
Overview of *EmpowHR*

EmpowHR is a Human Capital Management System that fully supports the achievement and effective delivery of the human capital goals of the President's Management Agenda.

EmpowHR is an integrated suite of commercial and Government applications that support all critical HR components in a single enterprise system. It provides comprehensive employee information enabling agencies to: (1) make critical decisions concerning workforce utilization, (2) forecast workforce turnover and placement, and (3) project future resource budget allocations on a fiscal year basis, for optimum achievement of agency mission goals.

The goal of *EmpowHR* is to offer a streamlined, integrated set of business processes within an NFC-hosted technology suite, which can be leveraged by the client to automate common administrative tasks associated with HR management and reduce internal operational costs using industry best practices.

EmpowHR allows the agency to focus resources on important mission-related activities rather than time-consuming payroll and personnel office processing.

EmpowHR offers an advantageous environment where efficient and effective solutions can be quickly leveraged across the Federal enterprise. Its table-driven environment affords rapid implementation of changing HR rules and practices. It also features a robust COTS (Commercial Off-The-Shelf)-based front-end system utilizing Oracle/PeopleSoft's pure Internet/Web-based architecture. It ultimately facilitates easily sharing information between and among HR, payroll, financial management, and related functions.

When a client or customer decides to use *EmpowHR*, the agency then decides what modules (functions) to use. This is customized on a client-to-client basis. What a user sees while using *EmpowHR* is determined by the agency specifications during the implementation process.

EmpowHR's components include:

- Recruitment
- Position Classification
- HR Processing
- Strategic Workforce Reporting
- Training and Employee Development
- Employee and Labor Relations
- Employee Benefits Administration
- Succession Planning
- Employee Performance and Accountability
- Organizational Management

This section includes the following topics:

[EmpowHR Roles](#)

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[Reporting](#)

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EmpowHR Roles

A role is a class of users who perform the same type of work, such as clerks or managers. The Agency's business processes typically specify what user role needs to do an activity. The Agency determines the prescribed workflow path from the initiation of the action through to final approval to processed. Workflow automates, streamlines and controls the flow of information through departments and throughout the organization.

A role user is a person who is in a Workflow. A person's roll user ID is used to determine how to route worklist items to users (through an e-mail address) and to track the roles that users play in the workflow. Role users do not need *EmpowHR* user IDs.

Agencies determine what roles they will use when they implement *EmpowHR*. The roles most frequently used in *EmpowHR* are:

- Initiator
- Employee
- Manager
- Reviewer
- Approver
- HR Staff
- Workflow Administrator
- Security Administrator

Hardware Requirements

The following hardware requirement is necessary when an agency implements *EmpowHR*:

- Personal computer with Internet capabilities.

Reporting

Reporting tools are available within *EmpowHR*. The following are the reporting options available:

- Run an existing query.
- Create/build a basic query.
- Run a basic query.
- Save a basic query.
- Add criteria to your query.
- Update an existing query.
- Send query results to an Excel spreadsheet.
- Run a standard report.
- Select a report.
- View report output.
- Set up a Run Control ID.

The following pages on the PAR menu have **Report Manager** and **Process Monitor**:

- Org Structure Mass Change
- Schools

Agency/NFC Responsibilities

This section contains the follow topics:

[Agency Responsibilities](#)

[NFC Responsibilities](#)

Agency Responsibilities

- Electronically enter Human Resources (HR) employee data into **EmpowHR**.
- Maintain remote (peripheral) hardware and communications to use the application.
- Provide detailed specifications for new requirements for modifications to the application.
- Provide a representative(s) to participate in user group meetings.
- Maintain internal procedures for coordination requests to NFC on new requirements or modifications to the application.
- Designate a Security Officer who will serve as the authorizing official for security access and the official point-of-contact for ongoing security requirements and issues.
- Participate in testing of customer specific modifications and version upgrade user acceptance testing.
- Participate in business resumption/disaster recovery drill as required.
- Ensure that all requirements of the Economy Act are met.

NFC Responsibilities

- Ensure adequate resources are available to maintain and operate ***EmpowHR***.
- Manage the interface of employee and pay-related information from ***EmpowHR*** to NFC's Payroll/Personnel System.
- Coordinate upgrade of PeopleSoft application versions with customers.
- Manage application configuration management.
- Provide application development including coding, integration testing, and acceptance testing.
- Implement high priority system enhancements identified by the customer user group.
- Coordinate end-user acceptance testing.
- Provide ad-hoc reporting access to users.
- Provide a Human Resources Help Desk to assist field HR office staff with resolution of subject-matter specific questions affecting ***EmpowHR***.
- Provide comprehensive data-center system maintenance and operations support.
 - Provide continuous online availability during normal business hours.
 - Maintain multiple application environments (production, test, development, etc.).
 - Perform regular maintenance on all production, test, and development data sets.
 - Provide ongoing system tuning.
 - Operate a 24 hours, 7 days per week, Help Desk for systems connectivity and availability issues.
 - Operate a multi-tiered troubleshooting service for the Data Center.
 - Process system transactions on a predetermined schedule.
- Provide a secure data processing environment for operation of the application software.
 - Operate a security access process for client agencies and their staffs.
 - Establish and monitor security procedures.
 - Provide disaster recovery and business continuity planning and testing.
 - Provide technical support for agency security officers.
 - Troubleshoot access problems.
 - Comply with Federal certification and accreditation requirements to assure operation at an acceptable level of risk.
 - Provide the degree of protection (administrative, technical, and physical safeguards) for the ***EmpowHR*** database as prescribed by the Privacy Act of 1974, 5 U.S.C. Section 552A.

Access/Security

There are two levels of security in ***EmpowHR***. Role and Data level. Role level security determines what types of functions are available for processing. Data level security

determines what organization the employee can view and/or process. Each agency's Security Officer will create the user IDs and passwords based on the roles and will submit the information to NFC to grant the access.

Getting Started In *EmpowHR*

The Getting Started section describes logging on, basic menus and functionality of *EmpowHR*.

This part includes the following topics:

[Logging On](#)

[EmpowHR Sign In](#)

[Did You Forget Your Password?](#)

[Change My Password](#)

[Exiting EmpowHR](#)

[Menus](#)

[E-mailing The URL](#)

[Wildcard Values](#)

[Saving Search Criteria](#)

[Report Manager](#)

[Breadcrumbs](#)

Logging On

To logon to *EmpowHR*:

1. Connect to the Internet.
2. Enter the Uniform Resource Locator (URL) specific to your agency. The *EmpowHR* Warning Banner page (**Figure 1**) is displayed.

Note: The URL can be saved in your browser as a **Favorite**.

