Worklist

PAR Processing has a workflow that automates, streamlines and controls the flow of information through departments and throughout the organization. The workflow routes requests by sending personnel actions through a cycle established by the HR office. The automated workflow process ensures the action request goes through all the stages the agency requires until the action is processed.

This section provides a description and will define the worklist in ***EmpowHR***. The worklist contains transactions that have been created and/or sent to a specific person to take the applicable action to the items listed. The list may contain applied transactions as well as not applied transactions. The not applied transactions are in error. When the specific transaction is selected, The Suspense Inquiry (SINQ) error number and message is displayed. For information regarding SINQ errors, refer to the SINQ addendum under Pub and Forms on the NFC Home Page. Once the PAR or Payroll record is corrected, return to the Worklist and click **Marked Worked** next to the applicable transaction.

This section contains the following topics:

Applied and Not Applied Worklist Items

Action Status

How To Re-send A Personnel Action

Applied and Not Applied Worklist Items

Each time ***EmpowHR*** is accessed, the user has the ability to view a status of their transactions of the prior day. All PAR actions that go to NFC will come back to the worklist. Click any item and ***EmpowHR*** will display the appropriate panel to either view or make corrections.

PAR items will show up only on the worklist of the person that created it. The ***View All SINQ Errors*** will allow the user to view all of the SINQ errors on the record. The ***Reassign*** option is used to reassign the item on the worklist to another employee.

Note: The Worklist Folders for the Not Applied Status (all types) will be refreshed daily, adding new items to the folder and retaining old items. Delete items from the worklist by highlighting the item(s) noted by Available or Selected if the items have been viewed. Click the **Mark Worked** button and then the **Refresh** button.

Action Status

The following items may appear on the users worklist based on how the action cleared NFC PINE edits. This provides a one-stop view of the status of actions.

- **New Action Applied**: A new action applied is an action that did not exist at NFC and has successfully applied to the NFC database. Users work in HR Processing the day before will return to this status folder if the action(s) applied overnight. View the panel or just do a visual of this panel; no further panel action is necessary. It is the users option to keep these items on the worklist. Items may be retained this on a worklist or delete from a worklist per above.

  New Action Did Not Apply: These items need the users attention**.** A new action that did not apply is an action that did not exist at NFC and did not pass the NFC PINE edits. Make sure to pull SINQ reports to determine what action may be needed. Note the name of the employee and the NOA that did not apply. Click the worklist item and you will be taken to the employee record that needs to be corrected. Be sure to locate the specific NOA record that needs correction. Take the appropriate action following the ***EmpowHR*** Processing Procedures Correction/Cancellation Actions for Non-Applied Actions, in the ***EmpowHR*** User Manual. Save the record and return to the worklist.

  After completing work on the record, retain the item on the worklist or clear the item from the worklist by marking the item **Mark Work** as provided above. If the action clears SINQ overnight, it will show up in the appropriate status folder based on the overnight action the next day.

- **Future Actions:** Currently, actions that are in Future at NFC will have a status of 'Not Applied' in ***EmpowHR***. Future actions will not pass all of the NFC PINE edits until the effective date of that action occurs. The status may be from 'Not Applied' to 'Future' and then mark the worklist item as worked. This will prevent the action from showing up on the worklist everyday as 'Not Applied'. The action will show up on the worklist once the effective date of the action occurs.

- **Cancellation Applied**: This is an action that already exists at NFC that has been successfully cancelled. If a Cancel NFC Applied Action is submitted, it will return to this status if it applied overnight. You may retain this on the worklist or delete per above.

- **Cancellation Did Not Apply:** This is an action that already exists at NFC that an attempting to cancel that did not pass the NFC SINQ edits. If you were canceling an NFC Applied action and it did not apply, it will appear in this status folder. Click the item and make the appropriate corrections. You may retain the item on your worklist or clear the item from your worklist as provided above.

- **Correction Applied:** This is an action that already exists at NFC that has been successfully corrected. If you submitted a Correct NFC Applied Action, it will return to this status if it applied overnight. You may retain this on your worklist or delete per above.

