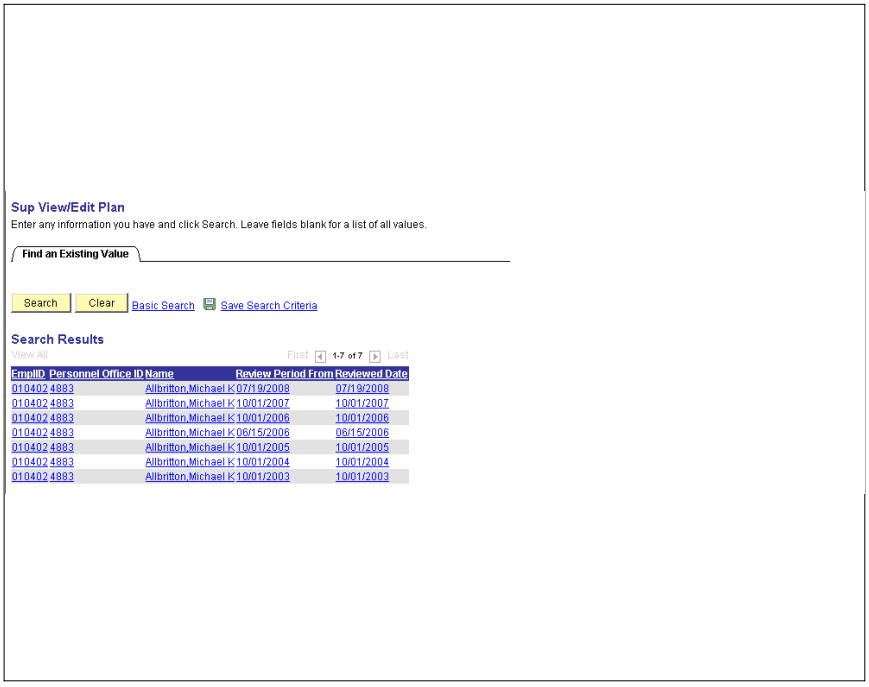

Figure 523. Find An Existing Value Plan tab - Sub View Edit Plan page

11. Click **Search**. The Performance Plan tab - Sub View Edit Plan page (**Figure 524**) is displayed. This page is the same for Create a New Plan or Edit Plan.

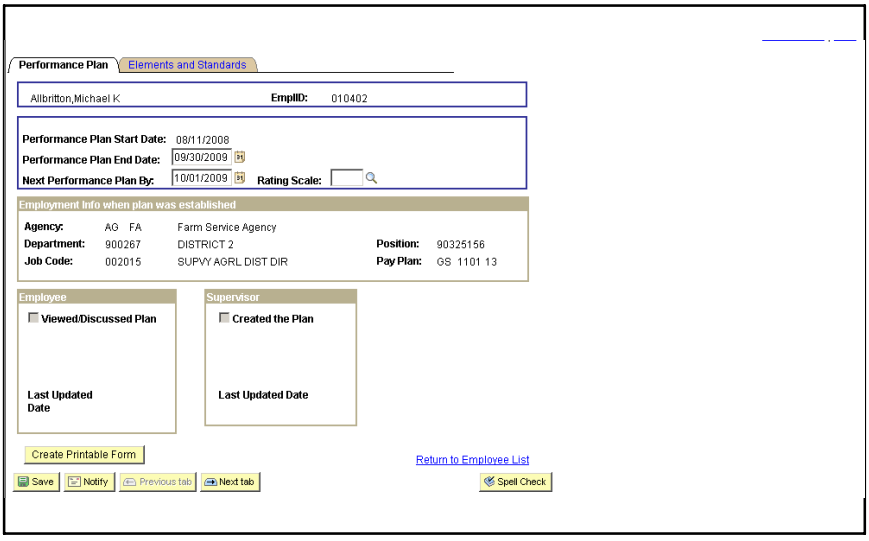

Figure 524. Perfomance Plan tab - Sub Create Plan page

12. Complete the fields as follows:

Performance Plan Start Date

This field is populated and cannot be changed. This date is populated from the ***Sub Create Plan*** page (**Figure 521**) or page (**Figure 522**).

Performance Plan End Date

Enter the applicable date or select a date from the calendar icon.

Next Perforamnce Plan By

Enter the applicable date or select a date from the calendar icon.

Rating Scale

Enter the applicable information or search by clicking the search icon. The value are Pass/Fail or 5 Tier Performance.

Agency

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Department

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Job Code

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

Position

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

Pay Plan

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

Employee/viewed/ Discussed Plan

Check this box if the response is **`Yes`**.

Last Updated Date

This the last date the performance plan was updated by the employee.

Supervisor/Created The Plan

Check this box if the response is **`Yes`**.

Last Updated Date

This the last date the performance plan was updated by the supervisor.

Reviewer/Reviewed Plan

Check this box if the response is **`Yes`**.

Last Updated Date

This the last date the performance plan was updated by the reviewer.

13. Select the ***Elements And Standards*** tab. The Elements And Standards tab - Create Sub Plan page (**Figure NO TAG**) is displayed.

- **Critical Element** - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.
- **Additional Performance Element** - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.
- **Performance Standard** - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance, A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.The ***Elements And Standards*** page (**Figure 524**)displays the dates when the Rating Official and employee viewed, last updated, and/or finalized the plan. The employee **must** check this box whether the plan was created by the Rating Official or by the employee. The Rating Official must finalize the plan before a progress review or summary rating can be entered.
- **Critical Element** - A critical element is a work assignment or responsibilities of such importance that unacceptable performance in the element would result in a determination that the employee's overall performance is unacceptable.
- **Additional Performance Element** - A dimension or aspect of the employee team, or organizational performance that is not a critical element or non-critical element. Additional elements may be added to a plan. Also refer to your agency policy for additional guidance.
- **Performance Standard** - The performance standard is a management-approved expression of the performance, threshold(s), or expectation(s) that must be met to be appraised at a particular level of performance, A performance standard may include, but is not limited to, quality, cost-efficiency, timeliness, and manner of performance.

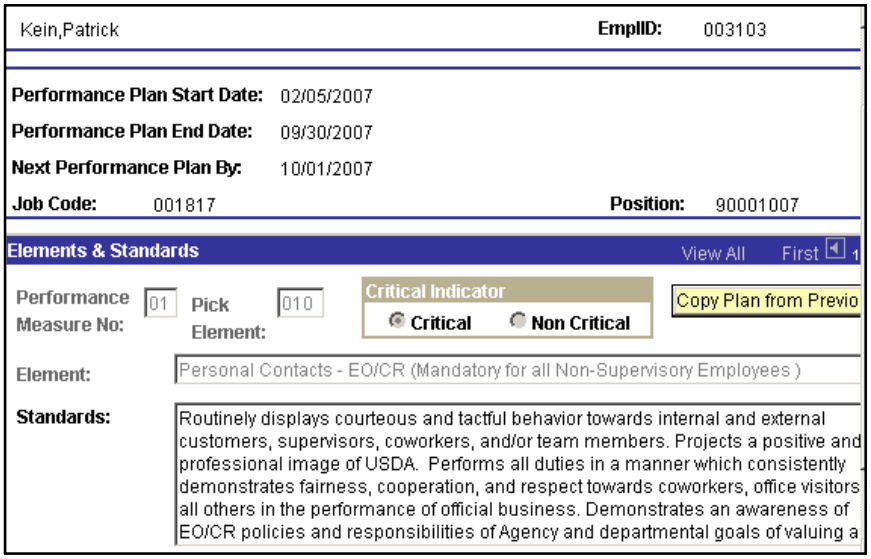

Figure 525. Elements and Standards tab - Performance Plan page

14. Complete the fields as follows:

Performance Plan Start Date

This field is populated and cannot be changed.

15. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is the date the performance plan began.

Performance Plan End Date

This field is the date the performance plan ended.

Next Performance Plan By

This field is the when the next plan is due.

Job Code

This field is the job code for the position of the employee. The narrative description of the job code is displayed.

Position

This field is the position of the employee.

Performance Measure No

This field is a 2 position field that displays the performance measure number.

Pick Element

This field is a 3 position field that displays the element number to be added.

Critical Indicator/Critical

This field is used to indicates the criticality of the element.

Critical Indicator/Non Critical

This field is used to indicates the non criticality of the element.

Element

This field is the narrative of the performance element.

Standards

This field is narrative of the standard for the performance element.

16. Click **Save**.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

OR

Click **Create A Printable Form** to print a performance plan.

OR

Select ***Return To Employee List*** to return to the search page (**Figure 503**).

Progress Review

Regular and open communication between supervisors and employees is vitally important particularly in a two-tier performance appraisal system where all elements are critical elements.

The Progress Review is a joint discussion between the Rating Official and the employee regarding the Employee's progress toward achieving the performance standards. It does not

involve the issuance of a rating of record. Progress reviews are conducted as least once during a full appraisal period. Normally, these required reviews would be accomplished during the midpoint of the appraisal period. Comment may be entered by the Rating Official and/or employee. The Rating Official must finalize the plan before a progress review can be added.

The rating official is encourage to make written comments concerning the employee's performance at the time of the progress review. the purpose of the written comments is to provide a more formal identification of the employee's performance in relation to the performance work plan. Employee are encouraged to provide written comments on the form at this time also. the employee and the rating official initial and date the appropriate blocks to indicate the discussions were held.

Managers can start or edit a progress review for their employee. When the manager clicks on the Progress Review button, a list of their employees is displayed. The manager has the option to either start a New Review or update an Existing Review. The Performance Reviewer component has two tabs, the Progress Review and the Elements and Standards. On the Progress Review, the manager can save the review. The employee will be notified via a workflow and the review is ready for the the employee's viewing and comment. Refer to Employee Self Service section of this procedure for more information regarding Performance and Workflow.

Existing Progress Reviews are used by managers to do multiple mid-year reviews. To accomplish this, open an existing progress review and add more comments. When they save, the date and signature is captured int he comments field in the chronological order to show multiple progress reviews.

To view, enter or modify a Progress Review:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Performance*** component.
4. Click **Progress Review**. The Progress Review page (**Figure 526**) is displayed.

