EmpowHR 8.8 to 9.0 Transition Training

November 1, 2008

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EmpowHR 8.8 to 9.0 Transition Training

Module 1 Course Overview and Objectives

Overview and Objectives

EmpowHR 9.0 contains minimal changes to functionality. Following is an overview to the EmpowHR 9.0 changes, additions, and new functionality.

Navigation Changes

- Additional search criteria
- Additional Look up icons

Pages

- Field names changed for clarification
- Fields moved and grouped for ease of entry
- Fields removed that are no longer required
- Functionality used only by specific agencies in 8.8 are now available to all agencies
- New links to sub-pages

New Menu Functionality

- Transit Subsidy
- Certification
- Education
- EHRI RSM
- Labor Relations

After completing this EmpowHR 9.0 Transition Training, participants will be able to:

- Identify changes to navigation
- Identify changes to pages
- Enter transit allowances
- Enter educational information
- Review EHRI RSM Information
- Review labor relations information
- Locate and be aware of new functionality

Note: Any changes to EmpowHR made after 10/10/08 are not included in this presentation.

Introduction to UPK

Using UPK

UPK is a documentation tool with the functionality to create courseware, online topic exercises, and job aids for use in a classroom setting.

It also provides the capability to be used as a tutorial at an individual's work station.

Step	Action
1.	Press **[Enter]**.

Using UPK

There are four modes available in the UPK Player:

Step	Action
2.	Press **[Enter]**.

Using UPK

UPK Modes

See It!

The See It! Mode enables the user to learn a task by watching an animated demonstration of tasks being performed in a simulated environment.

Try It!

The Try It! Mode enables the user to learn a task by practicing in a simulated environment with step-by-step instructions and guidance throughout the task. If a mistake is made, the system prompts the user to try again.

Step	Action
3.	Press **[Enter]**.

Using UPK

UPK Modes

Know It!

The Know It! Mode enables the user to practice a task with very little guidance. The user is graded on the performance.

Do It!

In the Do It! Mode, the user is guided through a task while he or she performs it in the live application.

NOTE: For classroom purposes, only the Try It! Mode is used.

Step	Action
4.	Press **[Enter]**.

Using UPK

How the UPK Simulation is Set Up

For this class, UPK guides the user through the changes to EmpowHR 9.0.

All changes are identified on the page by a bold blue box.
All new functions are identified on the page by a bold green box.
Entry fields or fields to select are outlined or highlighted in red.

This green book icon is used throughout the class. By clicking on it, the user can view an explanation of additions and changes to the system.

NOTE: Only required fields, new fields, removed fields, and changed fields are discussed.

Step	Action
5.	Press **[Enter]**.

Questions?

Step	Action
6.	**End of Procedure.**

Module 2 Job Codes and Position Management

Overview and Objectives

The functionality in EmpowHR 9.0 is basically the same as the previous version. There are additional fields available as well as additional search criteria.

After completing this module, participants will be able to:

- Identify changes to Job Code functionality
- Identify changes to Position Management functionality

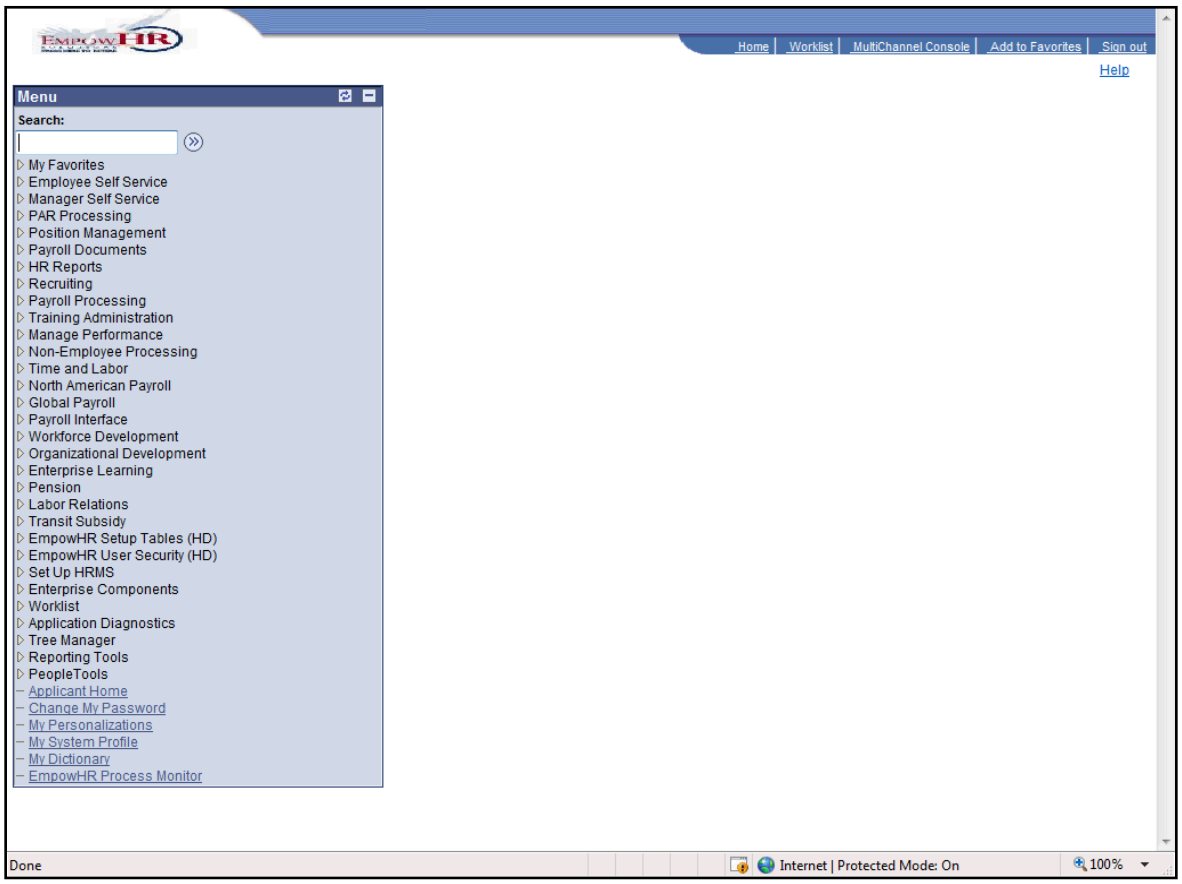
Job Codes

Overview

This section demonstrates the changes and additions to Job Code functionality in EmpowHR 9.0.

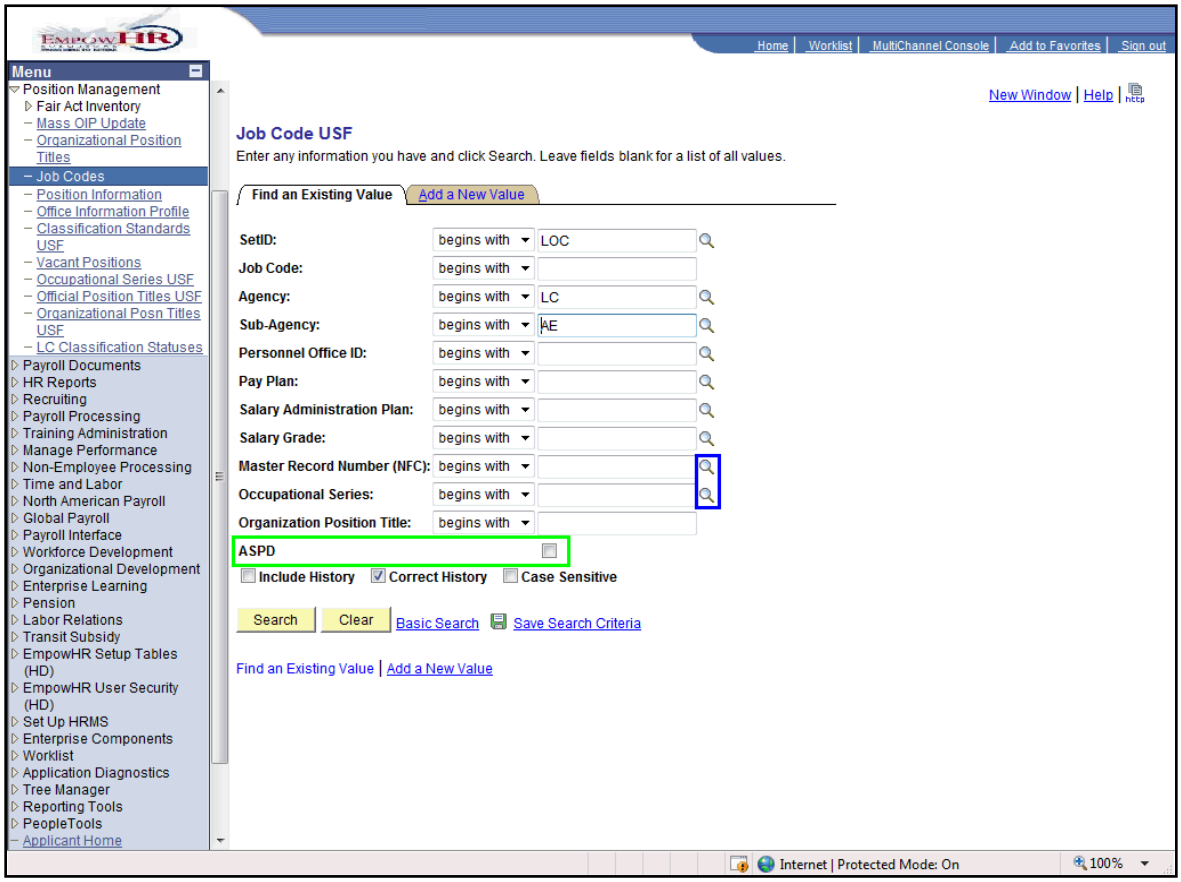
Job Code Changes

The following steps demonstrate the changes and additions to Job Code functionality in EmpowHR 9.0.



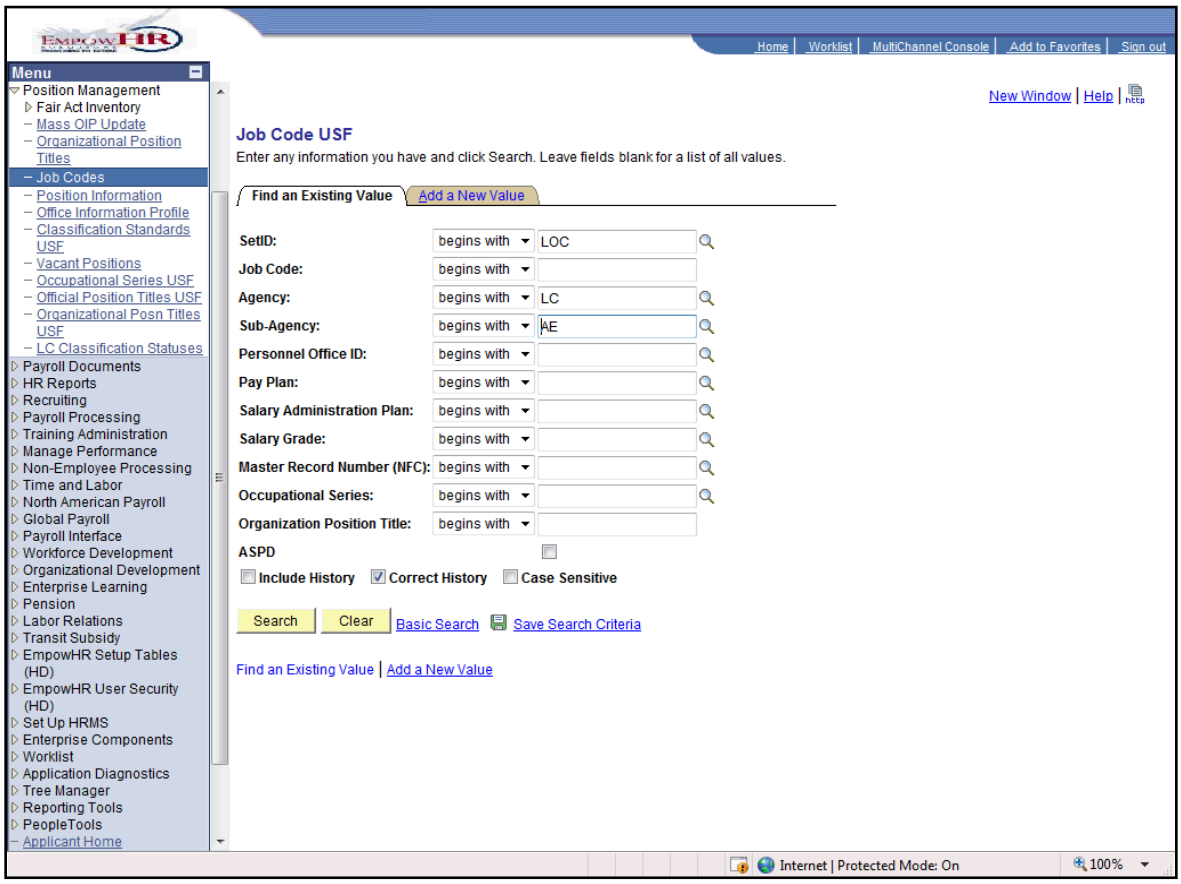
Step	Action
1.	Click the Position Management link. ▷ Position Management

Step	Action
2.	Click the **Job Codes** link. Job Codes

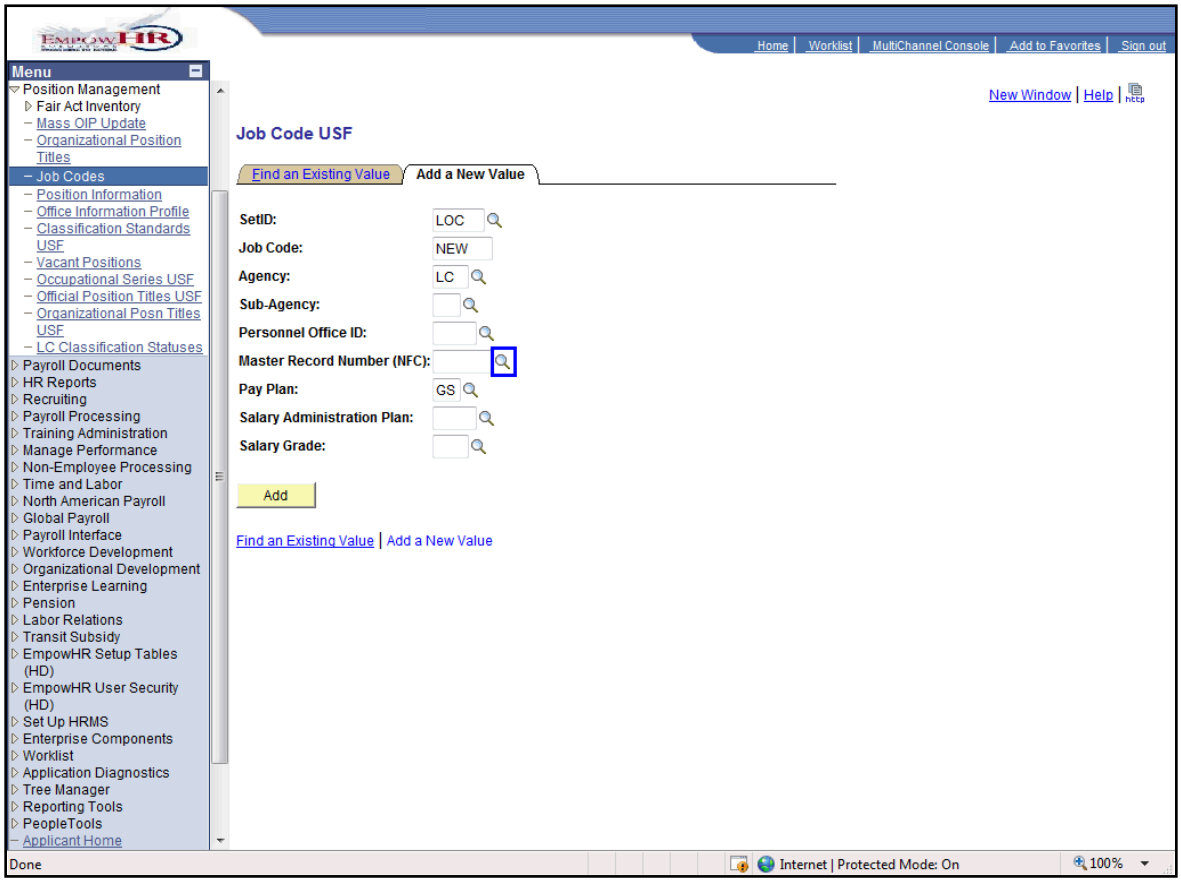


Step	Action
3.	Click the green book icon to view additions and changes on the **Search** page.

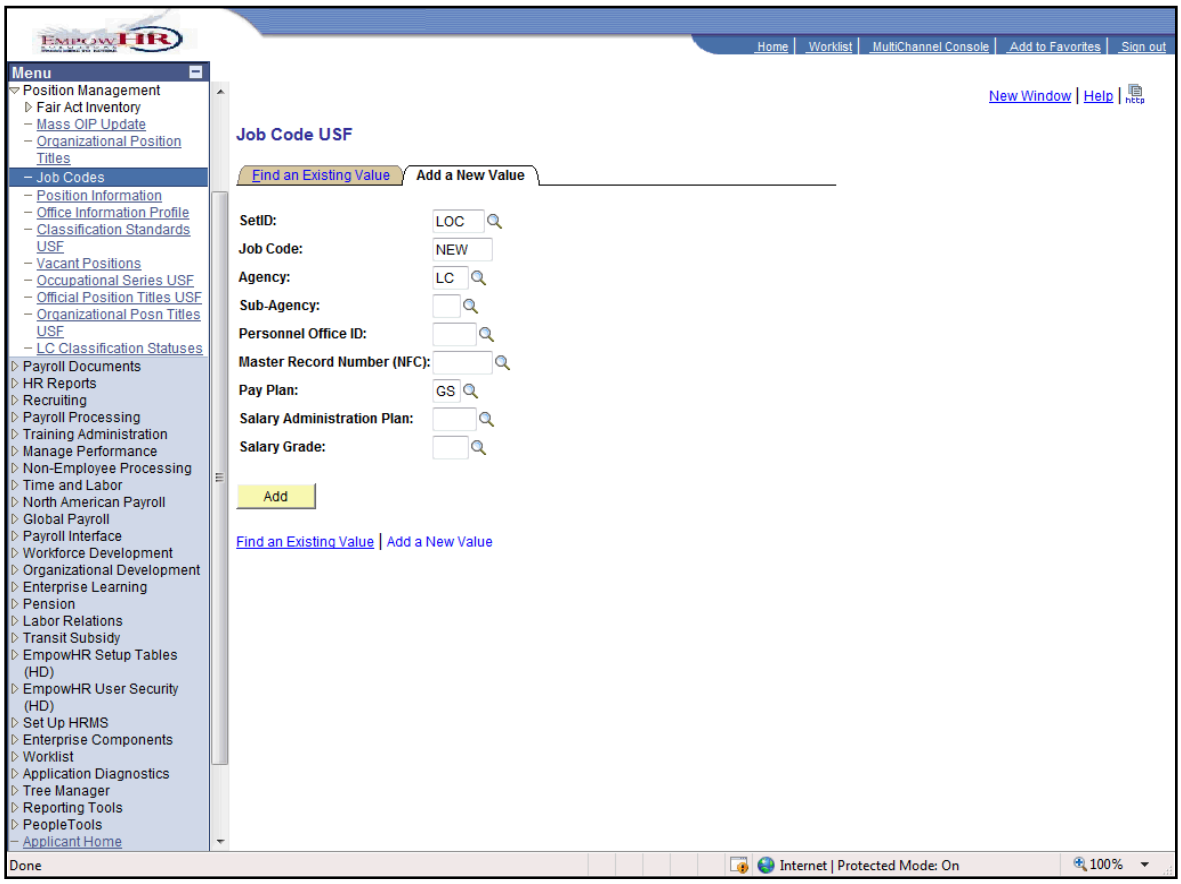
Field	8.8	9.0	Impact
Master Record Number	No Lookup Available	New Lookup Icon	Ability to look up field values for search.
Occupational Series	No Lookup Available	New Lookup Icon	Ability to look up field values for search.
ASPD	Not Available	New	Check this box to include ASPD.



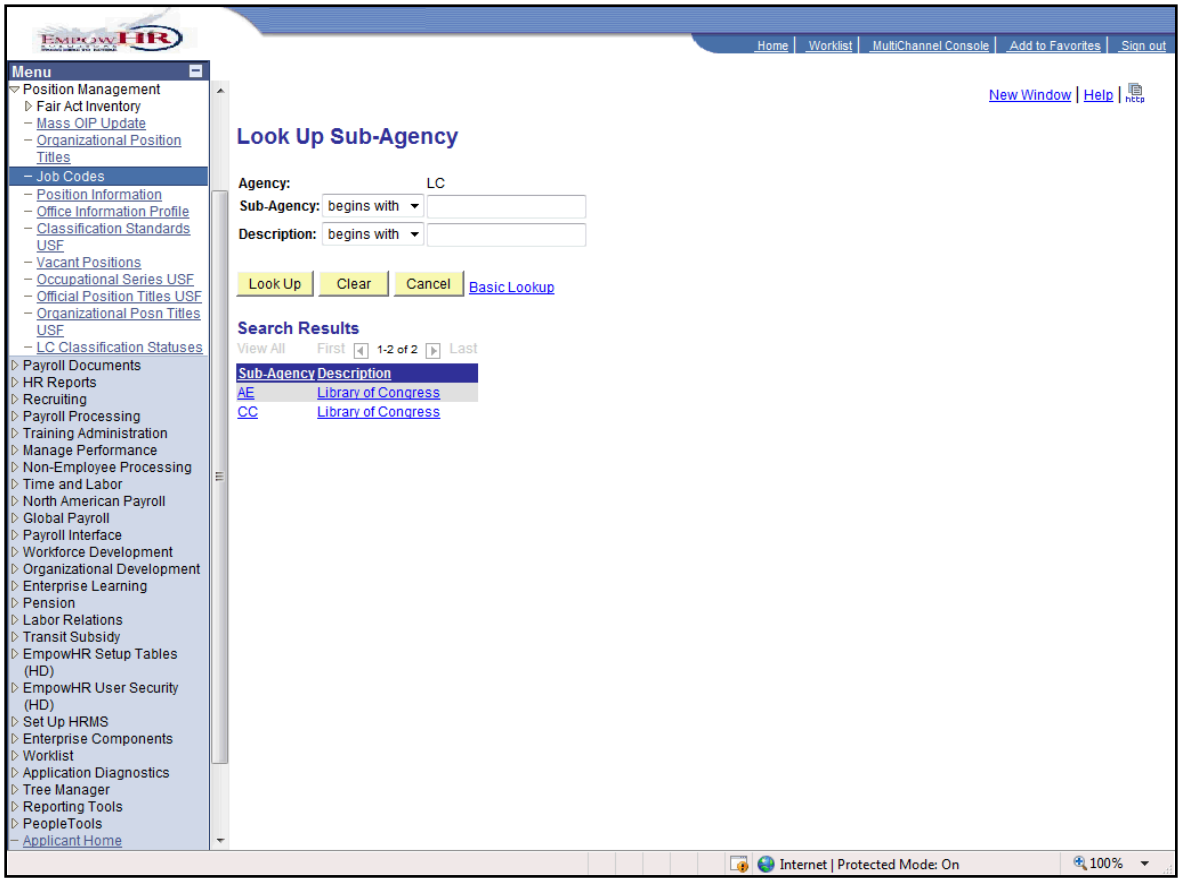
Step	Action
4.	Click the **Add a New Value** tab. Add a New Value



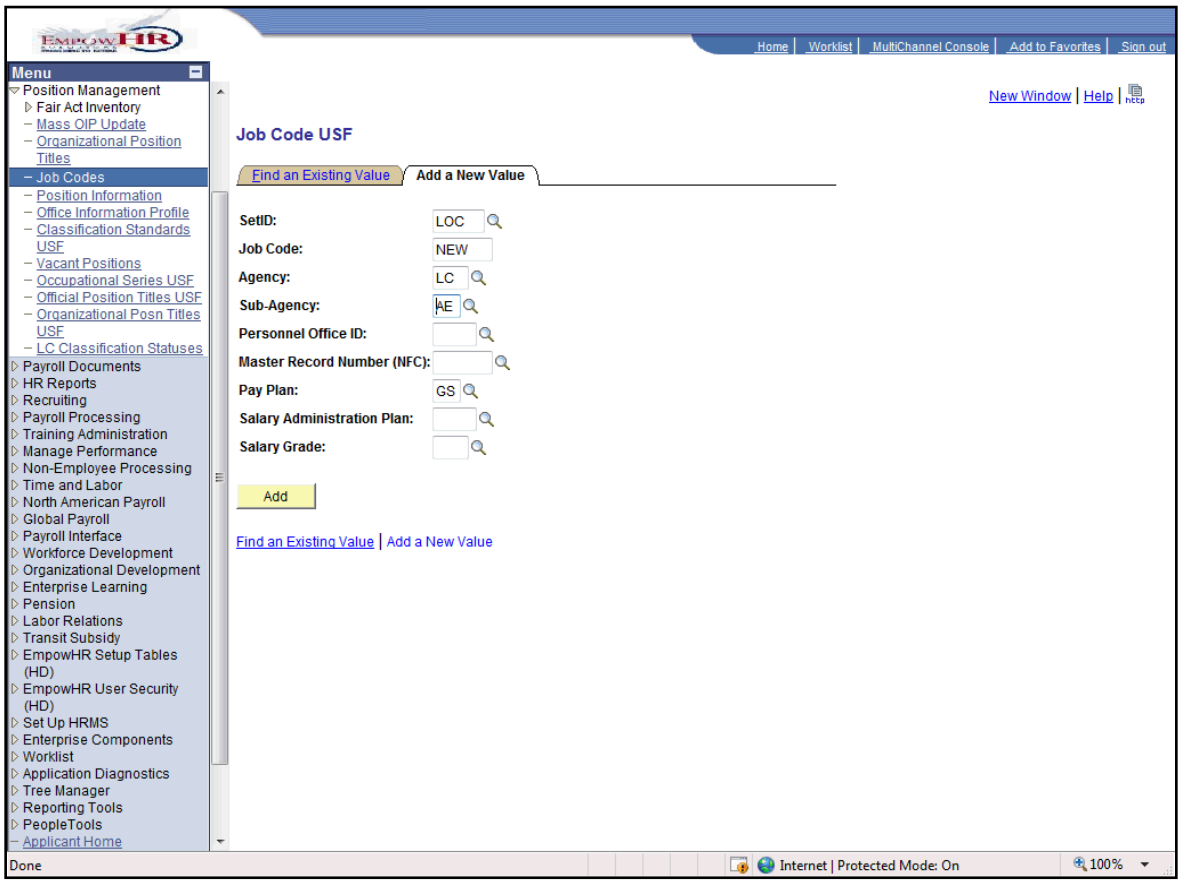
Step	Action
5.	New Look Up icon for Master Record Number (NFC).



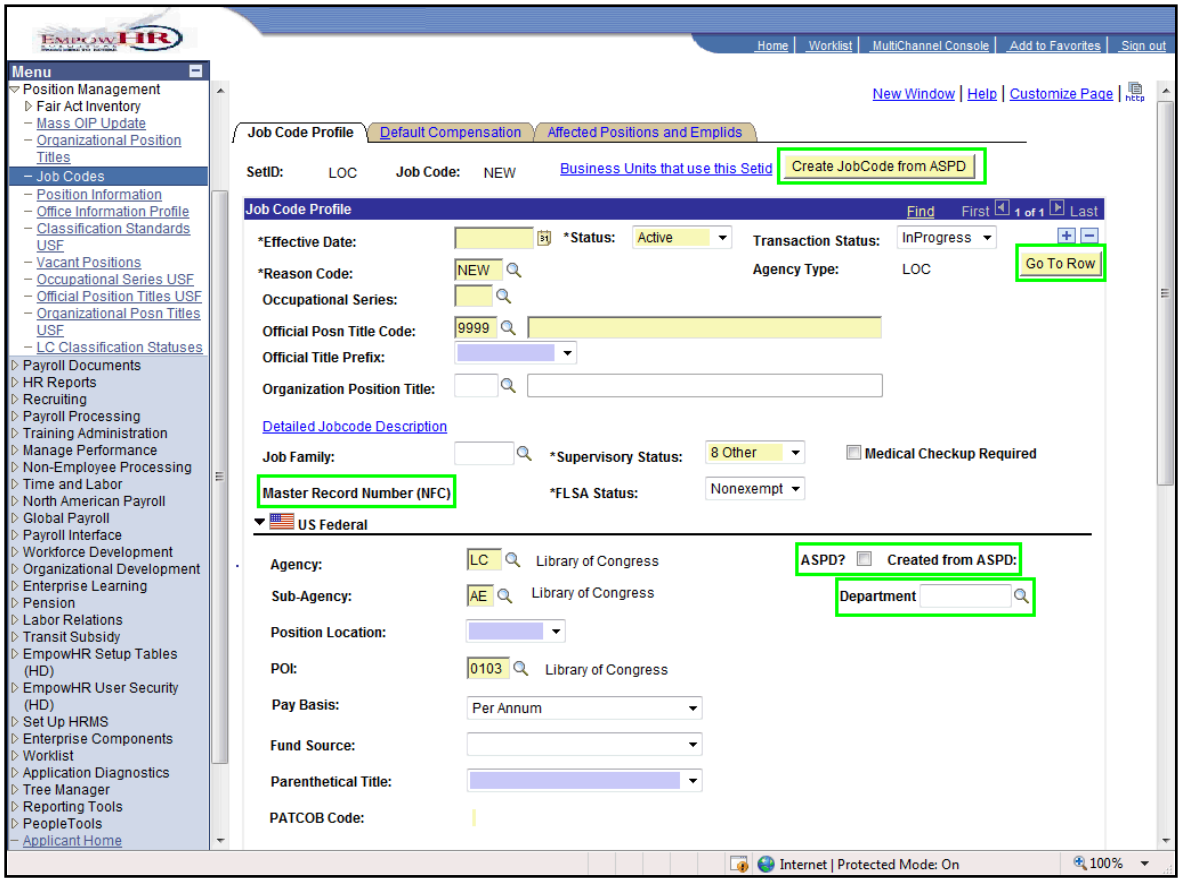
Step	Action
6.	Sub-Agency is a required field in EmpowHR 9.0. Click the Look up Sub-Agency (Alt+5) button.



Step	Action
7.	Click the Library of Congress link. AE Library of Congress

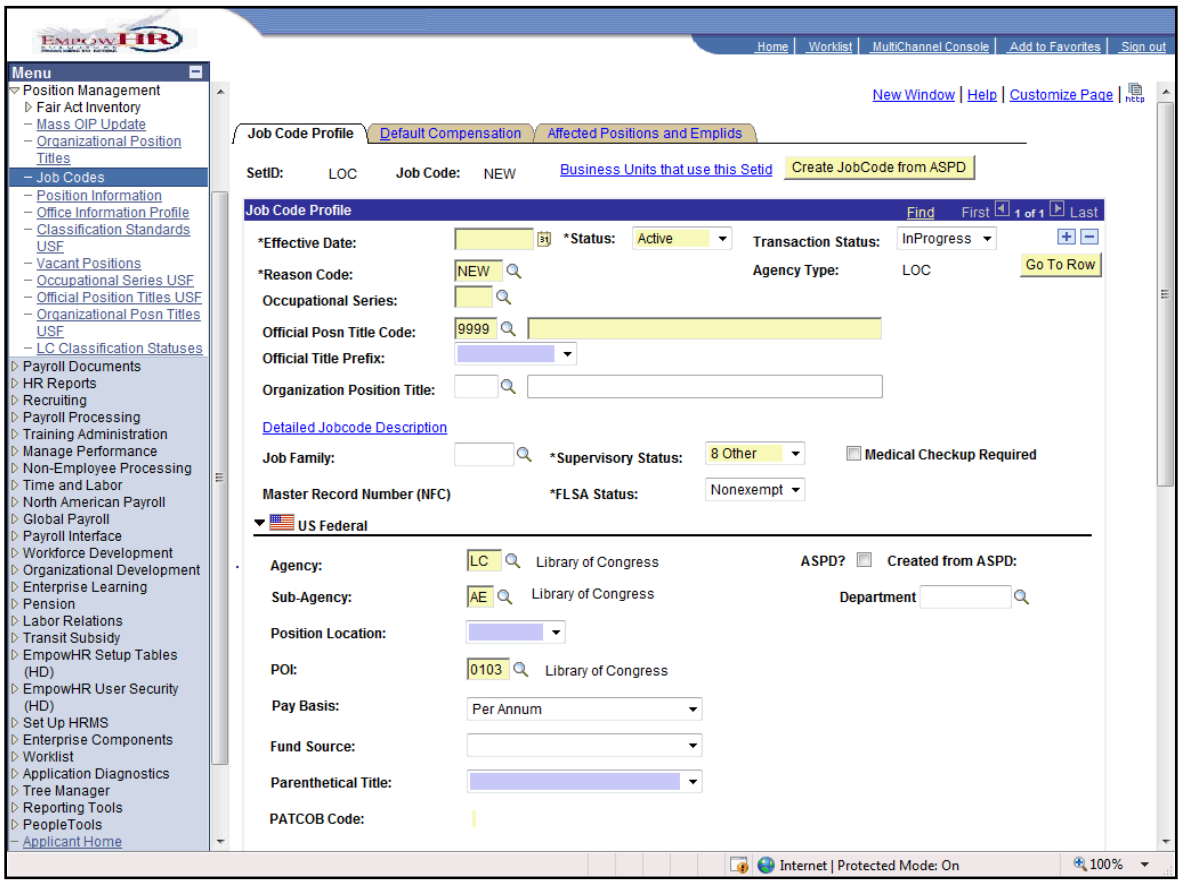


Step	Action
8.	Click the **Add** button. Add

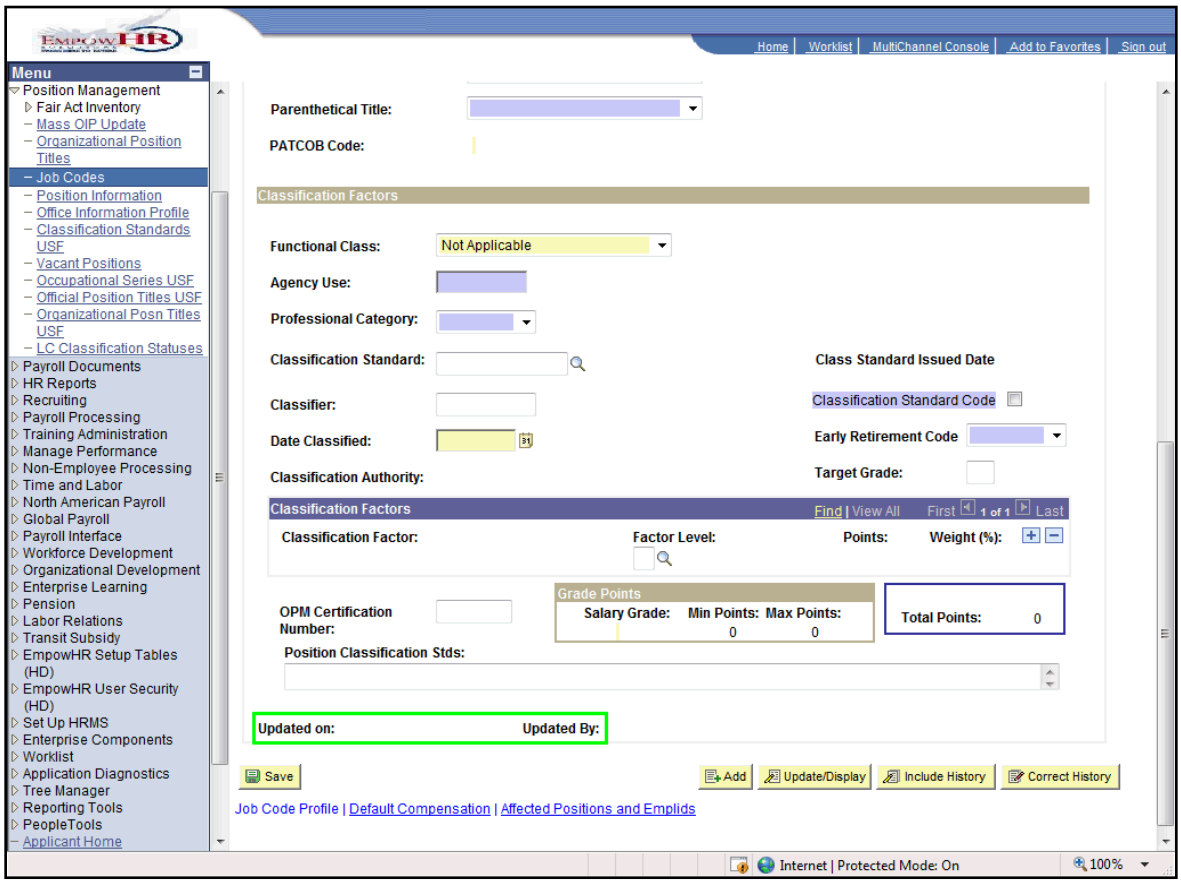


Step	Action
9.	Click the green book icon to view additions and changes on the **Job Code Profile** page.