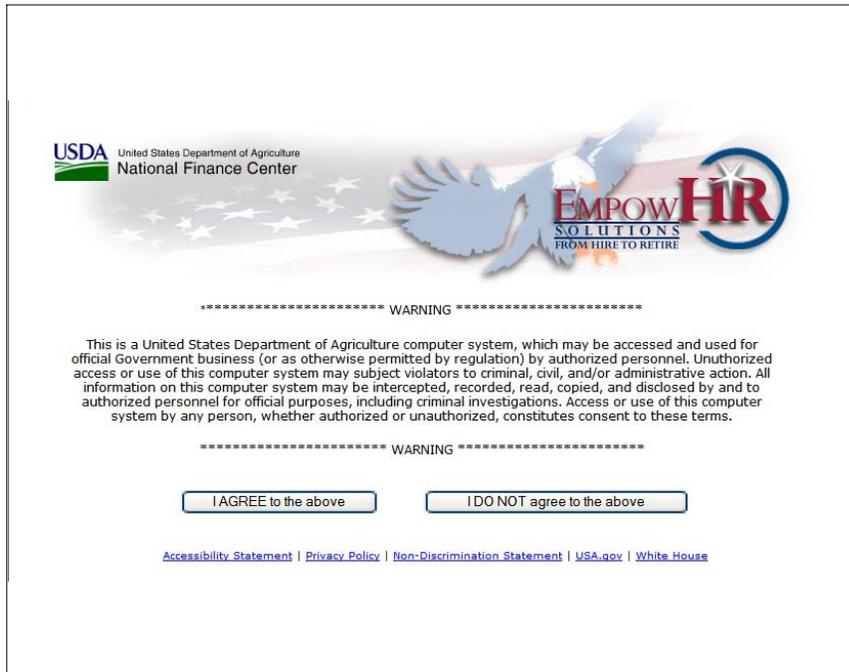


Figure 1. *EmpowHR* Warning Banner page

3. Click **I Agree to the Above**. The *EmpowHR* Sign-In page (**Figure 2**) is displayed.

OR

Click **I DO NOT Agree to the Above**. You are returned to the *EmpowHR* Sign-In page (**Figure 2**).

EmpowHR Sign In

To log on to *EmpowHR*:

1. After agreeing to the terms on the *EmpowHR* Warning Banner page (**Figure 1**), the *EmpowHR* Sign-In page (**Figure 2**) is displayed.

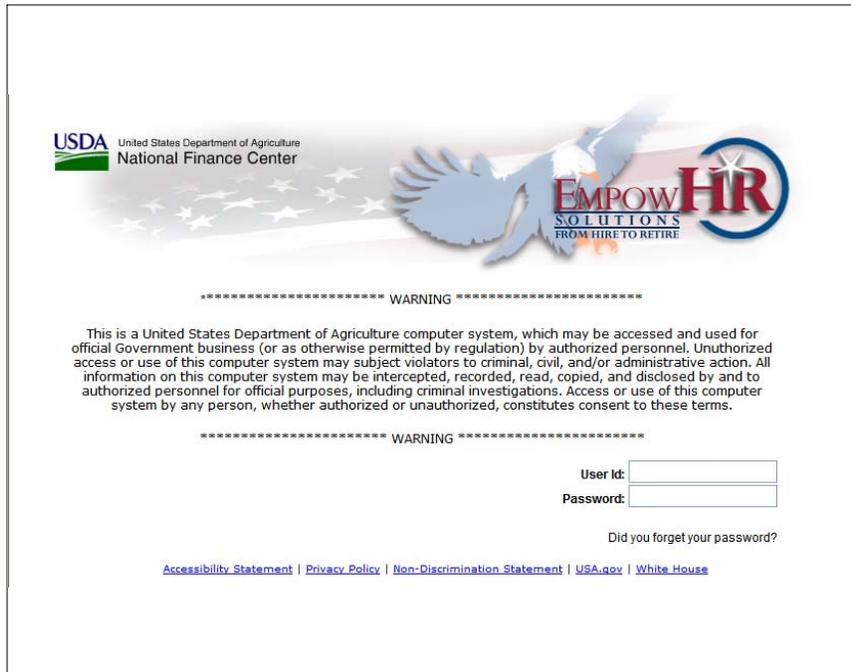


Figure 2. *EmpowHR* Sign-In page

2. On the *EmpowHR* Sign-In page (Figure 2), complete the fields as follows:

User ID

Enter the *EmpowHR* User ID. Each user will receive a unique User ID.

Password

Enter the password. The password will be initially assigned by the agency Application Security Officer.

3. Click **Sign In** to log onto the *EmpowHR* application.

Did You Forget Your Password?

If the password is forgotten, the Agency can respond to its preset questions and obtain the password.

1. Select the option **Did You Forget Your Password?** from the *EmpowHR* logon page. The Forgot My Password page (Figure 3) is displayed.

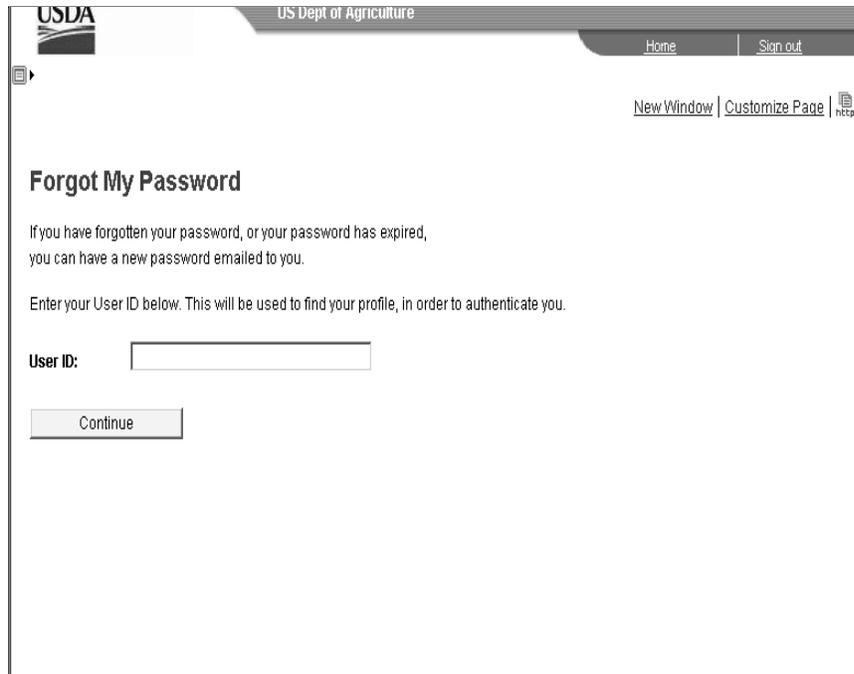


Figure 3. Forgot My Password page

2. Complete the field as follows:

User ID

Enter the current *EmpowHR* user ID.

3. Click **Continue**. A list of predefined question will display.

Exiting EmpowHR

For security purposes, *EmpowHR* will automatically sign you off from the application after a certain period of time of inactivity (determined by your security administrator). To return to the application, click the signon link. The *EmpowHR* Logon page (**Figure 2**) is displayed and you can once again sign into the application.

To exit *EmpowHR*:

1. Click **Sign Out** at the top of any window.

Menus

The Menu displays function that are available based on the roles assigned by the agency's security officer. The menu display a hierachical view of the application menu.

[Menu Group](#)

[Menu](#)

[Menu Item](#)

[Component](#)

[Sub-Menu](#)

[Header Menu](#)

Menu Group

The Menu Group is the first level of a menu (**Figure4**). When logged on to EmpowHR, a list of Menu Groups are displayed for navigating through the application.

Menus are displayed based upon Menu Group selected. The Menu Group displays only the options that are available based on the roles assigned by the security officer. The role determines the access to the functions, pages or groups of pages within the application or groups of functions. A small triangle facing to the right of a function indicates a group, and there are additional functions available. Click the **X** to minimize the menu when processing.

Click the small triangle to the left in the Menu Group.



Figure 4. Menu Group

Menu

The Menu is the second level of a menu (**Figure 5**). The option on the Menu Group (**Figure 4**) with a triangle to the down are called Menus (**Figure 5**). Click the small triangle to the left in the Menu Group. The next level down is called a **Menu**. Notice that they are indented.