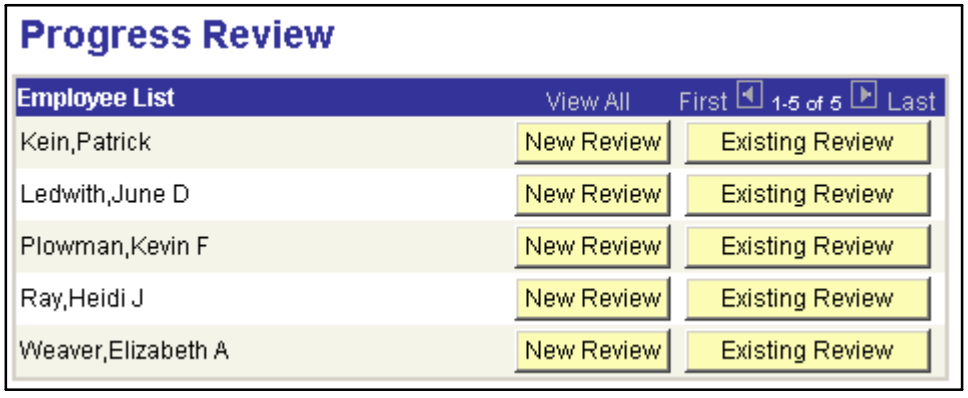

Figure 526. Progress Review Employee List page

5. Click **New Review** next to the applicable employee to enter a new progress review. The ***Add A New Value*** -Sup Create Progress Review page (**Figure 527**) is displayed. The

information on this page will allow you to add data in order to enter a new review. series. Enter the new criteria.

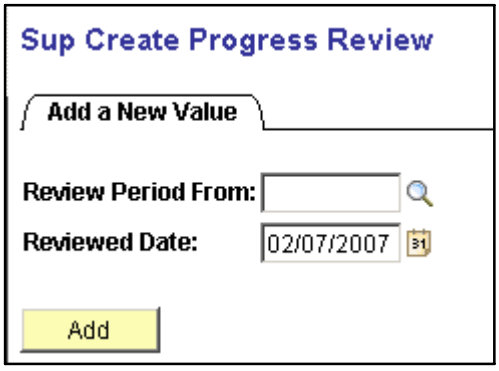

Figure 527. Add A New Value - Sup Create Progress Review page

6. Complete the field as follows:

Review Period From

Enter the starting date of the progress review or select a date from the calendar icon.

7. Click **Add**. The Look Up Review Period From - New Review page (**Figure 528**) is displayed.

OR

Select **Existing Review** to view/modify an existing progress review and enter or modify the applicable fields. The Look Up Review Period From - Existing Review page (**Figure 528**) is displayed.

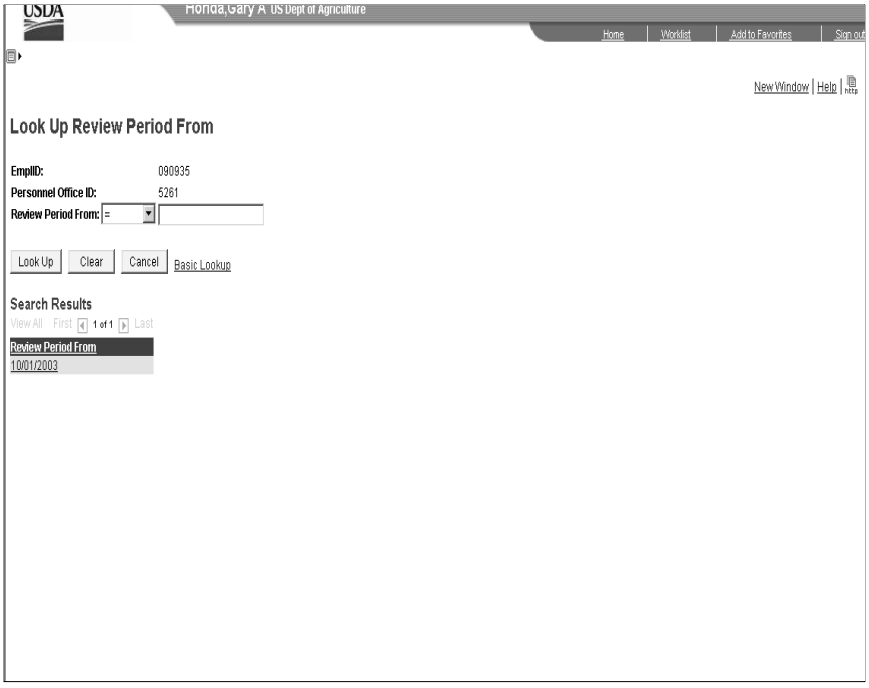

Figure 528. Look Up Review Period From page

8. Complete the field as follows

9. Complete the **`Review Period From`** field on the Look Up Review Period From page (**Figure 528**). The Performance Plan tab - Progress Review page (**Figure 529**) is displayed.

Review Period From

Enter the from date of the review.

10. Click **Look Up** to search for a review. The Performance Plan tab - Progress Review page (**Figure 529**) is displayed.

OR

Click **Clear** to clear the search information.

OR

Click **Cancel** to cancel the search.

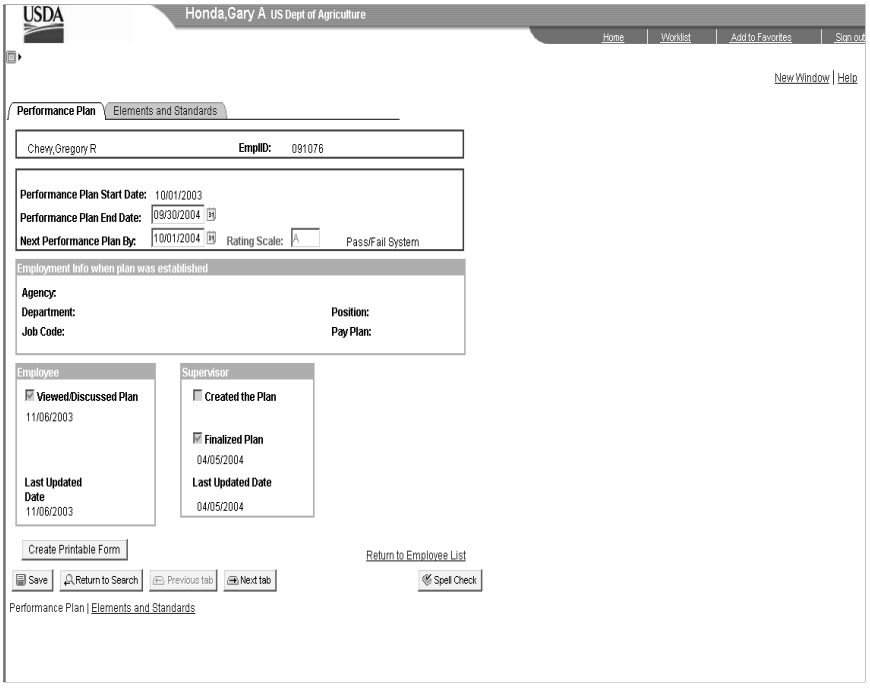

Figure 529. Performance Plan tab - Progress Review page

The Performance Plan tab - Progress Review page identifies when the Rating Official or the employee created the plan. Since the appraisal period generally begins on October 1 of each year and ends on September 30 of the following year; both the end date and the next performance plan date are populated based on those dates.

11. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is populated and cannot be changed.

Performance Plan End Date

This field is populated and cannot be changed.

Review Type

This field is populated from the menu selection. This field identifies the type of performance action.

Rating Scale

This field is populated from the performance rating page.

The Employment Information Section displays the position information the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Positions and/or PARs whichever is appropriate.

Reviewer ID

This field displays the employee's reports to position, which has been input by the Servicing Human Resources Office. If this block is incorrect, the HR should review the position information and make the necessary corrections in Positions and/or PARs, whichever is appropriate.

***Evaluation Type**

Enter the applicable information or select data from the drop-down list.

Reviewer Comment

Enter the applicable comments. This field allows both the Rating Official to input progress review comments. When the Rating Official is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Note: Click **Add More Comments** to add additional reviewer or employee comments.

Employee/Viewed/ Discussed

Check this box if the employee viewed the performance plan and if manager has discussed the plan with the employee. The current date is then populated.

Last Updated Date

This field is populated with the last date the employee reviewed the plan.

Employee Comments

Enter the applicable comments. This field allows both the Employee to input progress review comments. When the Employee is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Supervisor/Created The Plan

Check this box if the supervisor created the plan. The current date is then populated.

Finalized Plan

Check this box if the supervisor finalized the plan. The current date is then populated.

Last Updated Date

This field is populated with the last date the supervisor reviewed the plan.

12. Click **Save**. All the edited text is saved.

13. Click **Return To Search**.

    OR

    Click **Next Tab**. The Elements and Standards tab - Progress Review page (**Figure 530**) is displayed.

    OR

    Click **Return To Employee List** to return to the list of employees (**Figure 503**).

14. Click the **Elements And Standards** tab. The Elements And Standards tab - Progress Review page (**Figure 530**) is displayed.

The Elements And Standards tab - Progress Review page identifies when the Rating Official or the employee created the plan.

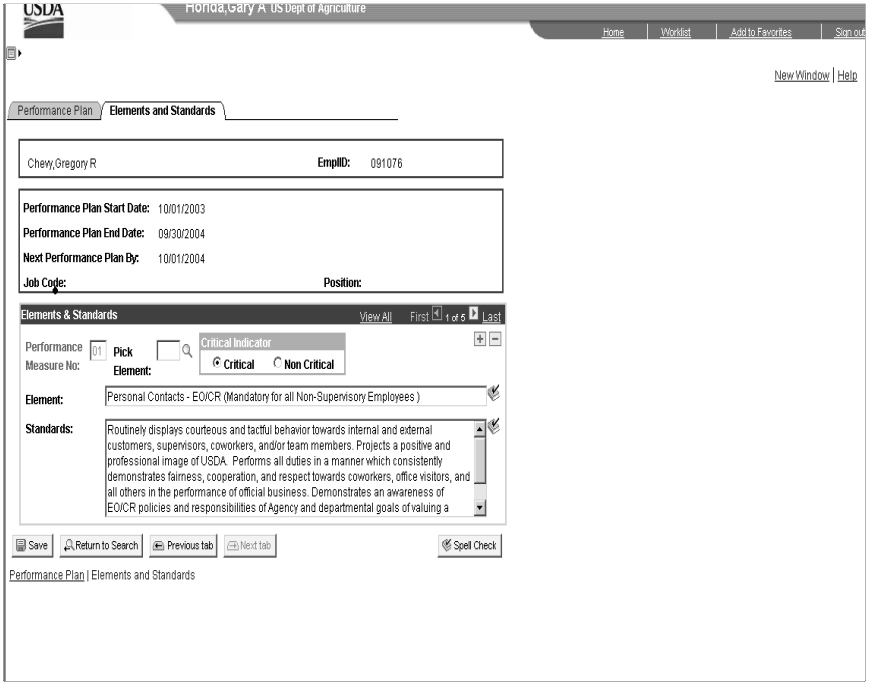

Figure 530. Elements and Standards tab - Progress Review page

15. Complete the fields as follows:

Performance Plan Start Date

This field is populated and cannot be changed.

16. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is the date the performance plan began.

Performance Plan End Date

This field is the date the performance plan ended.

Next Performance Plan By

This field is the when the next plan is due.

Job Code

This field is the job code for the position of the employee. The narrative description of the job code is displayed.

Position

This field is the position of the employee.

Performance Measure No

This field is a 2 position field that displays the performance measure number.