Field	8.8	9.0	Impact
Create Job Code from ASPD.	Not Available	New	Allows a user to create a job code using criteria from an existing job code.
Go to Row Button	Not Available	New	This button allows a user to go to a specific row in history. Not used during the Add process.
Master Record Number (NFC)	Not Available	New	This field is populated from the NFC Position Management System. (PMSO)
ASPD? Checkbox	Not Available	New	If the user creates a job code using the Create Job Code from ASPD function, this checkbox is selected.
Department	Not Available	New	Allows a user to enter a department number.
Bargaining Unit	Available	Removed	Not required in EmpowHR 9.0.
Financial Disclosure Required	Available	Moved	Located on the Default Compensation page.
Interdisciplinary Code	Available	Removed	Not required in EmpowHR 9.0.
IA Actions	Available	Removed	Not required in EmpowHR 9.0.

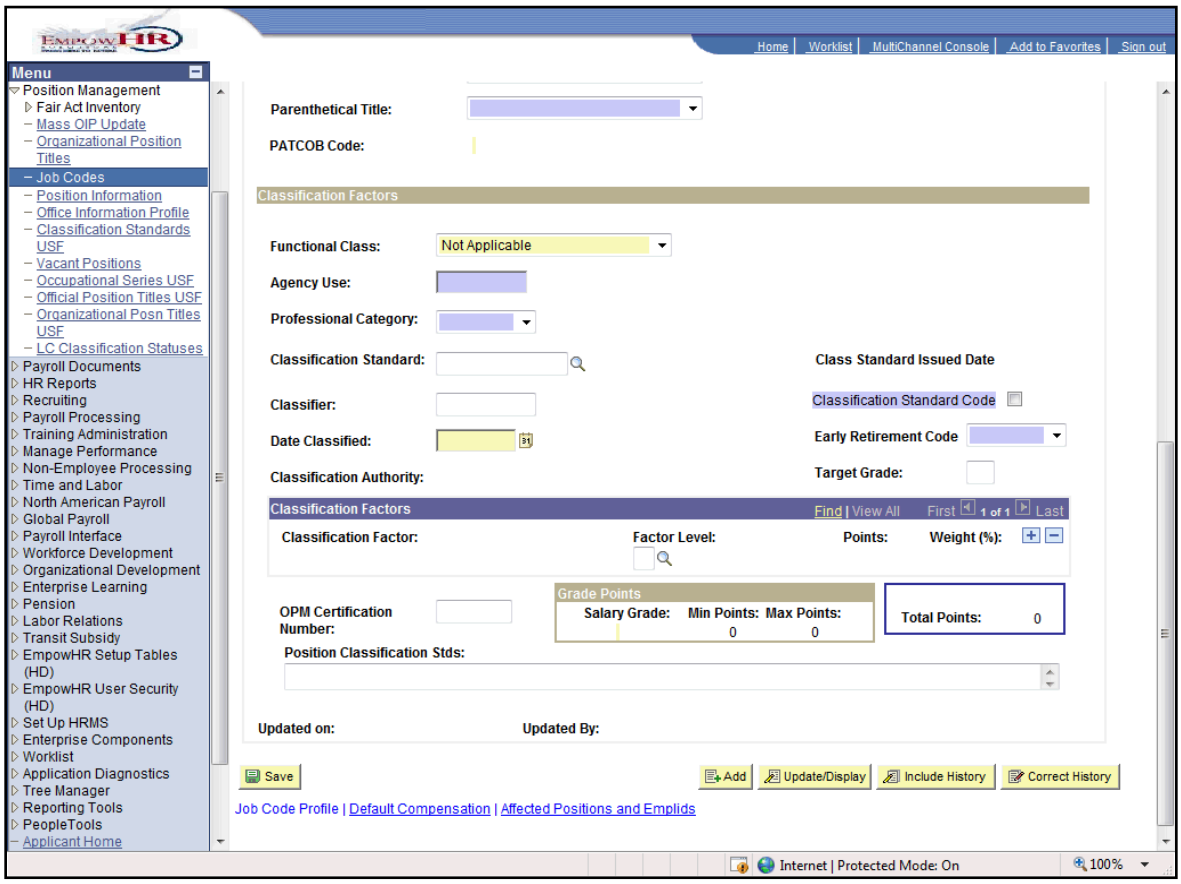


Step	Action
10.	Click the scrollbar.

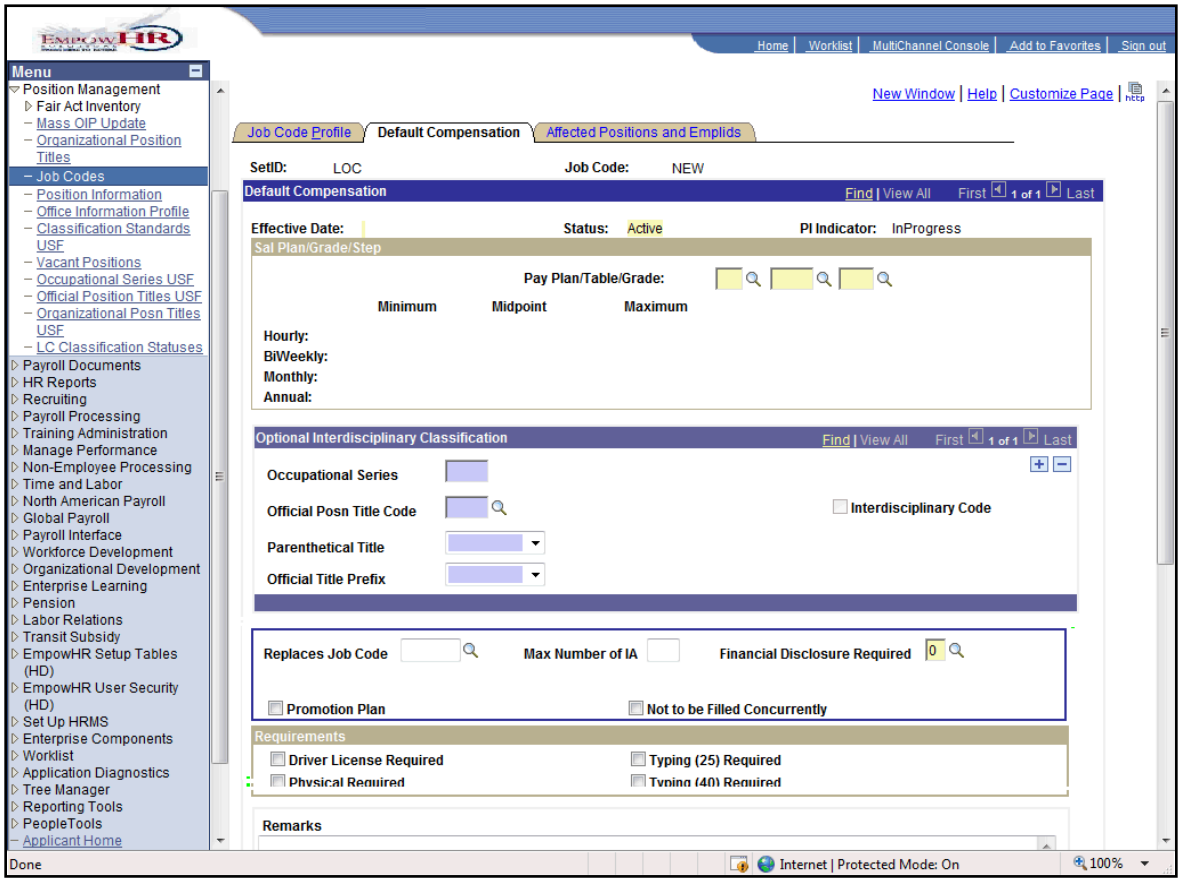


Step	Action
11.	Click the green book icon to view additions and changes on the remainder of the page.

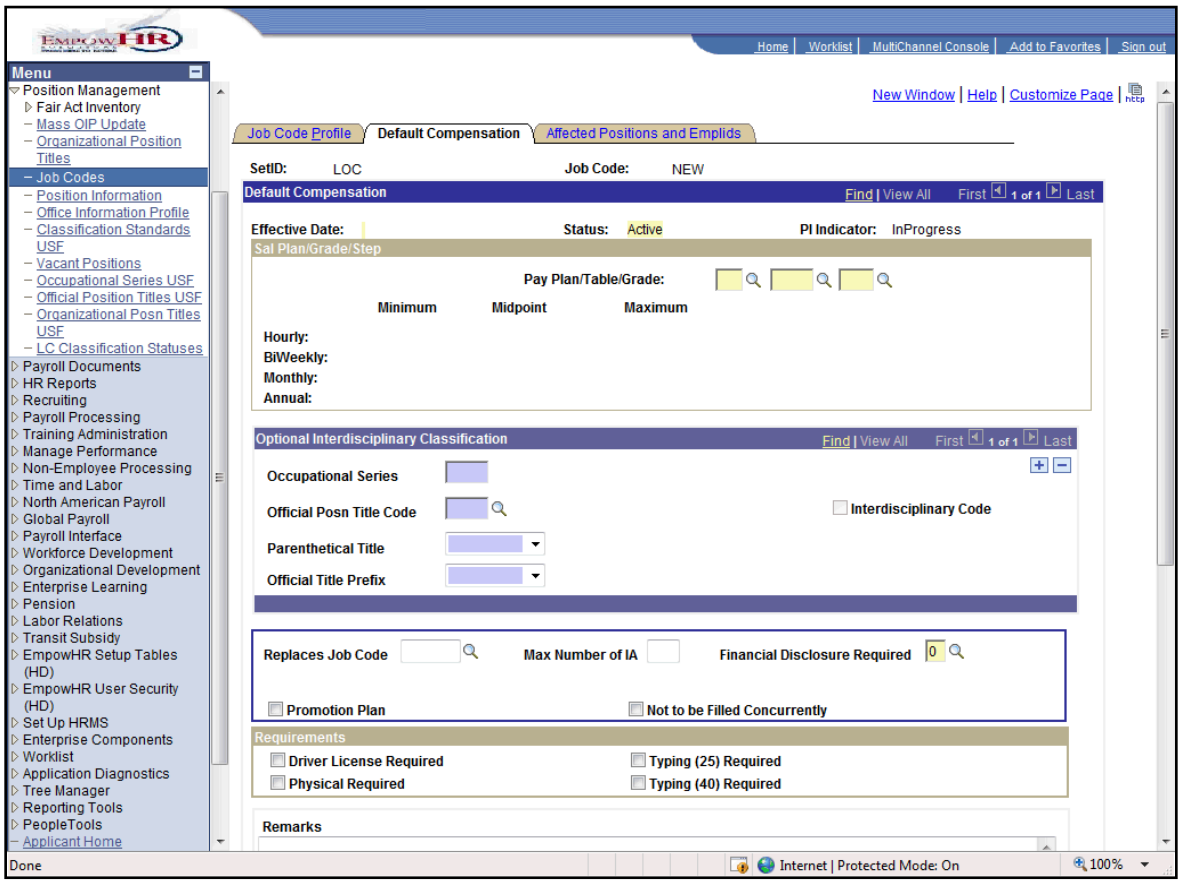
Field	8.8	9.0	Impact
Updated On	Not Available	New	Date of change in record.
Updated by	Not Available	New	Identification of user making change.



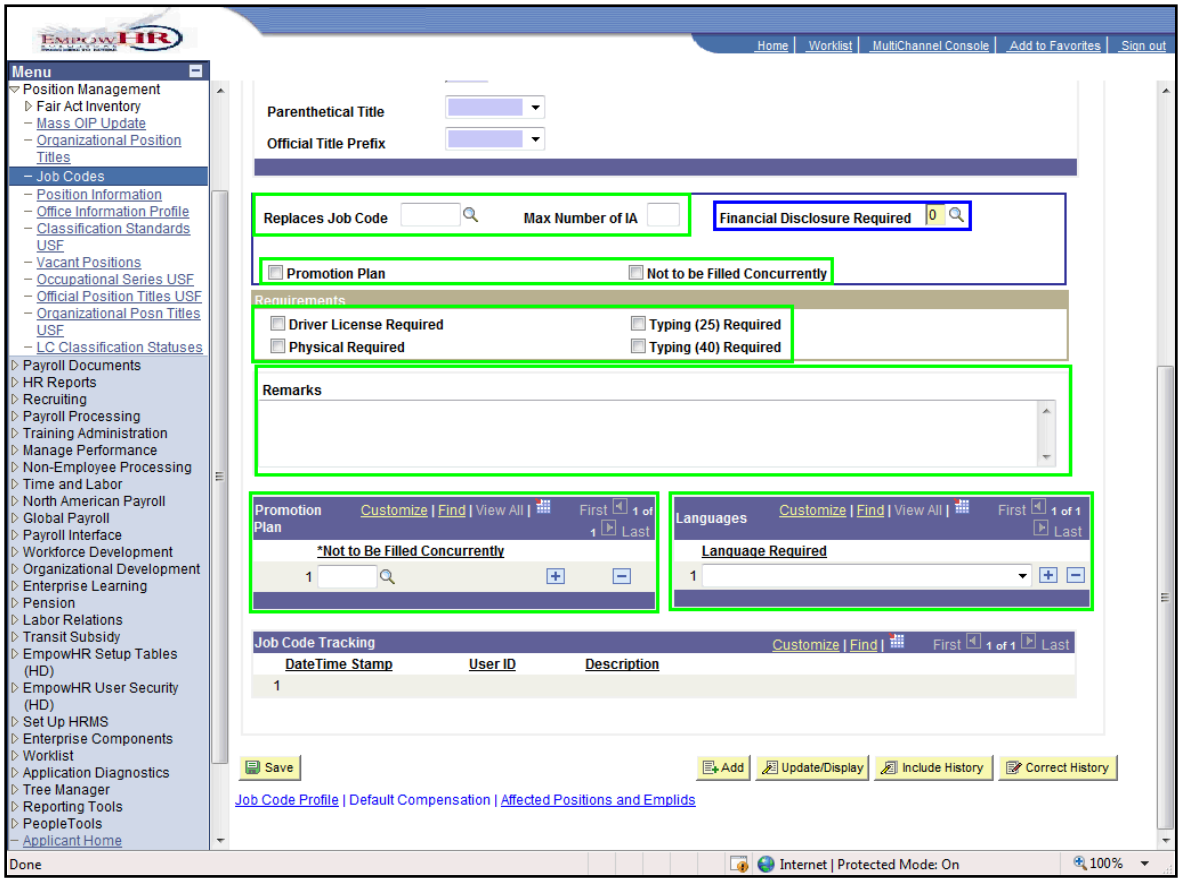
Step	Action
12.	Click the Default Compensation link. Default Compensation



Step	Action
13.	**Job Ratio Data** is no longer needed on this page.



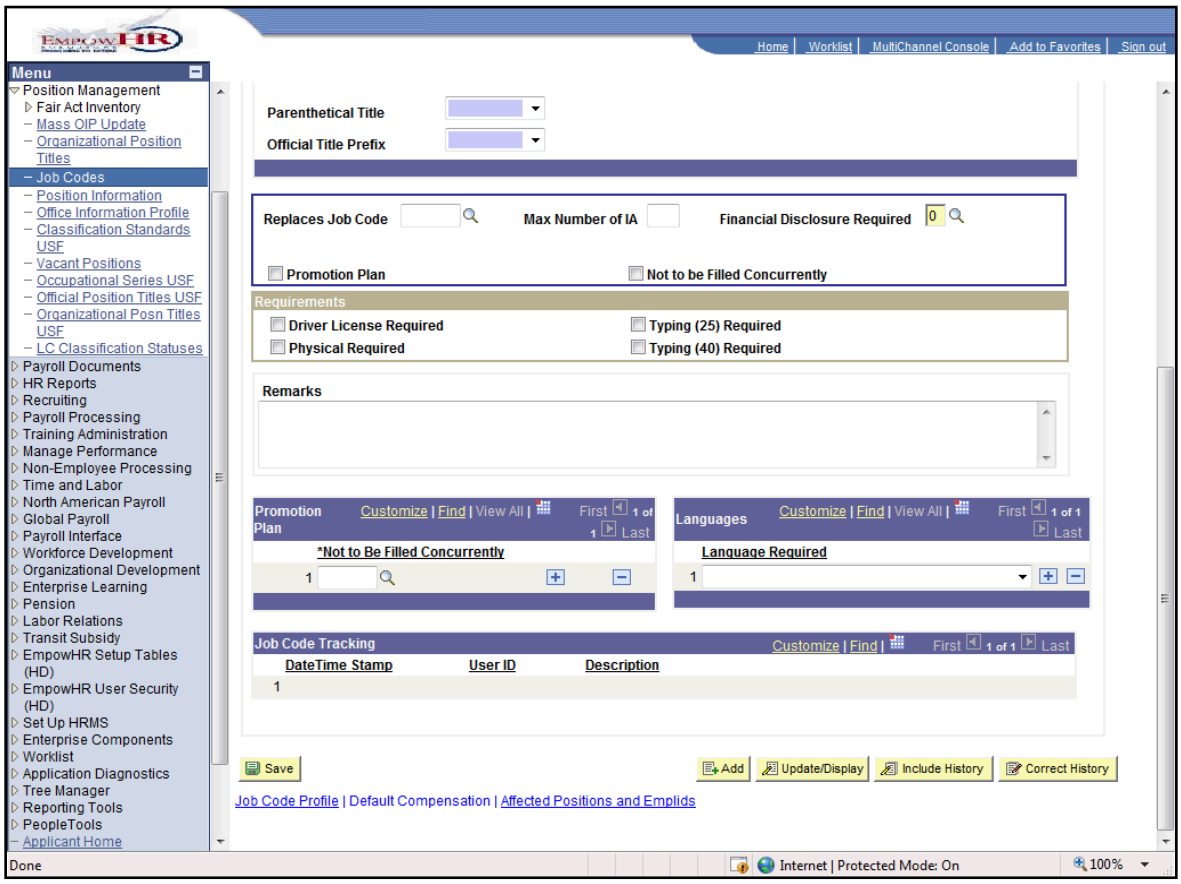
Step	Action
14.	Click the scrollbar.



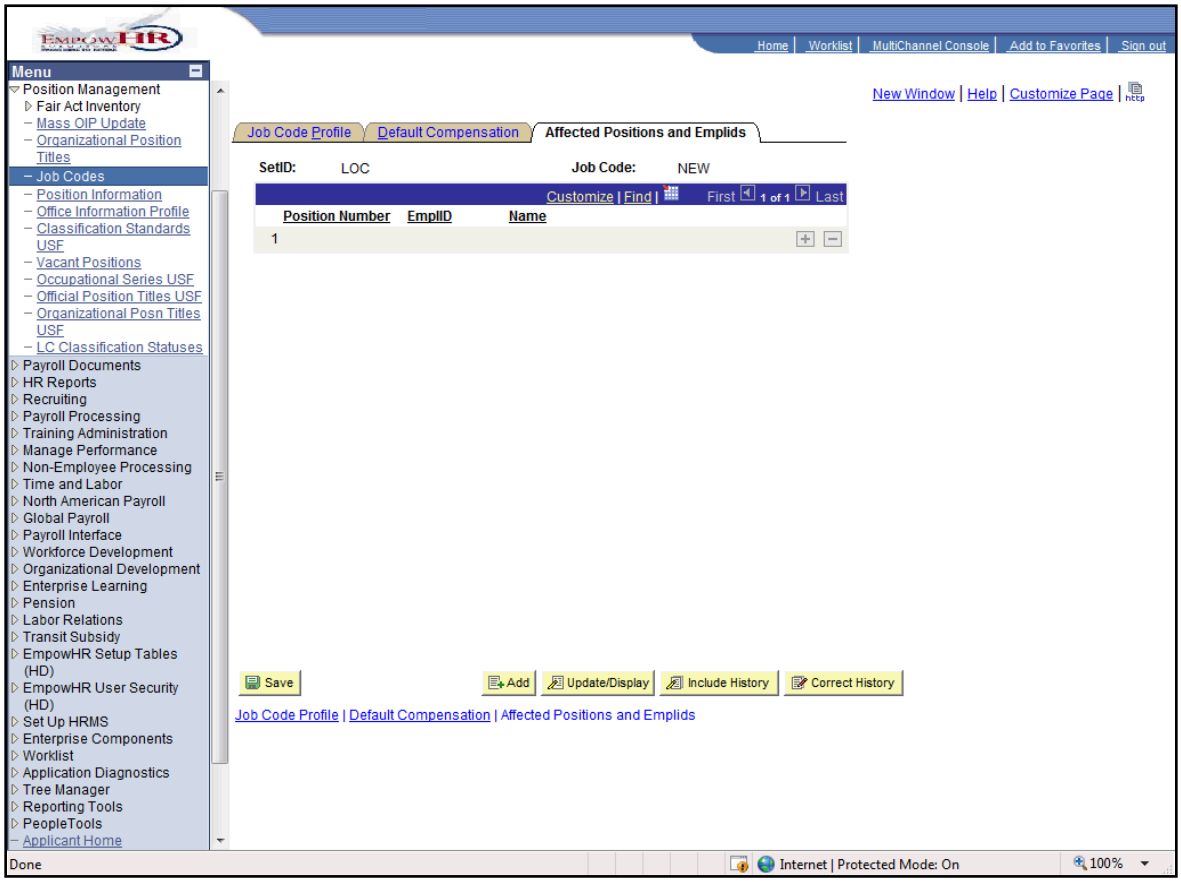
Step	Action
15.	Click the green book icon to view additions and changes on the **Default Compensation** page.

The following section descriptions list all of the LOC customizations. These customizations are now available for use by all agencies.

- Replaces Job Code text field
- Max Number of IA text field
- Promotion Plan checkbox
- Not to be Filled Concurrently checkbox
- Driver's License Required checkbox
- Physical Required checkbox
- Typing (25) Required checkbox
- Typing (40) Required checkbox
- Remarks text box
- Not to Be Filled Concurrently text field
- Language Required text field



Step	Action
16.	Click the Affected Positions and Emplids link. Affected Positions and Emplids



Step	Action
17.	There are no changes on this page.
18.	This complete Job Code Changes. **End of Procedure.**

Position Management

Overview

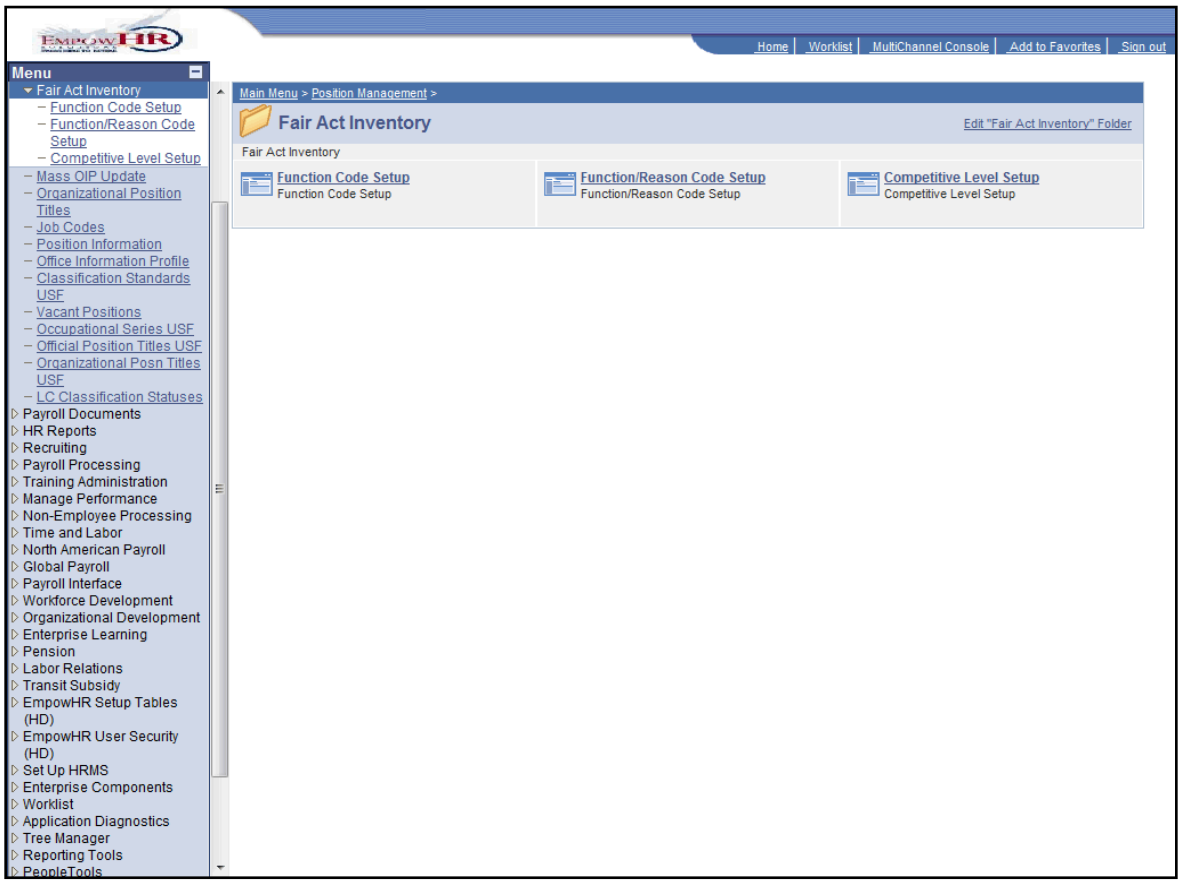
This section demonstrates the changes and additions to Position Management functionality in EmpowHR 9.0. In addition to changes and additions, the Occupational Series USF, Official Position Titles USF, and Organizational Position Titles USF pages are now available in the "Include History" and "Correct History" action modes so that fields on these pages can be updated.

Fair Act Inventory

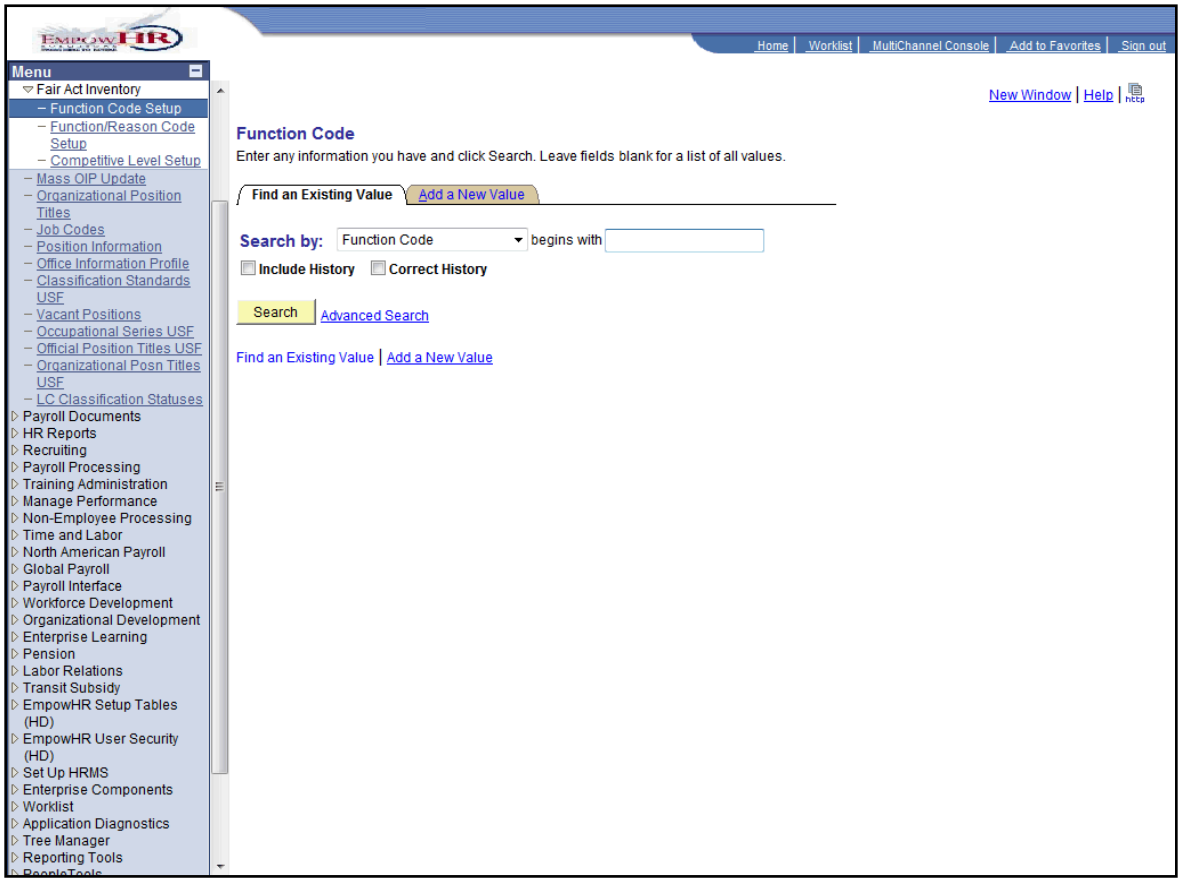
This section demonstrates the functionality of Fair Act Inventory.

Step	Action
1.	Click the Position Management link. ▷ Position Management

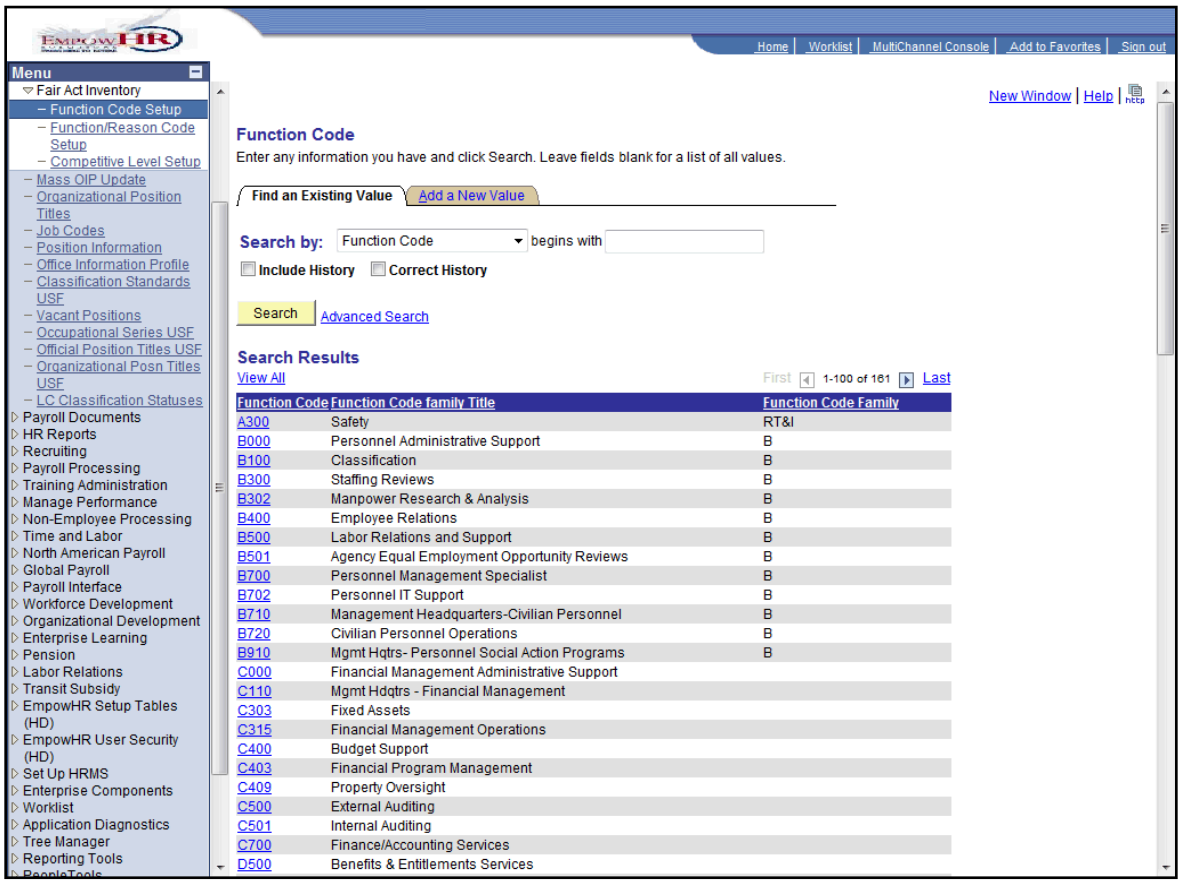
Step	Action
2.	Click the Fair Act Inventory link. ▷ Fair Act Inventory



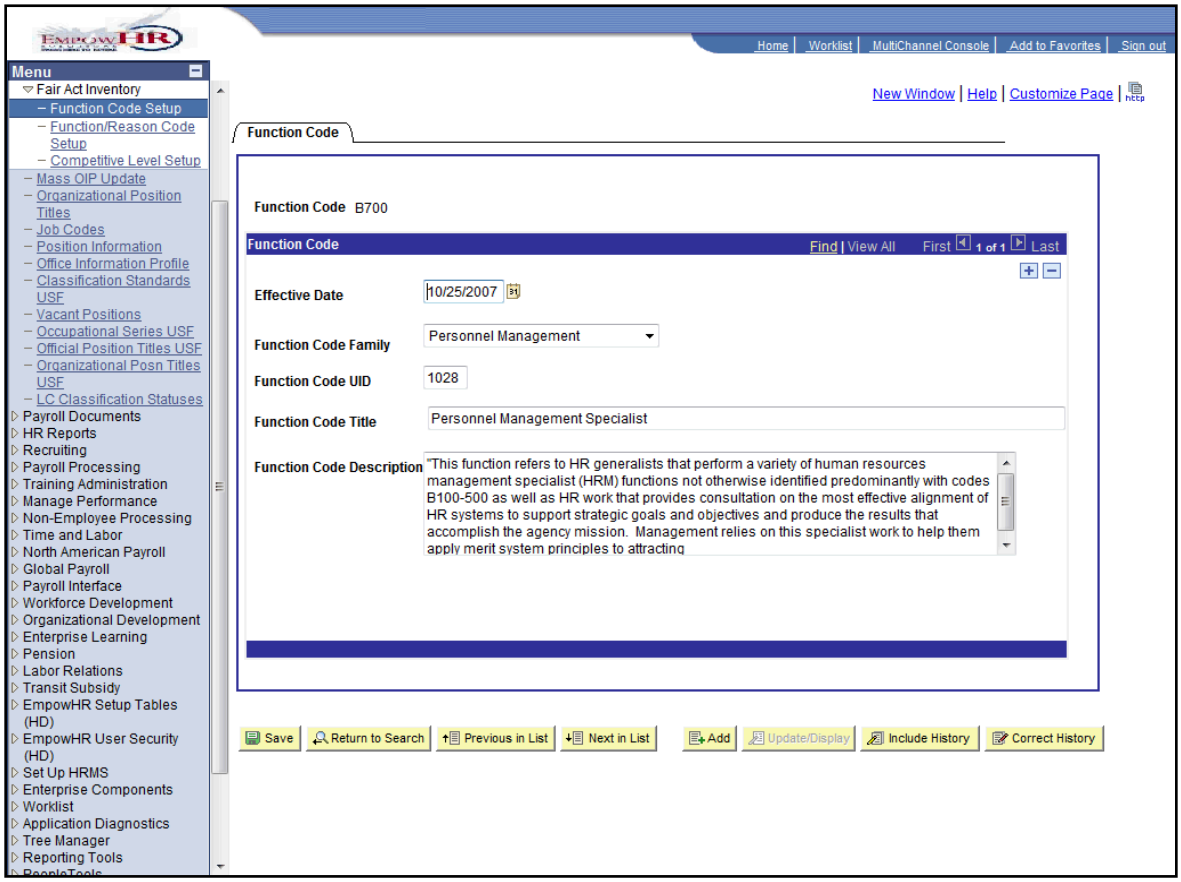
Step	Action
3.	Click the Function Code Setup link. Function Code Setup



Step	Action
4.	Click the **Search** button. Search

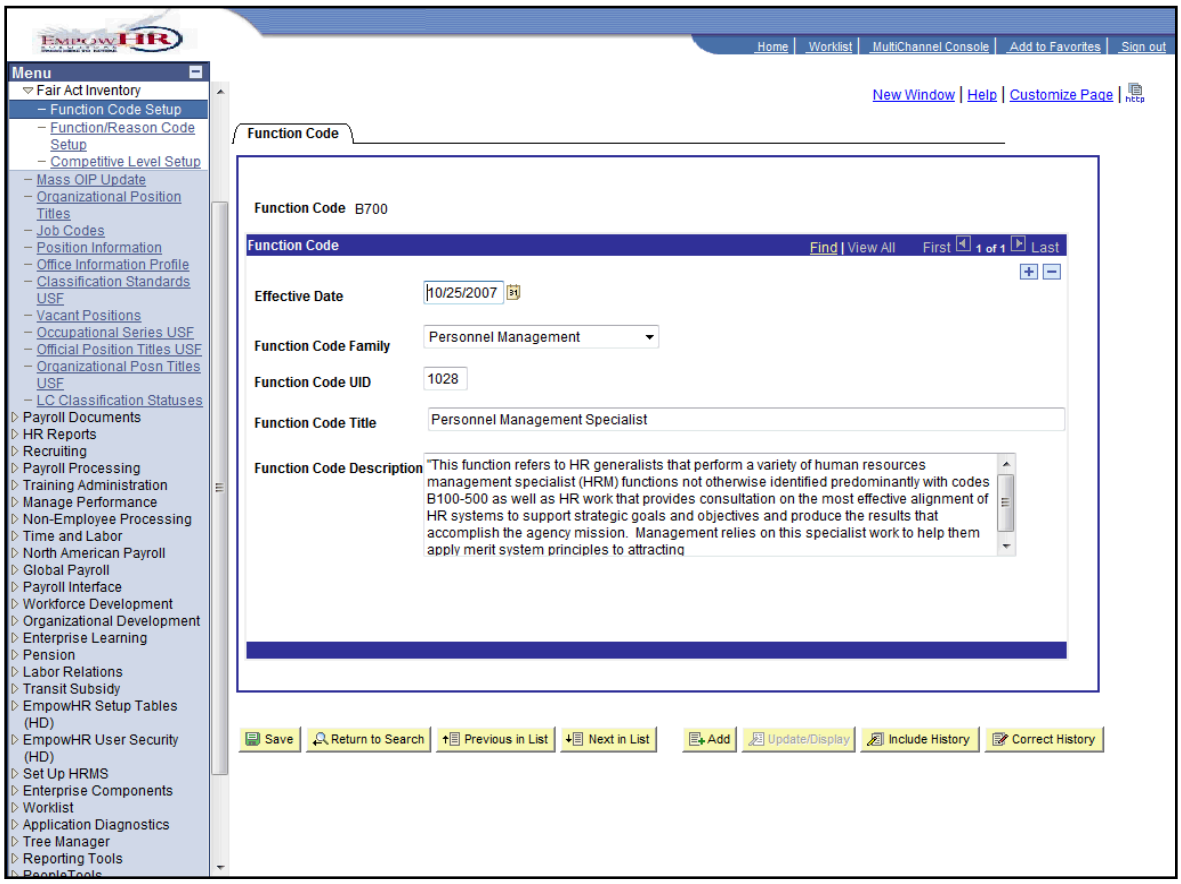


Step	Action
5.	Click the **B700** link.

