

---

---

## Using *EmpowHR*

The *EmpowHR* application is made up of navigational structures, menus, components (groups of pages), and pages. Using these elements, you will be able to enter new data or change, delete, and modify the existing data in your application.

This section includes the following topics:

[Effective Dates](#)

[Page Groups](#)

[Hyperlinks](#)

[New Window](#)

[Fields](#)

### Effective Dates

Effective dates is a method of dating information in *EmpowHR*. Information can be redated to add historical data. You can also postdate information in order to enter data before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date. Effective dates maintain a complete chronological history of all data and tables, whether changed two years ago or if you want them to go into effect in two months.

Effective dates are always important in Human Resources (HR), but they take on special significance when maintaining positions, particularly when you change data in the fields that appear in both the Position Data and Job Data options. To update this information, enter the changes by inserting a new data rows (+) in the Position Data pages. The system maintains the data in the current incumbent Job Data pages by inserting a new data row with the same effective date. An effective date is attached to a PAR and identifies what date the transaction goes into effect.

There are three (3) types of effective dates:

- **Future** – Effective date is greater than the application date.
- **Current** – Effective date closest to today's application date.
- **History** – Effective dates less than the application date.

Occasionally, there may be a need to enter more than one personnel action that takes effect on the same day. Entering two action with the same effective date happens frequently. Enter an effective date and the effective date sequence number for each personnel action. The action entered first has the transaction number of 1, the second action has a transaction number of 2, etc. By entering a **T** in a date field, the field is populated with the current date.

## Page Groups

Page groups are used to organize pages in a logical order. A particular topic may contain too much information to be displayed on one page; therefore, it requires multiple pages to be grouped together.

## Hyperlinks

In addition to fields on a page, sometimes there are other objects that do not display information or allow the user to enter information into them. These objects are known as Hyperlinks. Hyperlinks are used as a way of accessing another page. At times it is beneficial to use hyperlinks rather than simply displaying all the information on the page because it alleviates congestion of fields and keeps data that is not frequently referenced out of site. Click **Hyperlinks** at the bottom of the page to access sub-pages in the group.

## New Windows

It is possible to work in more than one open window at a time. Once you have accessed the first window, you may access the second by clicking the **New Window** hyperlink located in the top right corner of the window. Be sure to save your work in both open windows. Click the **X** to close the window. Do not use the **Sign Out** option. This will close the application.

## Fields

Fields are single items of information displayed on pages. The field may be represented in various ways, such as a text box, checkbox, radio buttons, etc., but it is still one piece of information. Some pages have fields highlighted with various colors. Fields highlighted in yellow are NFC Mandatory fields, lavender are Optional fields (based on data entered, additional fields may be required), other fields are not required or **EmpowHR** only fields. Use the tab key to move from one field to another. Using the tab key will populate fields with the applicable data.

- View-Only Fields – Often users add or edit data in fields by entering values or selecting a choice from a drop-down list. However, there are times when users may only be allowed to view the information, not modify it. These view only fields are displayed slightly differently on the pages. They appear gray rather than dark, and it is impossible to alter their values.
- Default Fields – Users will also notice that it is common for some information to default on the page, whether or not the field is view-only. On many occasions the information needed in a field is repetitive from session to session or may be related to another field that has been previously entered. To make data entry more efficient, these fields have been populated.