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## **EmpowHR Navigation**

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### **Application Portal**

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

### **Navigation Header**

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

### **Component**

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

### **Keys**

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

## Page

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

## Navigational Techniques

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

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

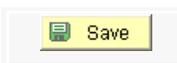
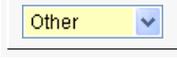
- **Cursor.** Use the mouse to move the cursor to from one field to another. Click in the field to enter data.
- **Tab/Shift+Tab.** This the best way to navigate between fields on a page. To move forward, use **Tab**. To move backward, use **Shift Tab**. Note that options selected from the drop-down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

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

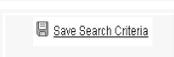
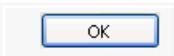
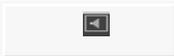
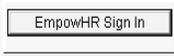
## Buttons

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

### *EmpowHR* Command Buttons

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

## EmpowHR Command Buttons

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

## Find An Existing Value

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

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

### To use the Find An Existing Value tab:

1. Enter the criteria and the appropriate checkboxes.

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

**Find an Existing Value**

**EmplID:** begins with [ ]

**Empl Rcd Nbr:** = [ ]

**Social Security Number:** begins with [ ]

**Name:** begins with [ ]

**Last Name:** begins with [ ]

**Sub-Agency:** begins with [ ]

Correct History  Case Sensitive

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

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

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

**Search Results**

[View All](#)      First ◀ 1-100 of 168 ▶ [Last](#)

Agency	Description
<a href="#">18</a>	<a href="#">Economic Research Service</a>
<a href="#">AB</a>	<a href="#">American Battle Monuments Comm</a>
<a href="#">AC</a>	<a href="#">Advisory Coms on Intrqvn Reltn</a>
<a href="#">AD</a>	<a href="#">U.S. Arms Control and Disarmam</a>
<a href="#">AF</a>	<a href="#">Department of the Air Force</a>
<a href="#">AG</a>	<a href="#">Department of Agriculture</a>
<a href="#">AH</a>	<a href="#">Nat'l Found on Arts &amp; Humanit</a>
<a href="#">AI</a>	<a href="#">U.S. Institute of Peace</a>
<a href="#">AM</a>	<a href="#">Intl Dev and Coop Admin</a>
<a href="#">AN</a>	<a href="#">African Development Foundation</a>
<a href="#">AP</a>	<a href="#">Appalachian Regional Comm</a>
<a href="#">AR</a>	<a href="#">Department of the Army</a>
<a href="#">AU</a>	<a href="#">Fed Labor Relations Authority</a>
<a href="#">AW</a>	<a href="#">Arctic Research Commission</a>

Figure 23. Search Results-Find An Existing Value page

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

## Add A Value

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

**Job Code USF**

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

SetID:

Job Code:

Agency:

Sub-Agency:

Personnel Office ID:

Master Record Number (NFC):

Pay Plan:

Salary Administration Plan:

Salary Grade:

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

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

## Insert A Row

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

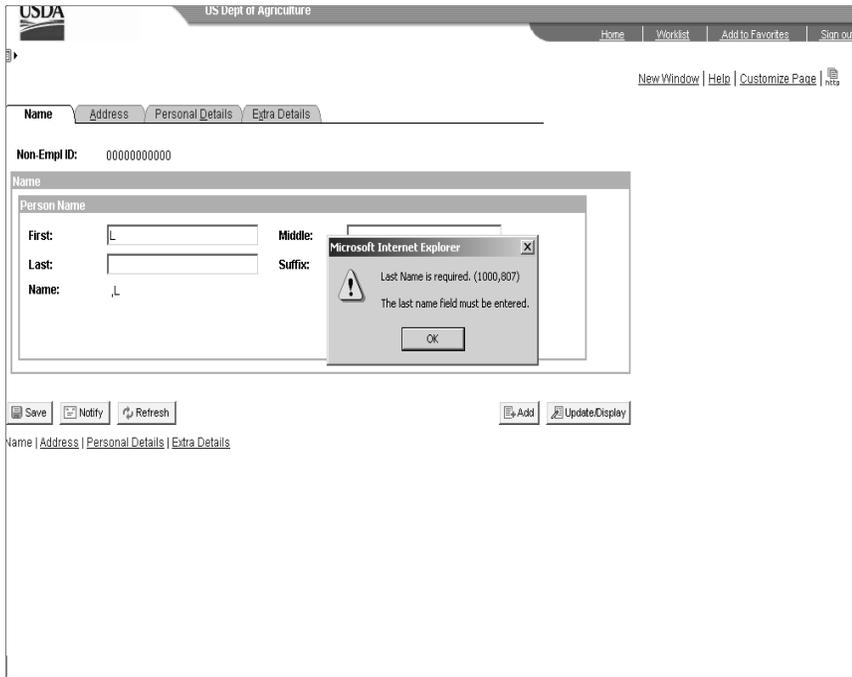
Scroll areas on a page allows for inserting multiple rows of data on a page. As new rows are inserted, the system copies key information down to the new rows. Use the arrows pointing left **◀** and **▶** to scroll through multiple occurrences of data when the arrows indicate the current record is 1 of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

## Delete A Row

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

## Message Pop-ups

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



**Figure 25. Example of a Message pop-up**

## Search

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



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



## Tips

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

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

### Status Codes

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

### Status Codes

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