Pick Element

This field is a 3 position field that displays the element number to be added.

Critical Indicator/Critical

This field is used to indicates the criticality of the element.

Critical Indicator/Non Critical

This field is used to indicates the non criticality of the element.

Element

This field is the narrative of the performance element.

Standards

This field is narrative of the standard for the performance element.

17. Click **Save**.

OR

Click **Notify** to send an e-mail to the next individual in the workflow.

OR

Click **Create A Printable Form** to print a performance plan.

OR

Select ***Return To Employee List*** to return to the search page (**Figure 503**).

1. The **`Standards`** field can be modified if applicable.

2. Click **Save**.

3. Click **Spell Check** to check the spelling of the Standards.

4. Click **Return To Search**.

   OR

   Click **Previous Tab**. The Performance Plan tab - Progress Review page (**Figure 529**) is displayed.

Summary Rating

The MSS Summary Rating allows a manager to initiate or edit a Summary Rating (final rating) for their employees. When the manager selects **Summary Rating**, a list of employees that Reports To is displayed. The manager has the option to either create a New Rating or update and Existing Rating. Transaction are sent to NFC only after the reviewer has concurred on the rating.

The Summary Rating is the final rating normally issued at the end of the appraisal period and becomes a part of the employee's performance file (EPF).

To view, modify, or add a Summary Rating:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Performance*** component.

4. Select ***Summary***. The Summary Rating Employee List page (**Figure 531**) is displayed.

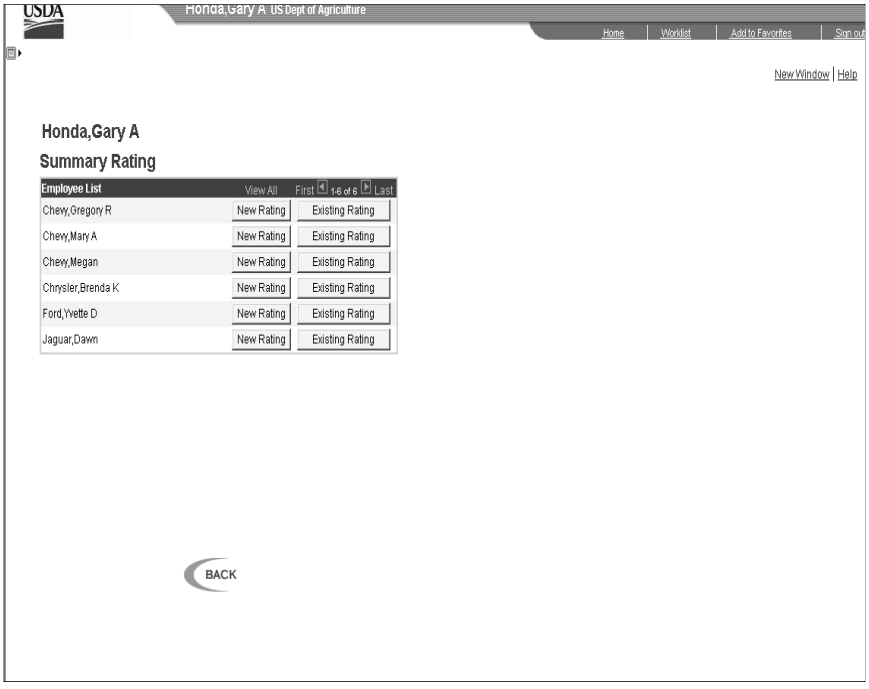

Figure 531. Summary Rating Employee List page

5. Click **New Rating** next to the applicable employee to enter a new summary rating. The ***Add A New Value*** -Sup Create Summary Rating page (**Figure 532**) is displayed. The

information on this page will allow you to add data in order to enter a new summary rating.

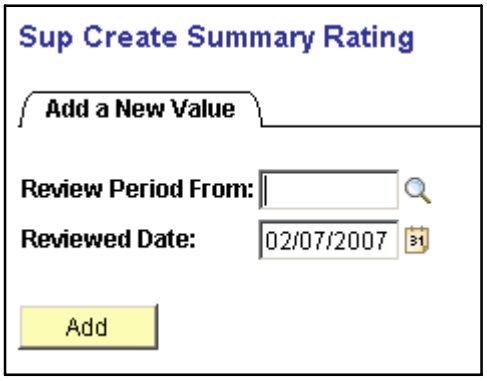

Figure 532. Sup Create Summary Rating page

6. Complete the fields as follows:

Review Period From

Enter the review period from date or select a date from the calendar icon.

7. Complete the field as follows:

Review Period From

Enter the starting date of the progress review or select a date from the calendar icon.

8. Click **Add**. The Summary Rating tab - Summary Rating page (**Figure 533**) is displayed.

OR

Select **Existing Rating** to view/modify an existing summary rating and enter or modify the applicable fields. Summary Rating tab - Summary Rating page (**Figure 533**) is displayed. Some fields on this page populated from other pages and cannot be changed.

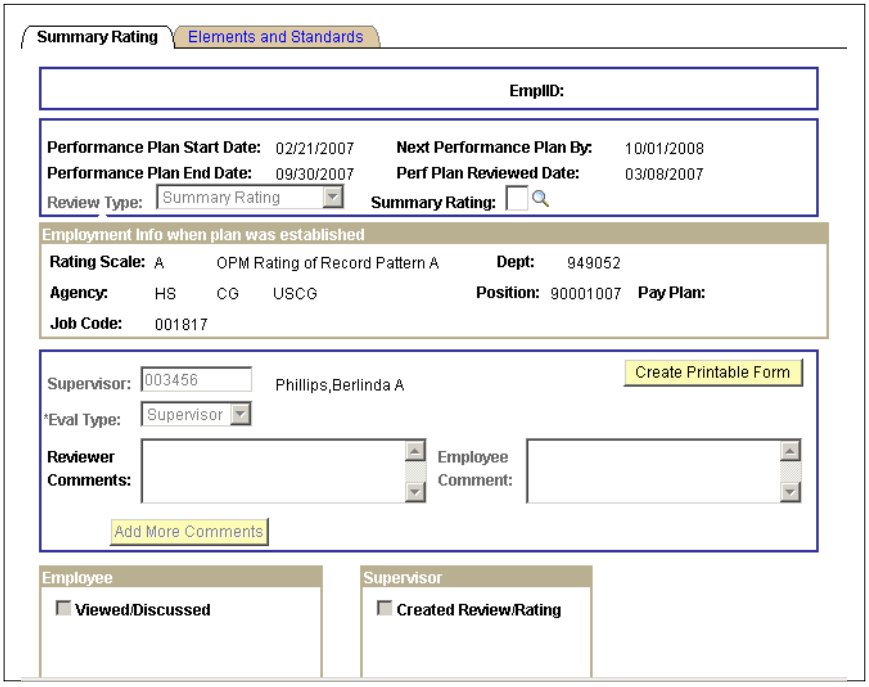

Figure 533. Summary Rating tab - Summary Rating page

9. Complete the fields as follows:

Name

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List.

EmplID

This field is populated from the EmplID chosen from the employee selected from the Performance Plan List

Performance Plan Start Date

This field is populated and cannot be changed.

Performance Plan End Date

This field is populated and cannot be changed.

Review Type

This field is populated from the menu selection. This field identifies the type of performance action.

Rating Scale

This field is populated from the performance rating page.

The Employment Information Section displays the position information the employee occupied at the time the plan was created. If this block is incorrect, then HR should review the position information and make the necessary corrections in Positions and/or PARs whichever is appropriate.

Reviewer ID

This field displays the employee's reports to position, which has been input by the Servicing Human Resources Office. If this block is incorrect, the HR should review the position information and make the necessary corrections in Positions and/or PARs, whichever is appropriate.

***Evaluation Type**

Enter the applicable information or select data from the drop-down list.

Reviewer Comment

Enter the applicable comments. This field allows both the Rating Official to input progress review comments. When the Rating Official is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Note: Click **Add More Comments** to add additional reviewer or employee comments.

Employee/Viewed/ Discussed

Check this box if the employee viewed the performance plan and if manager has discussed the plan with the employee. The current date is then populated.

Emplioyee Comments

Enter the applicable comments. This field allows both the Employee to input progress review comments. When the Employee is entering their comments the other comment block is grayed out and can not be edited. If necessary, HR can edit text in by clicking in the field and typing.

Supervisor/Created Review/Rating

Check this box if the supervisor created/reviewed the progress review. The current date is then populated.

Review Type

This field defaults to **`Summary Rating`** and cannot be changed.

Summary Rating

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

Supervisor

This field defaults to a supervisor number and cannot be changed.

***Eval Type**

This field defaults to **`Supervisor`** and cannot be changed.

Reviewer Comments

Enter the applicable comments.

Employee Comments

Enter the applicable comments.

Employee/Viewed/ Discused

Check the box if the summary rating was view and discussed.

Supervisor/Created Review/Rating

Check the box if the summary rating was created reviewed the summary rating.

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

OR

Click **Next Tab** to advance to the Elements and Standards tab - Summary Rating page. The Elements and Standards tab - Summary Rating page (**Figure 534**) is displayed. Some fields on this page populated from other pages and cannot be changed on this page.

11. Click **Create Printable Form** to print the summary rating.

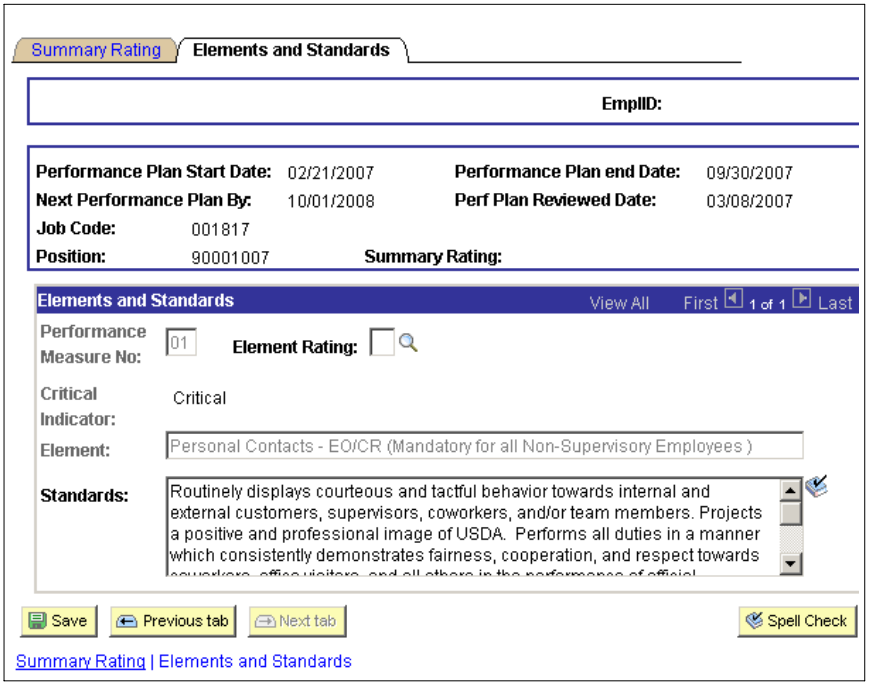

Figure 534. Elements and Standards tab page

12. Complete the fields as follows:

Element Rating

Enter the element rating or search data be clicking on the search icon.