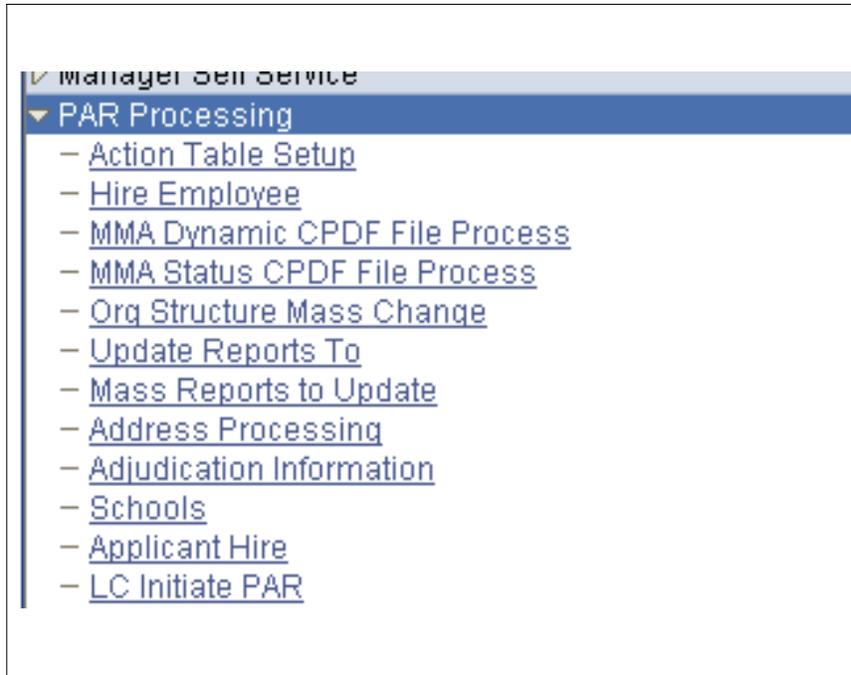


Figure 5. Menu

Menu Item

The Menu Item is the third level of a menu (**Figure 6**). Notice that the items under the Menu Item are indented with a triangle to the left.



Figure 6. Menu Item

Component

The Component is the fourth level and final level on the menu (**Figure 7**). It is a group of related page that are displayed by selecting tabs on the top of each page. Notice that when moving the mouse over any option the Menu name changes to a link. Click the small triangle to the left of the Menu Item. Click the small triangle to the left. The hyphen in front of these items indicates that they are components.



Figure 7. Component

1. Click the Open icon to reopen the menu.



Figure 8. Open Menu

OR

Click the – to minimize/expand the menu. Collapsing and/or expanding of the menu can also be saved under the *My Personalizations* option.

OR

Click **Refresh** button to refresh your access. This should be done if your security access has been modified.

Sub Menu

Sub-Menus have corresponding icons. The function can be selected from the Menu Group on the left or the icon is on the right.

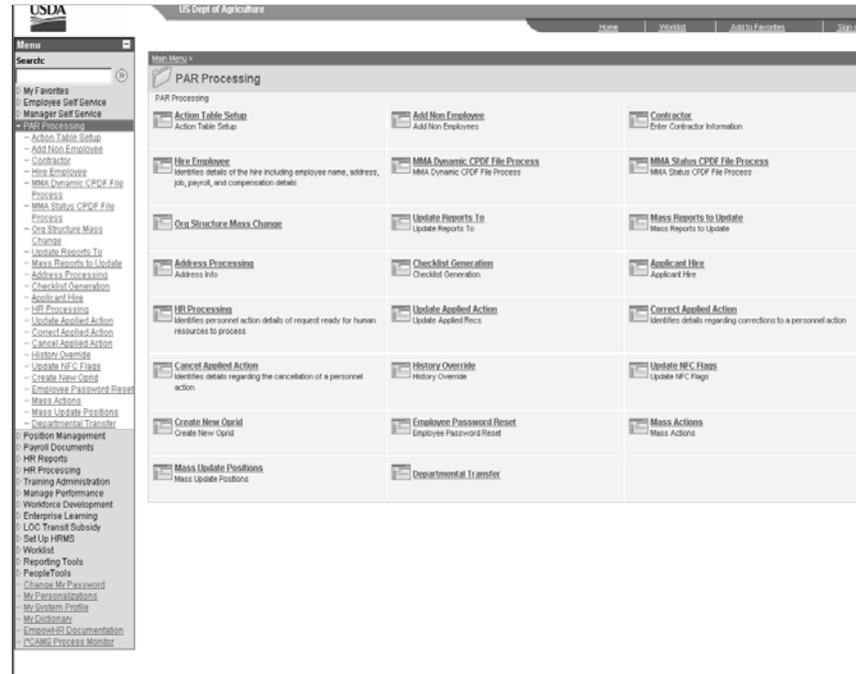


Figure 9. Sub Menu

Header Menu

The Header Menu in *EmpowHR* Internet architecture remains static as you navigate through the application. The Header Menu (**Figure 10**) is displayed on every window.

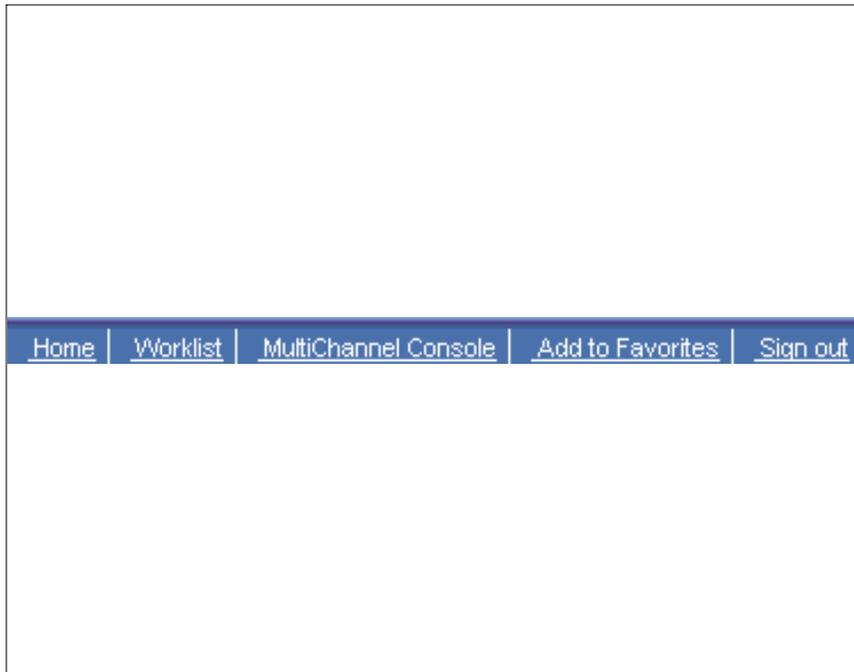


Figure 10. Header Menu window

The options below are on the Header Menu:

- **Home** – The user click the **Home** link on the Header Menu. The screen will revert back to the default page seen when a user first logs in.
- **Worklist** – A quick link to items that need to be completed, processed, or verified. Each **EmpowHR** user has their own worklist.
- **My Favorites** – A quick navigation to routine functions.
- **Sign Out** – Logs the user out of **EmpowHR**.

E-Mailing The URL

In **EmpowHR**, you can e-mail the URL on the current page to another user.