- **Correction Did Not Apply:** This is an action that already exists at NFC that you are attempting to correct that did not pass the NFC SINQ edits. If you were doing a correction to an NFC Applied Action and it did not apply, it will appear in this status folder. Click the item and make the appropriate corrections. You may retain the item on your worklist or clear the item from your worklist as provided above.

Action Status Note: If the Help Desk or an ***EmpowHR*** Team member is assisting you in correcting a problem with an action or multiple actions and edits the action(s), the action(s) will not come back to your worklist. You will need to manually review those actions the next day to ensure that they have applied.

To view and modify the Worklist

1. Select the ***Worklist*** menu group.

   OR

   Click the ***Worklist*** link at the top of the header menu. The Worklist For (Name) page (**Figure 410**) i s displayed.

Figure 410. Worklist For (Name) page

2. The Worklist For (Name) contains the following fields:

From

The from field contains the name of the person that sent the transaction to the worklist.

Date From

This field contains the date the transaction was sent to the worklist.

Work Item

This field contains the type of transaction and the status of the transaction once it has been sent to NFC for processing.

Worked By Activity

This field contains the type of transaction and the status of the transaction once it has been sent to NFC for processing. (Same information contain on the Work Item list).

Proposed Effective Date

This field contains the proposed effective date of the action.

Organizational Structure

This field is the organization structure of the employee.

Link

This field contains the link to the individual transaction. If you click the transaction link, it will automatically bring you to the detailed individual transaction. The error links will initially display blue but will display red once a user has opened the item.

Marked Worked

Once the suspense transaction is worked, you can enable this field and the transaction will no longer appear on your worklist.

Reassign

This field is used to send or reassign the transaction to another person or a grouop.

Priority

Select a priority for each transaction on your worklist. This field is to set your own priorities and does not effect another person's worklist.

Work List Filters

Select the specific type of status from the drop-down list. The dorp-down list contains the transaction statuses that are on your worklist. Once the selection is made from the drop-down list, the worklist will only contain the transactions with the selected status.

3. Select a transaction that is marked **`Not Applied`**. The detailed transaction with the **`Not Applied`** status is displayed

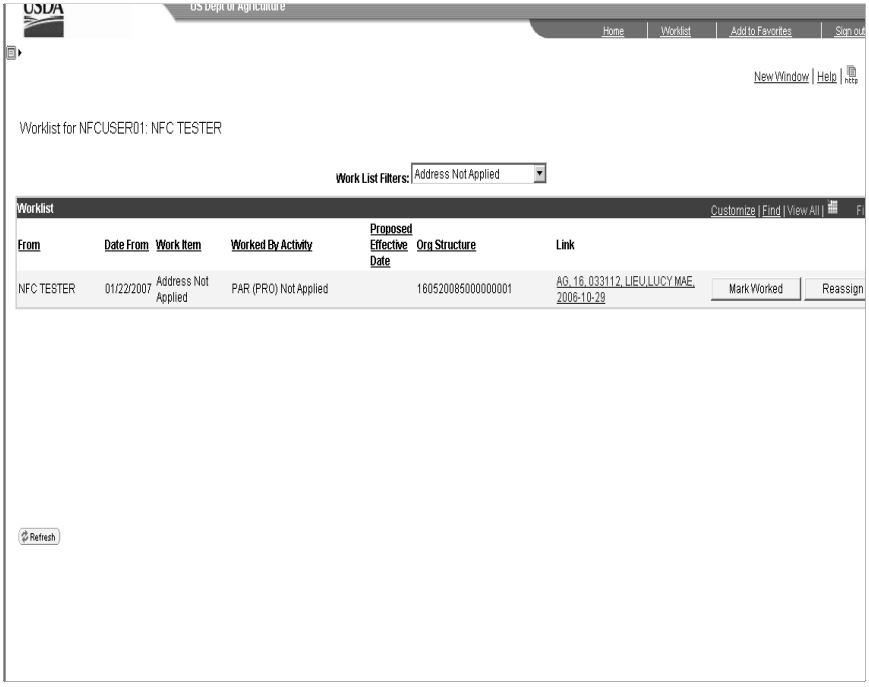

Figure 411. Detailed Transaction - Worklist page

4. Click ***View Current SINQ Errors*** . The View Current SINQ Errors page (**Figure 412**)is displayed. PAR error messages are listed by Run Date, with the most recent listed at the top.