Standard

Enter the standards narrative.

13. Click ***Spell Check*** to check the spelling on the standards element.

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

    OR

    Click **Previous Tab** to go back to the Summary Rating tab - Summary Rating page (**Figure 533**).

    OR

    Click the ***Summary Rating*** link at the bottom of the page.

Performance Reviewer

The Reviewer receives a notification that a performance document is ready for review. The reviewer can see a list of employees that reports to them and also the Direct reports to of reviewers employees.

To review performance:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Performance Reviewer*** component. The Direct Reports For page (**Figure 535**) (for the applicable manager) is displayed.

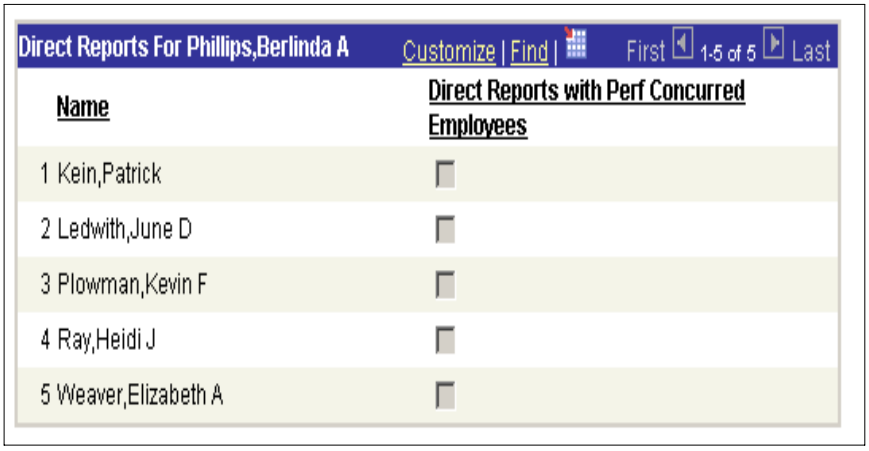

Figure 535. Direct Reports For page

Note: The employees listed on the page directly reports to the name at the top of the page.

4. Select an employee and check the box under the heading **`Direct Reports With Perf Concurred Employees`**. The Performance Plan tab - Reviewer page (**Figure**) is displayed.

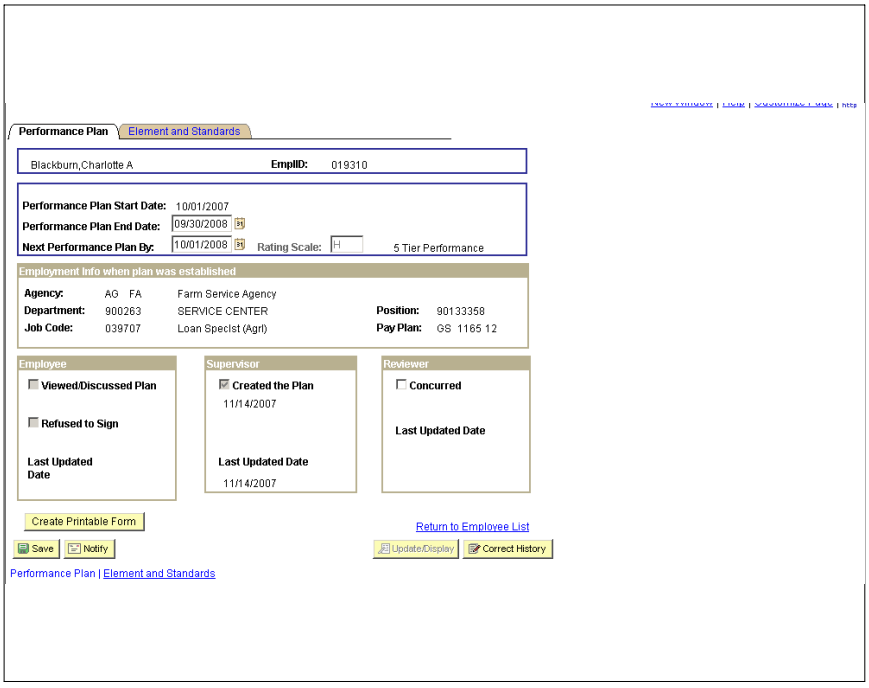

Figure 536. Peformance Plan tab - Reviewer page

5. Complete the fields as follows:

Reviewer Concurred

Check this box if the reviewer concurs with the information.

Last Updated Date

This field is the last date the reviewer concurred.

6. Click **Notify** to send an e-mail to the next individual in the workflow. The Performance Plan tab - Reviewer page (**Figure**) is displayed

Change Proposed EffDt

This process allows the manger to change proposed effective dates on Hires and Rehires.

To change Proposed Effective Dates:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Change Proposed EffDt*** component. The Change Proposed Effective Date page (**Figure 537**) is displayed.

Figure 537. Change Proposed Effective Date page

4. Complete the field as follows:

Proposed Effective Date

Enter the proposed effective date.

5. Click **Process**. The proposed effective date has been changed.

Fill A Position

This process allows managers to request a classification and complete recruit and fill information. When this option is completed, a ***Fill A Position*** tab is created on the position. This tab is a view only for HR role.

This section contains the following topics:

Create A New Position

Recertify A Position

Update A Position

Create A New Position

This section explains how to create a new position.

To modify or Create a New Position:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***MSS Start Page*** component.
4. Select **`Fill A New Or Existing Position In Your Organization`** valid value from the drop-down list. The What Do You Want To Do page (**Figure 538**) is displayed.

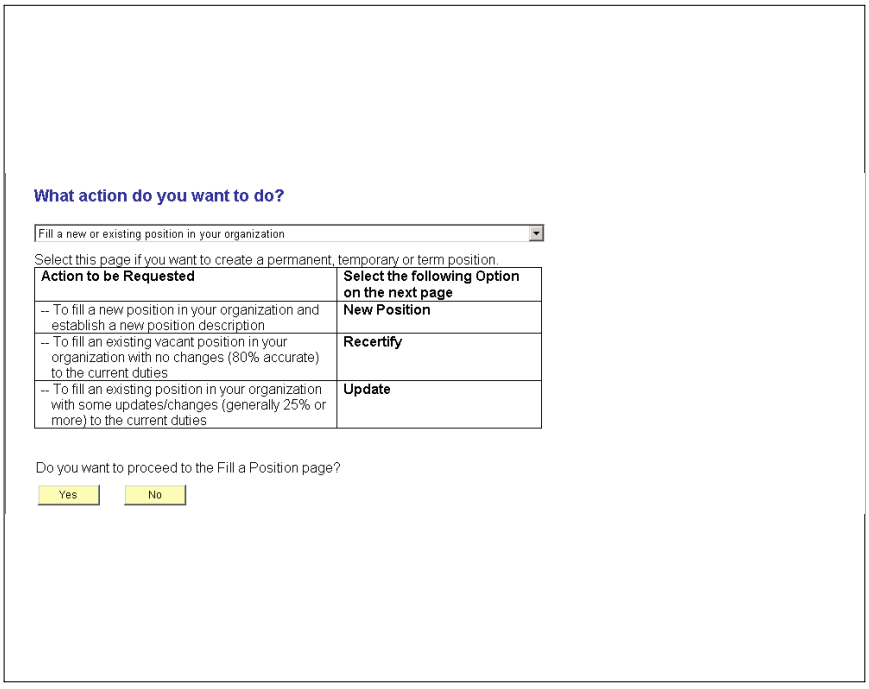

Figure 538. Want Do You Want To Do page

5. Click **Yes**. The Add A New Value - Fill a position page (**Figure 539**) is displayed. The information on this page will allow you to add data in order to enter information to fill a new position. Enter the new criteria.

Figure 539. Add A New Value tab - Fill A Position page

6. Click **Add**. The Fill a Position page 1 (**Figure 540**) is displayed.

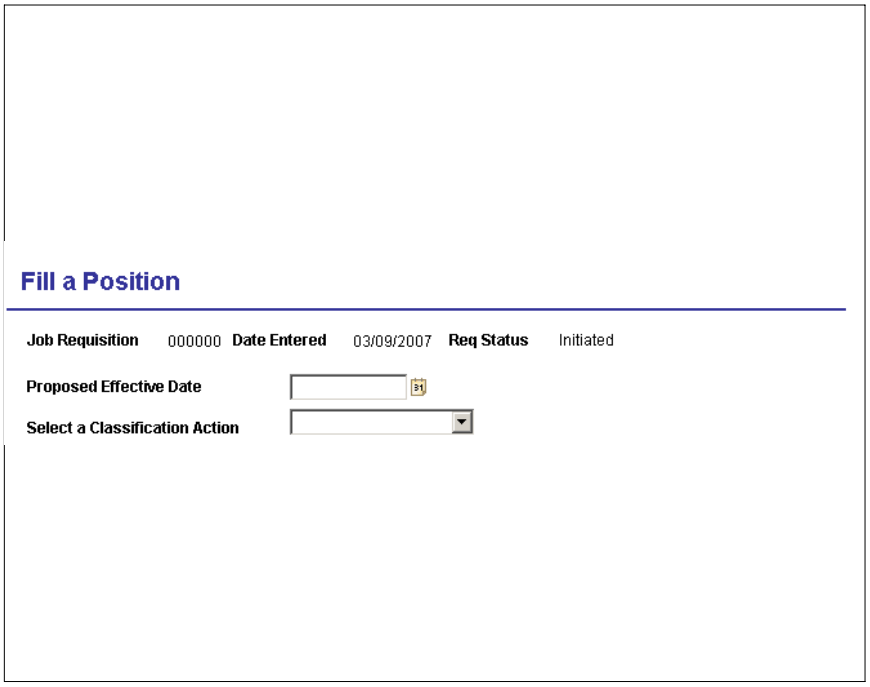

Figure 540. Fill A Position page 1

7. Complete the fields as follows:

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

Select A Position Action

Enter the applicable information or select data from the drop-down list. The drop-down list includes the following information: .

Note: The **Select A Position Action** field has three options (New, recertify, and Update). Each option will display the pages associated with the selection. Enter the applicable information needed for the specific classification action. If **New** is selected in the Select a Classification Action field, the New Position Classification page 2 (**Figure 541**) is displayed.