To e-mail a URL to another user:

1. On the applicable page, click the **Http** button (**Figure 11**). A copy of the URL is copied to the clipboard.

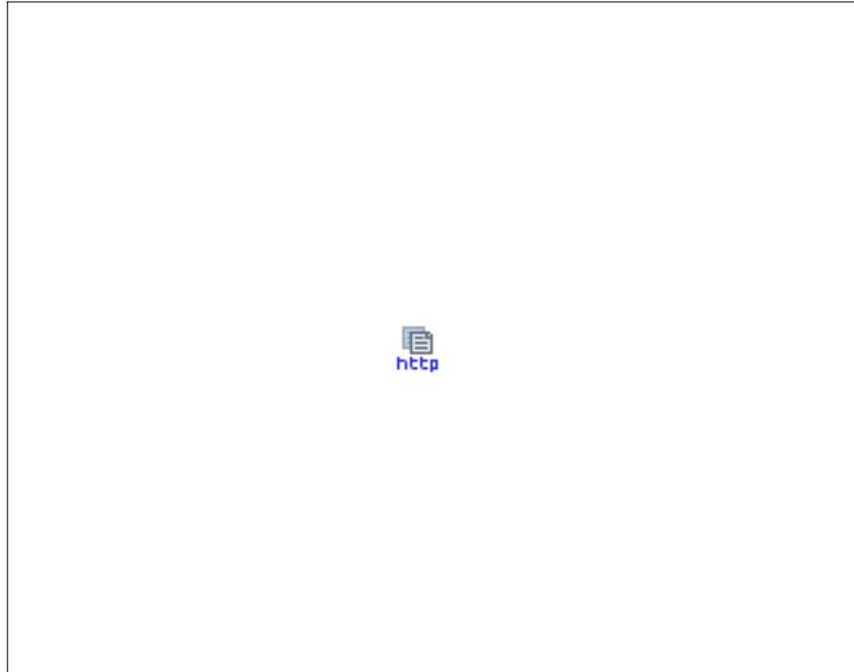


Figure 11. Http button

2. Paste the URL in a document, e-mail, etc.

Wildcard Values

EmpowHR allows you to use wildcard characters when searching for values. This is helpful when you don't know the entire value. There are two wildcard values in *EmpowHR*—% (to search for beginning characters, ending characters, or multiple characters) and _ (to search for one character).

To use the % Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any characters (or string of characters) with %.
3. Click **Search**. *EmpowHR* searches for all values containing the characters entered including any character(s) in place of the %.

To use the _ Wildcard Value:

1. When entering search criteria, enter all characters known.
2. Replace any one character with _.
3. Click **Search**. *EmpowHR* searches for all values containing the characters entered including any character in place of the _.

Saving Search Criteria

EmpowHR allows the user to save search criteria on pages that contain the **Save Search As**.

1. On the applicable *EmpowHR* page, click the **Save Search Criteria** link. The applicable Save Search As page (**Figure 12**) is displayed.

Note: The Save Search As page varies depending on which page the **Save Search Criteria** link appears.

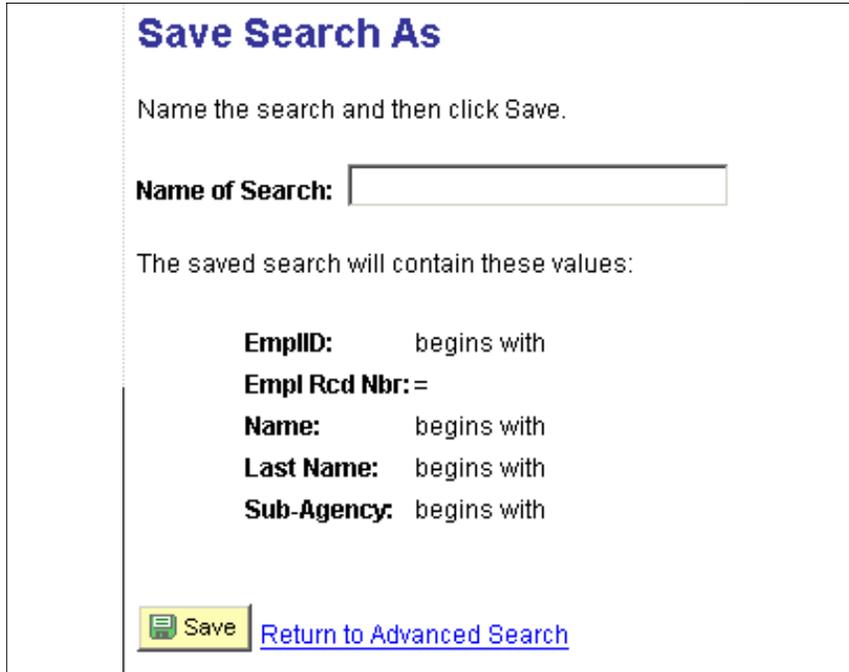


Figure 12. Save Search As page

2. Complete the field on the Save Search As page (**Figure 12**).

Name Of Search

Enter the name of the search.

3. Click **Save**. The message *Search Saved As (Name Of Search)* is displayed.
4. Click **Return To Advanced Search** to return to the applicable *EmpowHR* page.

Report Manager

The **Report Manager** Component is used to retrieve a report in various locations regardless of where the report was run. By using **Report Manager**, reports can be saved to your desktop. The name given to the report in the Run Control ID field is the named used when using the **Report Manager** component.

Breadcrumbs

Breadcrumbs is a small horizontal menu of links that is always present across the top of the page. The links show what pages, components, or menu navigation links are used to get to the current page.

Note: Always click options when working in *EmpowHR*. Do not double-click.

This section includes the following topics:

[Personalizations](#)

[Adding To Favorites](#)

[Edit Favorites](#)

[Worklist](#)

Personalizations

The *My Personalizations* menu item allows for customization of navigation in *EmpowHR*.

To use My Personalizations:

1. Select *My Personalizations* menu group. The Personalizations page (**Figure 13**) is displayed.

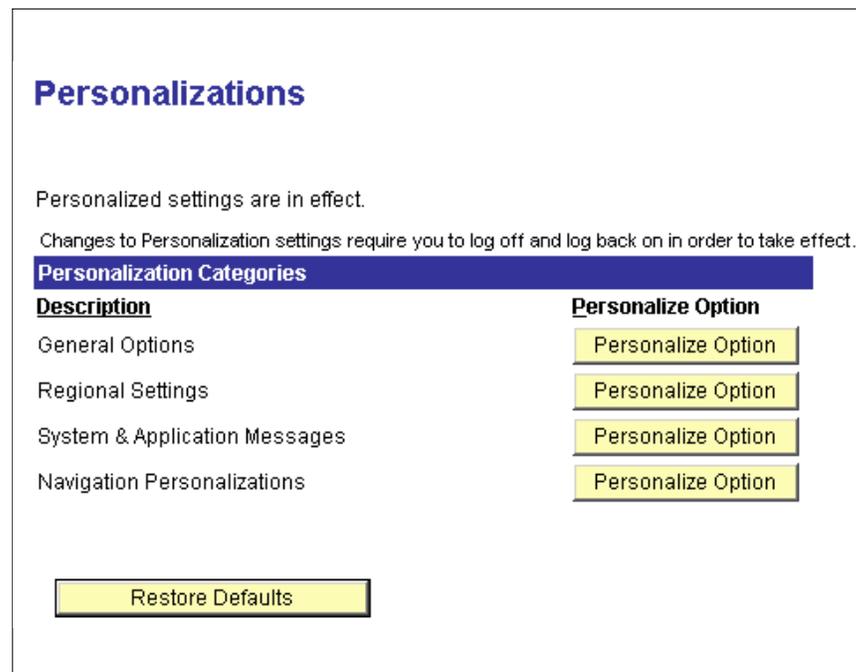


Figure 13. Personalizations page

2. Select the applicable **Description**. The available options are as follows:

Description Options

General Options

Regional Settings

System Application Messages

Navigation Personalizations

3. Select the **Personalize Option** to personalize the selected Description.

4. Click **Restore Default** to restore the defaults to the previous set-up.

To personalize the General Options Description:

1. On the Personalizations page (**Figure 13**), click **Personalization Option** to the right of General Options. The Option Category:General Options-Personalization Option page (**Figure 14**) is displayed. On this page there is a **Default Value** heading. The values are the defaults set in the application.