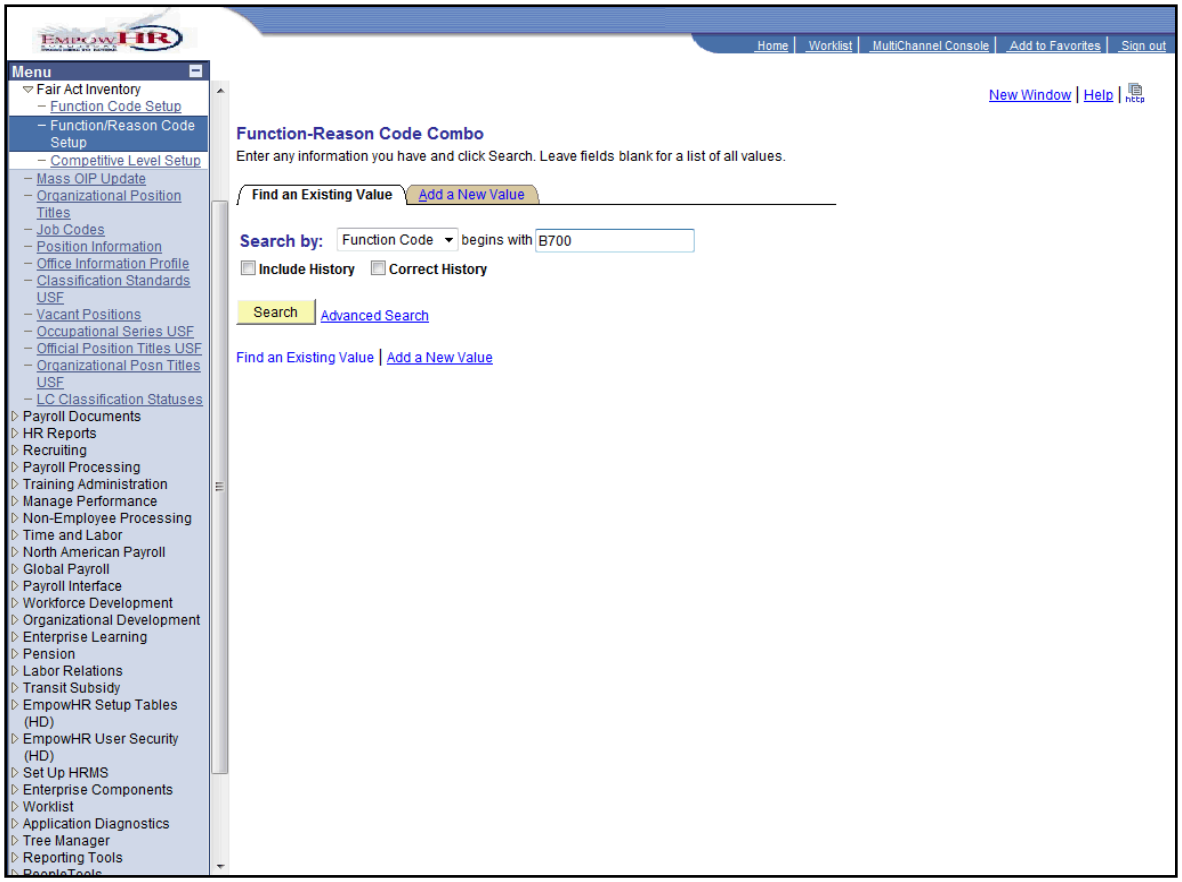


Step	Action
6.	Click the green book icon to view the information on **Function Code Setup**.

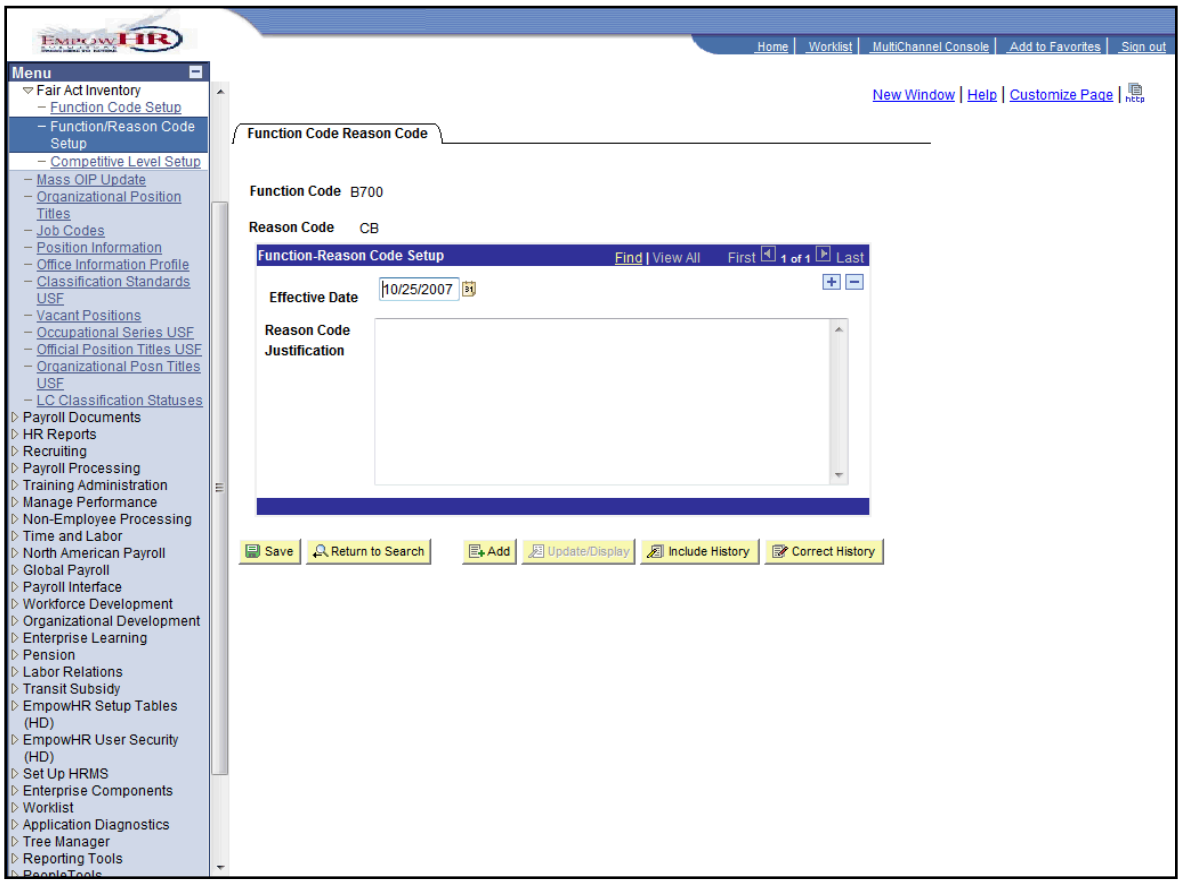
Field	9.0 Impact
Effective Date	The date when the function code becomes available.
Function Code Family	Select data from the dropdown list. Valid values are Personnel Management and Recurring Testing & Inspection.
Function Code UID	Enter the 4-digit code.
Function Code Title	The narrative of the function code title.
Function Code Description	The narrative description of the function code.



Step	Action
7.	Click the Function/Reason Code Setup link. Function/Reason Code Setup

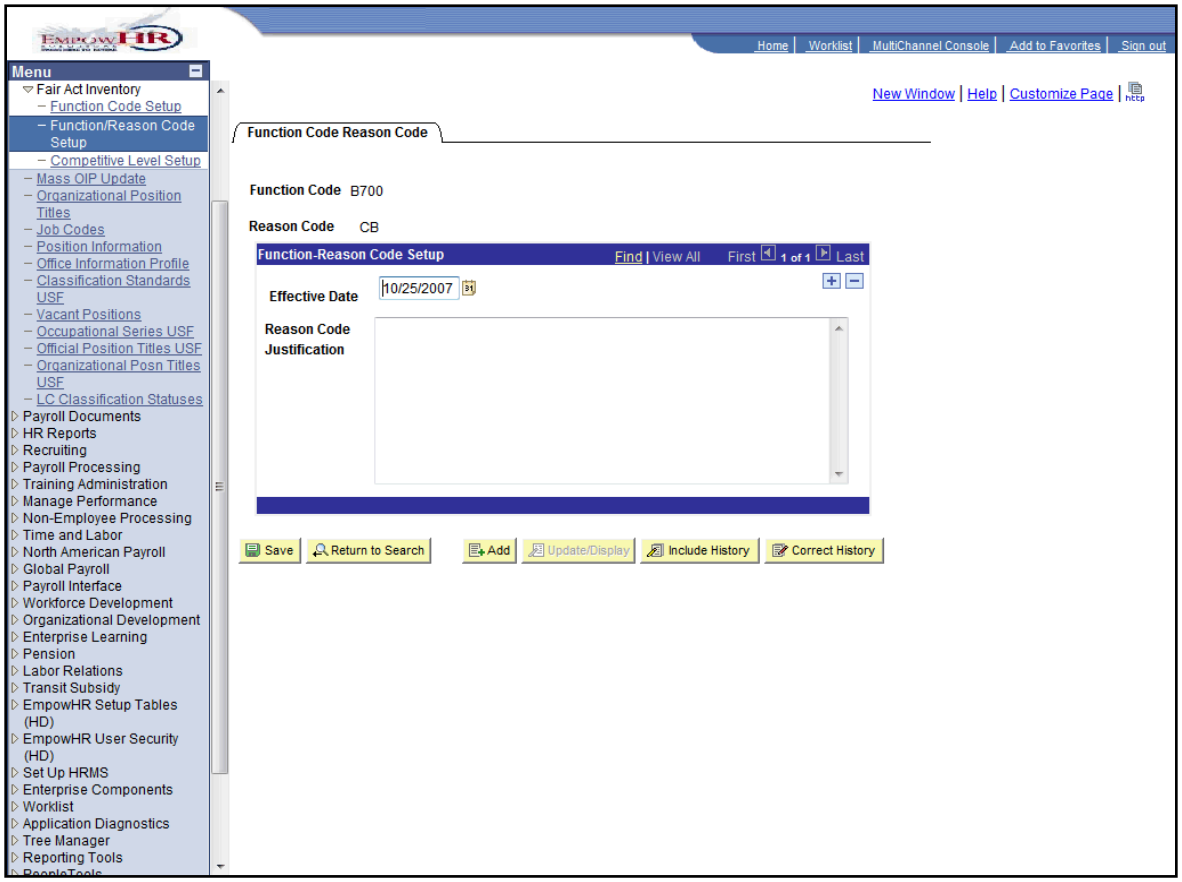


Step	Action
8.	Click the **Search** button. Search

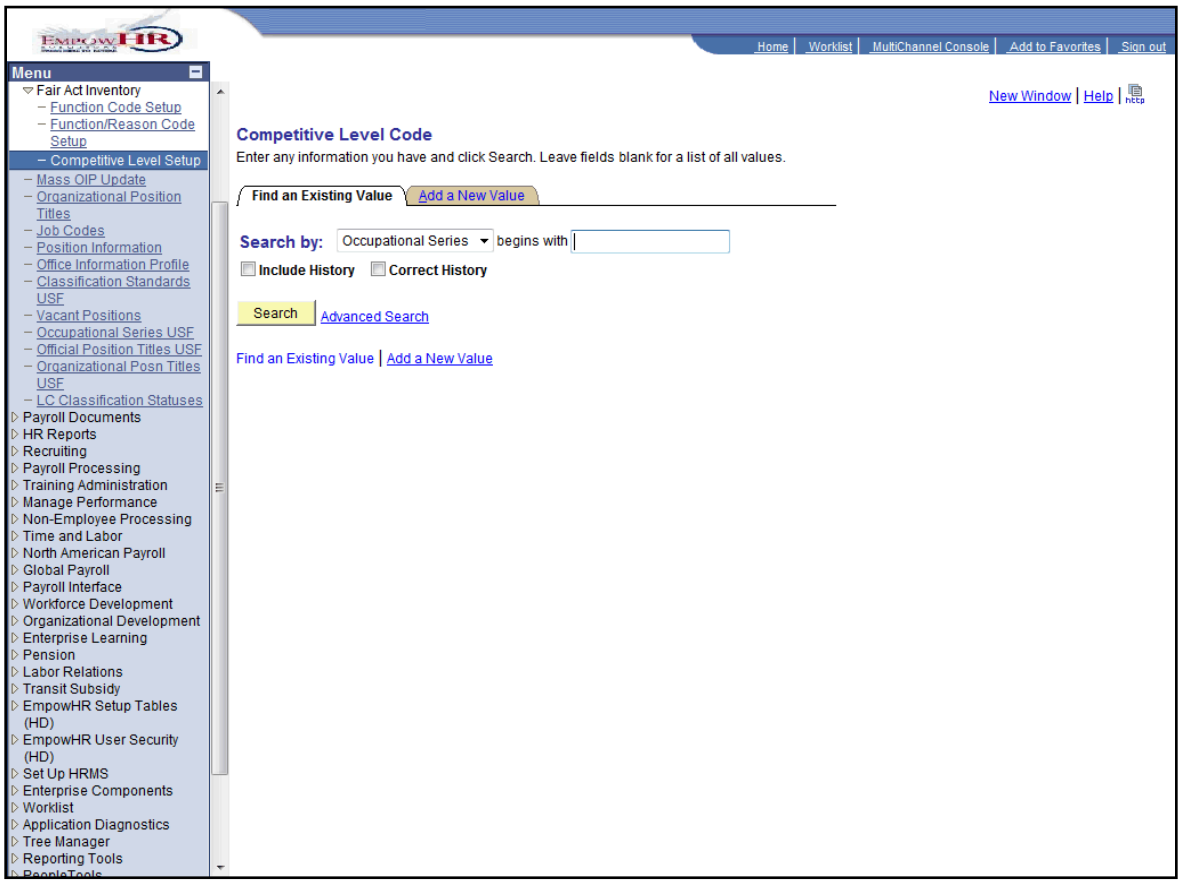


Step	Action
9.	Click the green book icon to view the information on **Function Code Reason Code**.

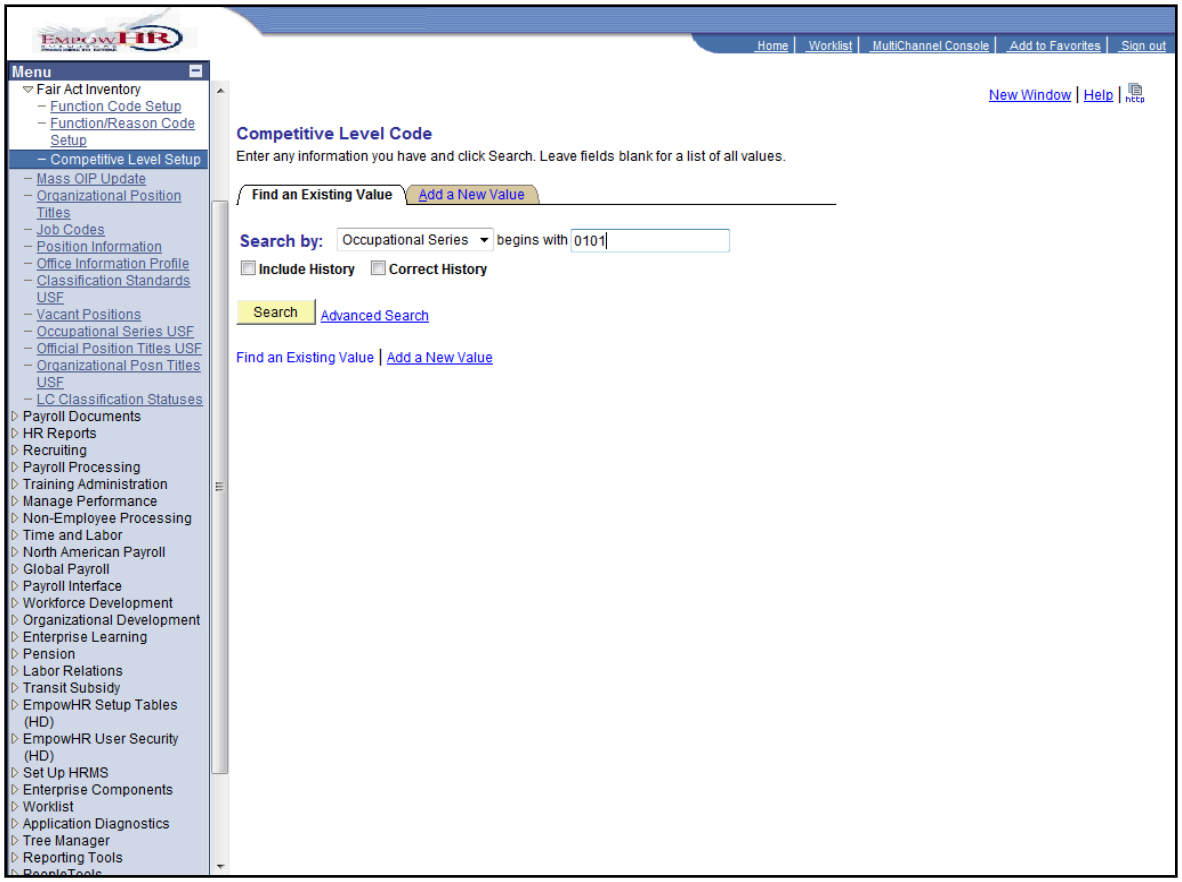
Field	9.0 Impact
Effective Date	The date when the function reason code becomes available.
Reason Code Justification	The narrative of the justification for the reason code.



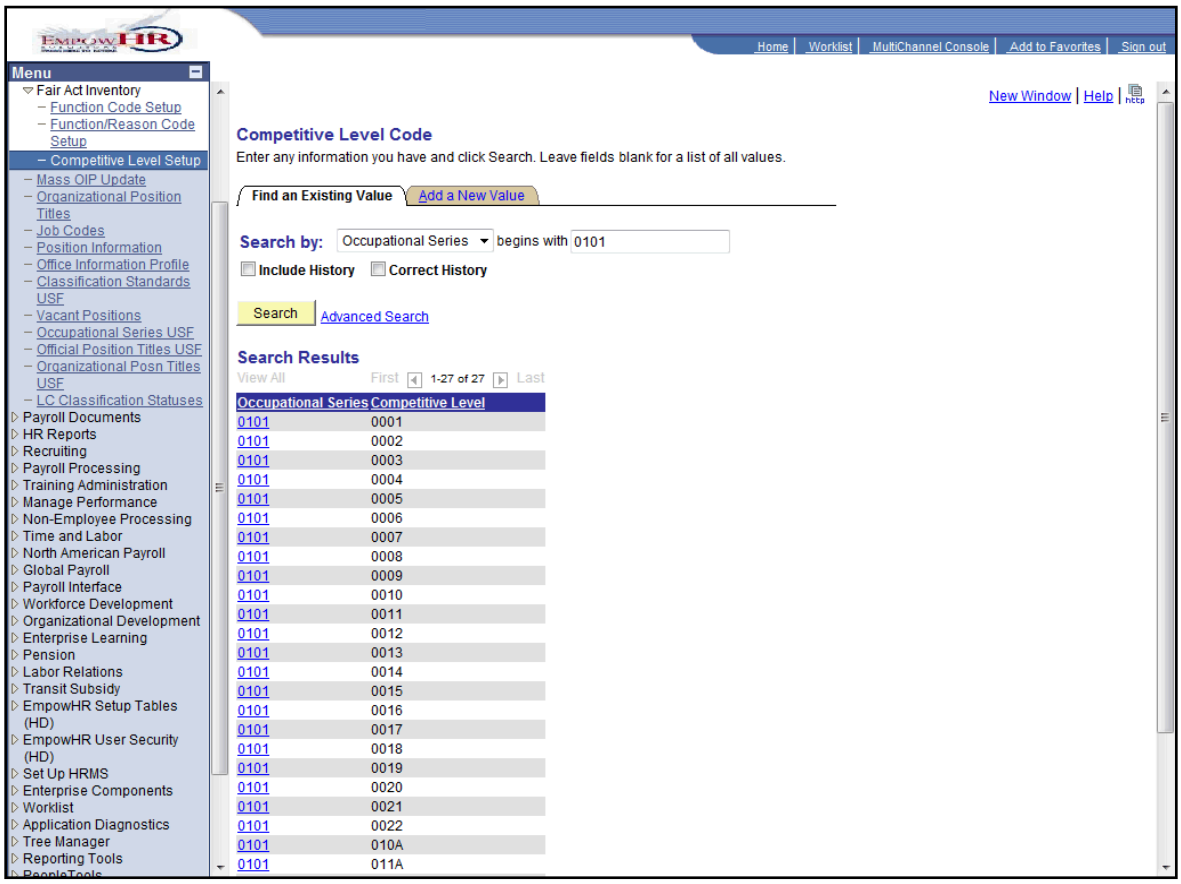
Step	Action
10.	Click the Competitive Level Setup link. Competitive Level Setup



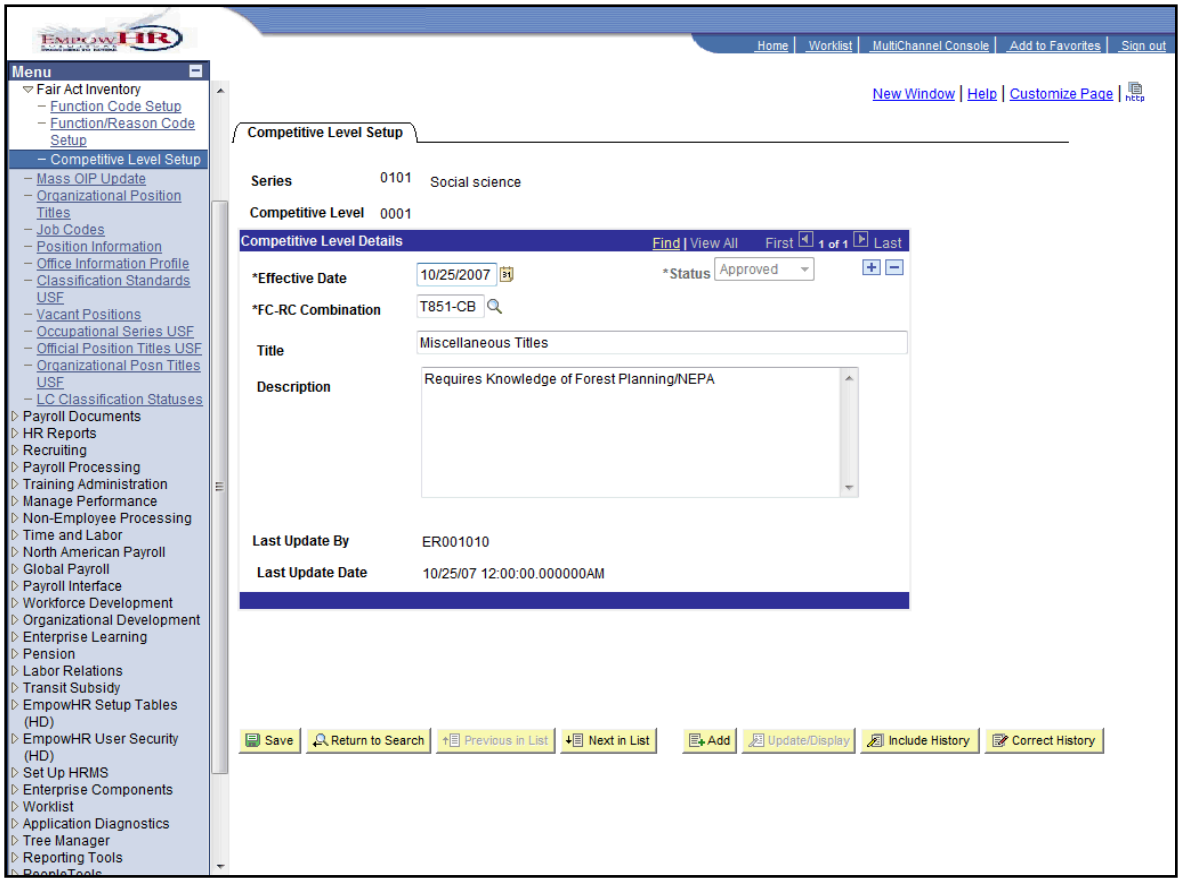
Step	Action
11.	Enter the desired information into the **begins with** field. Enter "**0101**".



Step	Action
12.	Click the **Search** button. Search



Step	Action
13.	Click the **0101** link. 0101 0001



Step	Action
14.	Click the green book icon to view the information on **Competitive Level Setup**.

Field	9.0 Impact
Competitive Level Details section:	
Effective Date	The date when the competitive level details becomes available.
Status	The status of the competitive level.
FC-RC Combination	The Function Code – Reason Code will display.
Title	The title of the position. This information appears on the incumbent's Job data record.
Description	The narrative description for the commutative level
Last Updated By	EmplID of individual who last updated the information on this page.
Last Updated Date	The date/time stamp when information was updated on this page.

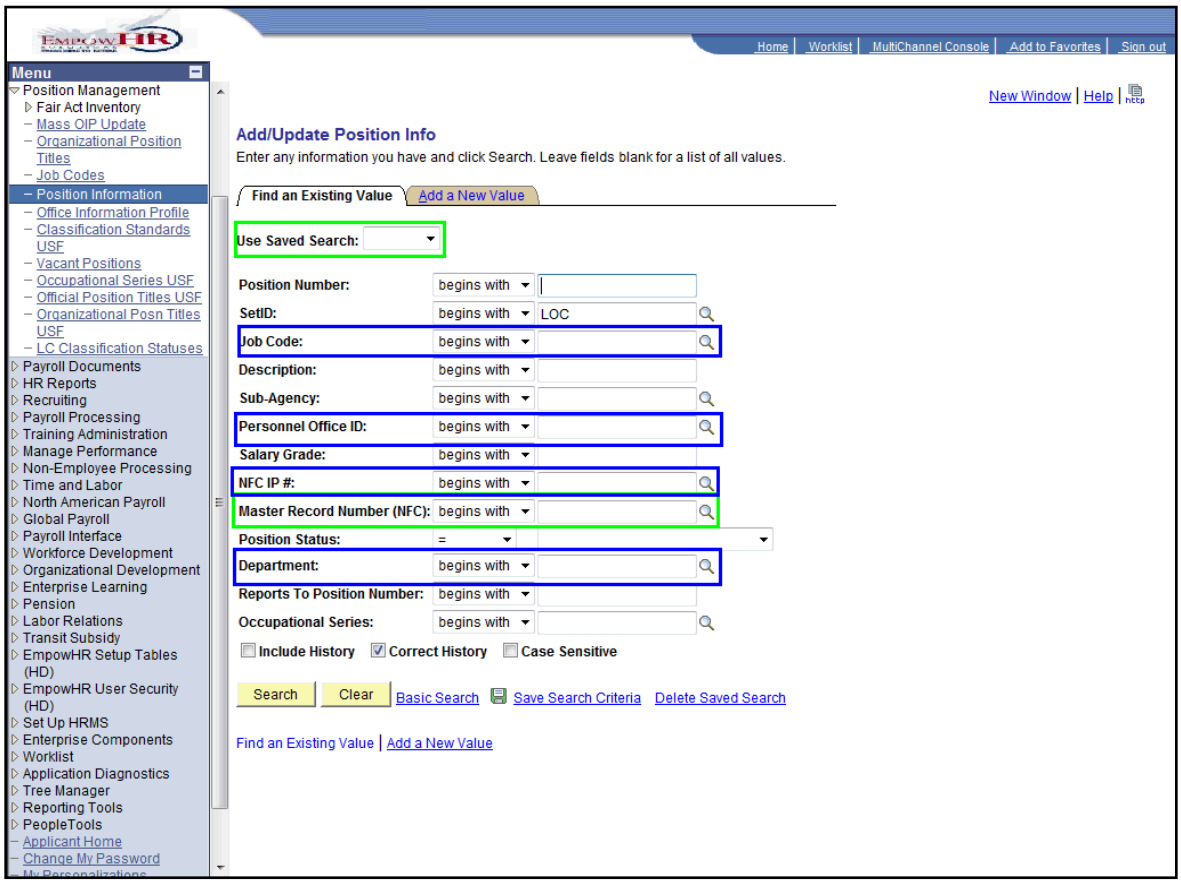
Step	Action
15.	This completes Fair Act Inventory. **End of Procedure.**

Position Information

This section demonstrates the changes and additions to Position Information.