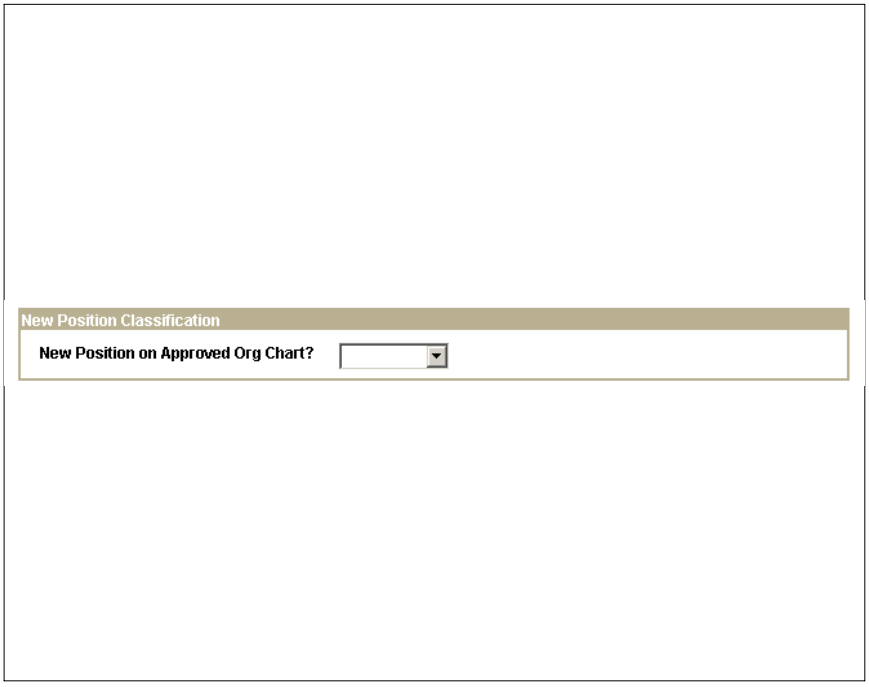

Figure 541. New Position Classification page 2

8. Complete the field as follows:New Position On Approved Org Chart?

New Position On Approved Org Chart?

Enter the applicable information or select data from the drop-down list. The valid values are as follows:

9. Select **No** and the session will end.

OR

Select **Yes**. An additional New Position Classification box page 3 (**Figure 542**) is displayed.

Figure 542. New Position Classification page 3

10. Complete the fields as follows:

Job Code/Title

Enter the job code or select data by clicking on the search icon.

No ASPD?

Check this box to certify that no ASPD is available and request classification action on the position described and that the user certifies that they have reviewed the ASPD Library and there is no ASPD available that meets the 80% accuracy rule for the position being filled.

Create An Additional Identical

Check this box as applicable.

Note: Once the 3 fields above are completed, the Fill A Position page 4 (**Figure 543**) is displayed.

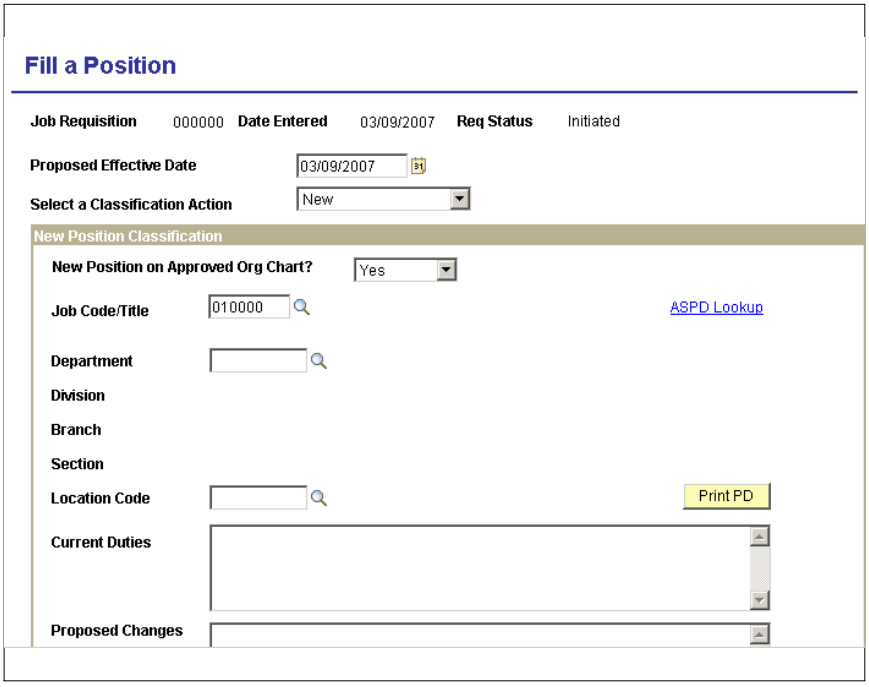

Figure 543. Fill A Position page 4

11. Complete the fields as follows:

Job Requisition

This field is populated and cannot be changed.

Date Entered

This field is populated and cannot be changed.

Req Status

This field is populated and cannot be changed.

Proposed Effective Date

Enter the proposed effective date for the position to be filled or select a date from the calendar icon.

Select A Classification Action

This field defaults to **New**. To change select data from the drop-down list. The value values are:

New Posiiton On Approved Org Chart

This field defaults to **Yes**. To change select data from the drop-down list. The value values are **Yes** and **No**.

Job Code/Title

Enter the Job Code/Title or select data by clicking on the search icon.

12. Click the ***ASPD Lookup*** link. This link is a ASPD Library for available positions to be filled.

Department

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

Division

This field is populated based on the Department code entered.

Branch

This field is populated based on the Department code entered.

Section

This field is populated based on the Department code entered.

Location Code

Enter the Location or search data by clicking the search icon.

Current Duties

Enter the current duties for the position.

Proposed Changes

Enter the proposed changes of the position if applicable.

Select One Or More Reasons For Changes To ASPD/Reason For Change

This field defaults to **`Blank`**. Enter the applicable information or select data from the drop-down list. More than one reason can be entered by clicking the **+**.

Position Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis.

Civil Rights Consulted

Check this box if applicable

Outreach Plan Determined

Check this box if applicable.

Areas Of Consideration Types

Enter the applicable information or select data from the drop-down list.

Areas Of Consideration Need Types

Enter the applicable information or select data from the drop-down list.

Relocation Bonus

Check this box if applicable.

Government Housing Available

Check this box if applicable.

Transporation Subsidy

Check this box if applicable.

Flexible Work Schedule

Check this box if applicable.

Transfer Of Station Costs

Check this box if applicable.

Childcare Availability

Check this box if applicable.

Flexiplace

Check this box if applicable.

Justification

Enter the applicable justification.

Supervisory Certification

Check this box if applicable.

13. Click **Print PD** to print the position description.

14. Click **Submit**.

15. Click **OK**.

Update A Position

This section explains how to update a position.

To Update A Position:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select **`Fill A New Or Existing Position In Your Organization`** valid value from the drop-down list.

4. Select the ***Find An Existing Value*** tab - Fill A Position page is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

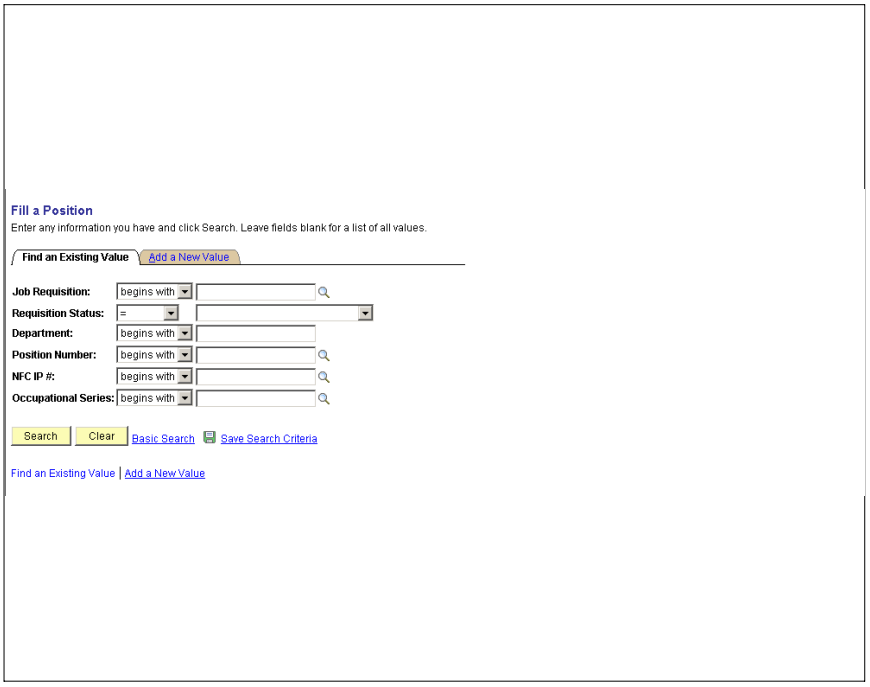

Figure 544. Find An Existing Value tab - Fill A Position page

5. Click **Search**. The Fill A Position page (**Figure 545**) is displayed.

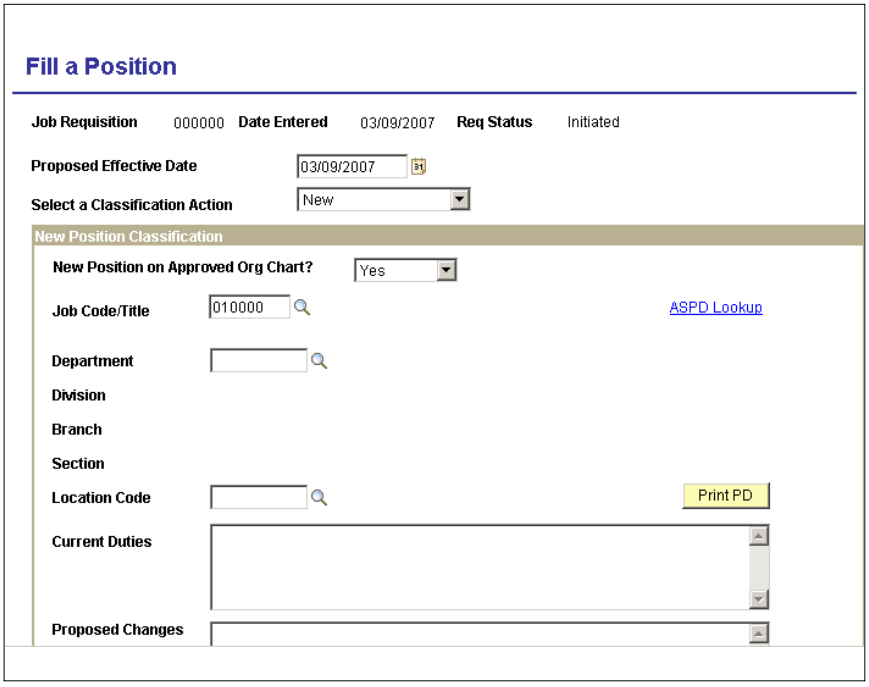

Figure 545. Fill A Position page

6. Complete the fields as follows:

Job Requisiton

Enter the job code or select data by clicking on the search icon.