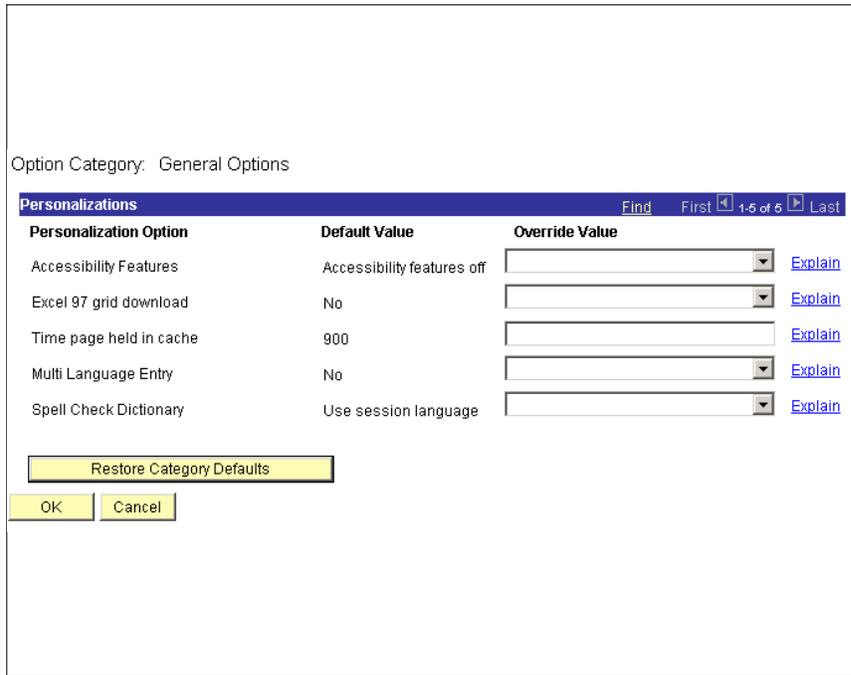


Figure 14. Option Category:General Options-Personalization Option page

2. Select the **Personalize Option** to personalize the selected Description.
3. Click **Restore Default** to restore the defaults to the previous set-up.

Accessibility Features/Override Value

This field is used to better support technologies (without altering the design of the page). This option is to be used with screen readers. This field defaults to **Accessibility Features Off**. To change the default, select data from the drop-down list. The valid values are **Accessibility Features Off**, **Use Accessible Layout Mode**, and **Use Standard Layout Mode**.

Excel 97 Grid Download/Override Value

The field is used to download reports to an Excel spreadsheet. The field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Time Page Held In
Cache/Override Value**

The field is used to determine how long (in minutes) *EmpowHR* information is held in the cache. This setting can only be set once for the entire application. The maximum amount of minutes that can be set is **525600** (one year). This field can also be set to **0** (zero) minutes.

**Multi Language
Entry/Override Value**

This field is used in conjunction with the Multi Language Entry drop-down list throughout the application. If this field is enabled, users can enter data in the language selected in the Multi Language Entry drop-down list. The valid values are **Yes** and **No**.

**Spell Check
Dictionary/Override
Value**

This field is also used in conjunction with the Multi Language Entry drop-down list throughout the application. If this field is enabled, the Spell Check function will default to the language selected. This field defaults to **Use Session Language**. To change the default, select data from the drop-down list. A list of the various languages are available.

4. Click **OK** to save the revised personalizations.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel the revised personalizations.

OR

Click **Restore Category Defaults** to clear any personalizations set on the Option Category: General Options-Personalizations page (**Figure 14**). The Option Category: General Options page (**Figure 14**) is still displayed, but all fields are cleared.

To personalize the Regional Settings:

1. On the Personalizations page (**Figure 13**), click **Personalize Option** to the right of Regional Settings. The Option Category: Regional Settings-Personalizations page (**Figure 15**) is displayed.

Option Category: Regional Settings

Personalizations		
Personalization Option	Default Value	Override Value
Afternoon designator (PM, pm)	PM	<input type="text"/>
Auto-recognize Gregorian dates	Yes	<input type="text"/>
Calendar	Gregorian	<input type="text"/>
Date Format	MMDDYY	<input type="text"/>
Local Time Zone	Pacific Time (US)	<input type="text"/>
Morning designator (AM, am)	AM	<input type="text"/>
Time Format	12 hour clock	<input type="text"/>
Use Local Timezone	No	<input type="text"/>
First day of week	Sunday	<input type="text"/>

Restore Category Defaults

OK Cancel

Figure 15. Option Category: Regional Settings-Personalization page

2. Complete the fields as follows:

Afternoon Designator (PM, pm)/Override Value

This field is used to designate the description for afternoon time. The is field defaults to **PM**. To change the default, select data from the drop-down list. This designator may be to 5 characters long. The most common valid values are **PM** and **pm**.

Auto-Recognize Gregorian Dates/Override Value

The field is used to recognize dates at Gregorian dates if the dates are between 1800 and 2300. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Calendar/Override Value

This field is used to determine which calendar to recognize. The Gregorian calendar is the most common in international business; however, this setting can be changed. This field defaults to **Gregorian**. To change the default, select data from the drop-down list. The valid values are **Gregorian**, **Hijri (Umm Al-Qura)** and **Thai**.

Date Formate/Override Value

This field is used to determine whether the day, month, or year will be displayed first in dates in *EmpowHR*. This field defaults to **MMDDYY**. To change the default, select data from the drop-down list. The valid values are **DDMMYY**, **MMDDYY** and **YYMMDD**.

Local Time Zone/Override Value

This field is used when the Use Local Time Zone field is set to **Yes**. This field defaults to **Pacific Time (US)**. To change the default, select data from the drop-down list. The valid values are as follows:

Local Time Zone Valie Values

- Central Time
- Dateline Time, Emwetoch, Kwajalien
- Eastern Time
- Ekateringerg Time
- GFT Time, Athens, Istanbul, Minsk
- GMT, London, Dublin, Lisbon, Edenburg
- Hawaiin Time
- India time, Tchran
- Mid Atlantic Time
- Mountain Time
- New Zealand Time, Archank, Wilengbury
- Newfoundland Time
- Pacific time, Tijuana
- Russian Time, Moscow, St. Petersburg
- SA Eastern Time, Midway Island
- Sydney Time, Canberra, Milbourne
- Tokyo Time
- West Australia Time, Peth
- Western Europe Time, Berlin, Rome, Paris

Morning Desinator (AM, pm)/Override Value

This field is used to designate the descriptor for morning time. This designator may be to 5 characters long. This field defaults to **AM**. The most common values are **AM** and **am**.

Time Format/Override Value

This field is used to designate whether time is recorded in military (24-hour intervals) or civilian (12-hour intervals) hours. This field defaults to **12 Hour Clock**. To change the default, select data from the drop-down list. The valid values are **12 Hour Clock** and **24 Hour Clock**.