5. Review the errors messages listed. Compare the record to IRIS application to ensure that ***EmpowHR*** matches IRIS.

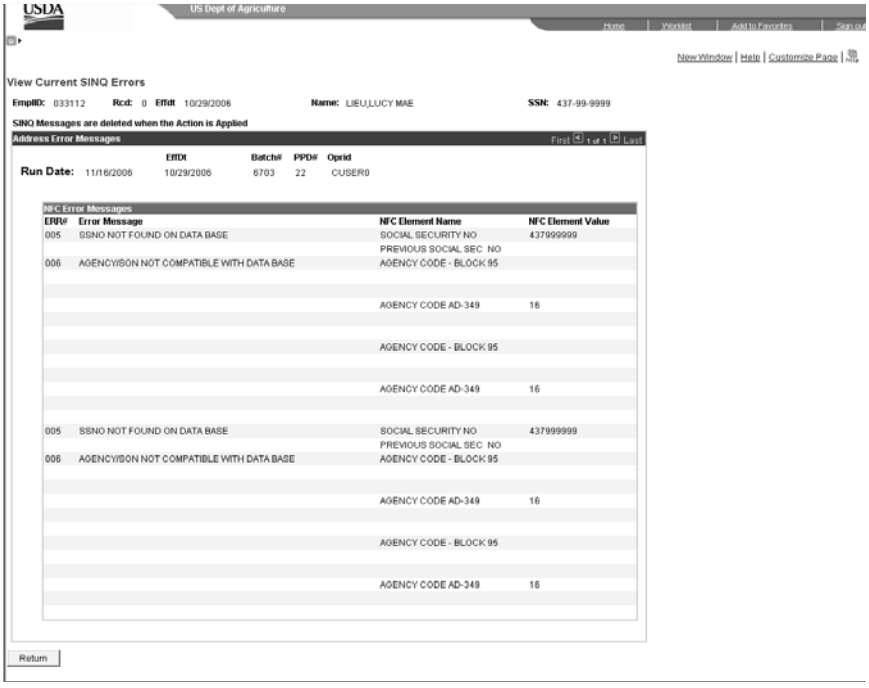

Figure 412. View Current SINQ Errors page

6. Click **Return** at the bottom of the page to return to the previous page (**Figure 411**). Edit the action.

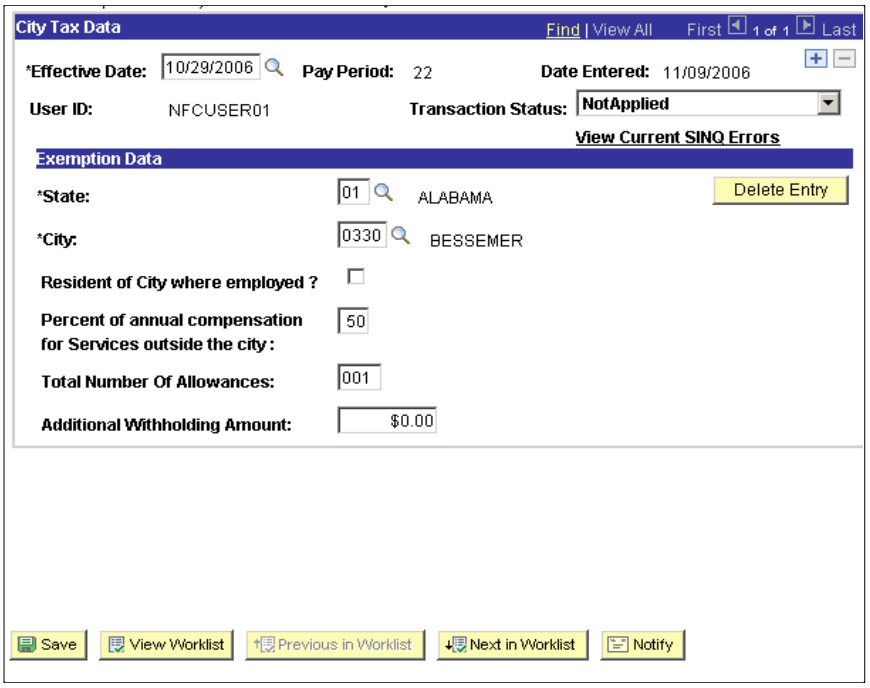

Figure 413. Individual Transaction page

7. Click the ***View Worklist*** link at the bottom of the page to return to the Worklist.

   OR

   Click ***Next In Worklist*** to view and/or correct the next record in the worklist.