Date Entered

This field is populated and cannot be changed.

Req Status

This field is populated and cannot be changed.

Proposed Effective Date

Enter the effective date or select a date from the calendar icon.

Select A Position Action

Enter **`Update`** or select data from the drop-down list. The Update Describe Classification page (**Figure 546**) is displayed.

Job Requisition

This field is populated and cannot be changed.

Proposed Effective Date

Enter the proposed effective date for the position to be filled or select a date from the calendar icon.

Select A Classification Action

This field defaults to **`New`**. To change select data from the drop-down list. The value values are:

New Posiiton On Approved Org Chart

This field defaults to **`Yes`**. To change select data from the drop-down list. The value values are **`Yes`** and **`No`**.

Job Code/Title

Enter the Job Code/Title or select data by clicking on the search icon.

7. Click the ***ASPD Lookup*** link. This link is a ASPD Library for available positions to be filled.

Department

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

Division

This field is populated based on the Department code entered.

Branch

This field is populated based on the Department code entered.

Section

This field is populated based on the Department code entered.

Location Code

Enter the Location or search data by clicking the search icon.

Current Duties

Enter the current duties for the position.

Proposed Changes

Enter the proposed changes of the position if applicable.

Select One Or More Reasons For Changes To ASPD/Reason For Change

This field defaults to **`Blank`**. Enter the applicable information or select data from the drop-down list. More than one reason can be entered by clicking the **+**.

Position Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis.

Civil Rights Consulted

Check this box if applicable

Outreach Plan Determined

Check this box if applicable.

Areas Of Consideration Types

Enter the applicable information or select data from the drop-down list.

Areas Of Consideration Need Types

Enter the applicable information or select data from the drop-down list.

Relocation Bonus

Check this box if applicable.

Government Housing Available

Check this box if applicable.

Transporation Subsidy

Check this box if applicable.

Flexible Work Schedule

Check this box if applicable.

Transfer Of Station Costs

Check this box if applicable.

Childcare Availability

Check this box if applicable.

Flexiplace

Check this box if applicable.

Justification

Enter the applicable justification.

Supervisory Certification

Check this box if applicable.

8. Click **Print PD** to print the position description.
9. Click **Submit**.
10. Click **OK**.

Figure 546. Update Describe Classification page 4

11. Complete the fields as follows:

Postion Number

Enter the position number to be recertified or search data by clicking the search icon.

Agency Use

This 12 character field allows the tracking of the position budgetary information.

Department

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

Pay Plan/Occ Series/Grade

This field is populated from the position number entered.

Job Code/Title

This field is populated from the position number entered.

Proosed Title

Enter the proposed title of the position.

Current Duties

Enter the applicable information or select data from the drop-down list.

Proposed Changes

Enter the proposed changes if applicable. Only minor changes should be used for the Recertify option. This is a required field.

Fill Basis

Enter the applicable information or select data from the drop-down list. This is a required field.

Position Basis Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis. This is a required field. If the Permanent Basis Type is Recruit and Fill then the Benefits option will appear for completion if applicable.

Civil rights Consulted

Check this box if applicable. This is an optional field. This is an optional field.

Outreach Plan Determined

Check this box if applicable. This is an optional field.

Areas Of Consideration Types

Enter the applicable information or select data from the drop-down list. This is an optional field.

Areas Of Consideration Need Types

Enter the applicable information or select data from the drop-down list.

Relocation Bonus

Check this box if applicable. This is an optional field.

Government Housing Available

Check this box if applicable. This is an optional field. This is an optional field.

Transporation Subsidy

Check this box if applicable. This is an optional field. This is an optional field.

Transfer Of Station Costs

Check this box if applicable. This is an optional field. This is an optional field.

Childcare Availability

Check this box if applicable. This is an optional field. This is an optional field.

Flexiplace

Check this box if applicable. This is an optional field. This is an optional field.

Justification

Enter the applicable justification. This is a required field.

Supervisory Certification

Check this box if applicable. This is a required field.

12. Click **Print PD** to print the position description.
13. Click **Submit**.
14. Click **OK**.

Note: The approver (the Manager of the request's Initiator) will receive an email and a workflow item. The **`Reports To`** will get the request.

Recertify A Position

To Recertify A Position:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***MSS Start Page*** component.

Note: The **`Select A Position Action`** field has three options (New, recertify, and Update). Each option will display the pages associated with the selection. Enter the

applicable information needed for the specific classification action. If **`Recertify`** is selected in the Select a Position Action field, the Recertify Position Classification box page 3 (**Figure NO TAG**)is displayed.

4. Select the ***Find An Existing Value*** tab - Fill A Position page (**Figure 547**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information. Enter the search criteria.

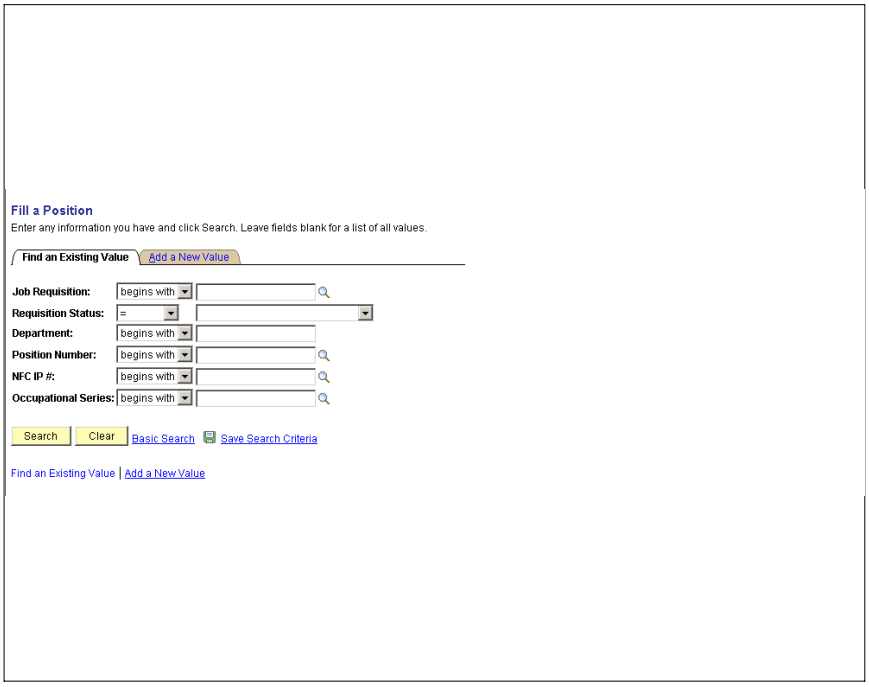

Figure 547. Find An Existing Value tab - Fill A Position page

5. Click **Search**. The Fill A Position page (**Figure 548**) is displayed.

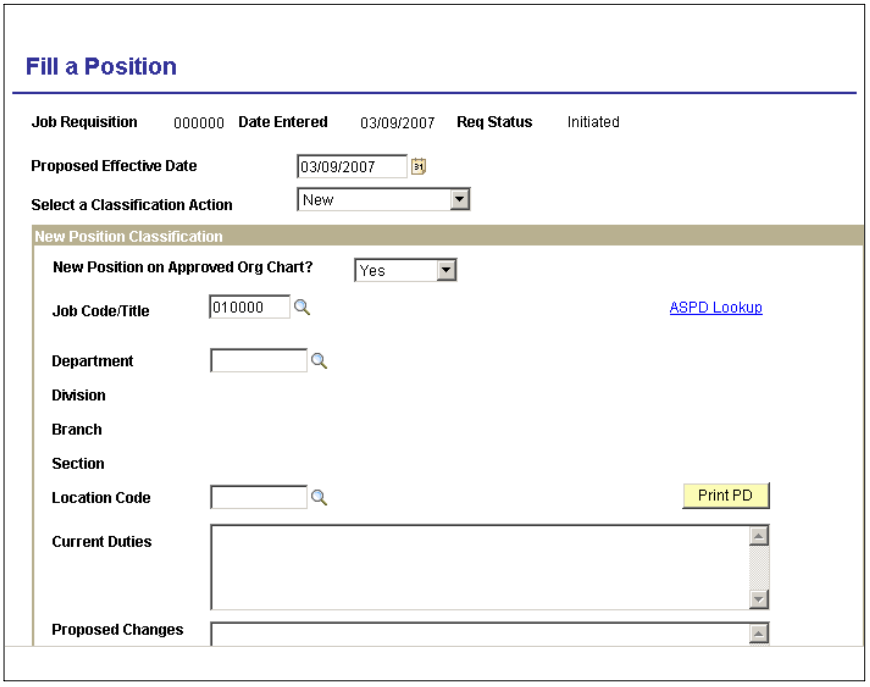

Figure 548. Fill A Position page

6. Complete the fields as follows:

Job Requisition

Enter the job code or select data by clicking on the search icon.

NFC Position

This field will display the NFC position from PMSO for agencies converting to EmpowHR.

Select A Position Action

Enter **`Recertify`** or select data from the drop-down list. The valid values are:

Note: After entering these fields, the window expands. The Update Describe Classification page 4 (**Figure 549**) is displayed.

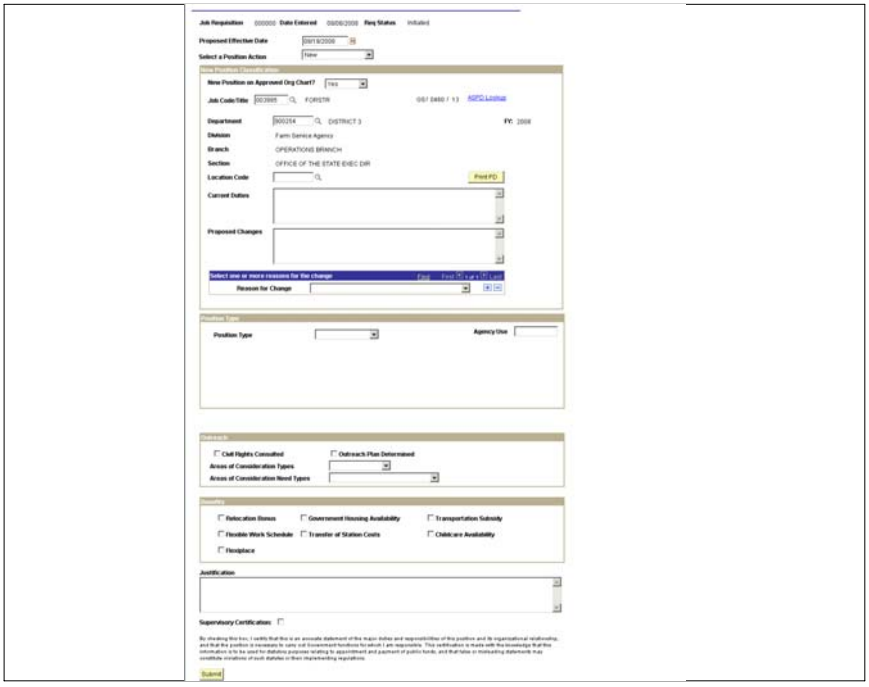

Figure 549. Update Describe Classification page 4

Position Number

Enter the position number to be recertified or search data by clicking the search icon.