Use Local Timezone/Override Value

This field is used to designate whether or not to use the local time zone. This field is used in conjunction with the Local Time Zone/Override Value field. If this field is set to **Yes**, a local time zone must be selected in the Local Time Zone/Override Value field. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

First Day Of Week/Override Value

This field is used to determine which day of the week is displayed first on calendars throughout *EmpowHR*. This field defaults to **Sunday**. To change the default, select data from the drop-down list. The valid values are **Sunday**, **Monday**, **Tuesday**, **Wednesday**, **Thursday**, **Friday**, and **Saturday**.

3. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

OR

Click **Restore Category Defaults** to clear any personalizations set on the Option Category: Regional Settings-Personalizations page (**Figure 15**). The Option Category: Regional Settings page (**Figure 15**) is still displayed, but all fields are cleared.

OR

Click the **Explain** link. The Override Value option is available and an explanation of each field.

4. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

To personalize the System & Application Messages:

1. On the Personalizations page (**Figure 13**), click **Personalization Option** to the right of System & Application Messages. The Option Category: System & Application Messages-Personalization page (**Figure 16**) is displayed.

Option Category: System & Application Messages

Personalizations		
Personalization Option	Default Value	Override Value
Save Warning	Yes	<input type="text" value=""/>

[Find](#) [First](#) [1 of 1](#) [Last](#)

[Restore Category Defaults](#)

[OK](#) [Cancel](#) [Explain](#)

Figure 16. Option Category: System & Application Messages-Personalization page

2. Complete the fields as follows:

Save Warning/Override Value

This field is used to determine whether or not to give users a warning if they failed to click **Save**. The field defaults to **Yes**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

3. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

OR

Click **Restore Category Defaults** to clear any personalizations set on the Option Category: System & Application page (**Figure 16**). The Option Category: System & Application Messages page (**Figure 16**) is still displayed, but all fields are cleared.

OR

Click the **Explain** link. The Override Value option is available and an explanation of each field.

4. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

To personalize the Navigation Personalizations:

1. On the Personalizations page (Figure 13), click **Personalize Option** to the right of Navigation Personalizations. The Option Category:Navigation Personalizations-Personalizations page (Figure 17) is displayed.

Personalization Option	Default Value	Override Value
Automatic menu collapse	No	<input type="text"/> Explain
Tab over Calendar Button	No	<input type="text"/> Explain
Tab over Grid Tabs	No	<input type="text"/> Explain
Tab over Header Icons	No	<input type="text"/> Explain
Tab over Lookup Button	No	<input type="text"/> Explain
Tab over Navigation Bar	No	<input type="text"/> Explain
Tab over Browser Elements	No	<input type="text"/> Explain
Tab over Page Links	No	<input type="text"/> Explain
Tab over Related Page Links	No	<input type="text"/> Explain
Tab over Toolbar	No	<input type="text"/> Explain

Restore Category Defaults

OK Cancel

Figure 17. Option Category:Navigation Personalizations-Personalizations page

2. Complete the fields as follows:

Automatic Menu Collapse/Override Value

This field is used to collapse the menu after making a selection in *EmpowHR*. This allows for more space for the active page. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Calendar Button/Override Value

This field is used to tab over the calendar icon that displays next to date fields in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the calendar icons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Grid Tabs/Override Value

This field is used to tab over grid tabs located at the tops of grids in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the grid tabs throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Header
Icons/Override Value**

This field is used to tab over the header icons on *EmpowHR* pages. The header icons are **Home**, **Worklist**, **Add To Favorites**, and **Sign Out**. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Lookup
Button/Override Value**

This field is used to to tab over lookup buttons in *EmpowHR*. By selecting **Yes**, the cursor will not stop on lookup buttons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Navigation
Bar/Override Value**

This field is used to tab over navigation bars in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the navigation bars throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Browser
Elements/Override Value**

This field is used to tab over browser elements (PeopleSoft elements) in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the browser elements throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Page
Links/Override Value**

This field is used to tab over links in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the links throughout *EmpowHR*. These links are displayed on the bottom of certain pages in *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

**Tab Over Related Page
Links/Override Value**

This field is used to tab over lists of related links in *EmpowHR*. By selecting **Yes**, the cursor will not stop on the lists of related throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

Tab Over Toolbar/Override Value

This field is used to tab over the buttons (options) at the bottom of pages in *EmpowHR*. By selecting **Yes**, the cursor will not stop on these rectangular buttons throughout *EmpowHR*. This field defaults to **No**. To change the default, select data from the drop-down list. The valid values are **Yes** and **No**.

3. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

OR

Click **Restore Category Defaults** to clear any personalizations set on the Option Category: Navigation Personalization page (**Figure 17**). The Option Category: System & Application Messages-Personalization page (**Figure 17**) is still displayed, but all fields are cleared.

OR

Click the **Explain** link. The Override Value option is available and an explanation of each field.

4. Click **OK** to save the personalizations set.

OR

Click **Cancel** to return to the Personalizations page (**Figure 13**) to cancel any personalizations set.

Adding To Favorites

This section explains how to add items under *My Favorites*.

To add to My Favorites:

1. Select the applicable page to be added to My Favorites.
2. Select **Add To Favorites** on the Header Menu. The Add To Favorites -My Favorites page (**Figure 18**) is displayed.

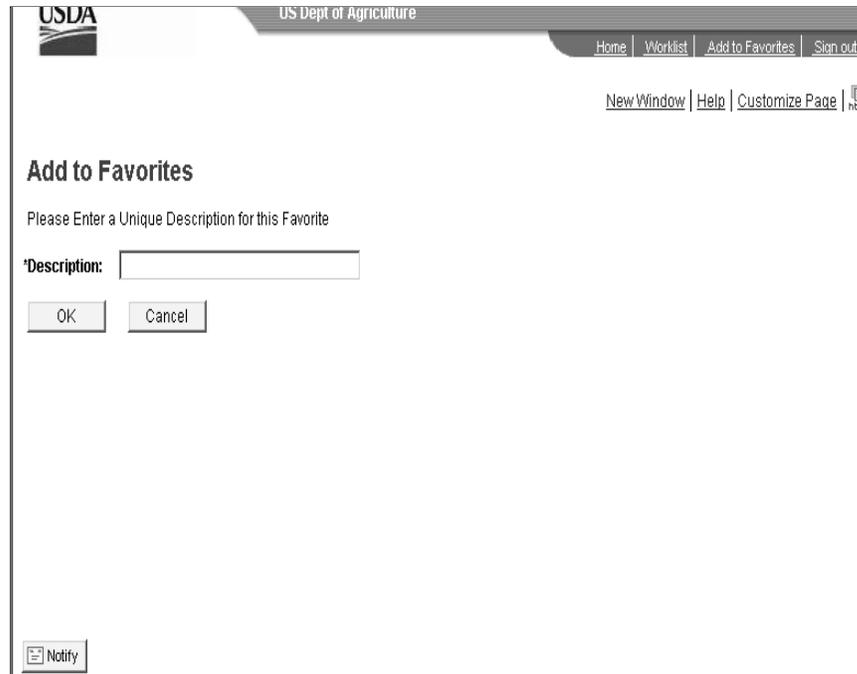


Figure 18. Add To Favorites-My Favorites page

3. Complete the field as follows:

***Description**

Enter the description of the option being added. This field defaults to the menu option being added, but can also be changed.

4. Click **OK** to add the description to your favorites. The [Menu Group](#) will display.

OR

Click **Cancel** to cancel adding to your favorites.

OR

Click **Notify** to send a person in the workflow of your favorite.