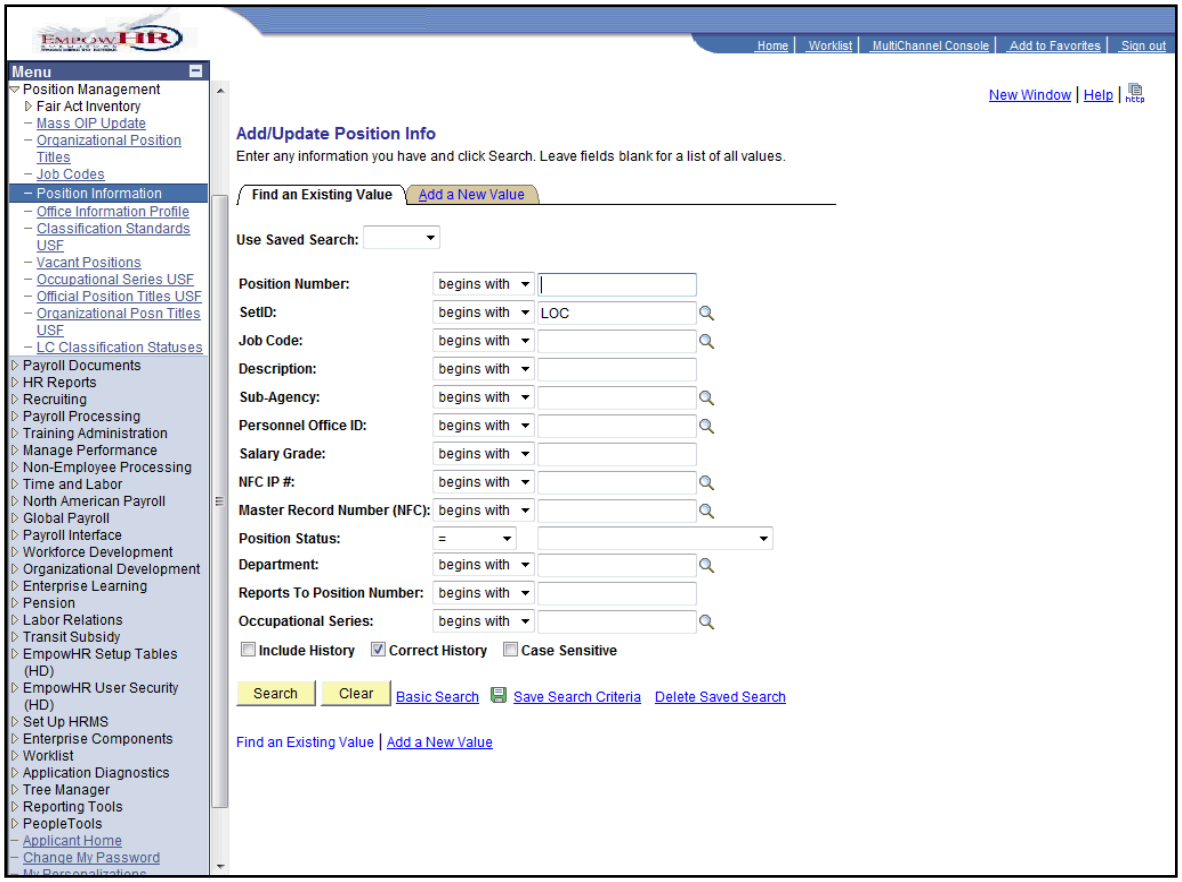
Step	Action
1.	Click the Position Management link. ▷ Position Management

Step	Action
2.	Click the Position Information link. Position Information

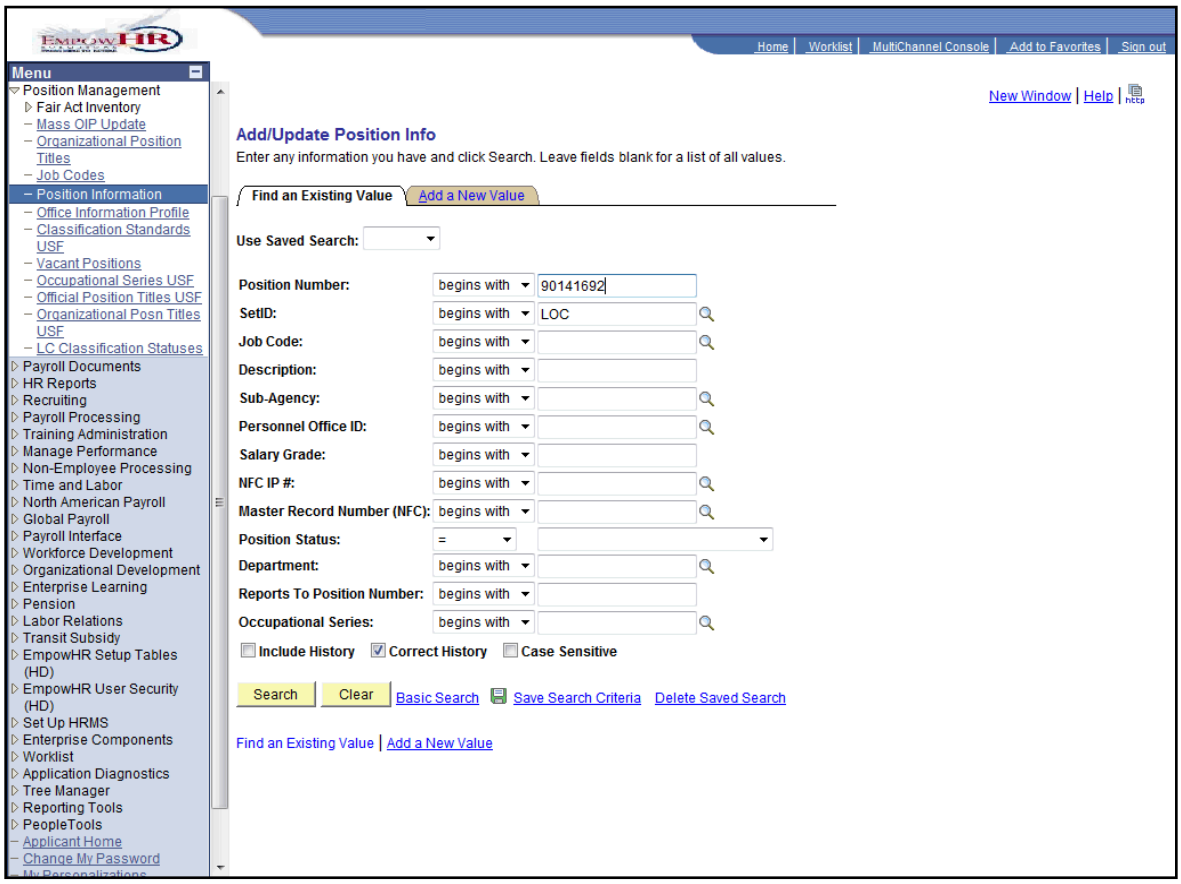


Step	Action
3.	Click the green book icon for additional information on searching.

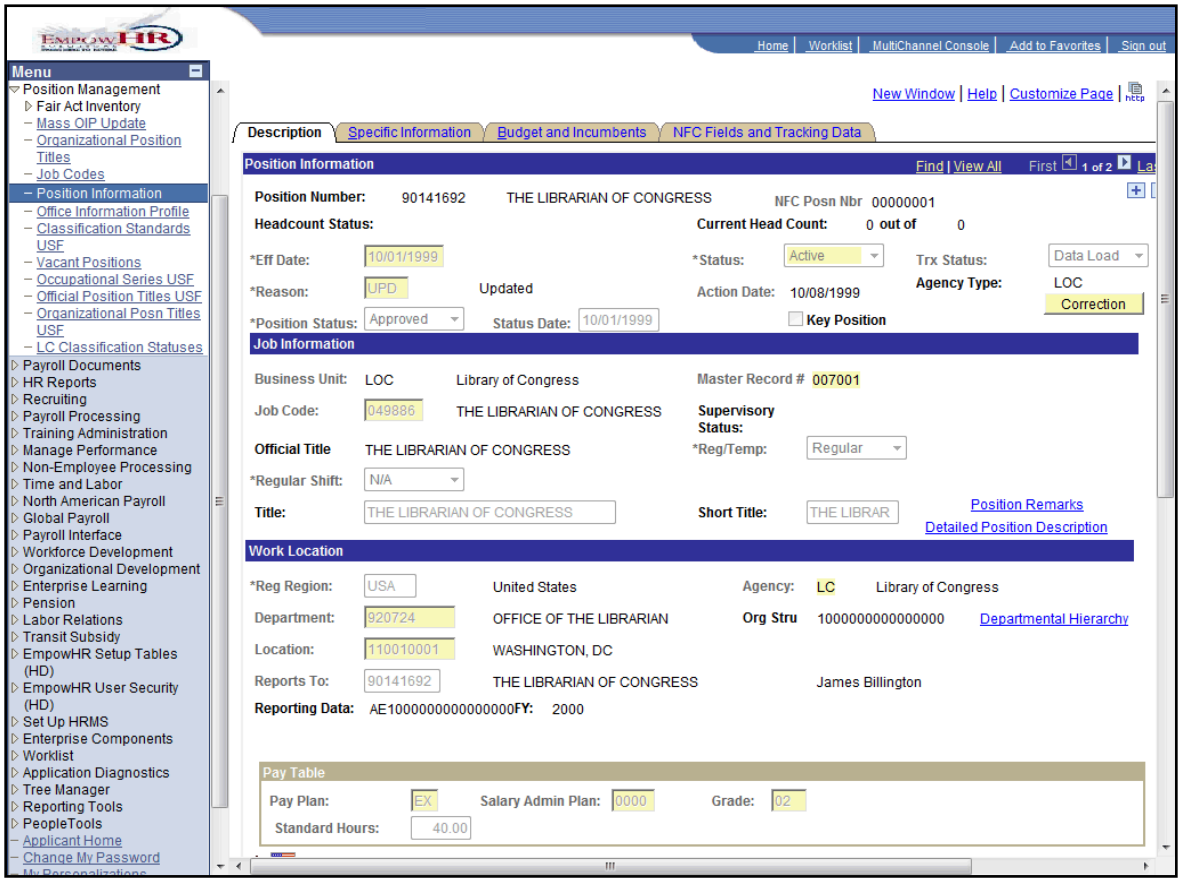
Field	8.8	9.0	Impact
Use Saved Search	Not Available	New	Allows the user to search on a previously saved search.
Master Record Number (NFC)	Not Available	New	New Search field includes a search prompt button to help in searches.
Job Code	Not Available	New search prompts	These fields have search prompt buttons in 9.0
Personnel Office ID	Not Available	New search prompts	These fields have search prompt buttons in 9.0
NFC IP#	Not Available	New search prompts	These fields have search prompt buttons in 9.0
Department	Not Available	New search prompts	These fields have search prompt buttons in 9.0



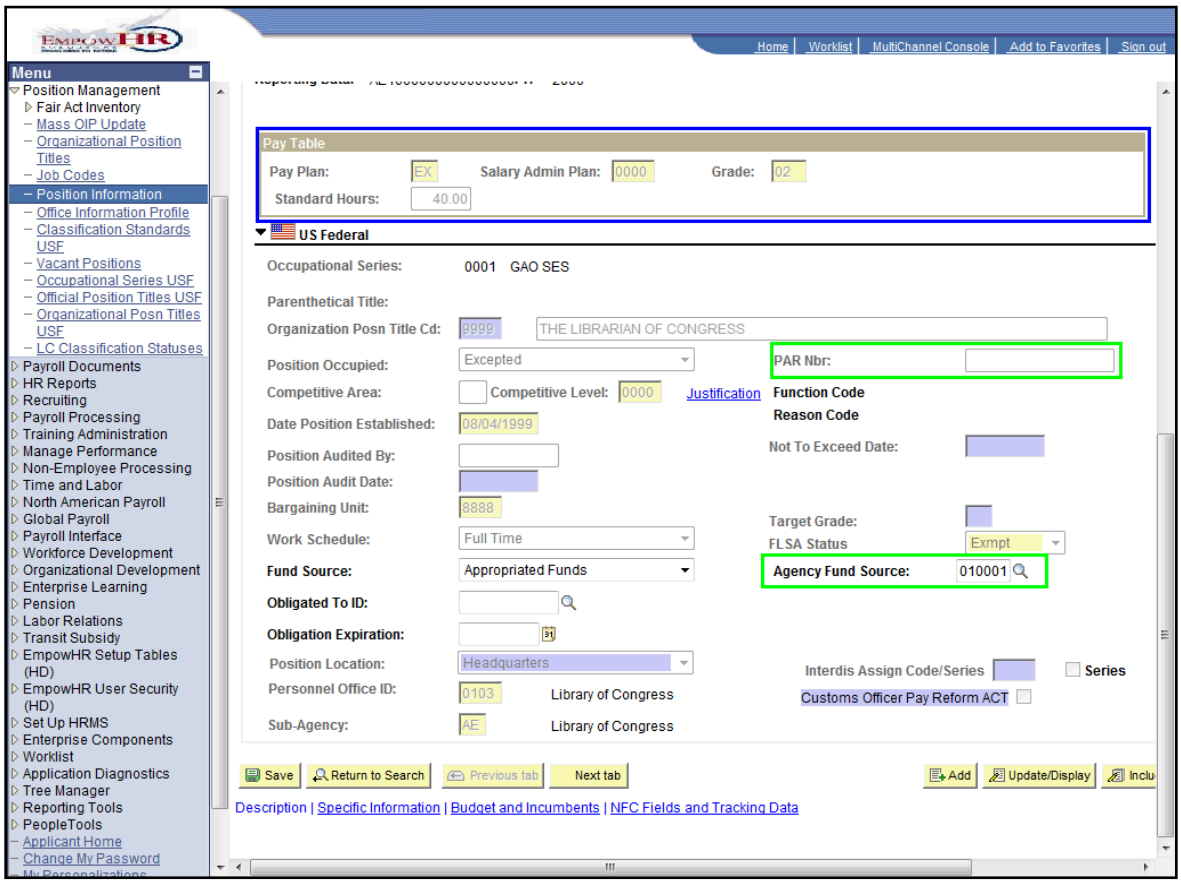
Step	Action
4.	Enter the desired information into the **Position Number** field. Enter "**90141692**".



Step	Action
5.	Click the **Search** button. Search

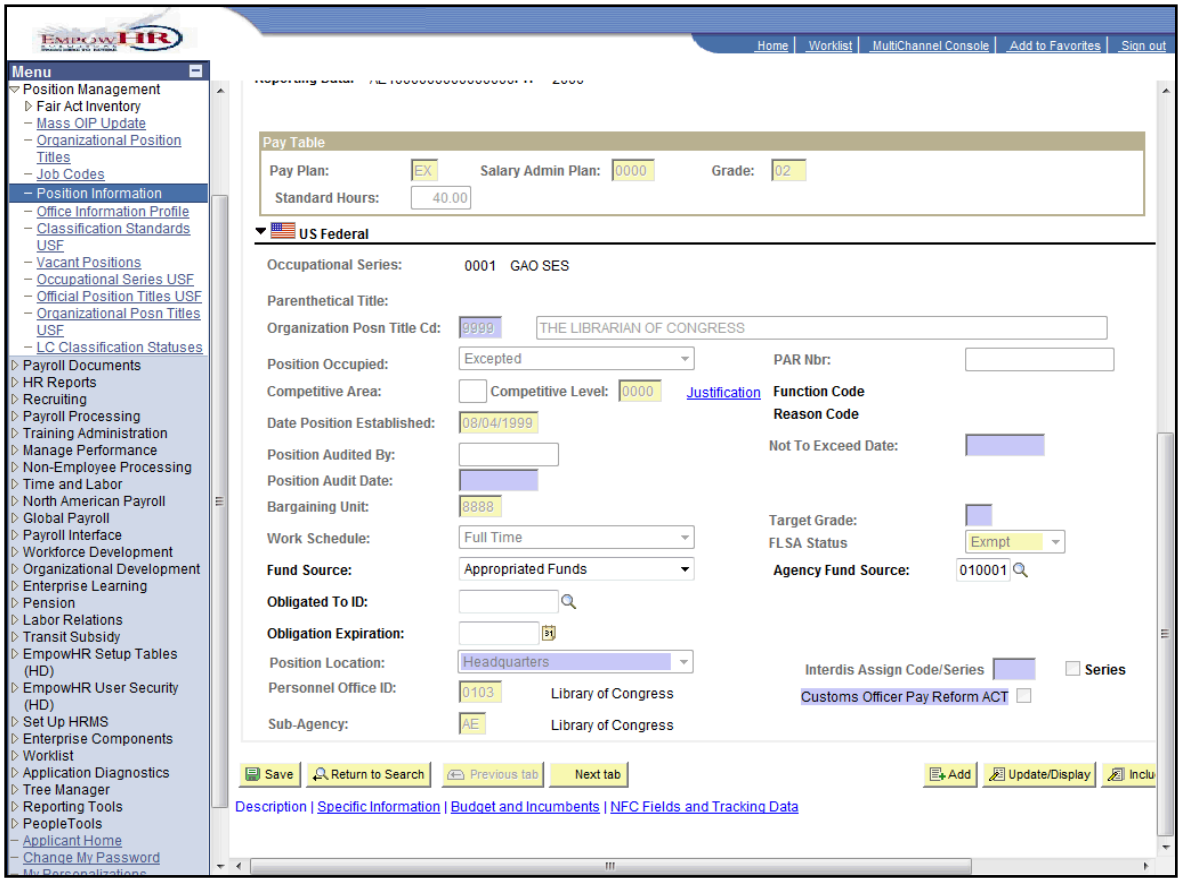


Step	Action
6.	Click the scrollbar.

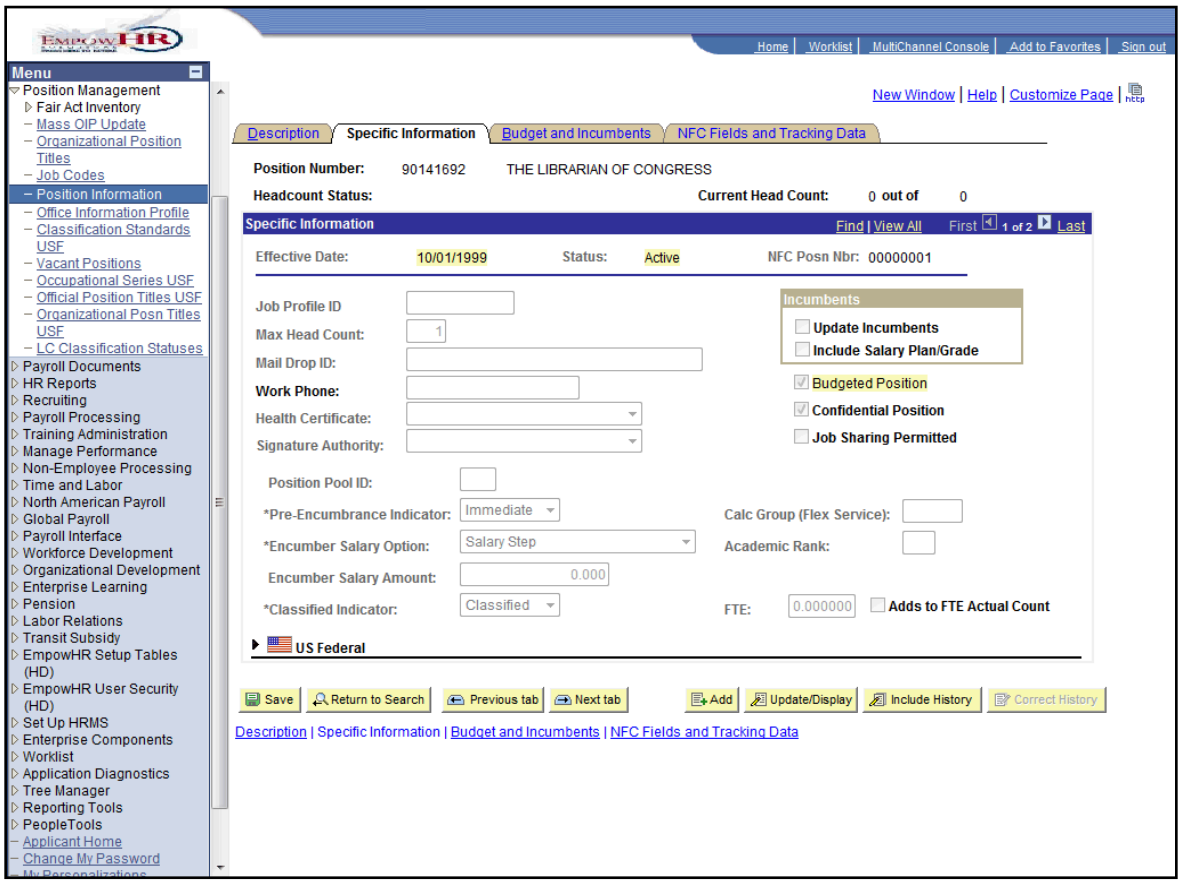


Step	Action
7.	Click the green book icon for additional information on the **Description** page.

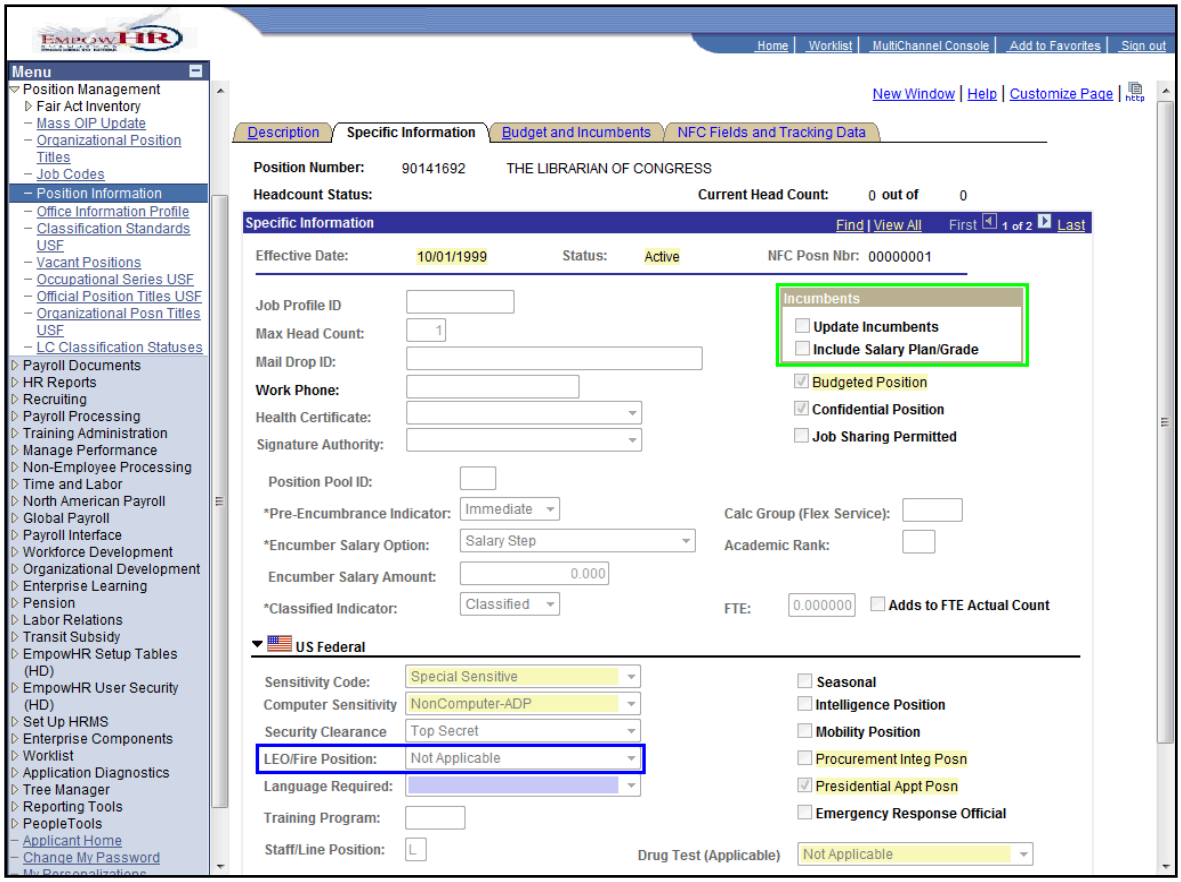
Field	8.8	9.0	Impact
Pay Table Section	Salary Plan Information	Pay Table	Page section renamed in 9.0. Fields remain the same in this section.
US Federal Section			
PAR Number	Not Available	New	This field is used by DHS and is available to all agencies in 9.0. This field is located next to the Position Occupied field.
Agency Fund Source	Not Available	New	This field is used by LOC and is available to all agencies in 9.0. This field is located next to the Fund Source field.



Step	Action
8.	Click the Specific Information link. Specific Information

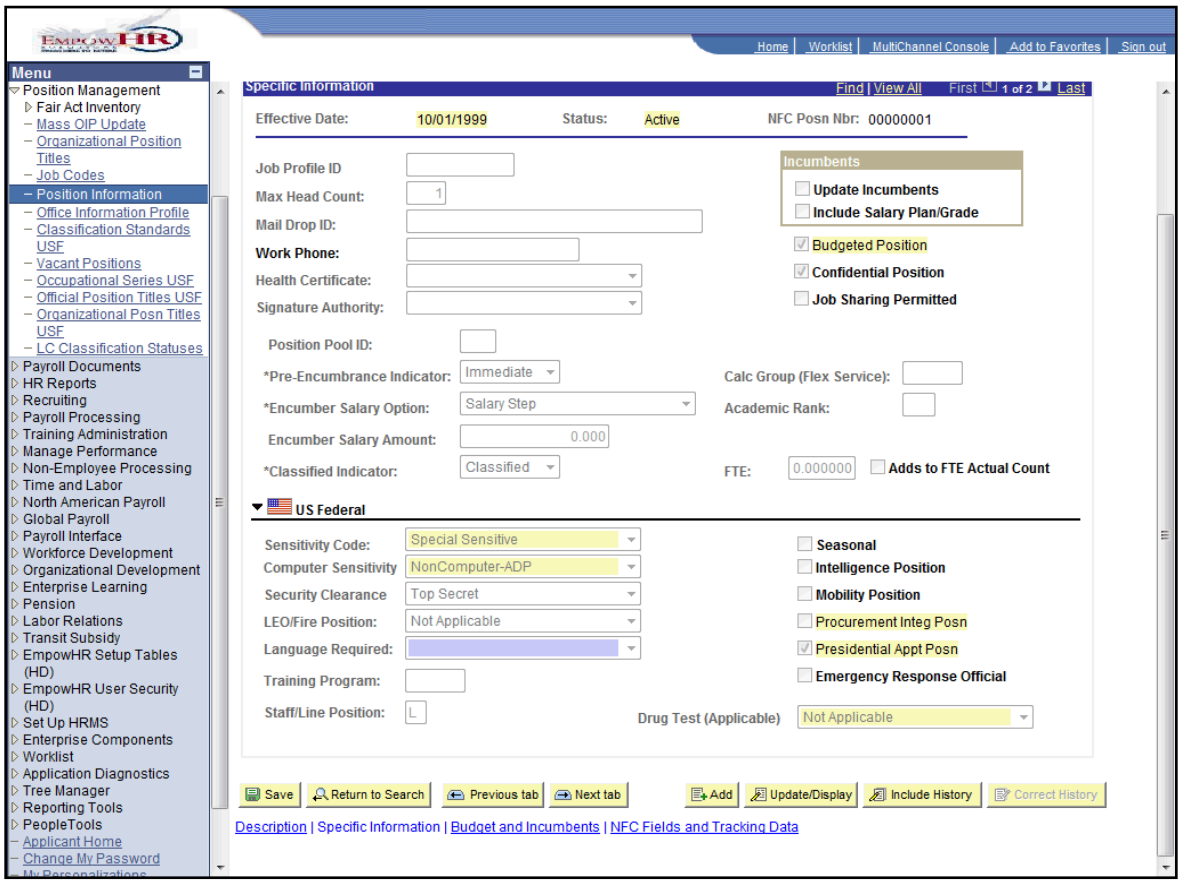


Step	Action
9.	Click the **Expanded section** button.

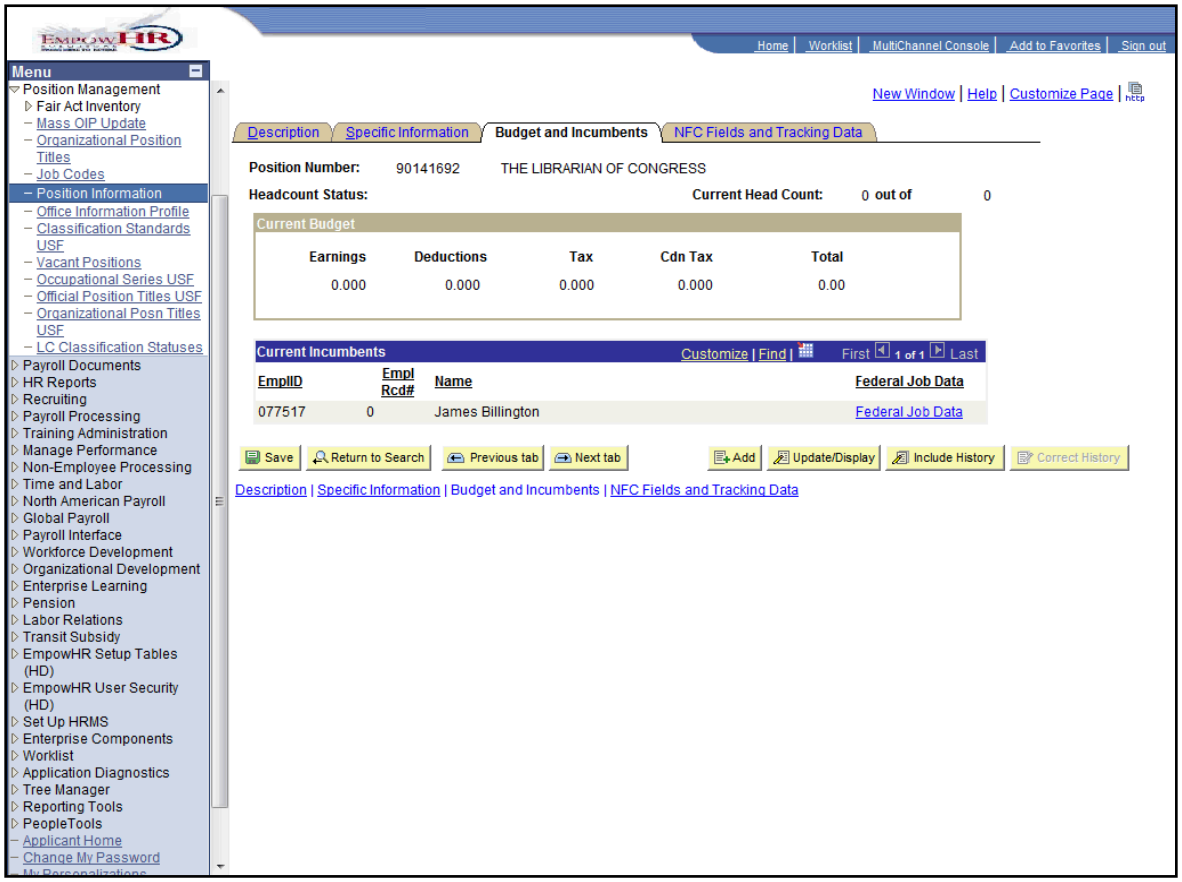


Step	Action
10.	Click the green book icon for changes and additions to the **Specific Information** page.

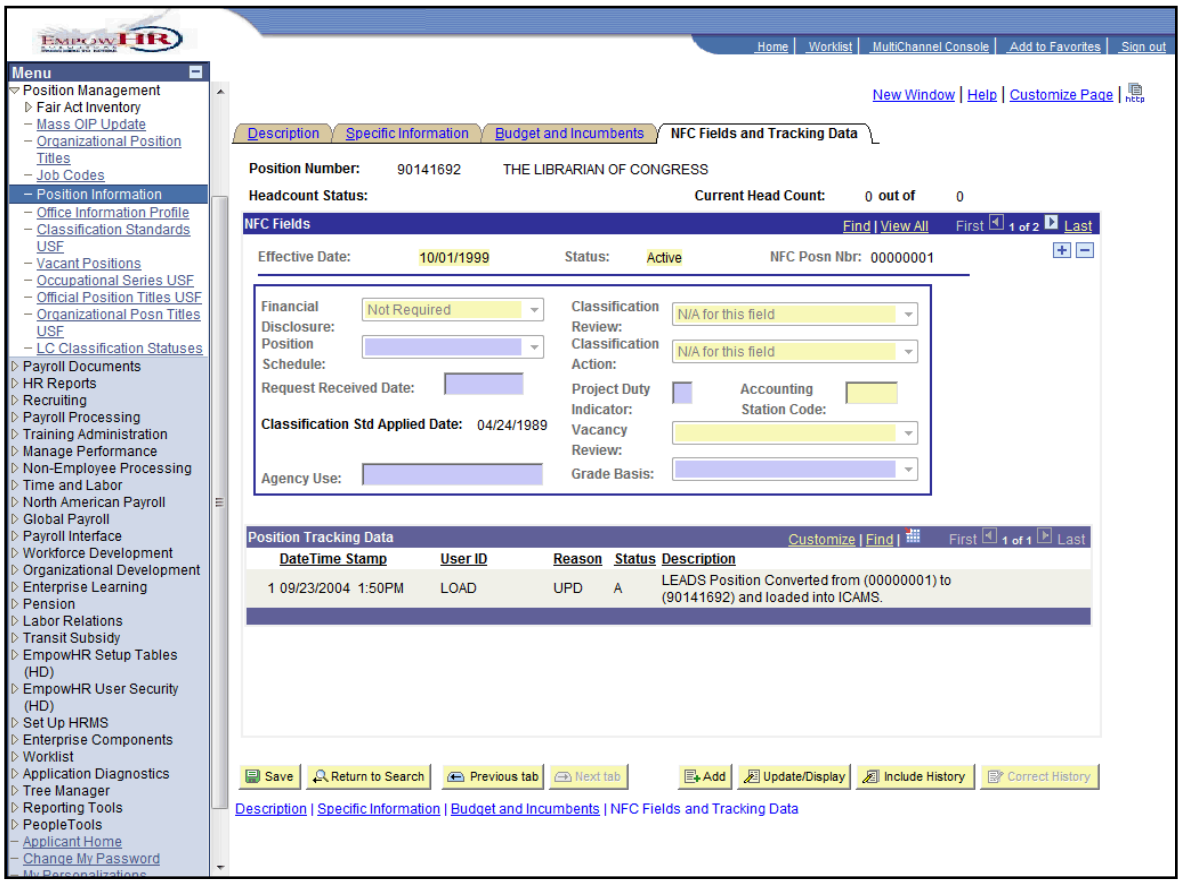
Field	8.8	9.0	Impact
Incumbents section:			
Update Incumbent	Not Available	New	Select check box if the incumbent's job data should be updated.
US Federal section			
LEO/Fire Position	LEO Indicator	LEO/Fire Position	Field name changed.



Step	Action
11.	Click the Budget and Incumbents link. Budget and Incumbents



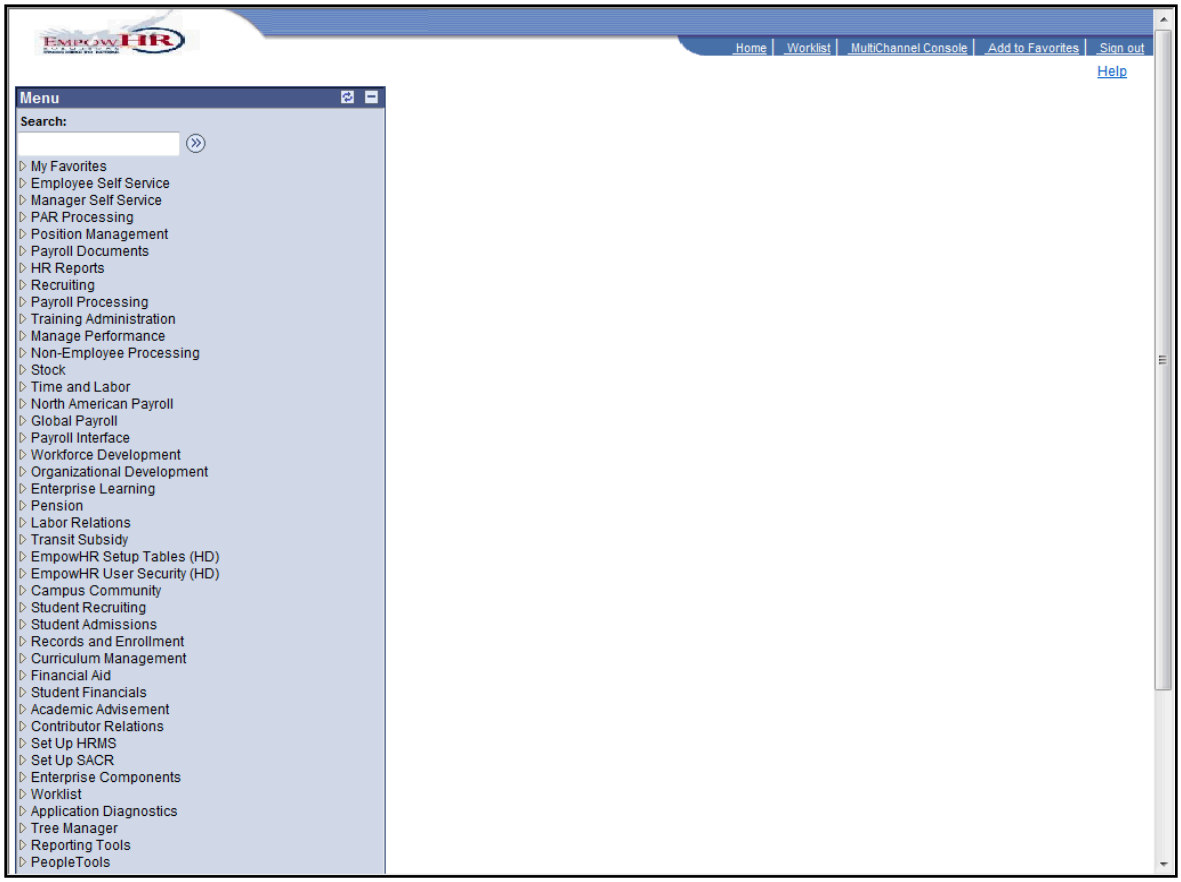
Step	Action
12.	There were no changes on this page. Click the NFC Fields and Tracking Data link. NFC Fields and Tracking Data



Step	Action
13.	There were no changes on this page.
14.	This completes Position Information. **End of Procedure.**

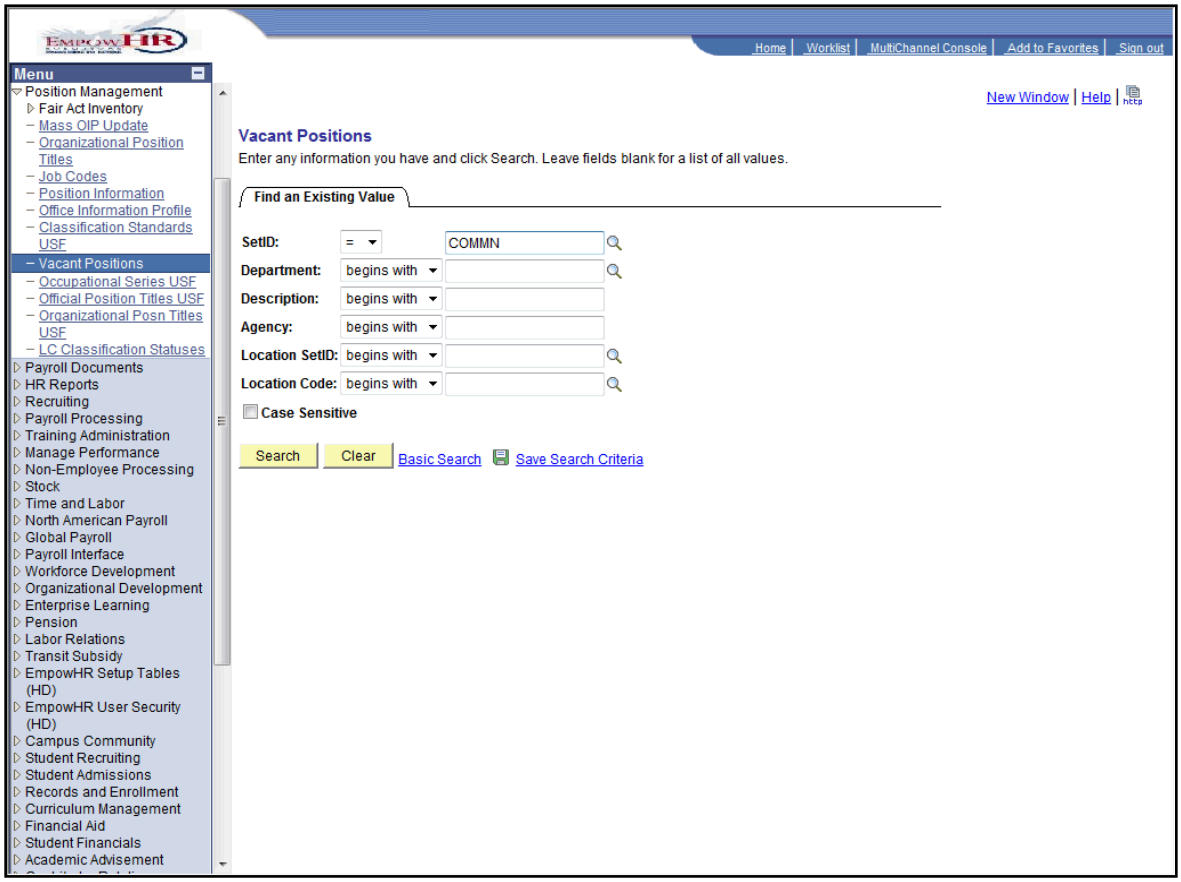
Vacant Position

This section demonstrates the functionality of the new Vacant Position page.