Agency Use

This 12 character field allows the tracking of the position budgetary information.

Department

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

Pay Plan/Occ Series/Grade

This field is populated from the position number entered.

Job Code/Title

This field is populated from the position number entered.

Pay Plan/Occ Series/Grade Duties

This field is populated from the position number entered.

Proposed Changes

Enter the proposed changes if applicable. Only minor changes should be used for the Recertify option.

Select One Or More Reasons For Changes To ASPD/Reason For Change

This field defaults to **`Blank`**. Enter the applicable information or select data from the drop-down list. More than one reason can be entered by clicking the **+**.

Position Type

Enter the applicable information or select data from the drop-down list. This filed describes if the position will be filled on a permanent, temporary, or term basis.

Civil Rights Consulted

Check this box if applicable.

Outreach Plan Determined

Check this box if applicable.

Relocation Bonus

Check this box if applicable

Government Housing Available

Check this box if applicable.

Transportation Subsidy

Check this box if applicable.

Flexible Work Schedule

Check this box if applicable.

Transafer Of Station Costs

Check this box if applicable.

Childcare Availability

Check this box if applicable.

Flexiplace

Check this box if applicable.

Justification

Enter the applicable justification.

Supervisory Certification

Check this box if applicable.

7. Click **Print PD** to print the position description.
8. Click **Submit**.
9. Click **OK**.

Job Classification Request

The Job Classification component is used to request the reclassification of an existing position. An employee or manager can initiate a request to reclassify their position or a subordinates position. Mangers can request job classifications on employees that report to them.

This section contains the following topics:

Request A Job Classification

MSS Job Reclassification Approval Workflow

Request A Job Classification

To view, add, or modify a Request A Job Classification:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***Job Classification Request*** component. The ***Find An Existing Value*** tab - Job Classification Request page (**Figure 550**) is displayed. The information on this page will allow you to locate existing data in order to enter or change the applicable information.

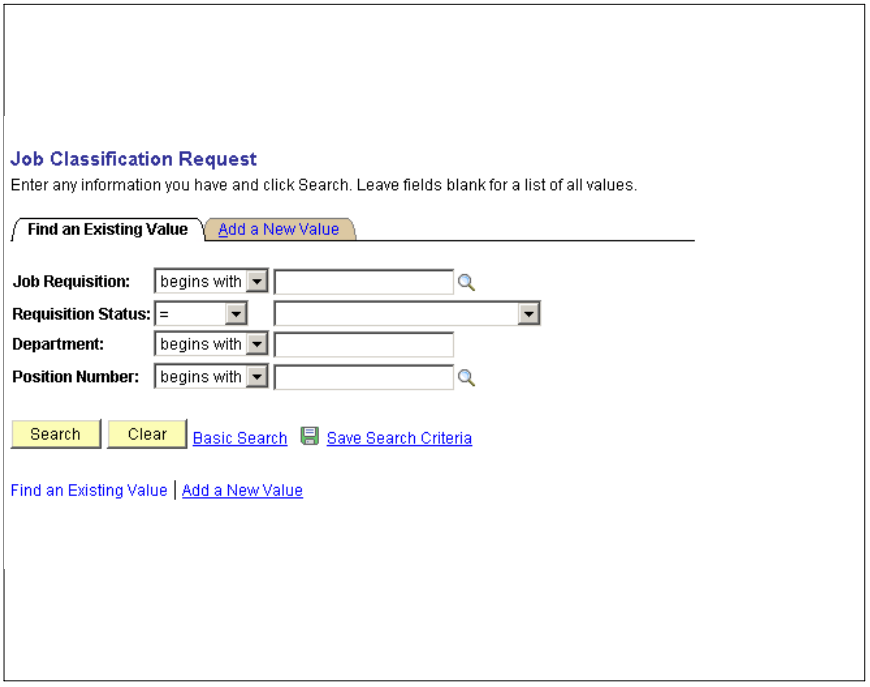

Figure 550. Find An Existing Value tab - Job Classification Request page

4. Complete the fields as follows:

Job Requistion

Enter the job requisition number or select data by clicking the search icon.

Requisition Status

Enter the requisition status or select data from the drop-down list. The valid values are **`Approved`**, **`Denied`**, **`Initiated`**, **`Pending`**, and **`Return`**.

Department

Enter the department.

Position Number

Enter the postilion number or select data by clicking the search icon.

5. Click **Search**. The Job Classification Request page (**Figure 552**) is displayed.

OR

Click ***Add A New Value*** tab - Job Classification Request page (**Figure 551**). The information on this page will allow you to add data in order to enter information to create a new Job Classification Request.

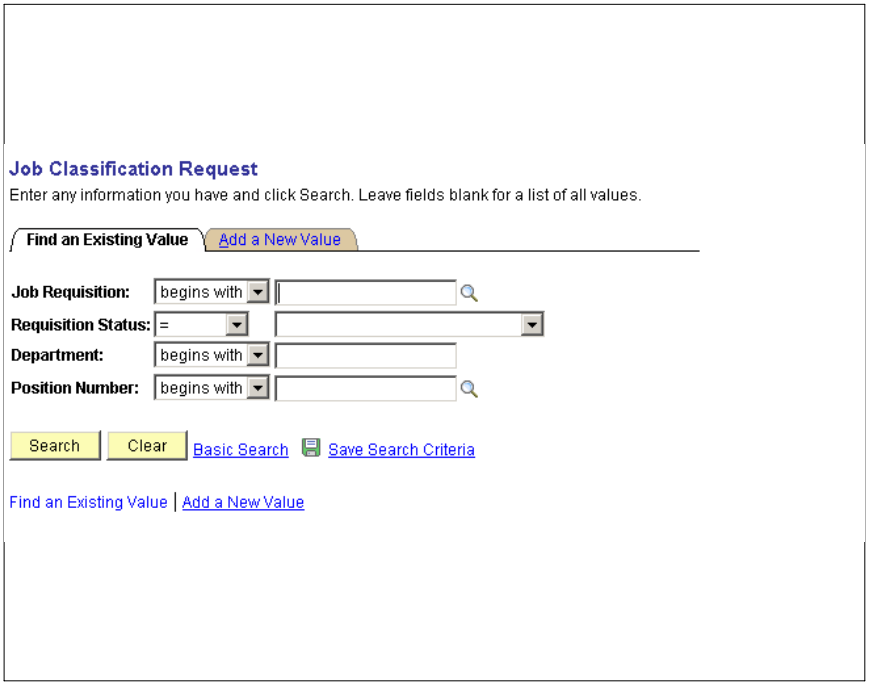

Figure 551. Add A New Value - Job Classification page

6. Click **Add**. The Job Classification Request page (**Figure 552**) is displayed.

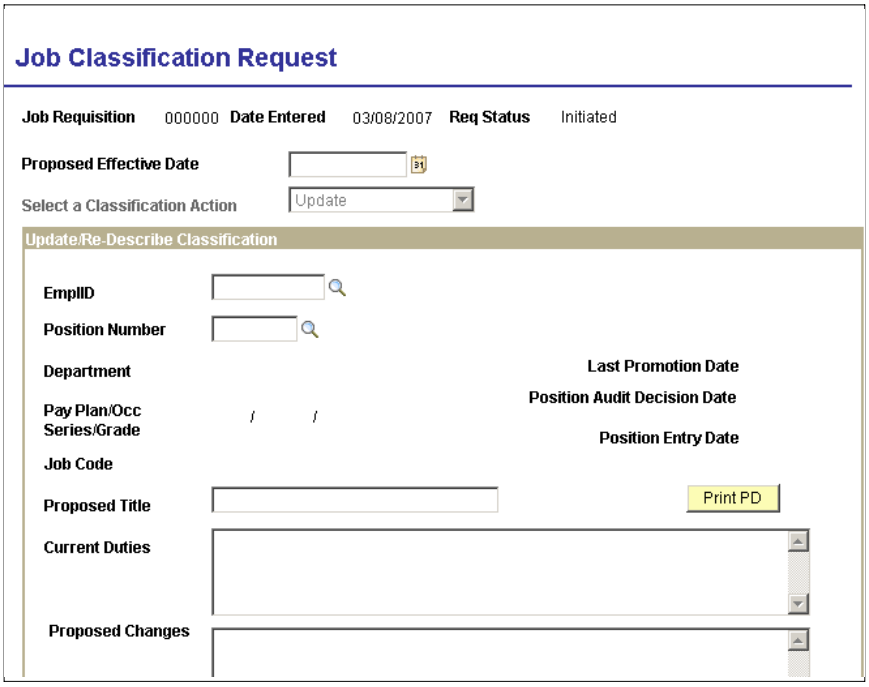

Figure 552. Job Classification Request page

7. Complete the fields as follows:

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

Initiate

This will copy an existing job.

Select A Classification Action

This field defaults to **`Update`** and cannot be changed.

EmpliID

The Manager selects an employee and that employee's position will display. Enter the employee ID or search by clicking the search icon.

Position Number

If the employee is in more than one position, select the position to be classified. If the employee has only one position. Enter the position number or search by clicking the search icon.

Note: Enter the EmplID or the Position Number to access the employee's records. There are fields on this page that are populated from other pages and cannot be changed in this section.

Department

This field is populated from the position selected.

Pay Plan/OCC Series/Grade

This field is populated from the position selected.

Last Promotion Date

Enter the date of the last promotion or select a date from the calendar icon.

Position Audit Decision Date

Enter the date of the audit decision or select a date from the calendar icon.

Position Entry Date

Enter the date the employee entered the position or select a date from the calendar icon.

Job Code Title

This field is populated from the position selected.

Proposed Title

This field will populate based on the position number entered.

Current Duties

This field is populated with the current duties of the job.

Proposed Changes

View the proposed changes of the position.

Justification

View or enter the justification of the change of duties.

Supervisory Certification

Check this box if applicable.

8. Click **Print PD** to print the position description.
9. Click **Submit** to submit the new data.

   OR

   Click **Add** to add new data.

   OR

   Click **Update/Display** to update the page. The Your Position Request Has Been Entered Into Workflow. (9999999,0999) pop-up (**Figure 553**) appears.

Figure 553. Your Position Request Has Been Entered Into Workflow pop-up

10. Click **OK**. The Approver (the Manager of the Initiator) receives an email and a workflow item in their worklist.

Personnel Actions

This section explains how to process a Personnel Action.

To enter Personnel Actions:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Personnel Actions*** component. The Employee List page (**Figure 554**) is displayed.