   OR

   Click ***Notify*** to send an e−mail message regarding the transaction.

8. Click **Save** at the bottom of the page. The Transaction status will change to **`NFC Ready`**.

   OR

   Click ***Delete*** on the page to delete the record. A pop-up appears to confirm the deletion.

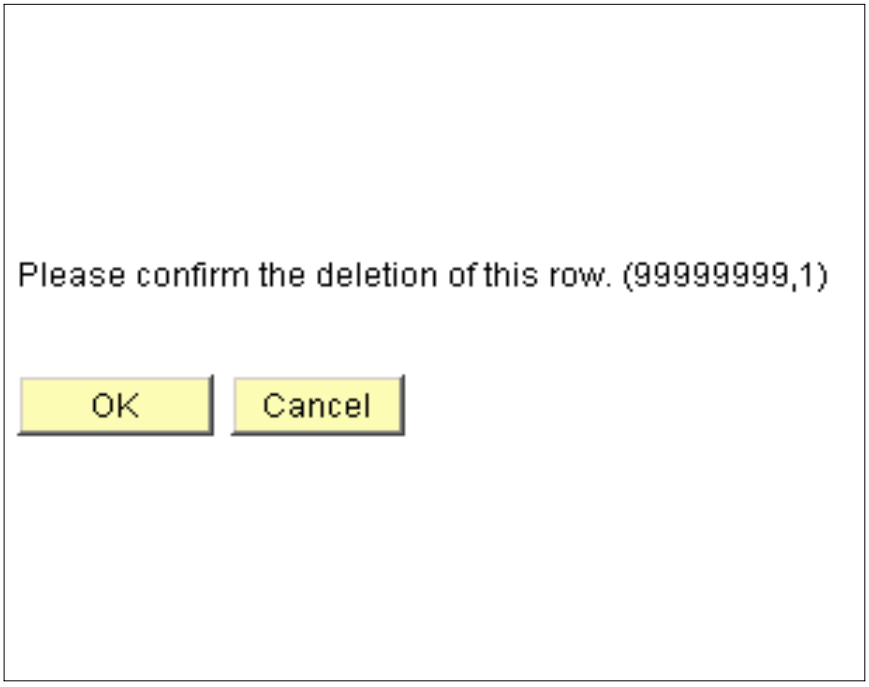

Figure 414. Deletion Pop-Up page

9. Click **OK** to delete the record.

   OR

   Click **Cancel** to cancel the pop-up and return to the previous page (**Figure 413**).

10. All transactions on the worklist must be addressed. Items can be viewed by other personnel in your work group.

How To Re-send A Personnel Action

This feature will allow the reset of the position and re-send it to NFC when the Position Data or the Job code is in SINQ or did not apply to PMSO data base at NFC. An example of this would be when a SINQ error message (Master Record not found and/or IP not found in position management system or the PMSO screen on the NFC data base and the Master record and/or the Individual Positions are not found).

1. Correct the Job Code and/or Position Data information that is in SINQ. Ensure the Status is changed to **`Ready`**. This will reset the position data and the system will resend it to NFC.

2. Select the ***HR Processing*** menu group.

3. Select the applicable employee.

4. Select the ***Data Control*** tab on the Hire Employee page (**Figure 309**). The Transaction Status will display **`Not Applied`**.

5. Change the Transaction Status to **`NFC Ready`** by selecting data from the drop-down list.

6. Click **Save**. This will reset the personnel action and the application will resent it to NFC.

Note: this should only be used when the Position Data or the Job Code are in SINQ or did not apply to the NFC, PMSO database. Remember to correct the Position Data or the Job code first and then to to HR Processing to reset the personnel action.