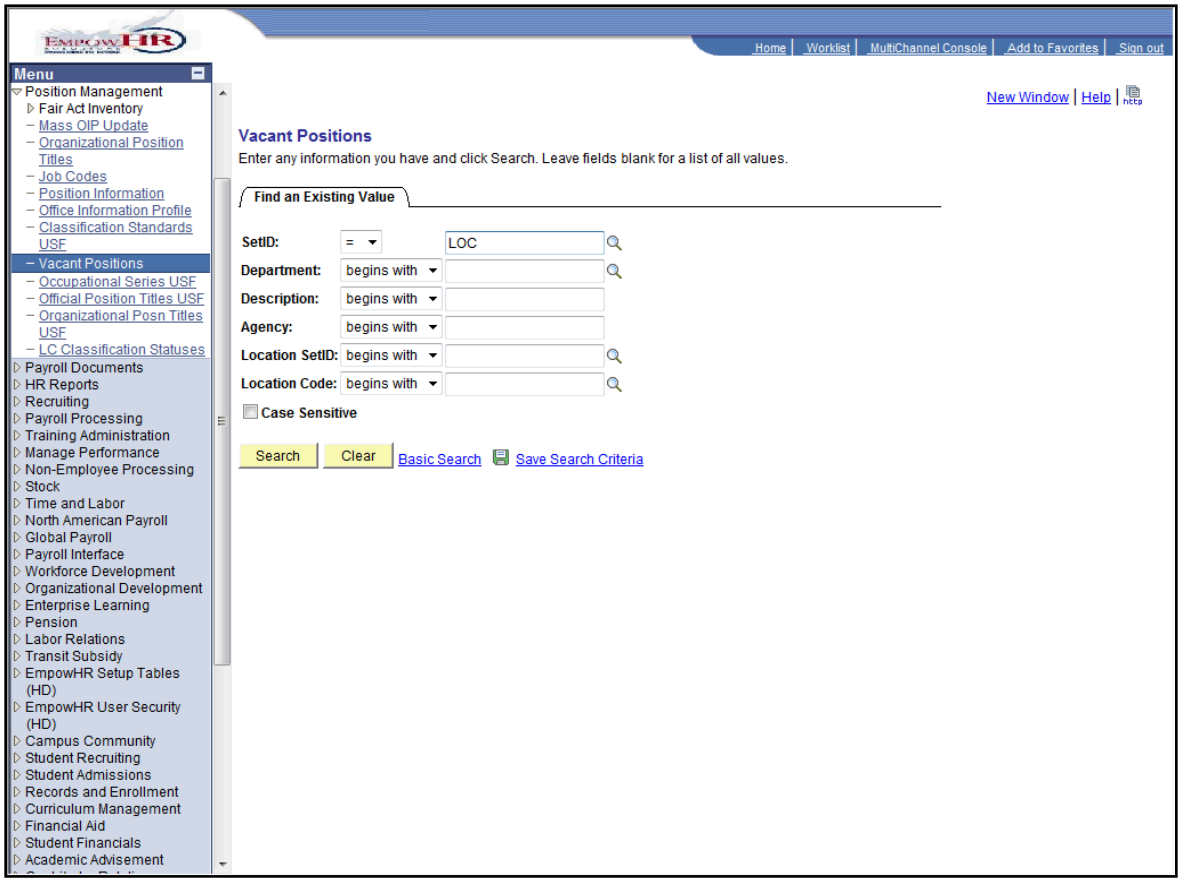
Step	Action
1.	Click the Position Management link. ▷ Position Management

Step	Action
2.	Click the **Vacant Positions** link. Vacant Positions

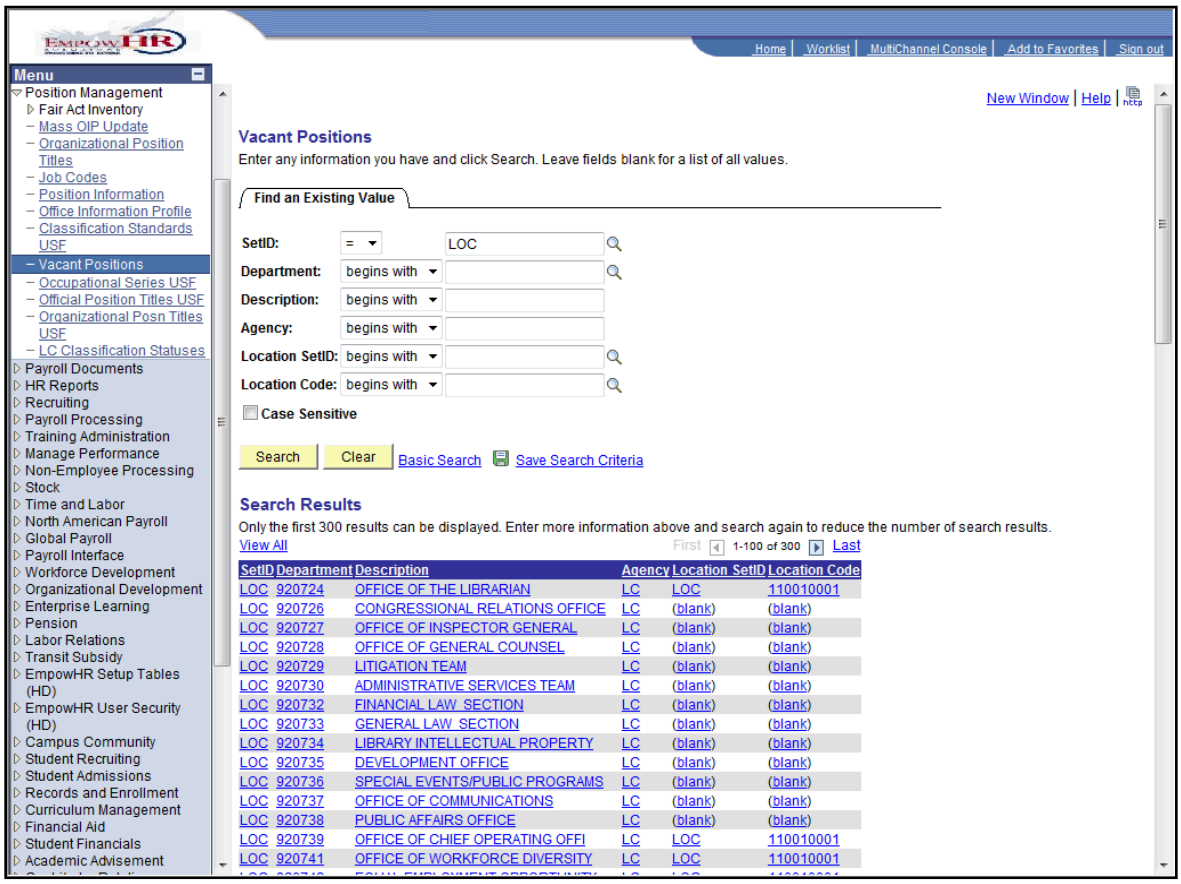


Step	Action
3.	Click the Look up SetID (Alt+5) button.

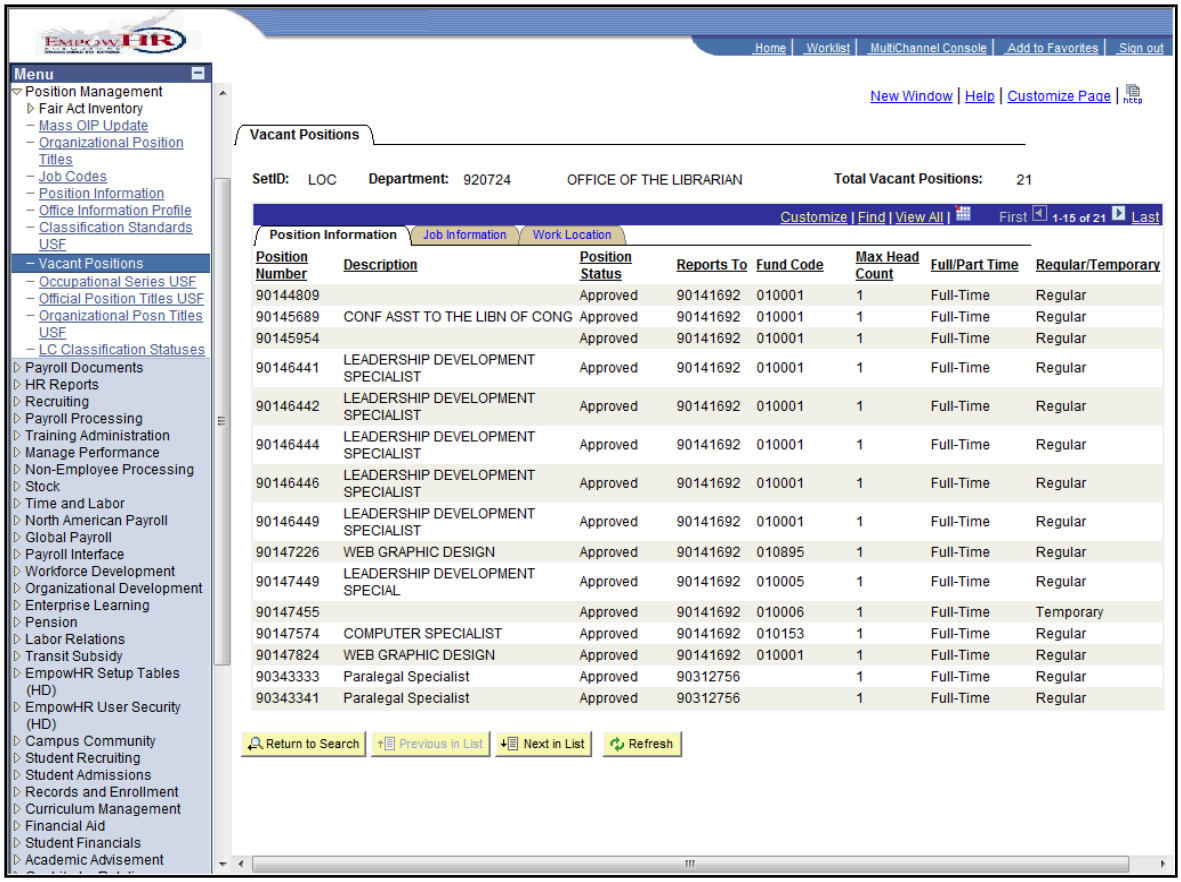
Step	Action
4.	Click the **LOC** link. LOC Library of Congress



Step	Action
5.	Click the **Search** button. Search

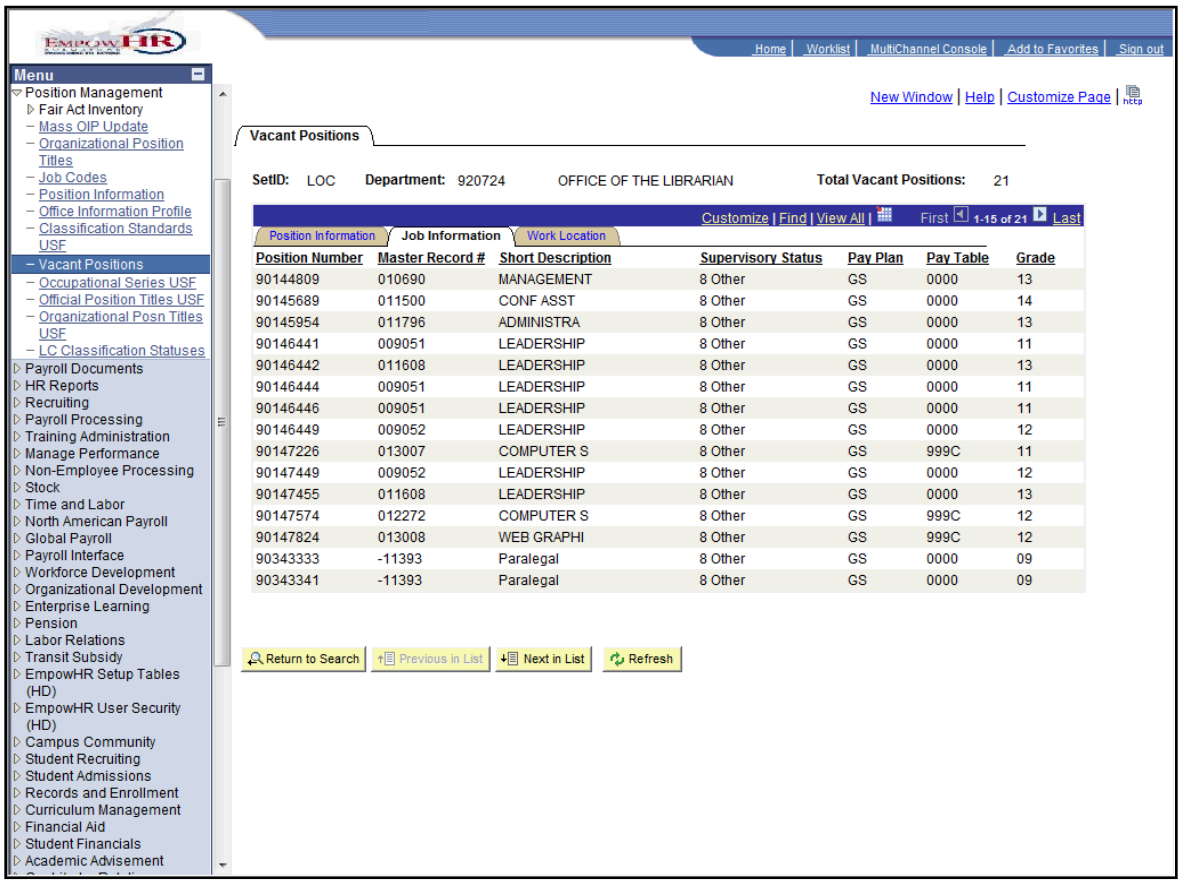


Step	Action
6.	Click the OFFICE OF THE LIBRARIAN link.

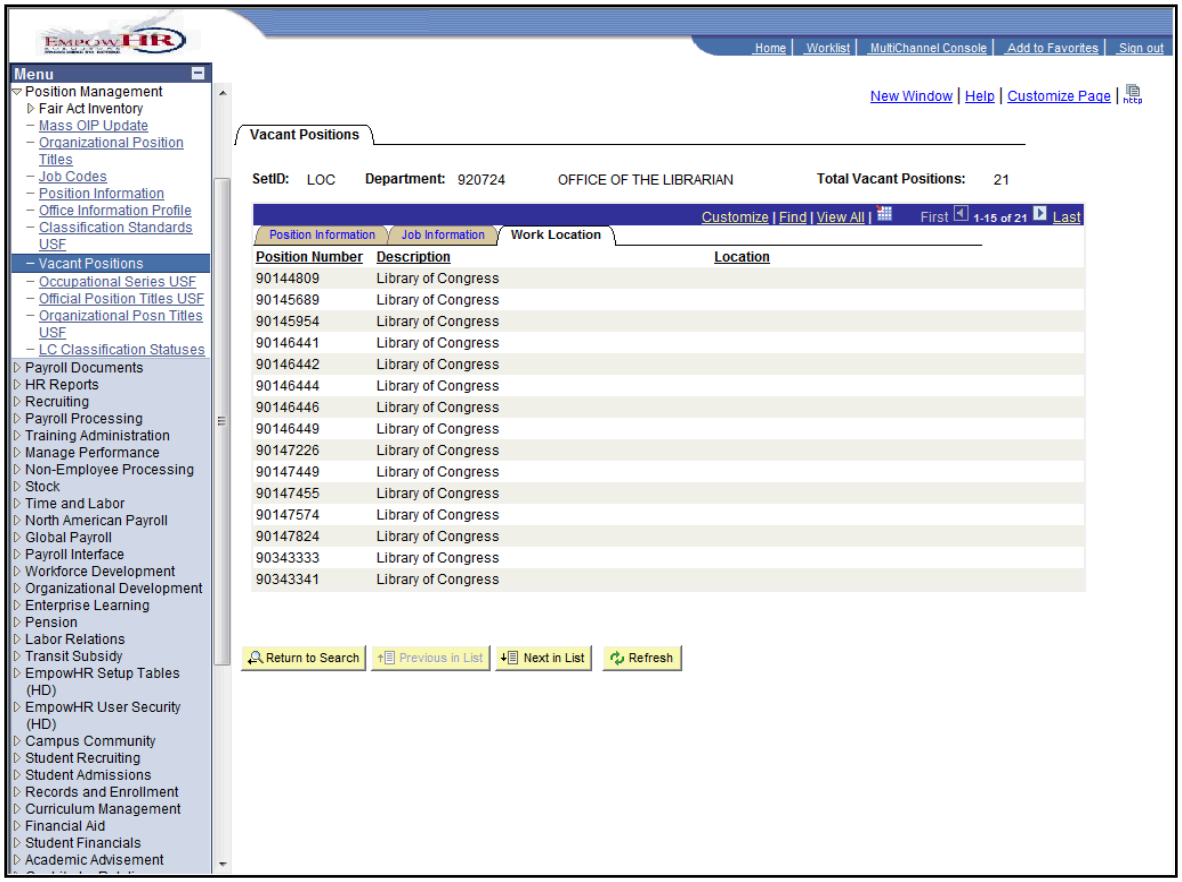


Position Number	Description	Position Status	Reports To	Fund Code	Max Head Count	Full/Part Time	Regular/Temporary
90144809		Approved	90141692	010001	1	Full-Time	Regular
90145689	CONF ASST TO THE LIBN OF CONG	Approved	90141692	010001	1	Full-Time	Regular
90145954		Approved	90141692	010001	1	Full-Time	Regular
90146441	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146442	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146444	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146446	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90146449	LEADERSHIP DEVELOPMENT SPECIALIST	Approved	90141692	010001	1	Full-Time	Regular
90147226	WEB GRAPHIC DESIGN	Approved	90141692	010895	1	Full-Time	Regular
90147449	LEADERSHIP DEVELOPMENT SPECIAL	Approved	90141692	010005	1	Full-Time	Regular
90147455		Approved	90141692	010006	1	Full-Time	Temporary
90147574	COMPUTER SPECIALIST	Approved	90141692	010153	1	Full-Time	Regular
90147824	WEB GRAPHIC DESIGN	Approved	90141692	010001	1	Full-Time	Regular
90343333	Paralegal Specialist	Approved	90312756		1	Full-Time	Regular
90343341	Paralegal Specialist	Approved	90312756		1	Full-Time	Regular

Step	Action
7.	Information regarding the position displays. Click the **Job Information** tab. Job Information



Step	Action
8.	Information regarding the job displays. Click the **Work Location** tab. Work Location



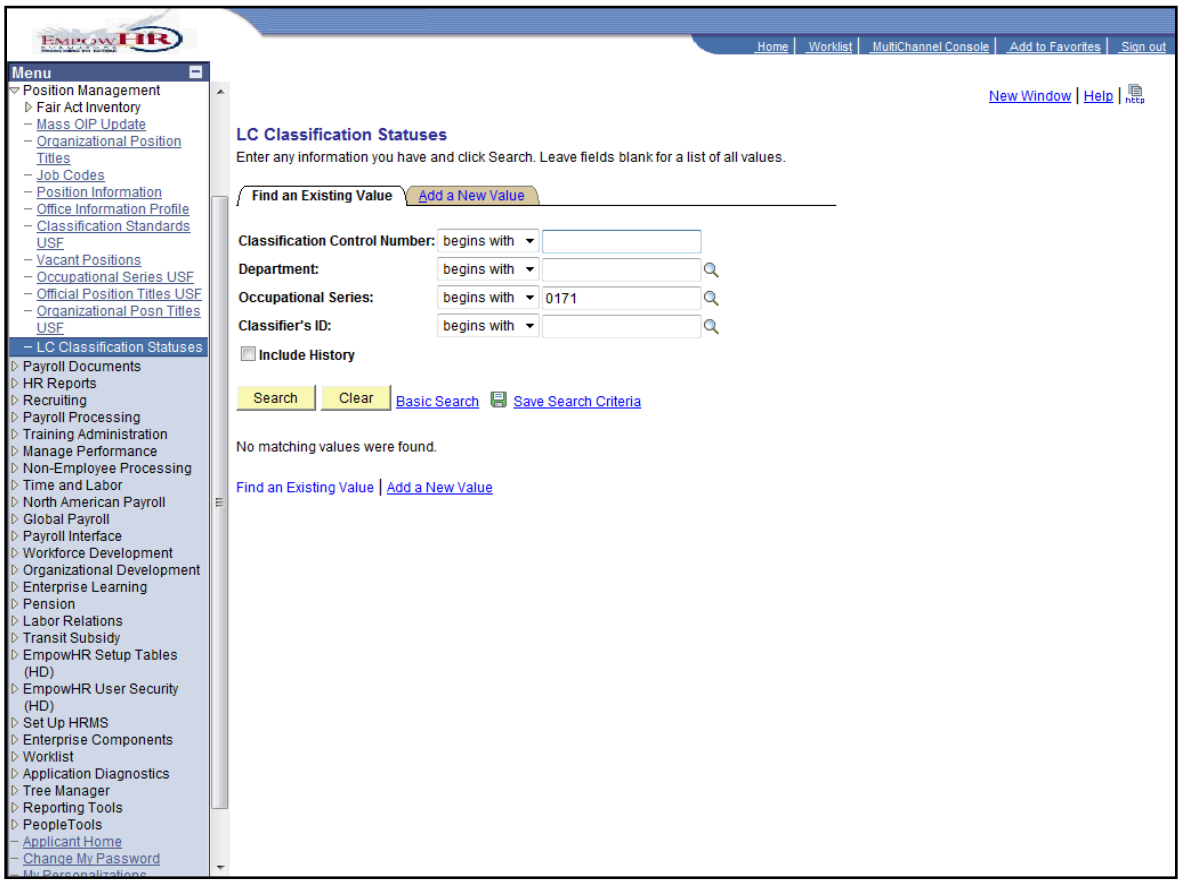
Step	Action
9.	Location information displays.
10.	This completes **Vacant Positions**. **End of Procedure.**

LC Classification Statuses

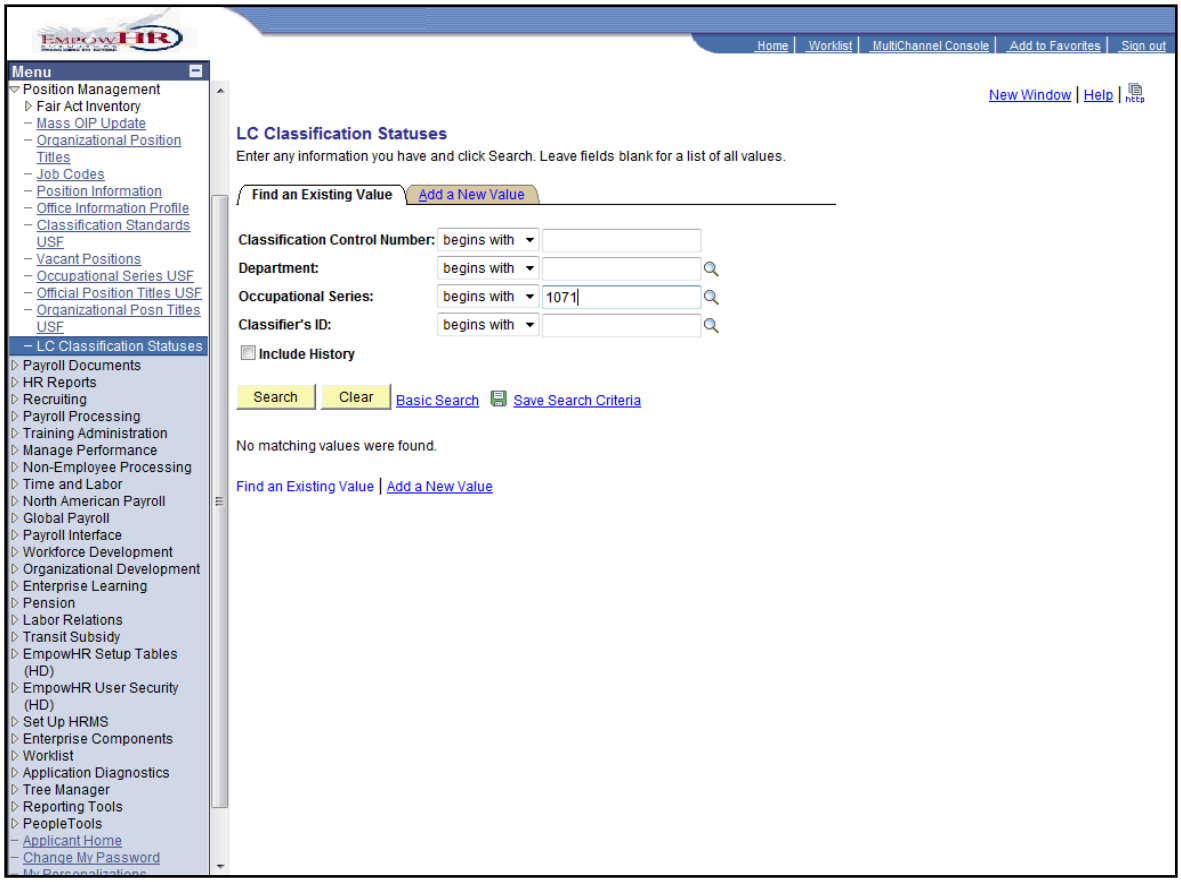
This section demonstrates the new LC Classifications component.

Step	Action
1.	Click the Position Management link. ▷ Position Management

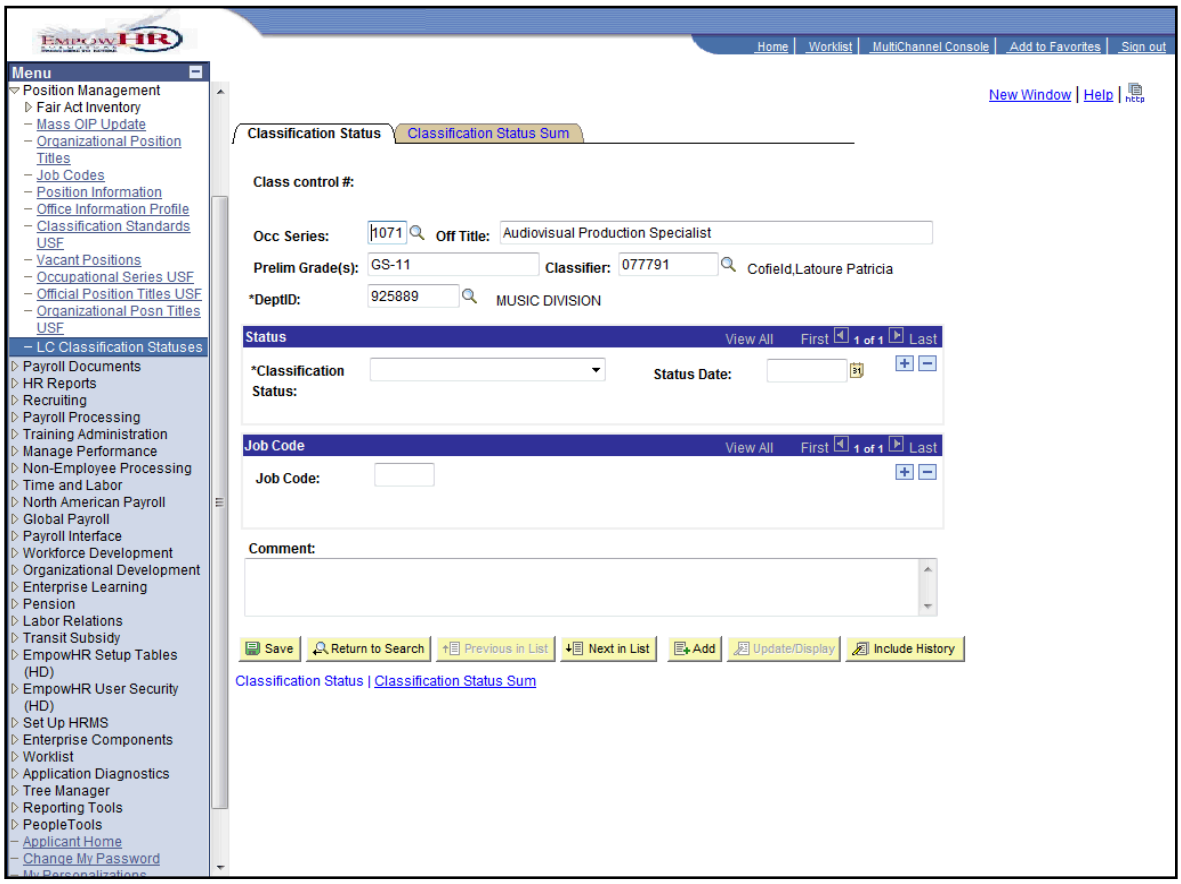
Step	Action
2.	Click the LC Classification Statuses link. LC Classification Statuses



Step	Action
3.	Enter the desired information into the **Occupational Series** field. Enter "**1071**".

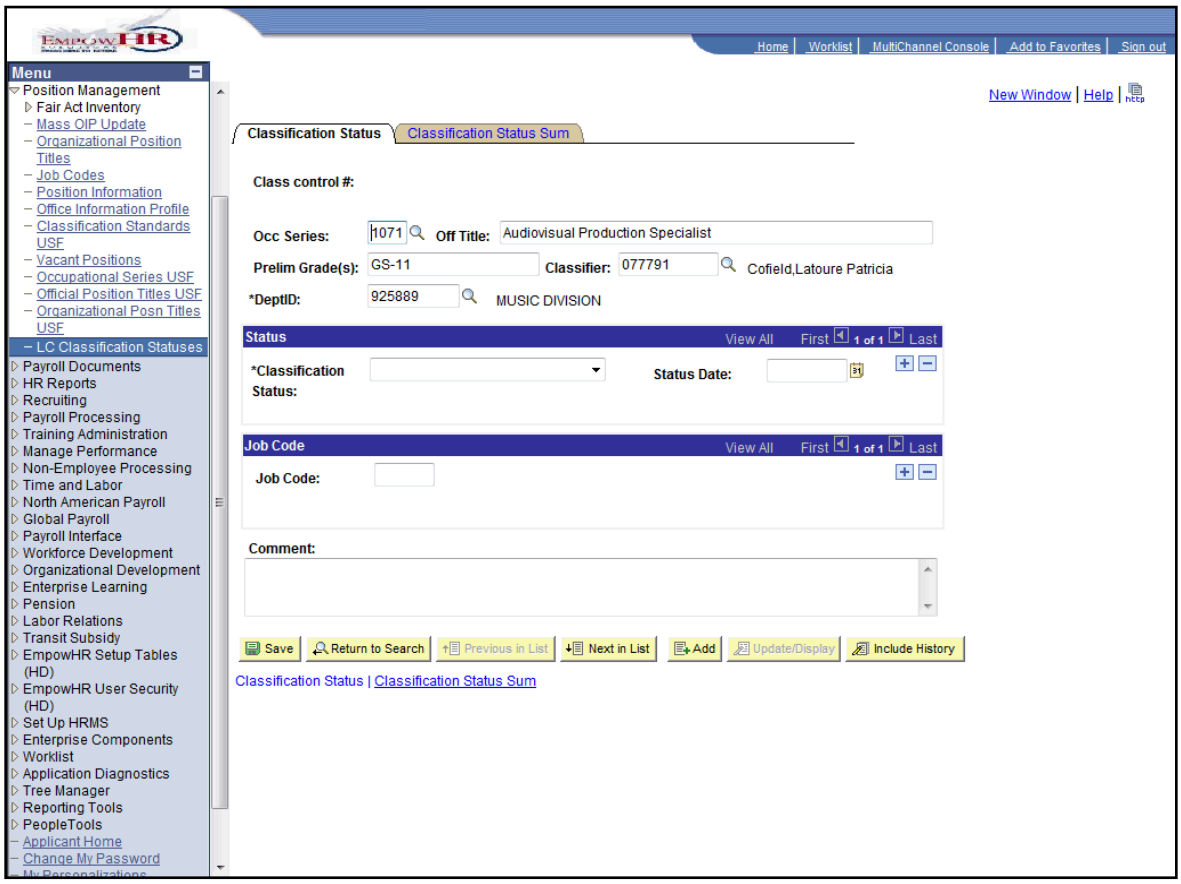


Step	Action
4.	Click the **Search** button. Search

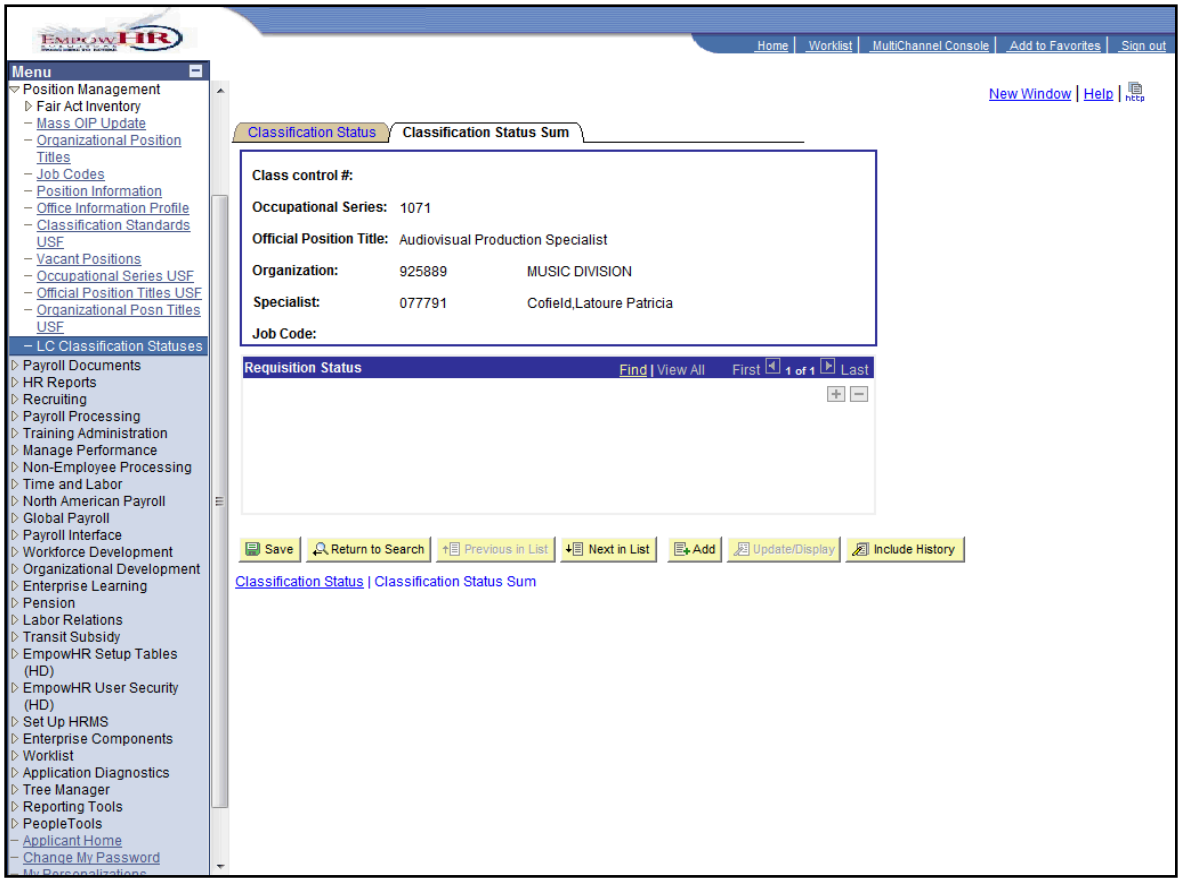


Step	Action
5.	Click on the green book icon to view the fields on the **Classification Status** page.