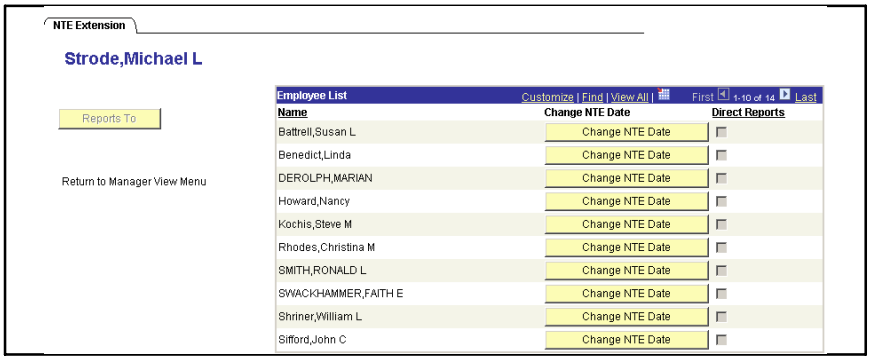

Figure 554. Employee List page

4. Click **Request PAR** next to the applicable employee. Personnel Action page 1 (**Figure 555**) is displayed with the employee's name selected.

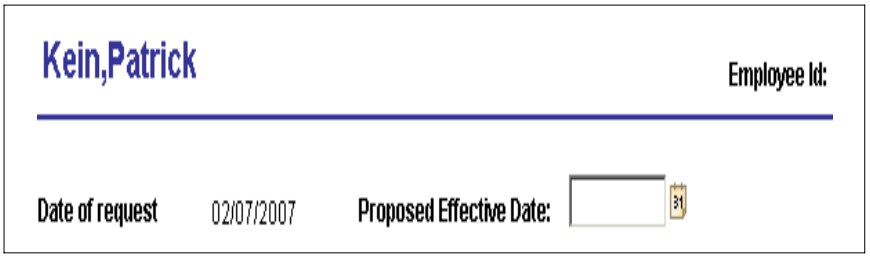

Figure 555. Personnel Actions page 1 (for the applicable employee)

5. Complete the field as follows:

Proposed Effective Date

Change the proposed date or select a date from the calendar icon. This field is populated with the date the PAR was entered and may be changed. The Personnel Actions page 2 (**Figure 556**) is displayed.

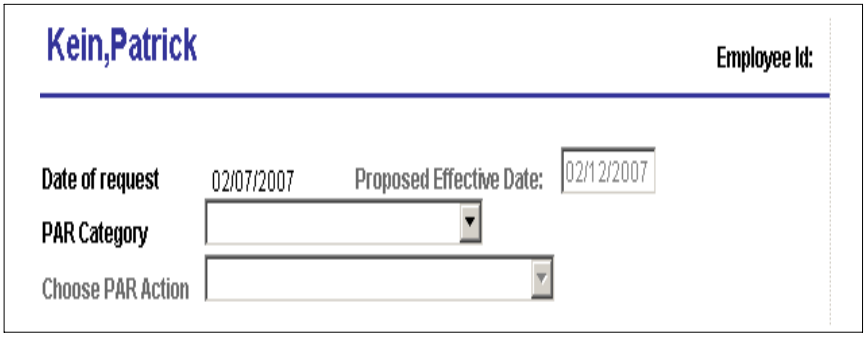

Figure 556. Personnel Actions page 2 (for the applicable employee)

6. Complete the fields as follows:

PAR Category

Enter the applicable information or select data from the drop-down list. The valid values are:

Choose PAR Action

Enter the applicable information or select data from the drop-down list. The valid values are:

Note: Based upon the information selected in the Par Category and Choose PAR Action fields, the applicable screens will display.

To enter a PAR category and a choose PAR action:

1. Complete the fields on the Employee page 2 (**Figure 556**)as follows:

PAR Category

Select **`Promotion`**

Choose PAR Action

Select **`Promotion`**.

2. The Personnel Actions 3 (**Figure 557**) is displayed.

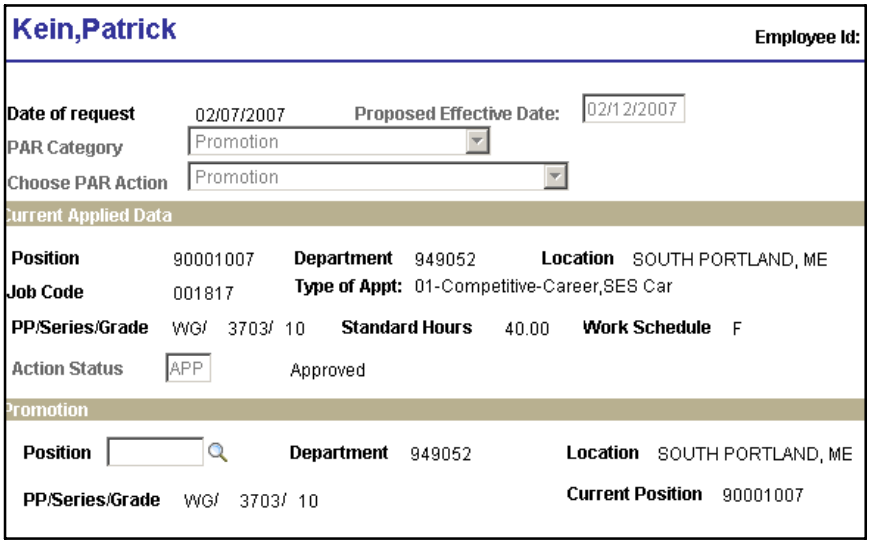

Figure 557. Personnel Actions page 3 (for the applicable employee)

3. Complete the fields as follows:

Position

Enter the applicable position or search by clicking on the search icon.

Justification

Enter the applicable justification.

4. Click **Submit**.
5. Click **OK**.
6. Click **OK**.

ReHire

This process allows the manager to rehire a retired or a terminated employees. This section will explain how to process a retired or terminated employee.

To enter a Rehire for a retired or terminated employee:

1. Select the ***Manager Self Service*** menu group.
2. Select the ***Tasks*** menu.
3. Select the ***ReHire*** component. The ReHire Retired/Terminated Employees page 1 (**Figure 558**) is displayed.

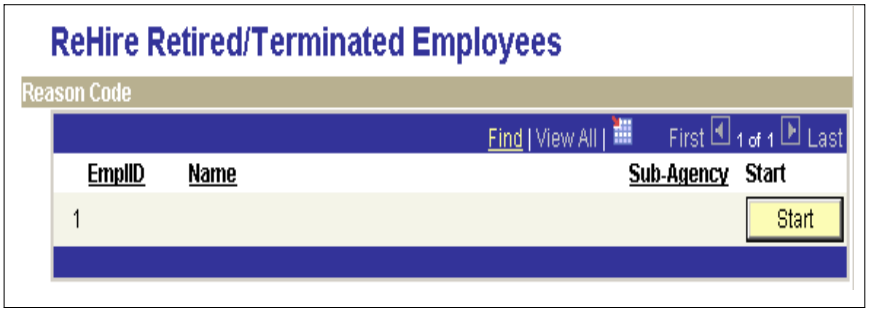

Figure 558. ReHire Retired/Terminated Employees page 1

4. Select the requested employee.

5. Click **Start**. The ReHire/Retired/Terminated Employees page 2 (**Figure 559**) is displayed. There are fields on this page (**Figure 559**)that are populated from other completed pages. These fields cannot be changed on this page.

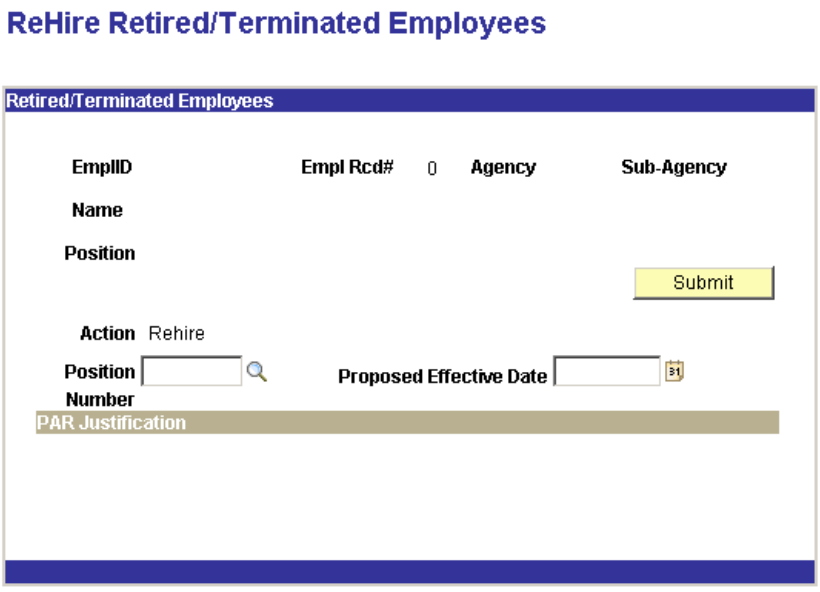

Figure 559. ReHire Retired/Terminated Employees page 2

6. Complete the fields as follows:

Position Number

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

Proposed Effective Date

Enter the applicable date or select a date from the calendar icon.

PAR Justification

Enter the applicable justification.

7. Click **Submit**.

8. Repeat step 6.

9. Click **Submit**.

Inactive Position Request

This section explains how to process a Position Inactive Position Request.

To process an Inactive Position Request:

1. Select the ***Manager Self Service*** menu group.

2. Select the ***Tasks*** menu.

3. Select the ***Inactive Position Requests*** component. The Position Inactive Request page (**Figure 560**)is displayed.

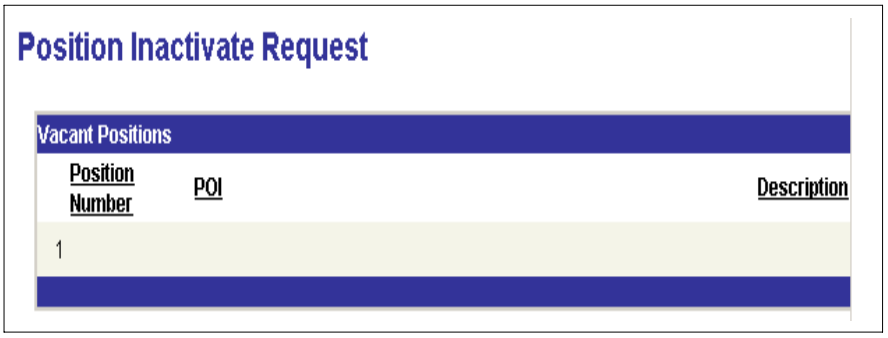

Figure 560. Position Inactive Request page

4. Complete the field as follows:

Proposed Effective Date

Enter the proposed effective date or select a date from the calendar icon.

5. Click **Process**.