Edit Favorites

Below is an example of editing your **My Favorites**:

To edit your My Favorites:

1. Click the Menu Item **My Favorites**.
2. Click Menu **Edit Favorites**. The Edit Favorites -Mys Favorites page (**Figure 19**) is displayed with a list of the favorites that have been added.

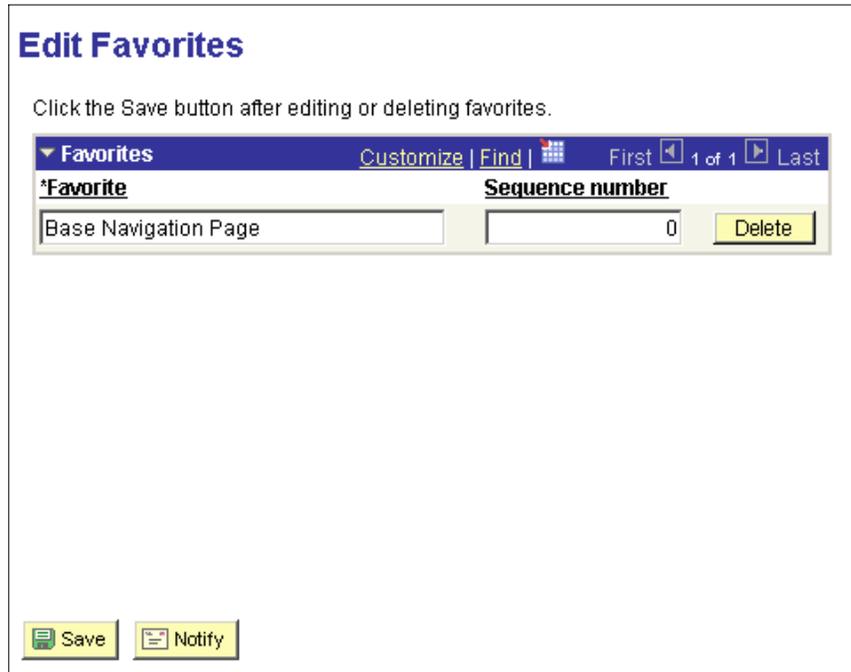


Figure 19. Edit Favorites-My Favorites page

3. Complete the fields as follows:

***Favorite**

Change the favorite information as applicable.

Sequence Number

Enter the desired information. You can change the Sequence Number of the favorites. Favorites are listed alphabetically by default, but you can change the order of the list. The list of sequential numbers always begins with the number **0**.

4. Click **Delete** to delete your favorite.
5. Click **Save** to save the favorite.
6. Click **Notify** to send this information to another person in the workflow.

Worklist

The Worklist is an automated to-do list that **EmpowHR** creates. From the worklist, a user can directly access the pages to perform the next action, and then return to the worklist for another item. All **EmpowHR** transactions that go to NFC will come back to the Worklist based on the status at NFC.

To use the Worklist option:

1. Select **Worklist** from the Menu Group. The Worklist page (**Figure 20**) is displayed. This list provides an instant view of the status of work from the prior day.

USDA		US Dept of Agriculture		Home		Worklist		Add to Favorites		Sign out	
NFC TESTER	01/08/2007	City Tax Not Applied	City Tax not Applied	110303000700000000	020788_0_254726434_AG, Lowmire,Thomas Roy, 2006-10-29, 01_0330	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Comp Time Not Applied	Compensatory Time Payment Not Applied	110303000700000000	020787_0_456783894_AG, Murray,Emma Jane, 2006-10-29	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Address Not Applied	PAR (PRO) Not Applied	160520085000000001	AG_16_033112_LIEU,LUCY MAE, 2006-10-29	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Jobcode ADD Not Applied	Jobcode (ADD) Not Applied	110303000700000000	AG_16_5261_020799_2006-10-29, NEW_NFCUSER01_NVA_NVA_06_0900_09	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR COR Not Applied	PAR (COR) Not Applied	110303000700000000	AG_11_020798_0, Lowmire,Thomas Roy, 2006-01-08, 11_894_2006-12-22_COR_COR	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR PRO Not Applied	PAR (PRO) Not Applied	110303000700000000	AG_11_020798_0, Higgins,Deirdre Oliver, 2006-10-29, 11_849_2006-11-07_COM_PRO	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR PRO Not Applied	PAR (PRO) Not Applied	160540087000000004	AG_16_033104_0_LOVELL,LU, 2006-10-31, 11_846_2006-11-07_COM_PRO	Mark Worked	Reassign				
NFC TESTER	01/08/2007	PAR PRO Not Applied	PAR (PRO) Not Applied	160520085000000001	AG_16_033112_0_LIEU,LUCY MAE, 2006-10-29, 11_101_2006-11-14_COM_PRO	Mark Worked	Reassign				
NFC TESTER	01/08/2007	Position UPD Not Applied	Position (UPD) Not Applied	160520085000000001	AG_16_5261_020799_81071614_2006-10-29_UPD_NFCUSER01_09	Mark Worked	Reassign				

Figure 20. Worklist page

2. Click any item and the appropriate panel to view or make corrections is displayed. **Note:** PAR items will show up only on the worklist of the person that created it.
3. Click **Marked Worked** to remove all items that have been completed. All items in the **Not Applied** status will be refreshed daily, adding new items and retaining old items. Below is a list of the transaction status descriptions after the PINE process.
 - **Applied** – An action that did not exist at NFC and has successfully applied to the NFC database.
 - **Not Applied** – An action that did not exist and did not pass the PINE edits. These items need attention.
 - **Cancellation Applied** – This is the most current action that existed at NFC that have successfully cancelled.
 - **Cancellation Not Applied** – This is a cancellation of the most current action that existed at NFC that did not pass the PINE edits.
 - **Correction Applied** – this is the latest action that existed at NFC that has been successfully corrected.
 - **Correction Did Not Apply** – This is an action that existed at NFC that did not pass the PINE edits.

Note: The **Worklist Filter** can be used to select a specific type of work item for review.

Future Actions – As action with a future effective date will remain in EmpowHR with a status of **RDY Future**. Future actions are not sent to NFC until the pay period they are effective.

EmpowHR/NFC Processing

Daily batch transmissions from **EmpowHR** to NFC occur at 11:00 a.m. and 4:00 p.m. Central Standard Time (CST). The NFC return feed process occurs between 1:00 a.m. and 3:30 a.m. CST to update **EmpowHR** with the results of the nightly PINE Process.

The Payroll/Personnel Processing Cycle illustrates the daily processing of payroll/personnel transactions effective for Pay Period 24 which is processed in Pay Period 25.