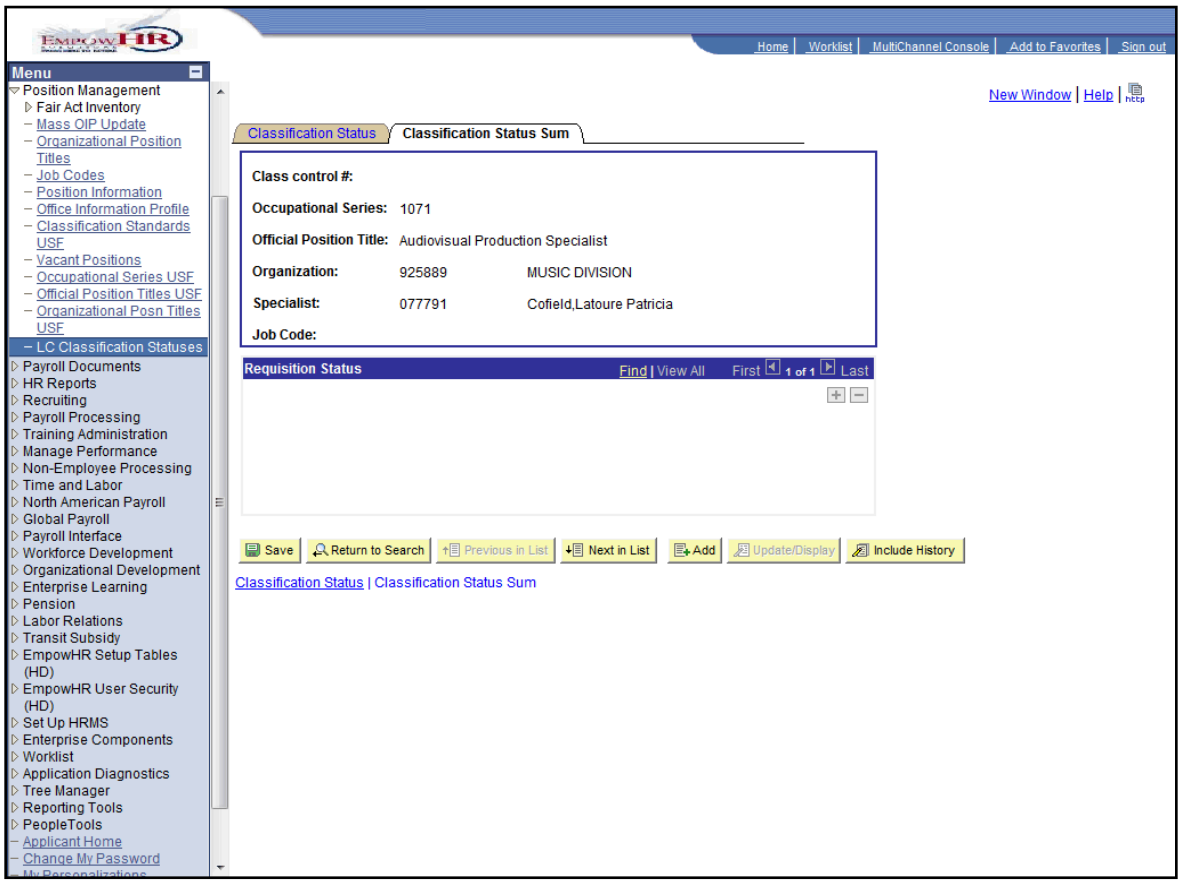
Field	9.0 Impact
Class control #	System-assigned number.
Occ Series	The occupational series number.
Off Title	The official title for the occupational series.
Prelim Grade(s)	The preliminary grade associated with the position.
Classifier	The EmplID of the classifier.
DeptID	The department identifier.
Status Section:	
Classification Status	Status of the classification.
Status Date	Date of the position status.
Job Code Section:	
Job Code	Job code of the classification.
Comment	Comment pertaining to the classification.



Step	Action
6.	Click the Classification Status Sum tab. Classification Status Sum



Step	Action
7.	The **Classification Status Sum** page displays a summary of the previous page.



Step	Action
8.	This completes LC Classification Status. **End of Procedure.**

Module 3 PAR Processing

Overview and Objectives

PAR Processing in EmpowHR 9.0 is basically the same as the previous version with minimal additional functionality. Some fields have been moved for ease of entry, other fields were renamed for clarification and certain fields that previously used by a specific agency are now available to all agencies.

After completing this module, participants will be able to:

- Identify changes to PAR Processing functionality
- Identify additional functionality

HR Processing

Overview

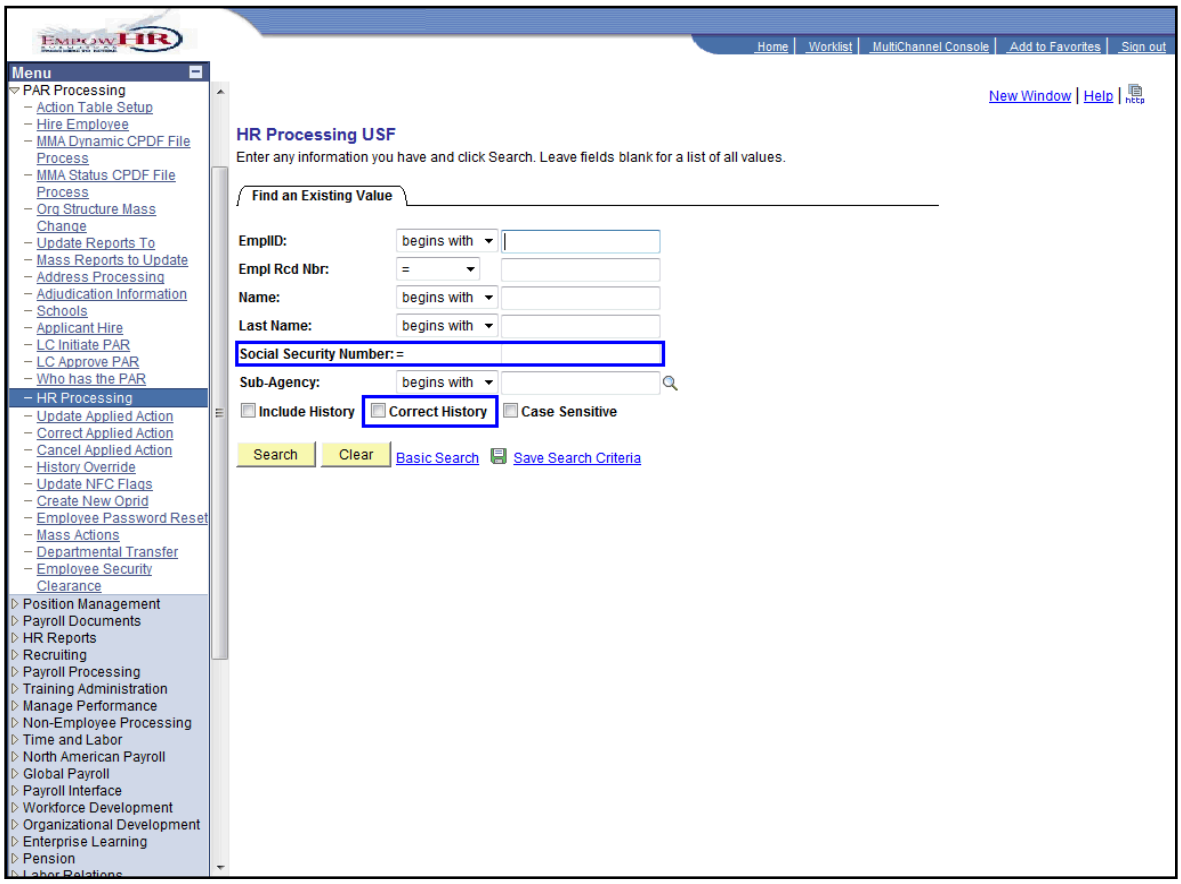
This section demonstrates the changes and additions to HR Processing functionality in EmpowHR 9.0.

HR Processing

This section demonstrates the changes and additions to HR Processing.

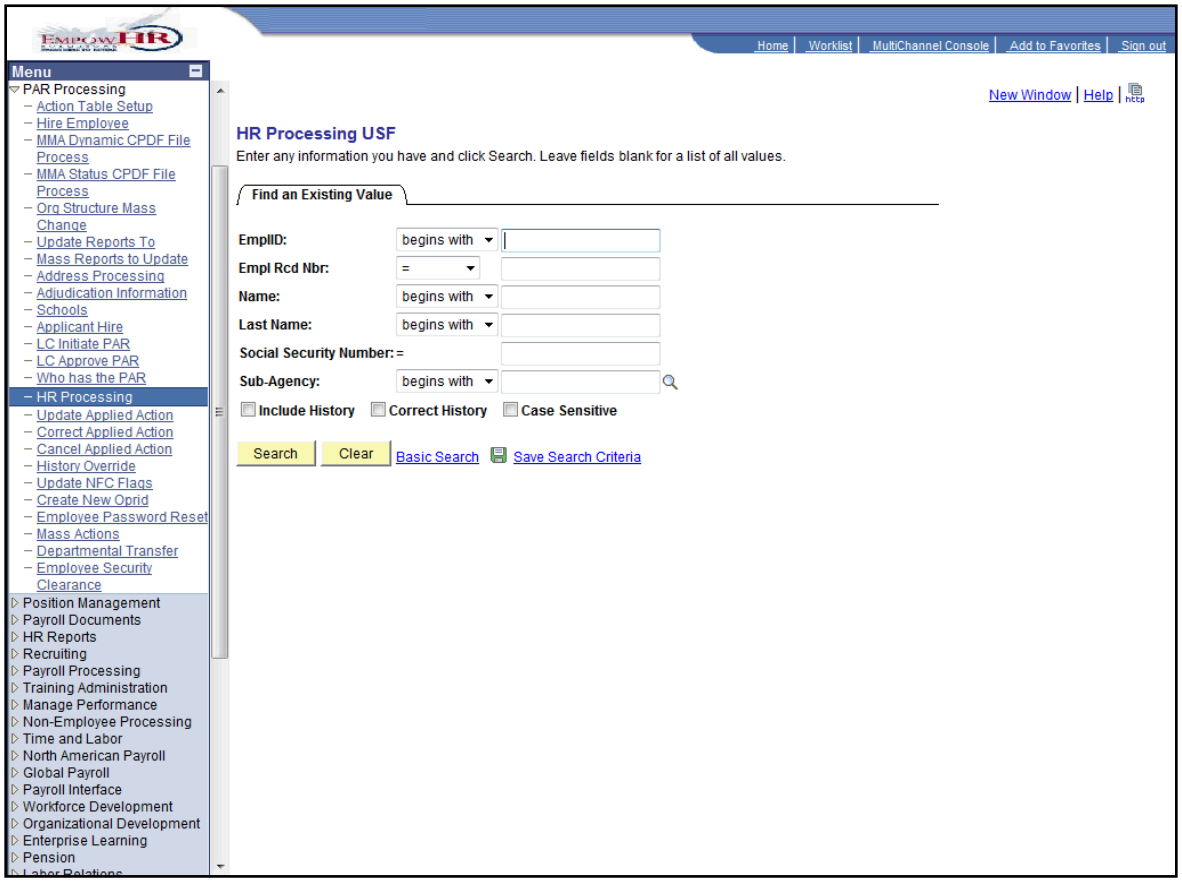
Step	Action
1.	Click the **PAR Processing** link. ▷ PAR Processing

Step	Action
2.	Click the **HR Processing** link. HR Processing

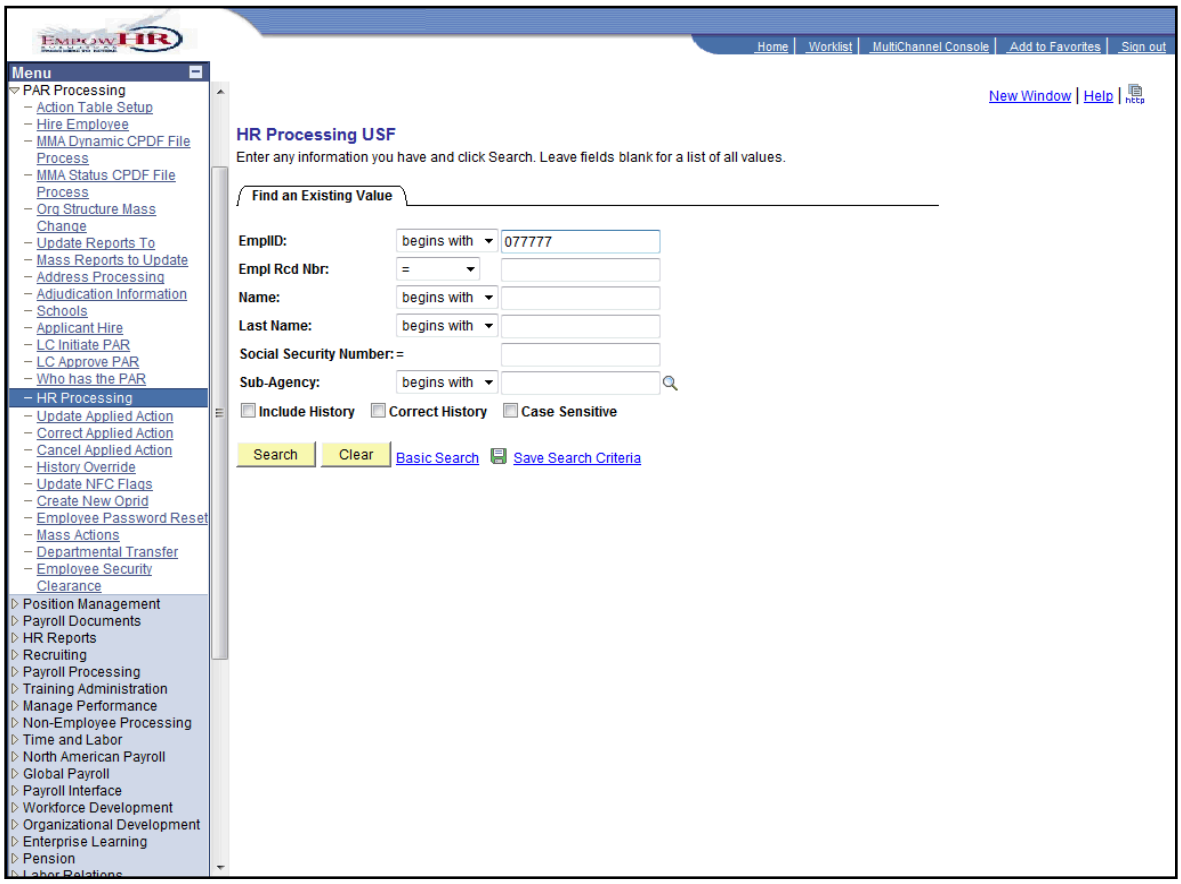


Step	Action
3.	Click the green book icon to view changes on the **HR Processing** search page

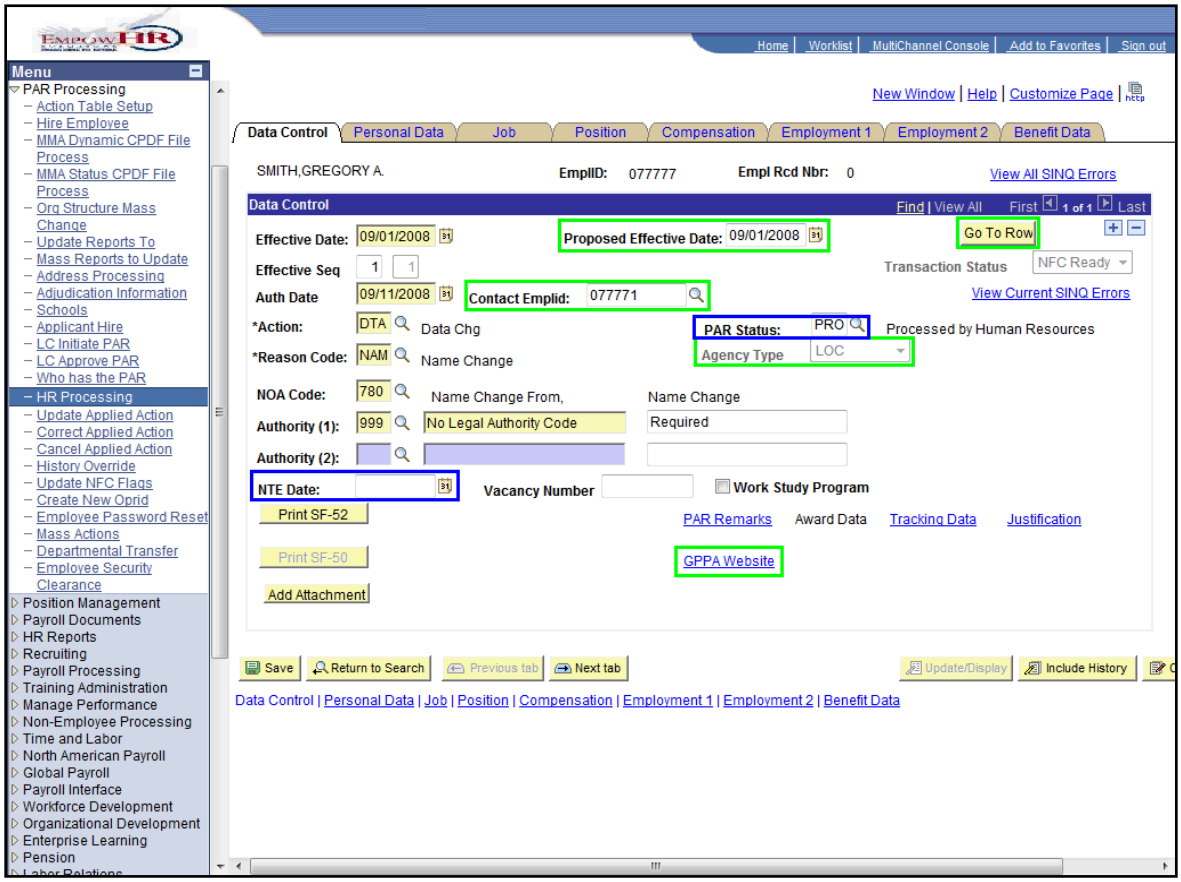
Field	8.8	9.0	Impact
Social Security Search Field	No Limits	Limited	Must contain an individual's entire 9-digit number.
Action Mode	Correct History	Update/Display	Default action mode is Update/Display, not Correct History.



Step	Action
4.	Enter the desired information into the **EmplID** field. Enter "**077777**".

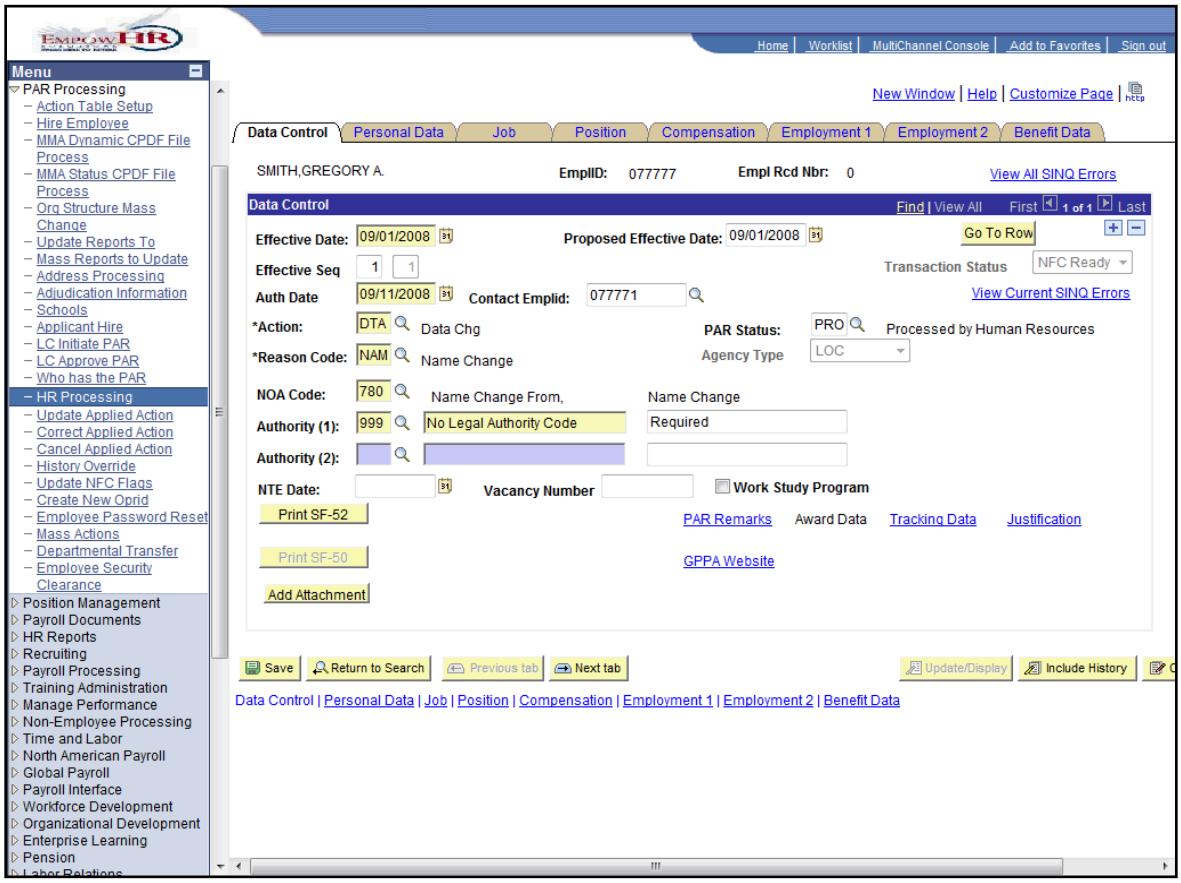


Step	Action
5.	Click the **Search** button. Search

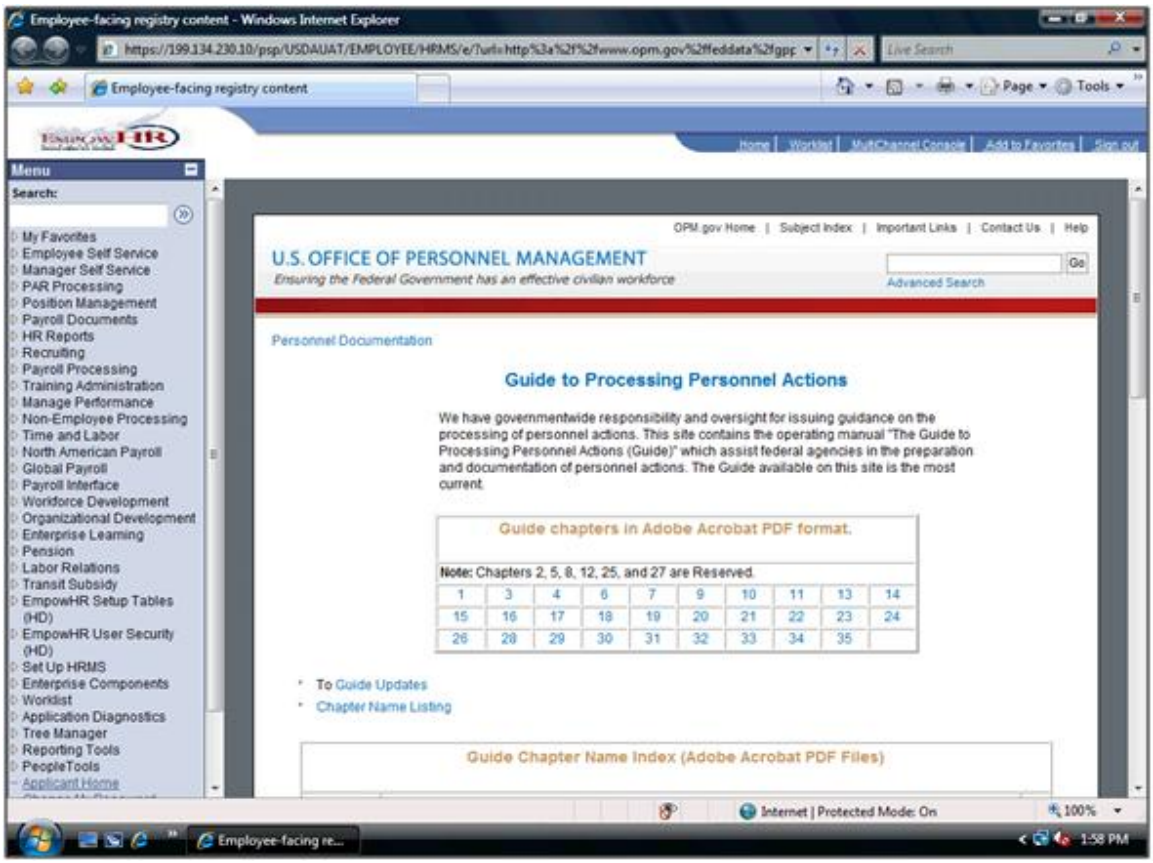


Step	Action
6.	Click the green book icon to view changes on the **Data Control** search page.

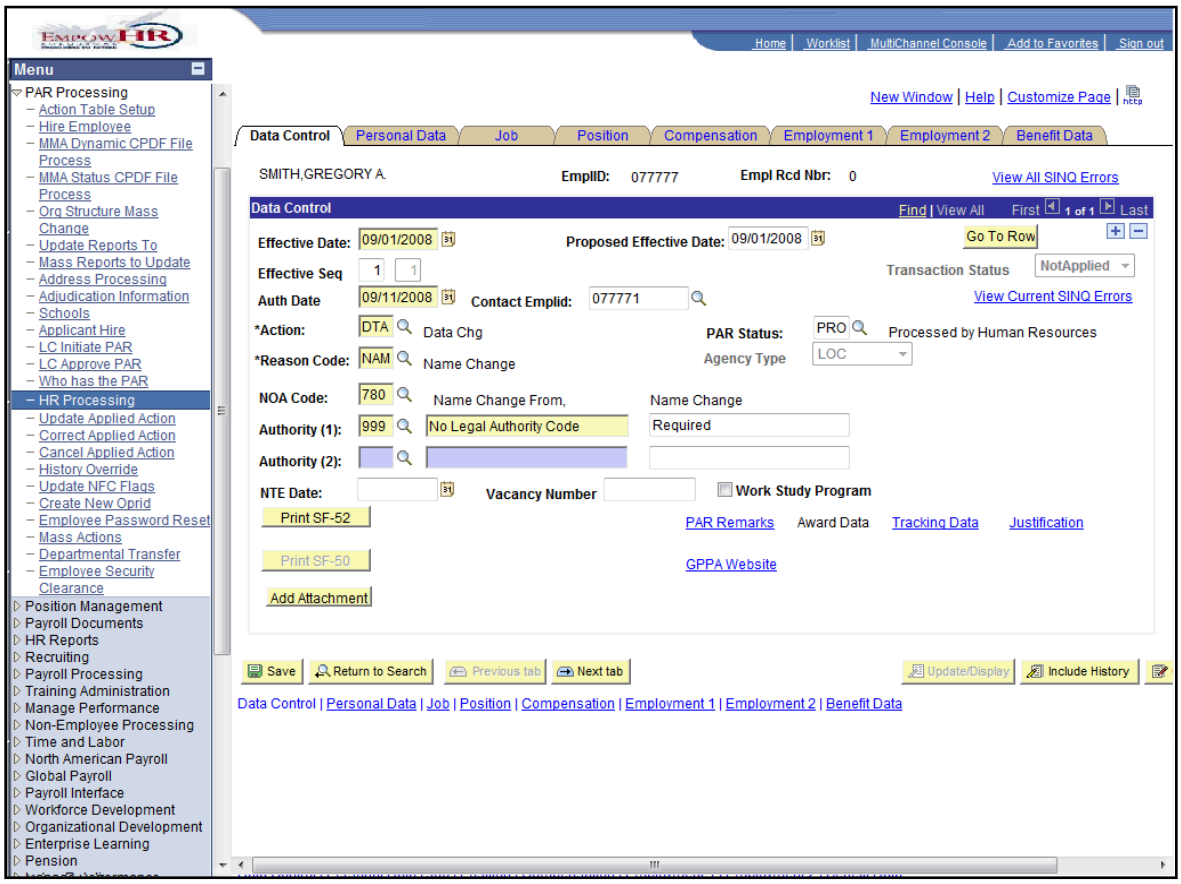
Field	8.8	9.0	Impact
Proposed Effective Date	Not Available	New	Defaults to the Effective Date. Can be overridden if necessary.
Go to Row Button	Not Available	New	This button allows a user to go to a specific row in the employee's history. Not used during the Hire process.
Contact Emplid	Not Available	New	Enter the contact employee ID number.
PAR Status	PRO (Processed by Human Resources	INI (Initiated)	The default PAR Status changed.
Agency Type	Not Available	New	Displays the Agency Type.
NTE Date	Not To Exceed Date	NTE Date	Field name changed but location was not changed.
GPPA Website	Not Available	New	This link provides access to the Rule book for processing a PAR.



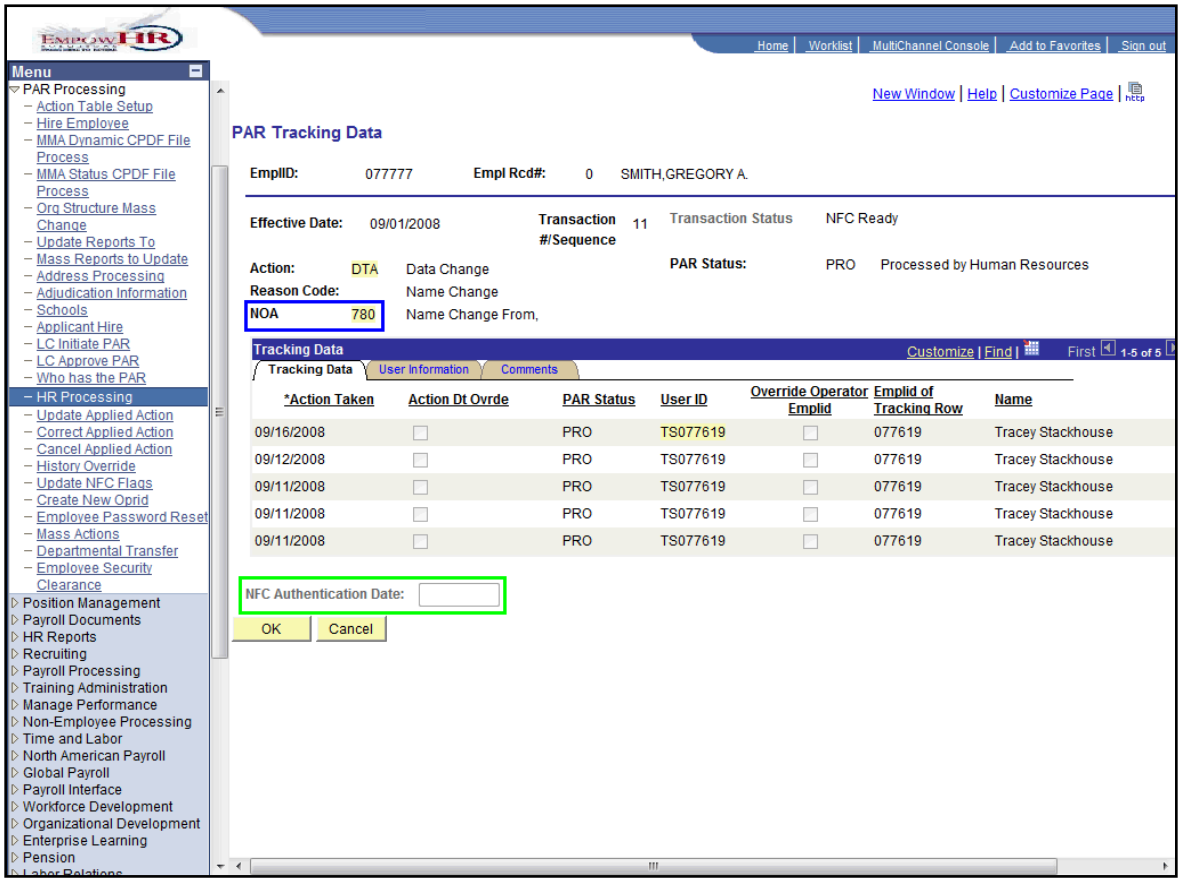
Step	Action
7.	Click the **GPPA Website** link. GPPA Website



Step	Action
8.	This page opens in a new window.

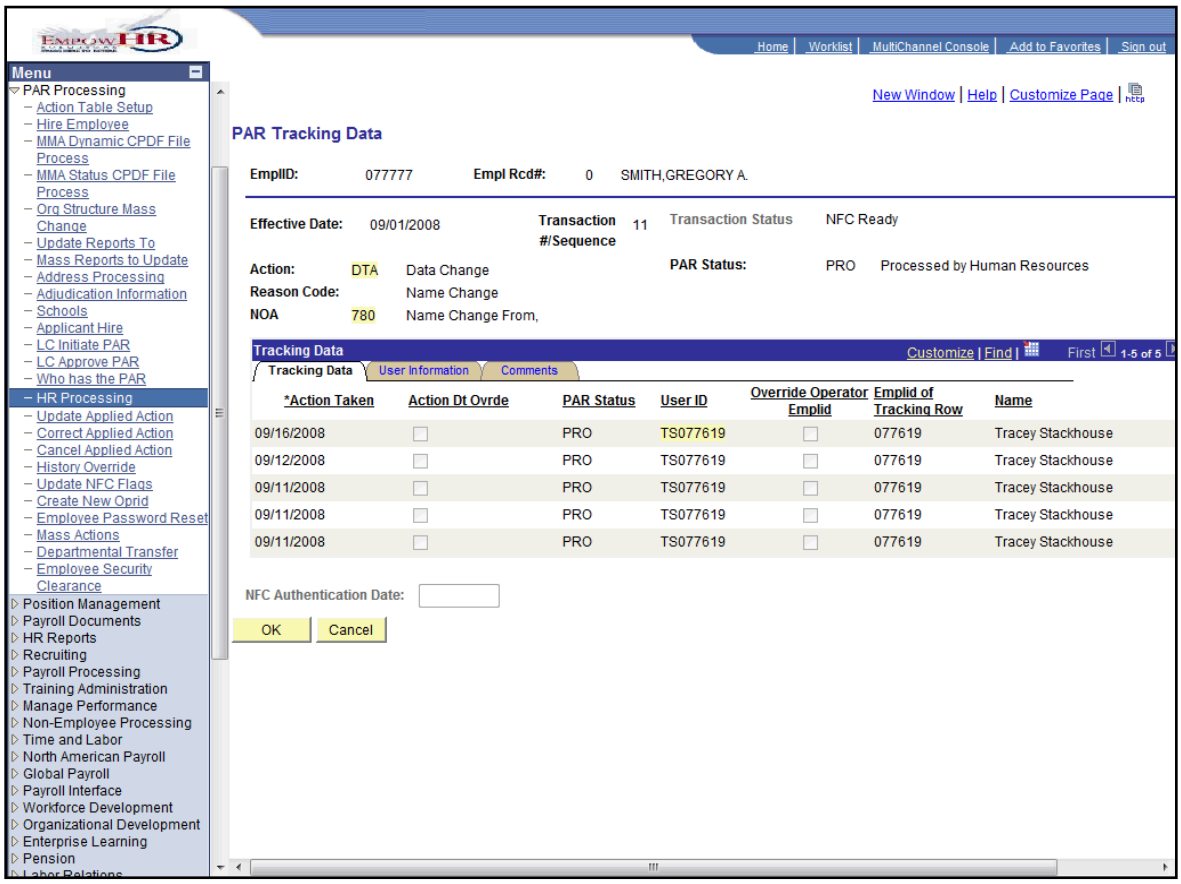


Step	Action
9.	Click the **Tracking Data** link. Tracking Data

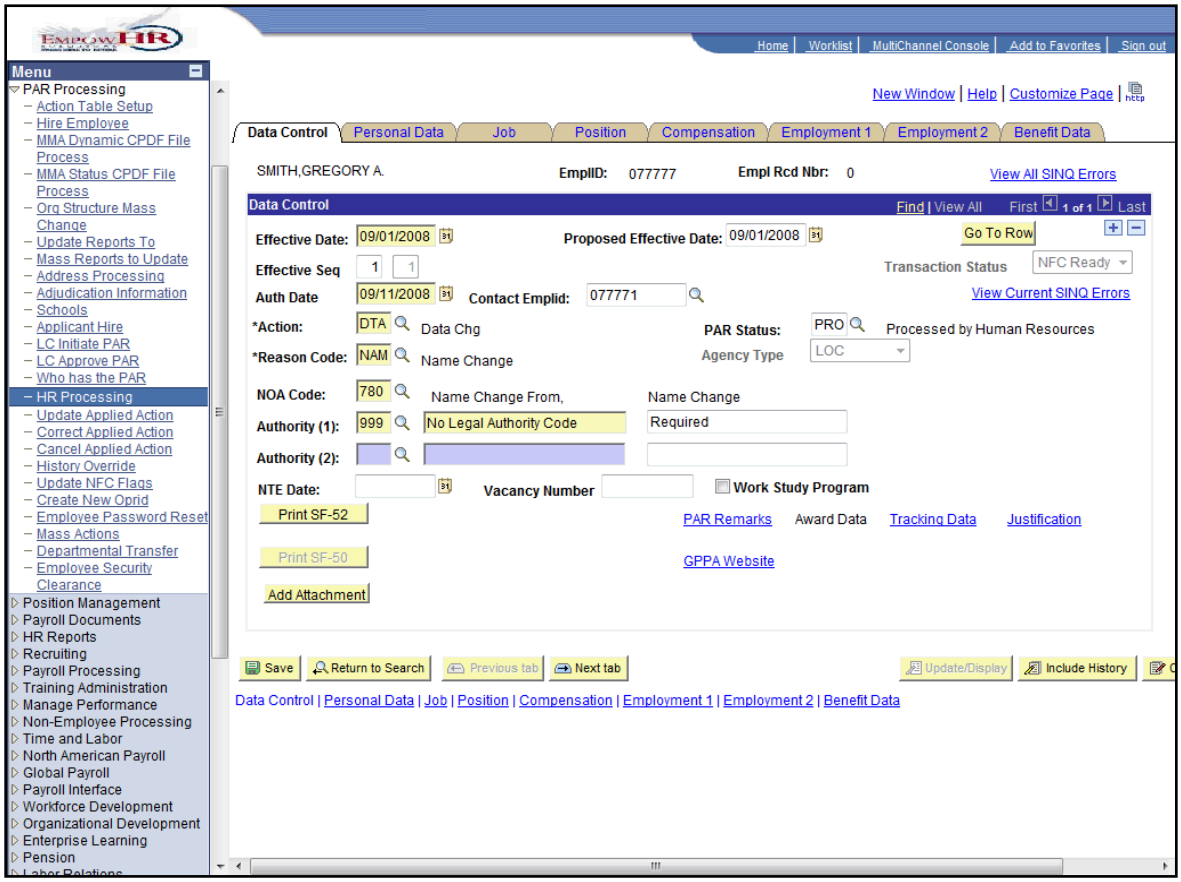


Step	Action
10.	Click the green book icon to view changes on the **PAR Tracking Data** page.

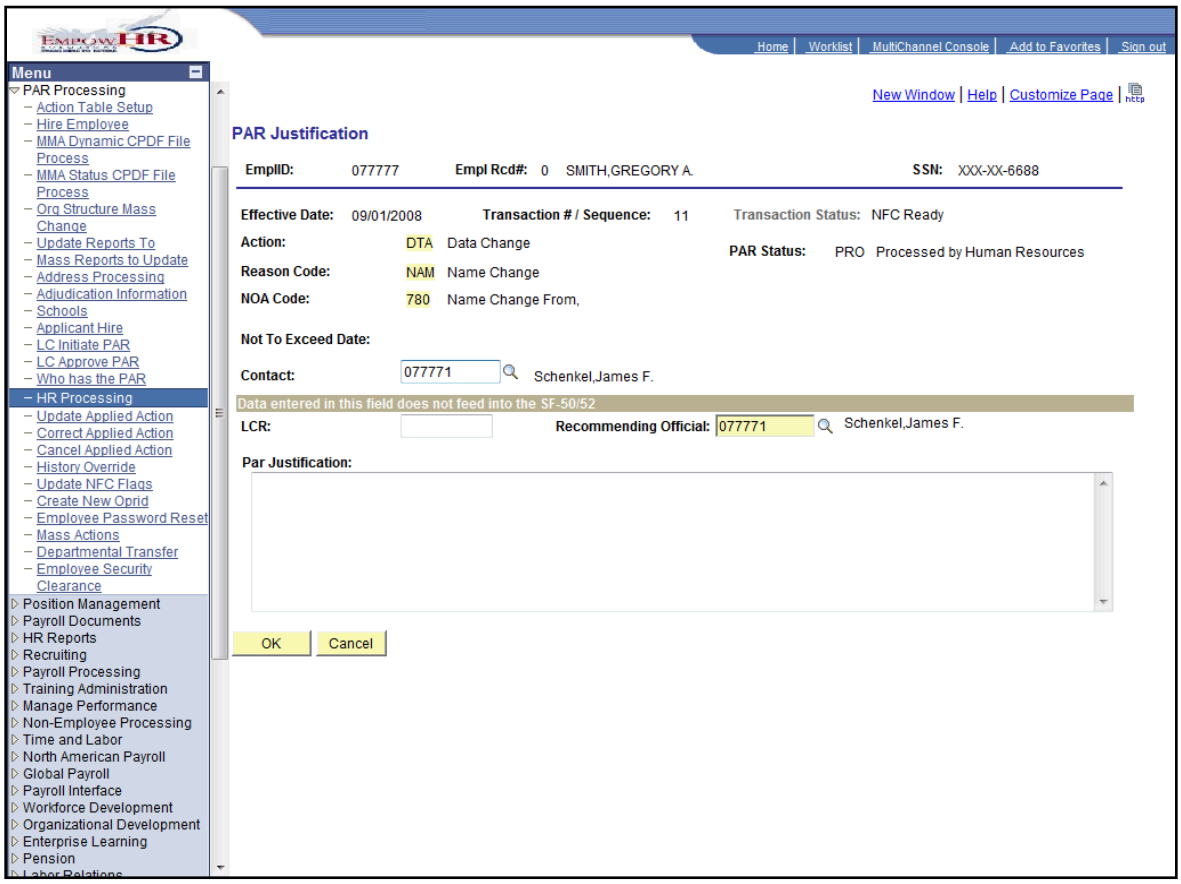
Field	8.8	9.0	Impact
NOA	NOA Code	NOA	Field name shortened.
Track Seq#	Available	Removed	This field was removed in 9.0.
NFC Authentication Date	Not Available	New	Displays the NFC Authentication Date.



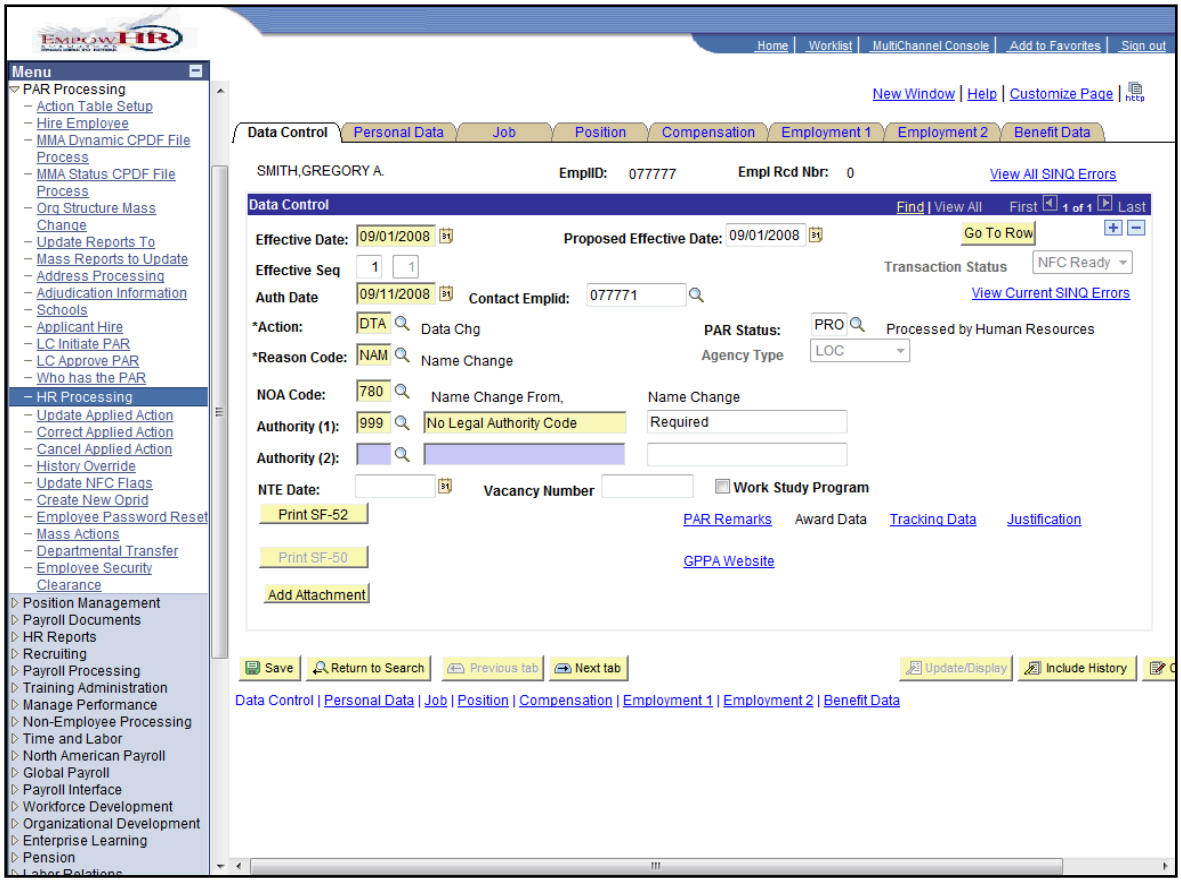
Step	Action
11.	Click the **OK** button. OK



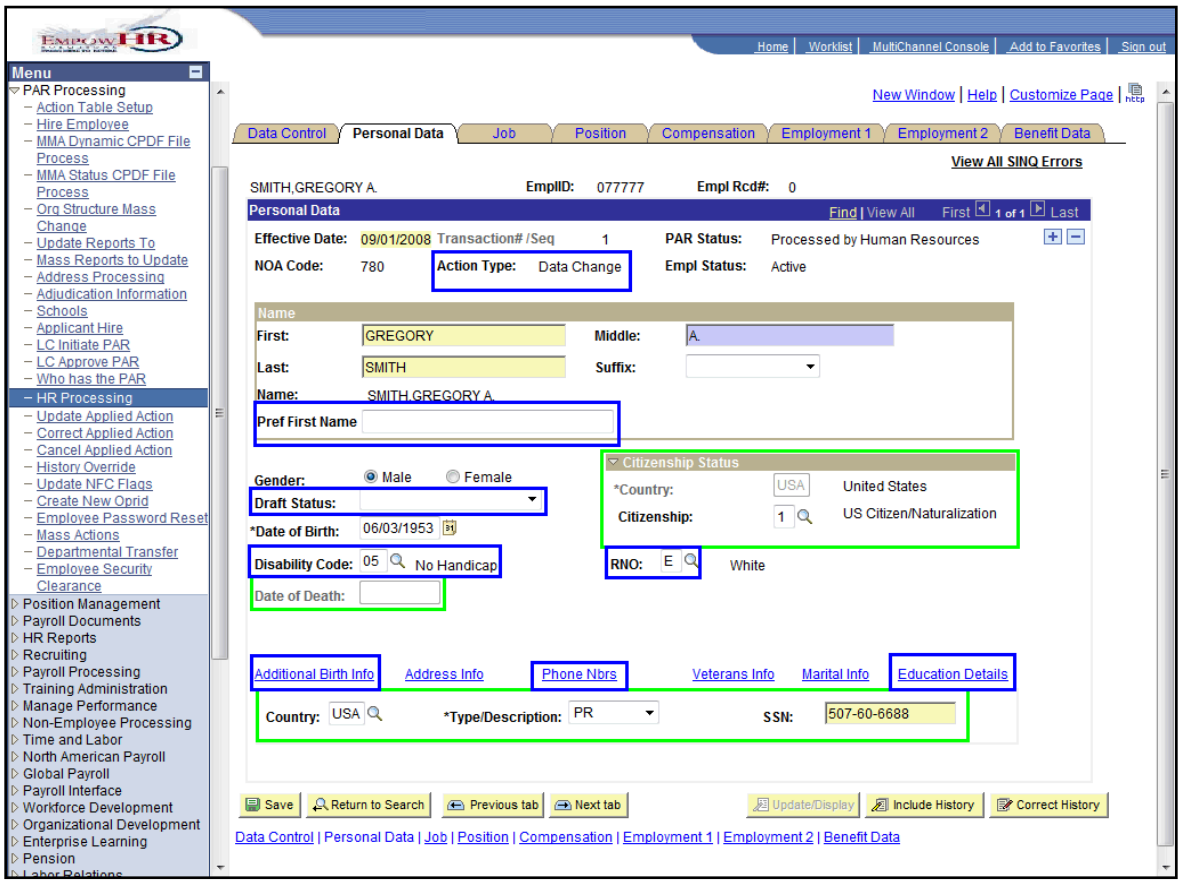
Step	Action
12.	Click the **Justification** link. Justification



Step	Action
13.	This new link is used to enter contact information for the **PAR**. Click the **OK** button. OK



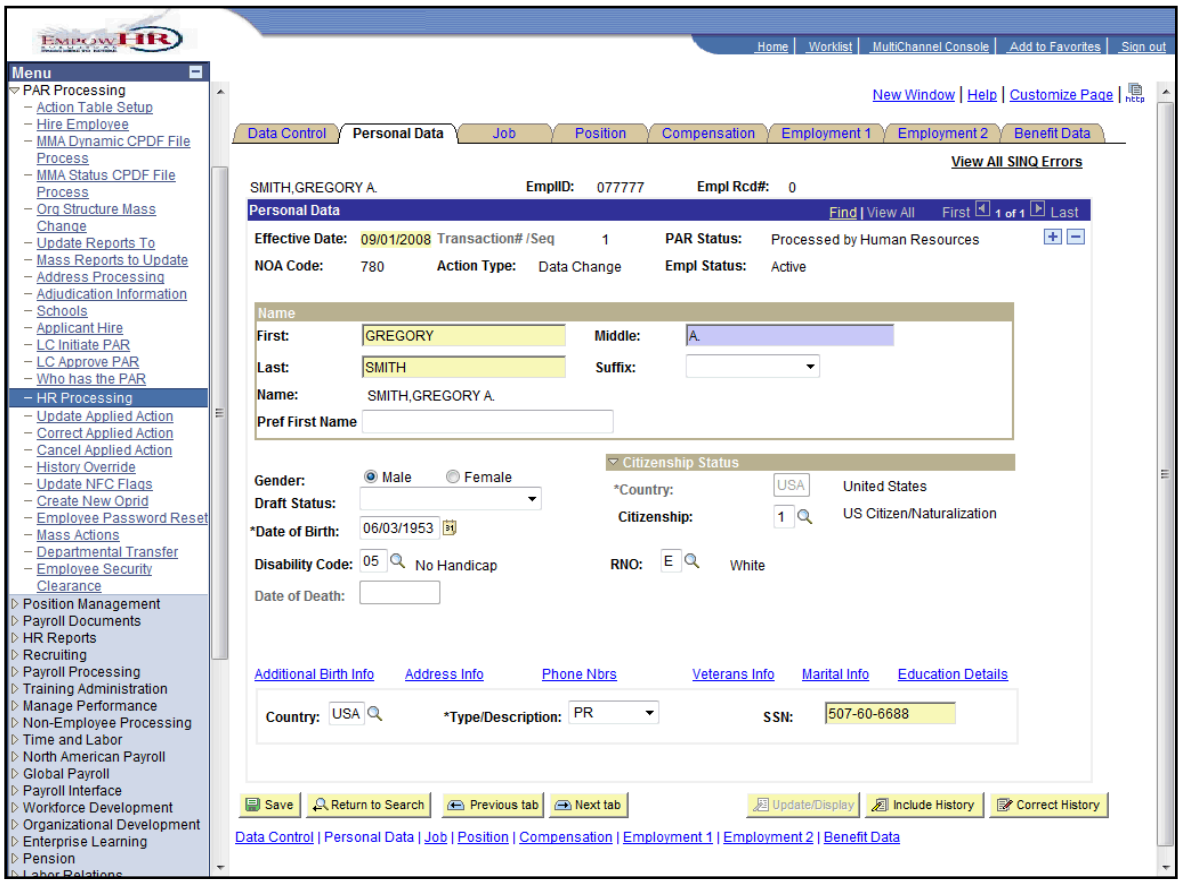
Step	Action
14.	Click the **Personal Data** tab. Personal Data



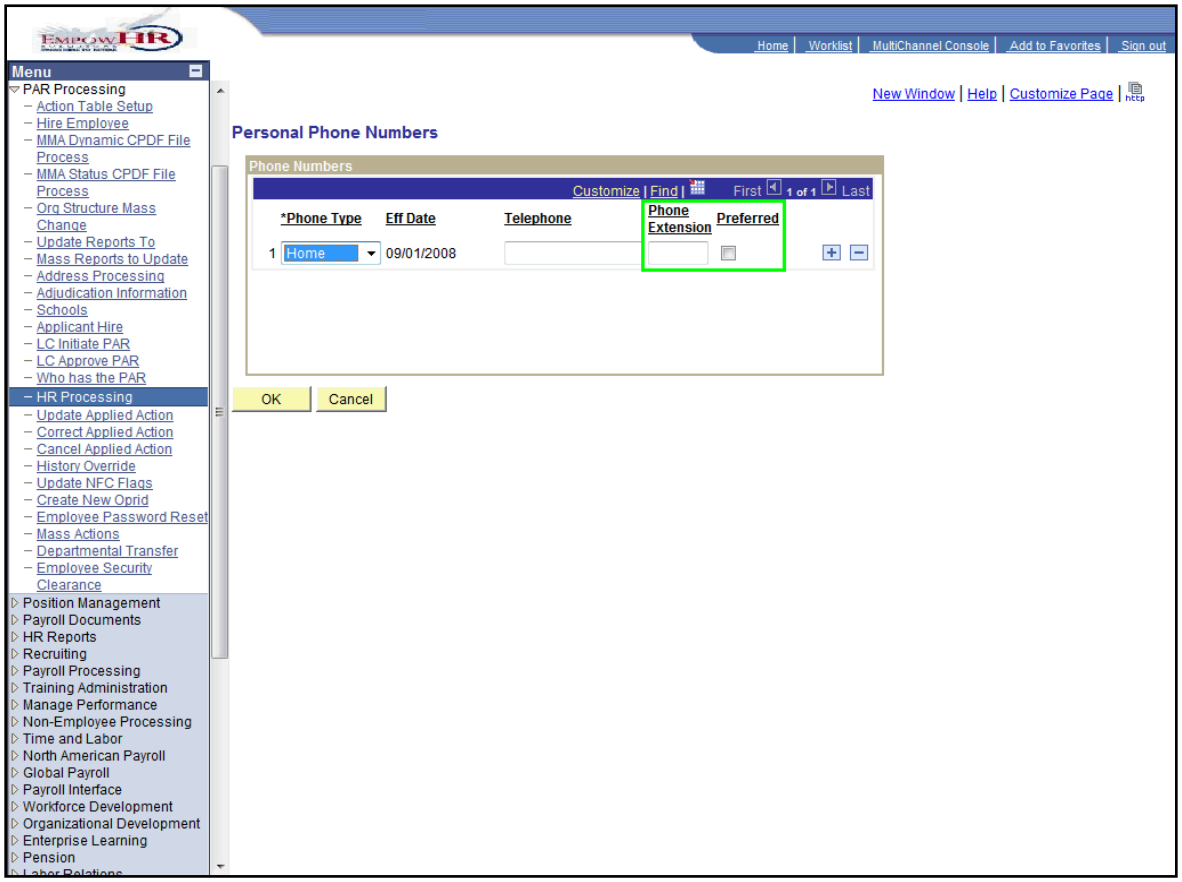
Step	Action
15.	Click on both of the green book icons to view changes on the **Personal Data** page.

Field	8.8	9.0	Impact
Action Type	Act Type	Action Type	Field name expanded.
Pref First Name	Available	Pref First Name	Field name change from Alias Name.
Citizenship Statu section Citizenship Status Citizenship Country	Not Available	New	This new section contains the following fields: • Country (field name changed) • Citizenship (field name changed)
Draft Status	Available	Available	Field moved and is now located under the Gender radio buttons.

Field	8.8	9.0	Impact
Disability Code	Handicap Cd	Disability Code	Field name changed and is now located under Date of Birth field.
RNO	Available	Available	Field moved to the right of the Disability Code field.
Date of Death	Not Available	New	Data cannot be entered during hire entry.
Highest Education Level	Not Available	New	This required field is used to enter a new hire's highest level of education.
Additional Birth Info Link	Birth Info Link	Additional Birth Info Link	Link name changed.
Phone Nbrs Link	Personal Phone Link	Phone Nbrs Link	Link name changed.
Education Details Link	Education Link	Education Details Link	Link name changed.
Country	Not Available	New	Displays the Country.
Type/Description	Not Available	New	Defaults to PR.
National ID	Not Available	New	New hire's Social Security Number is entered in this field.

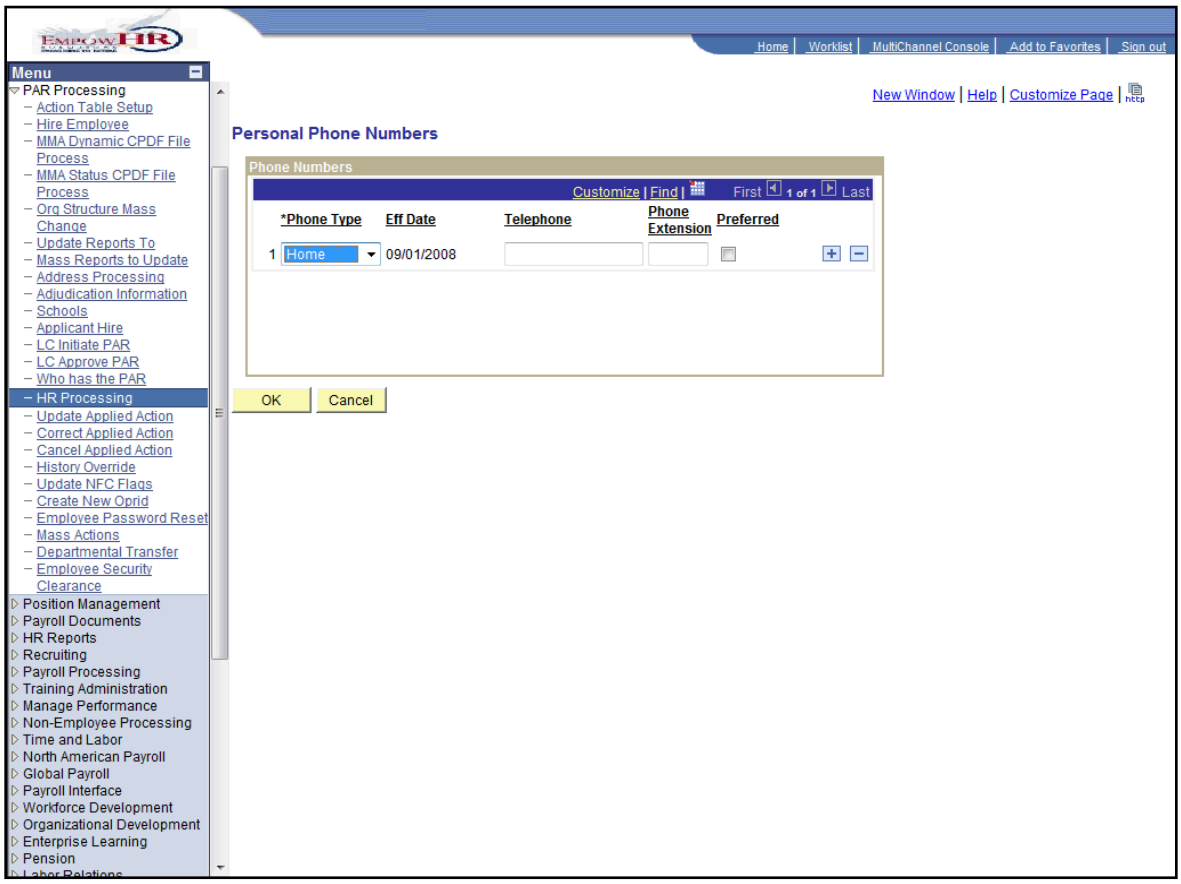


Step	Action
16.	Click the **Phone Nbrs** link. Phone Nbrs

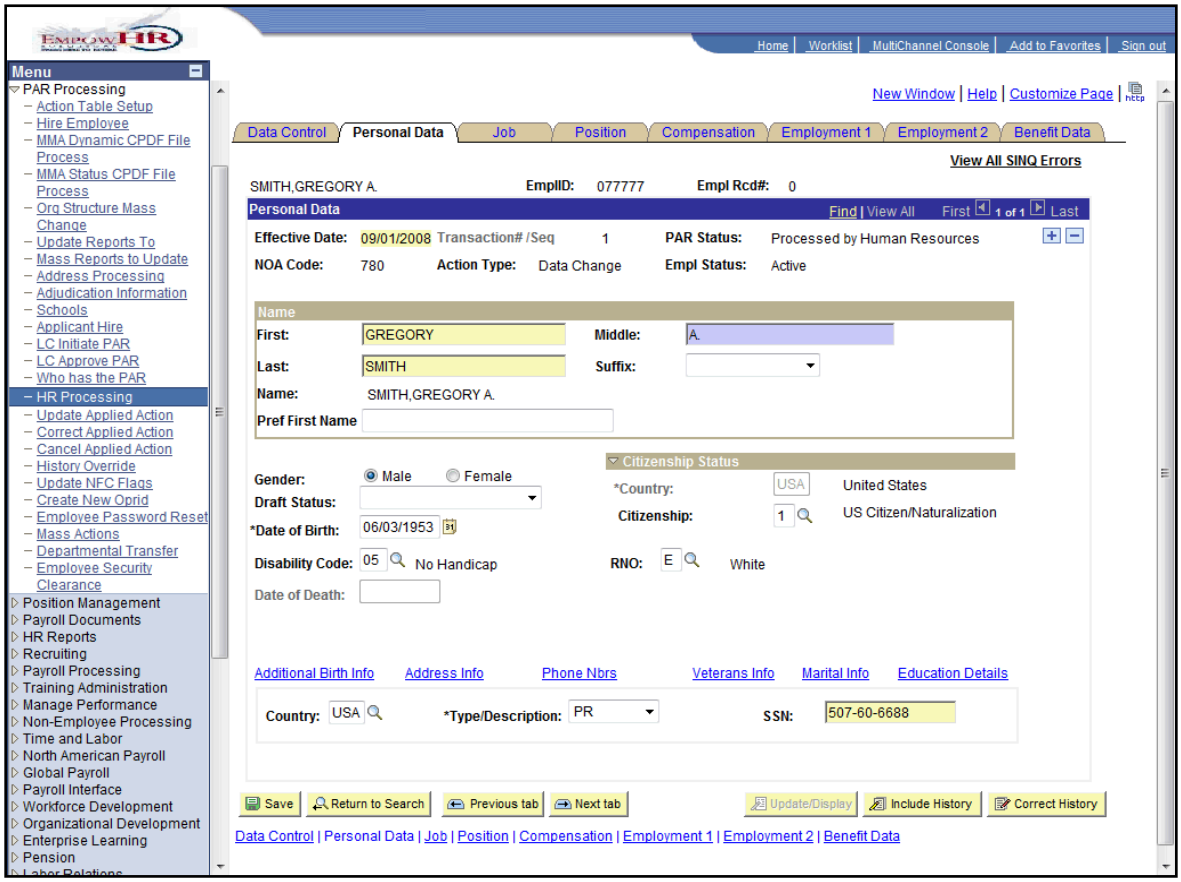


Step	Action
17.	Click the green book icon to view changes on the **Personal Phone Numbers** page.

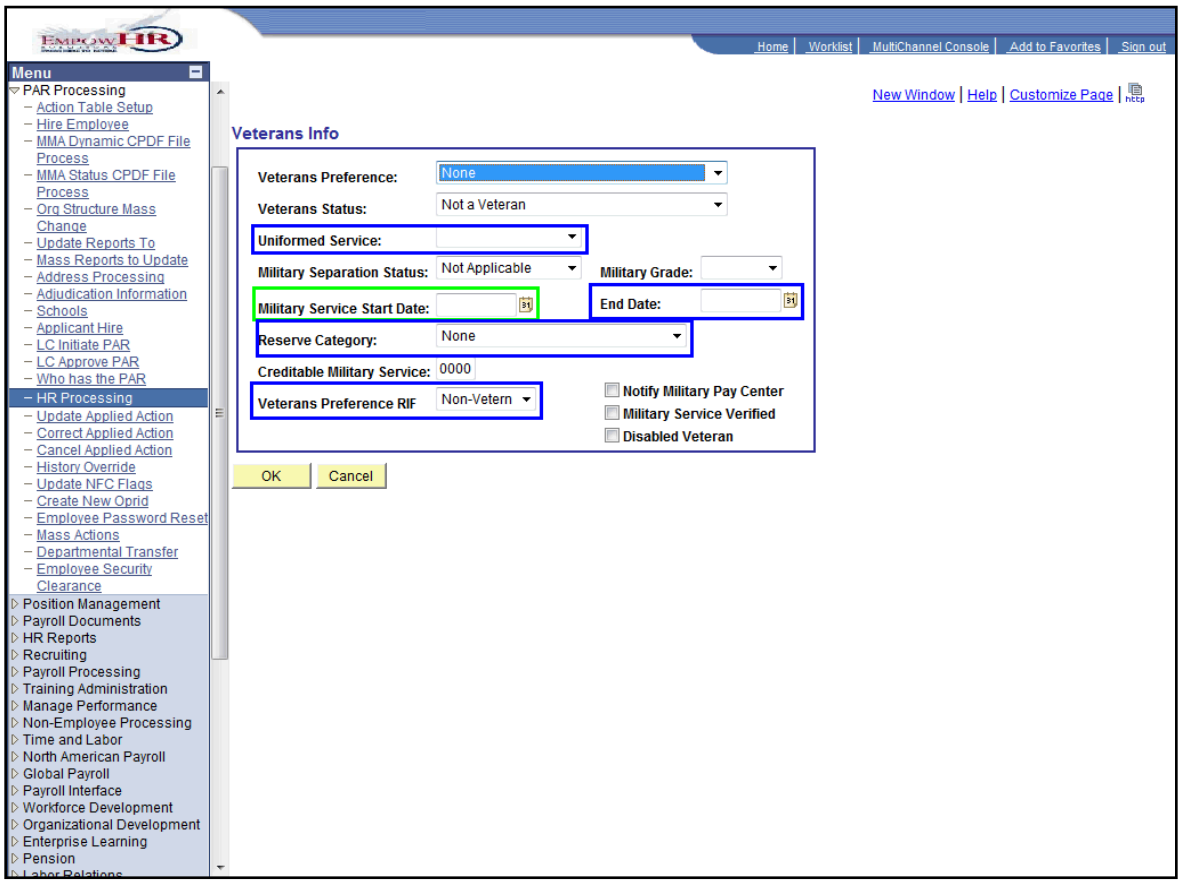
Field	8.8	9.0	Impact
Employee Phone Relay	Available	Removed	Field removed.
Phone Extension	Not Available	New	Enter the phone extension when applicable.
Preferred Checkbox	Not Available	New	Activate the checkbox when the phone number is the number preferred by the employee.