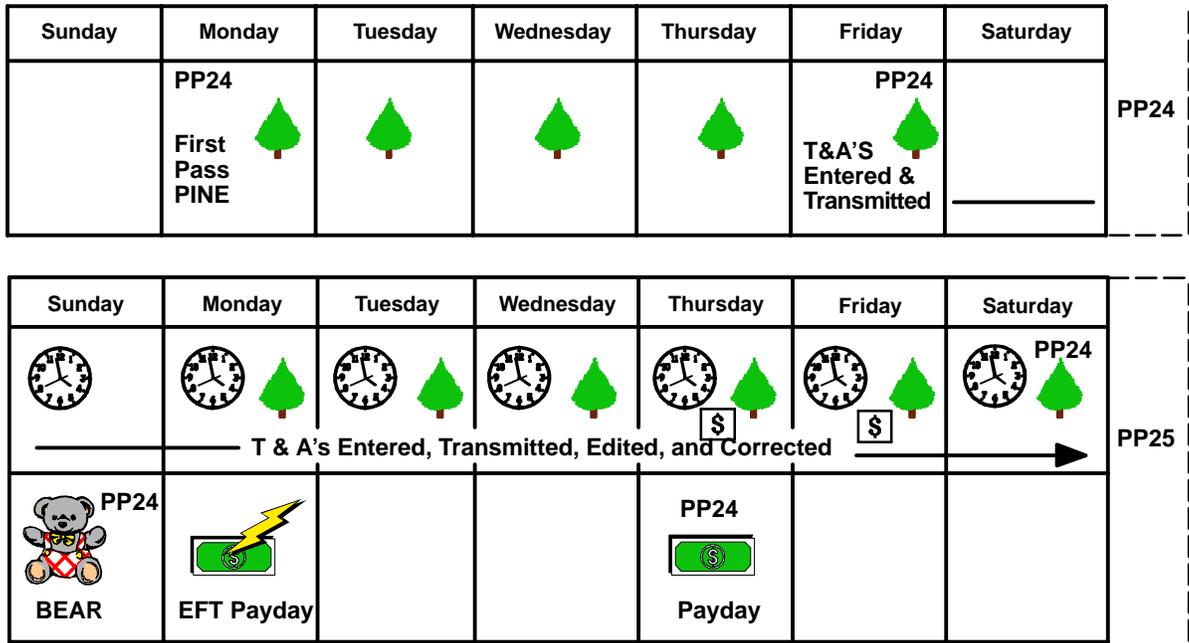
This section includes the following topics:

[Payroll/Personnel Processing Cycle](#)

[Payroll/Personnel System Flow](#)

Payroll/Processing Cycle

Symbol	Description
	Payroll/Personnel transactions are processed through PINE every Monday through Friday and the first Saturday of each pay period. The first pass of PINE for the current pay period processes on the second Monday of the pay period. Note: These transactions must be entered before the first pass of PAYE which is the first Thursday or Friday of the following pay period.
	Time and Attendance (T&A) Reports are processed through TIME on the first Monday through Saturday of the following pay period. T&A's must be transmitted before the first pass of PAYE which is the first Thursday or Friday of the following pay period. Note: All T&A's should be transmitted to NFC no later than the Tuesday following the last day of the pay period.
	PAYE is processed on the first Saturday after the pay period.
	BEAR processes on the Sunday after PAYE runs.
	Direct Deposit/Electronic Funds Transfer (DD/EFT) payday is the second Monday of the following pay period.
	Payday (official) is the second Thursday of the following pay period.



Payroll/Personnel System Flow

The Payroll/Personnel System Flow (**Figure 21**) illustrates how the application interfaces with the Payroll/Personnel Corporate Database. *EmpowHR* is an application where transactions are processed and sent through a Front End System Interface (FESI).

The data entered into *EmpowHR*, flows to either the Position Management System (PMSO) or Personnel Edit Subsystem (PINE) which runs edits against the data before either sending the data to the Information Research Inquiry System (IRIS)/ Payroll Personnel Inquiry System (PINQ). The transactions are edited for correctness/accuracy. If the transactions are error free, the transactions are updated to the Payroll/Personnel Corporate Database and if the transaction(s) are in error, they are sent back to *EmpowHR* for reconciliation.

When the data is correct and passes edits, the data is consider to be successful and the status in *EmpowHR* will display **Applied**. At that time, the data becomes available for viewing in IRIS/PINQ. If the data fails the edits, the data is considered as failed and the status in *EmpowHR* will display **Not Applied**. The transaction should be corrected and sent back through the edit process. Mark the transaction **NFC Ready**.

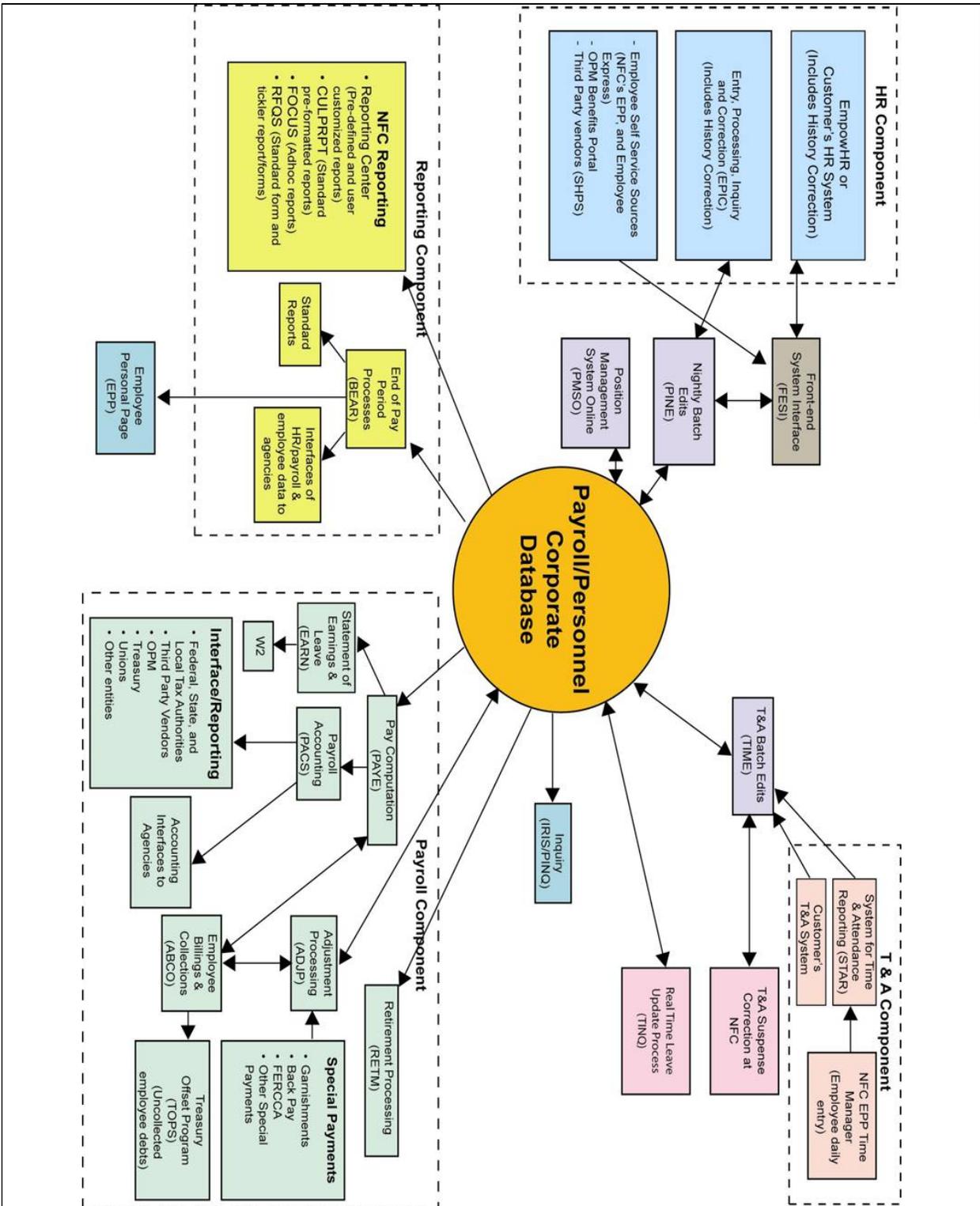


Figure 21. Payroll/Personnel System Flow