Step	Action
18.	Click the **OK** button. OK

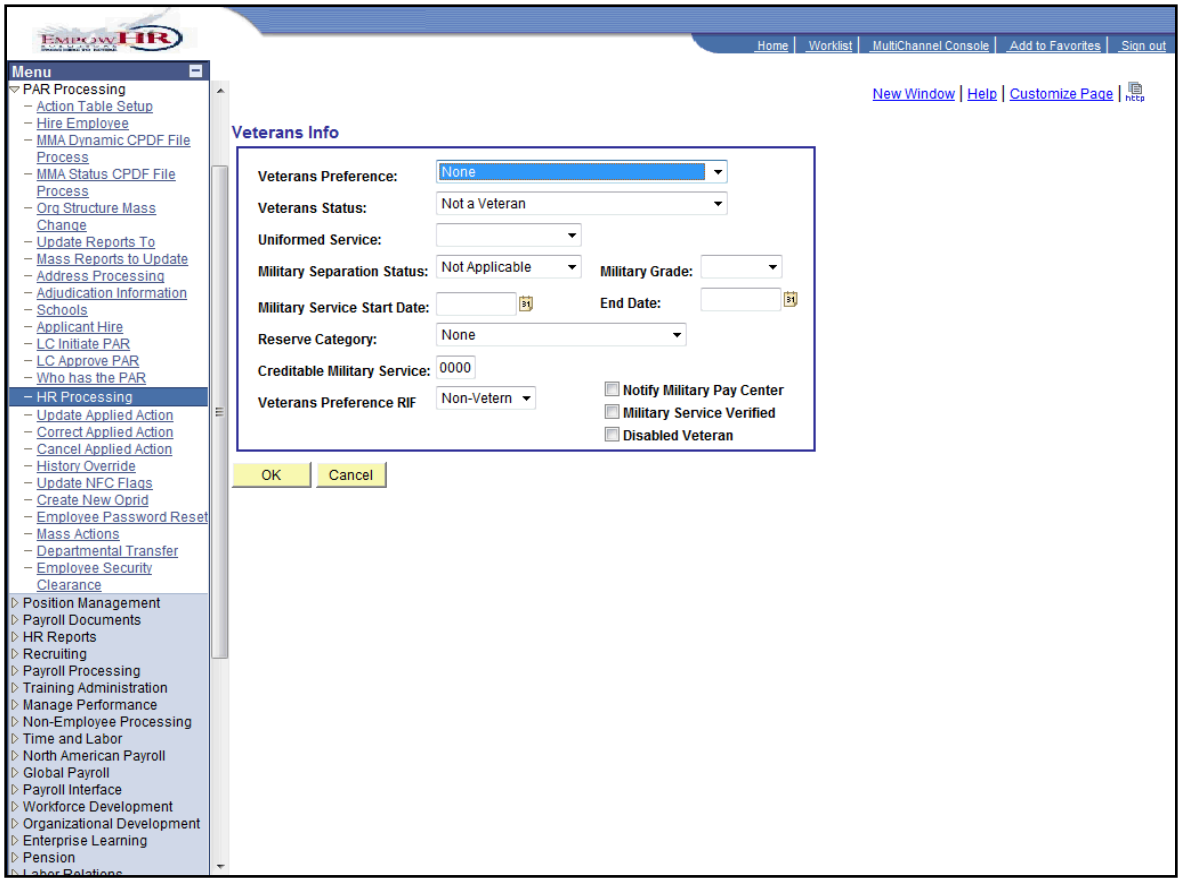


Step	Action
19.	Click the **Veterans Info** link. Veterans Info

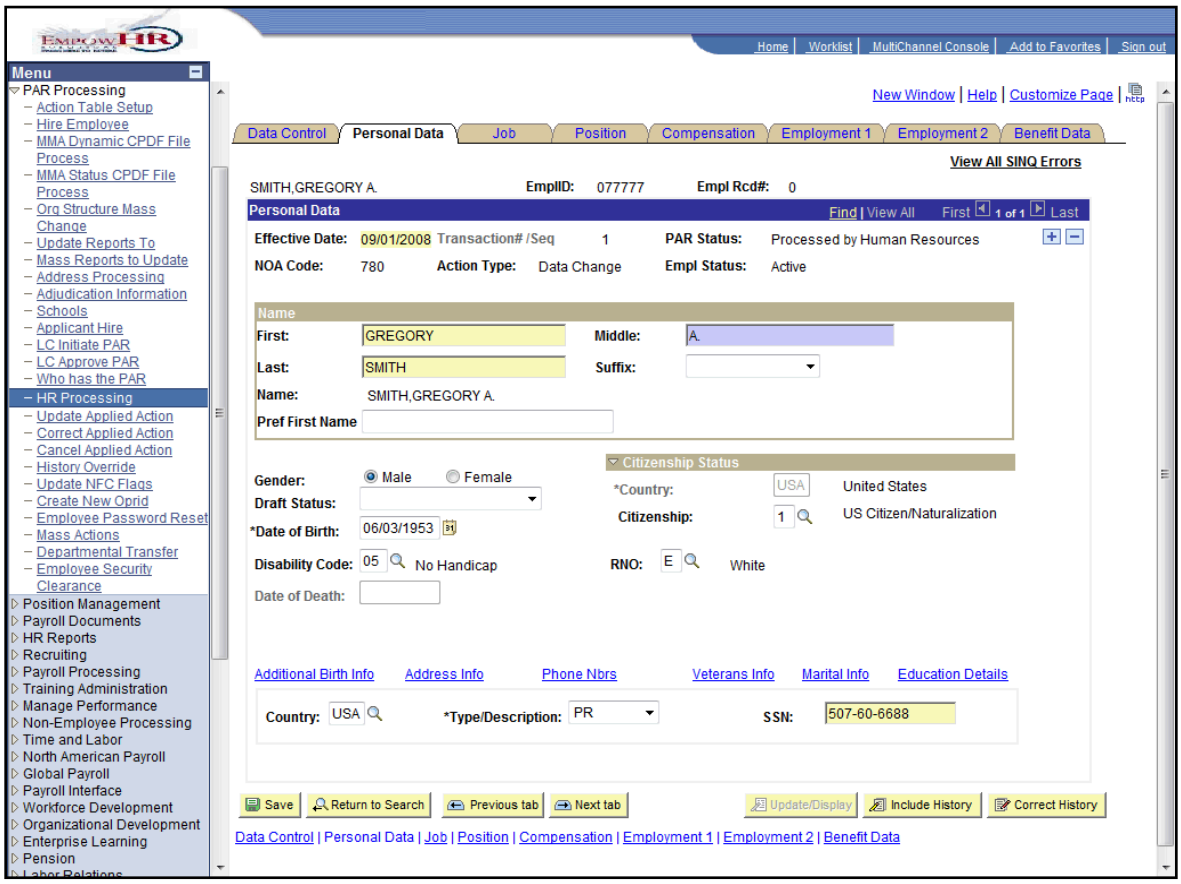


Step	Action
20.	Click the green book icon to view changes on the **Veterans Info** page.

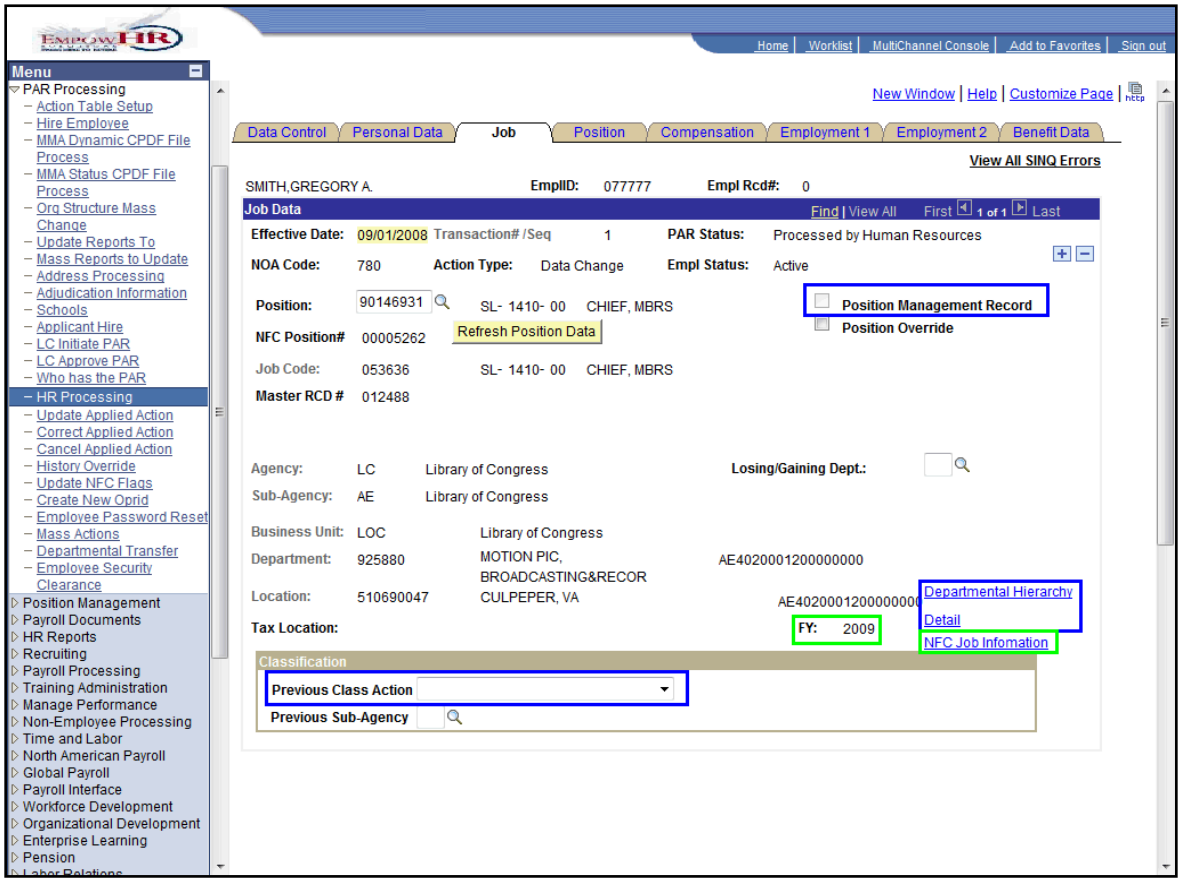
Field	8.8	9.0	Impact
Uniformed Service	Military Branch	Uniformed Service	Field name changed.
Military Service Start Date	Not Available	New	Enter the date when the employee started military service.
End Date	Date Retired Military	End Date	Field name changed.
Reserve Category	Uniform Service Status	Reserve Category	Field name changed.
Veterans Preference RIF	Value selected from drop-down menu	Drop-down menu changed to a checkbox.	Change in selecting values.



Step	Action
21.	Click the **OK** button. OK

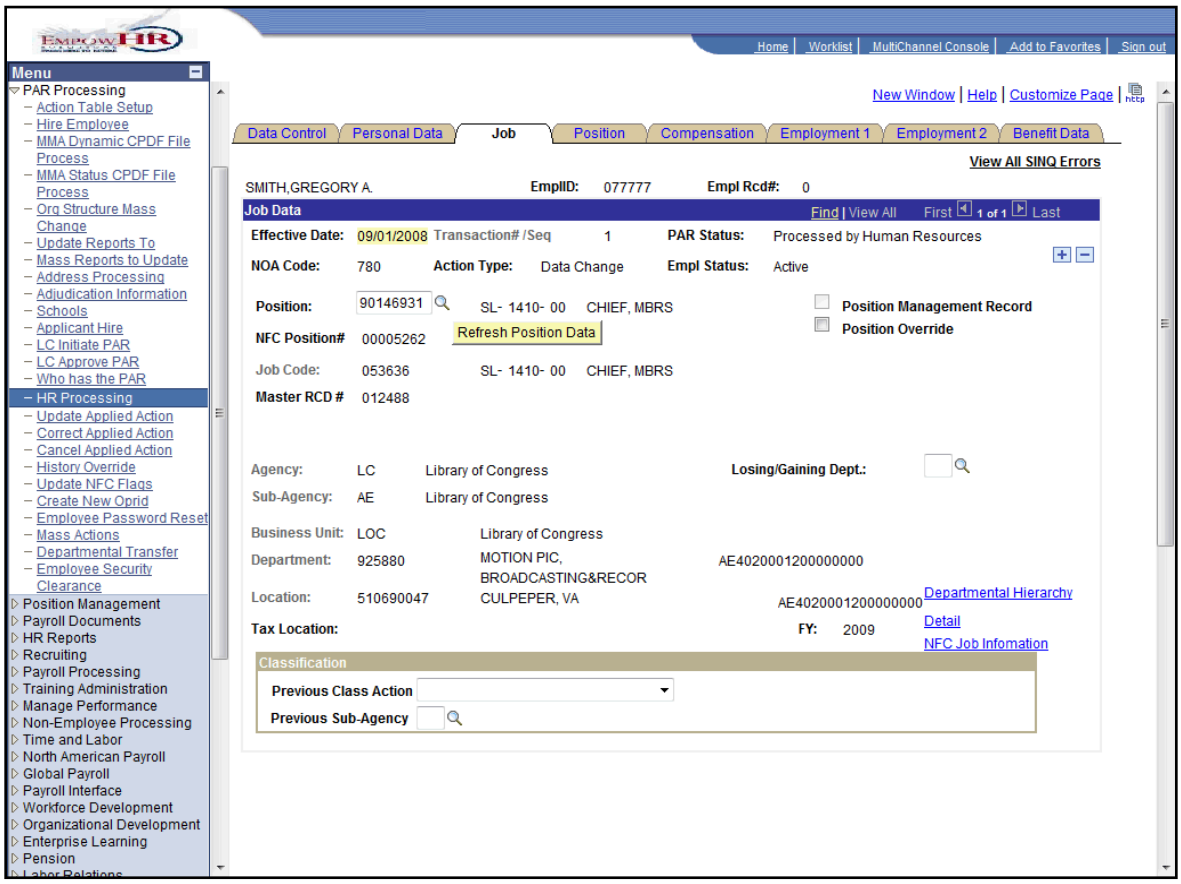


Step	Action
22.	Click the **Job** tab. Job

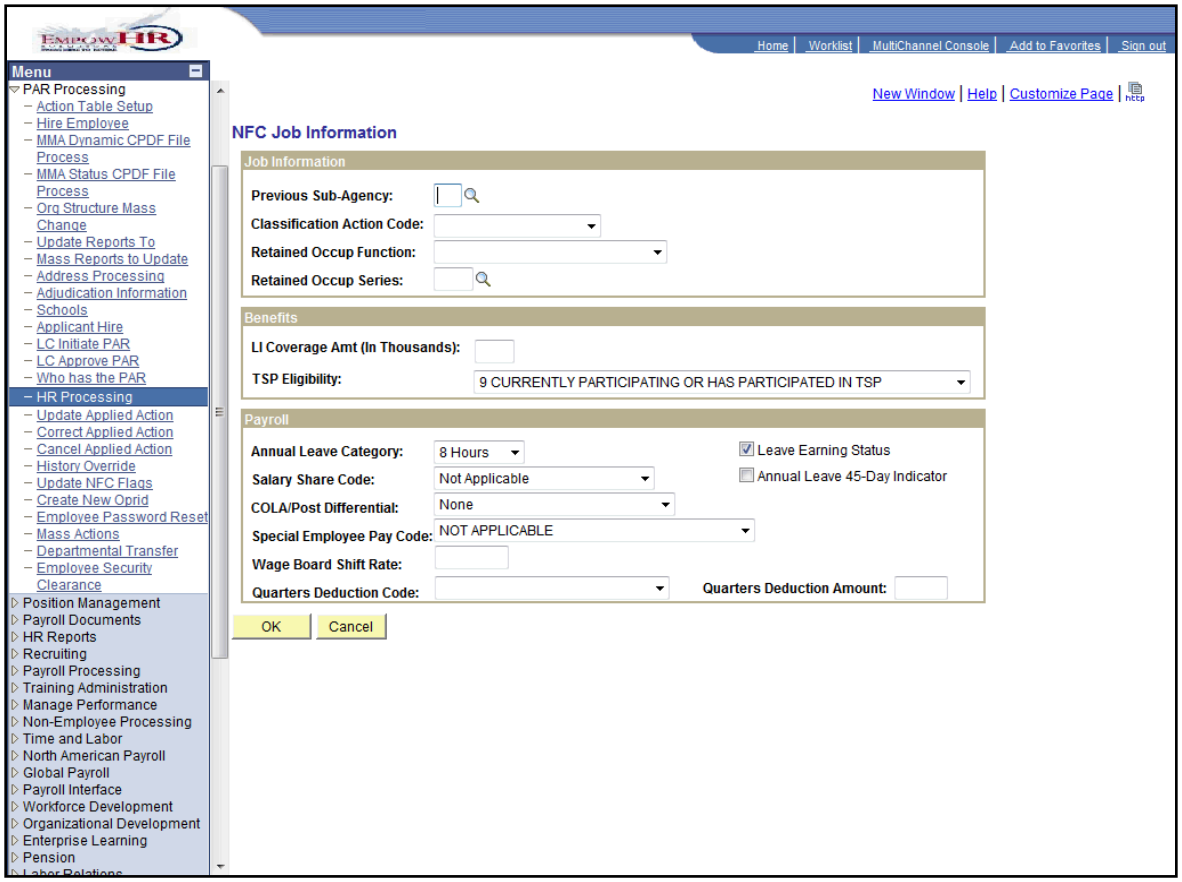


Step	Action
23.	Click the green book icon to view changes on the **Job** page.

Field	8.8	9.0	Impact
Position Management Record	Posn Mgmt Rcd	Position Management Record	Field name expanded.
Departmental Hierarchy Link	Dept Hierarchy	Departmental Hierarchy	Link name expanded.
Detail Link	Detail Info	Detail	Link name shortened.
FY	Not Available	New	Located to the right of Tax Location field.
NFC Job Information Link	Not Available	New	Displays the NFC Job Information page.
Previous Class Action	Prev Class Actn	Previous Class Action	Field name expanded.

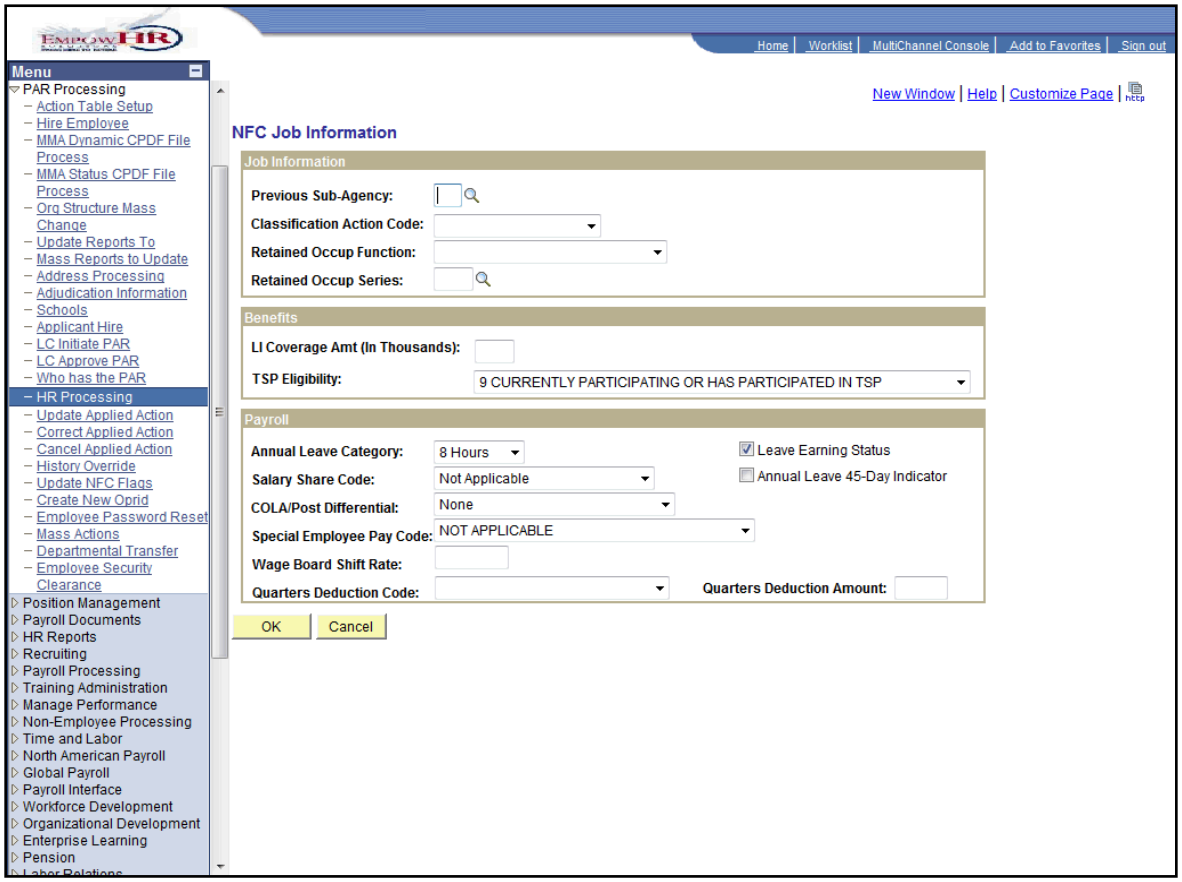


Step	Action
24.	Click the NFC Job Information link. NFC Job Infomation

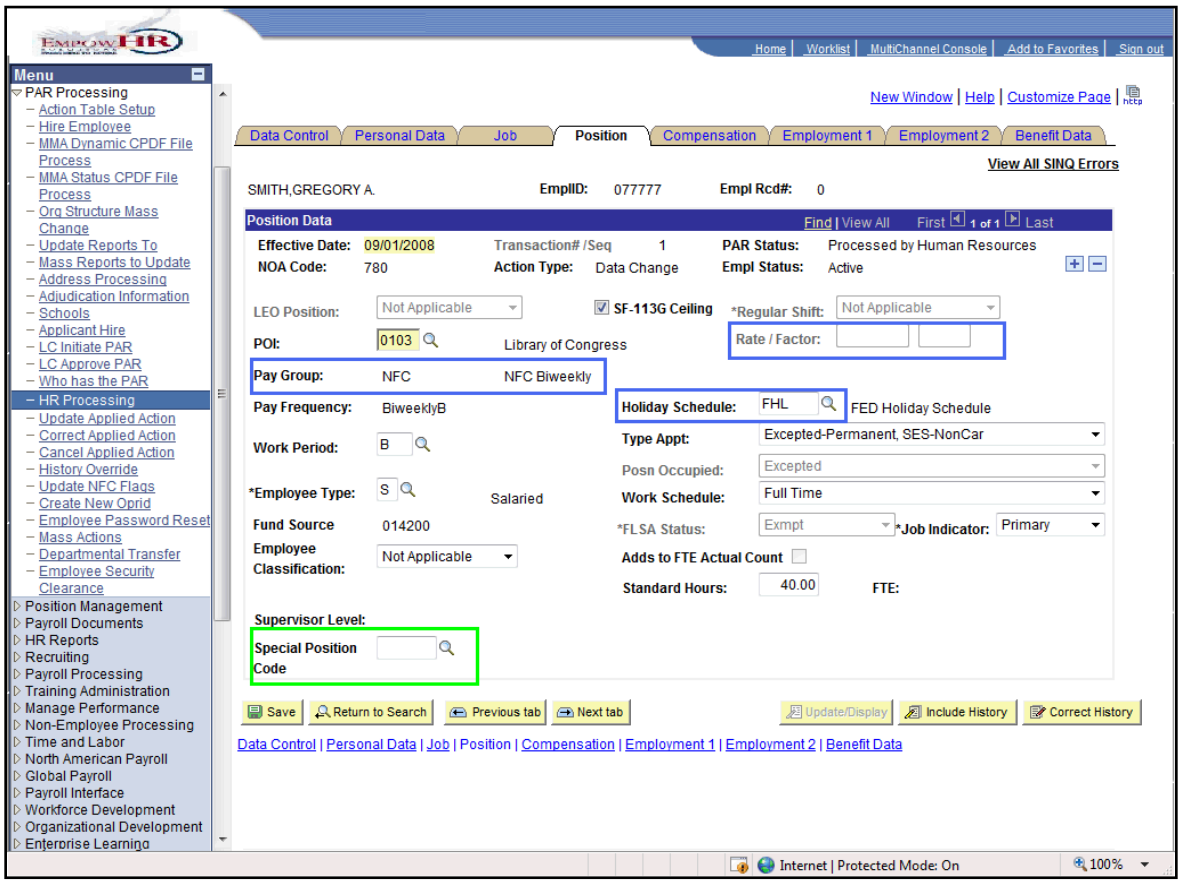


Step	Action
25.	Click the green book icon to view fields on the **NFC Job Information** page.

Field	Description
Previous Sub-Agency	Employee's previous sub-agency displays or is selected.
Classification Action Code	Classification action code displays or is selected.
Retained Occup Function	Retained occupational function displays or is selected.
Retained Occup Series	Retained occupational series displays or is selected.
LI Coverage Amt (In Thousands)	LI coverage amount displays or is entered.
TSP Eligibility	TSP eligibility value displays or it selected.
Annual Leave Category	Annual leave value displays or is selected.
Leave Earning Status	Indicates employee's earning status is active when checkbox is active.
Salary Share Code	Salary share code displays or is selected.
Annual Leave 45-Day Indicator	Indicates annual leave 45-day is active when checkbox is active.
COLA/Post Differential	COLA/Differential value displays or is selected.
Special Employee Pay Code	Special employee pay code displays or is selected.
Wage Board Shift Rate	Wage board shift rate displays or is entered.
Quarters Deduction Code	Quarters deduction code displays or is selected.
Quarters Deduction Amount	Quarters deduction amount displays or is entered.

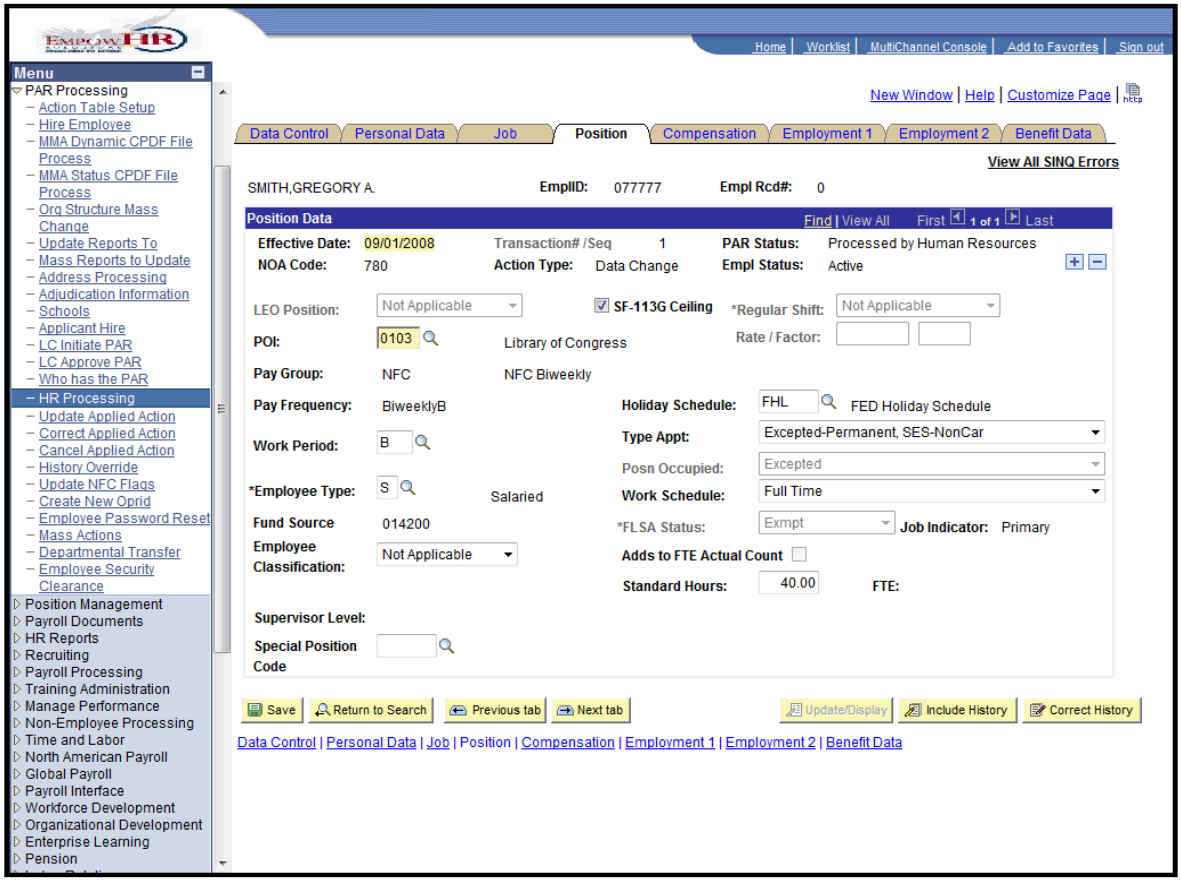


Step	Action
26.	Click the **OK** button. OK

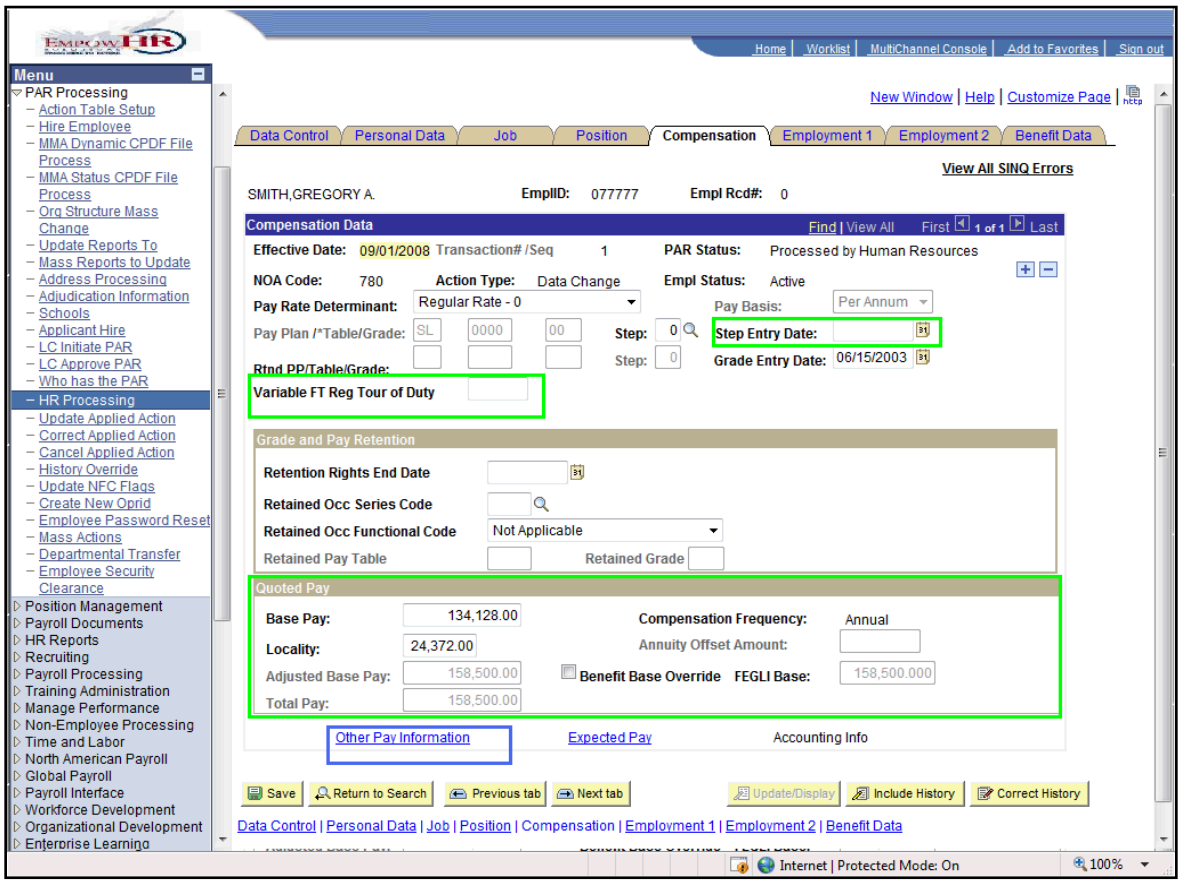


Step	Action
27.	Click the green book icon to view additions and changes on the **Position** page.

Field	8.8	9.0	Impact
Shift/Rate	Shift Rate/Factor:	Rate/Factor	Field name modified.
Pay Group	Display-only field	Displays default	Displays default value but different value can be entered in this field.
Holiday Schedule	Search by drop-down arrow	Search by magnifying glass	Holiday Schedule is now maintained on its own unique table. Holiday Schedule and fields located below Holiday Schedule have been moved down one line on the page.
Earnings Program	Not Available	New	Display only field.
Special Position Code	Not Available	New	Describes a position an employee holds which has special retirement calculation rules.

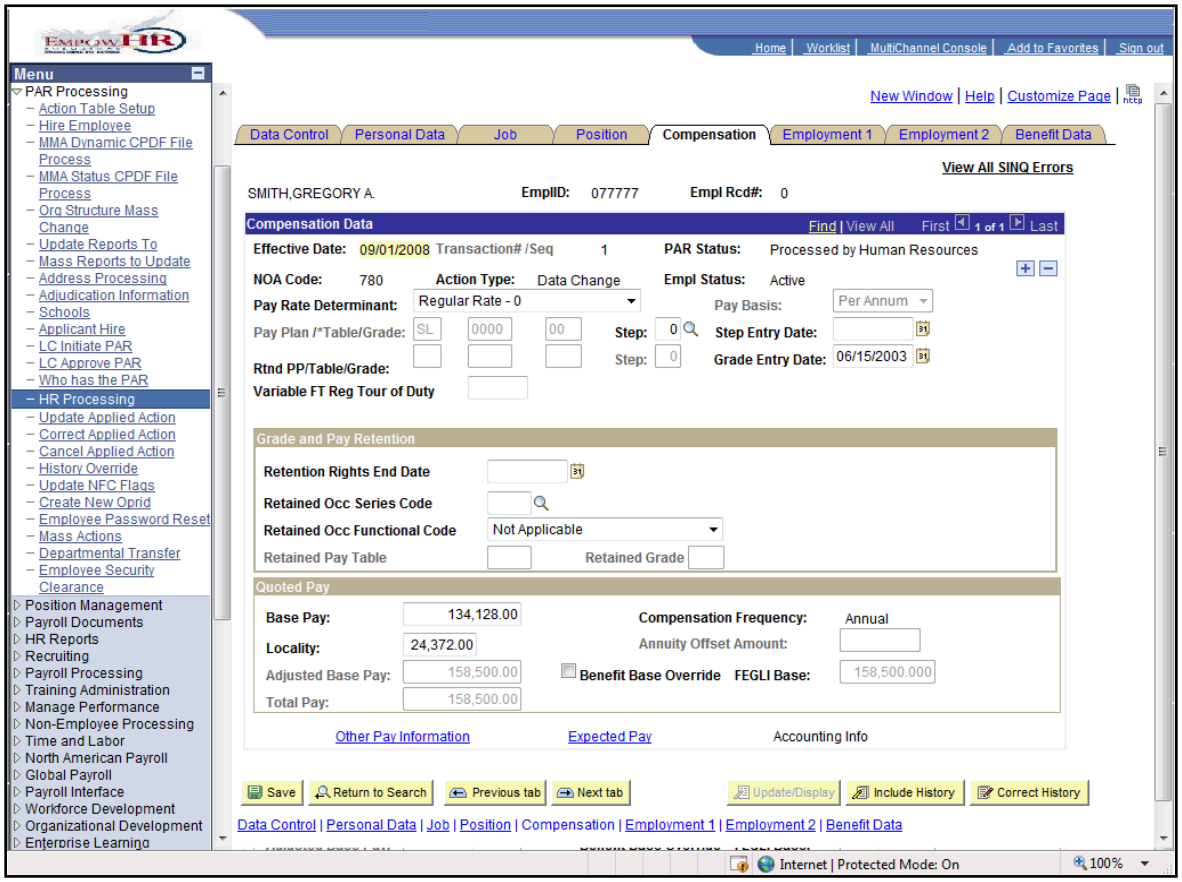


Step	Action
28.	Click the **Compensation** tab. Compensation

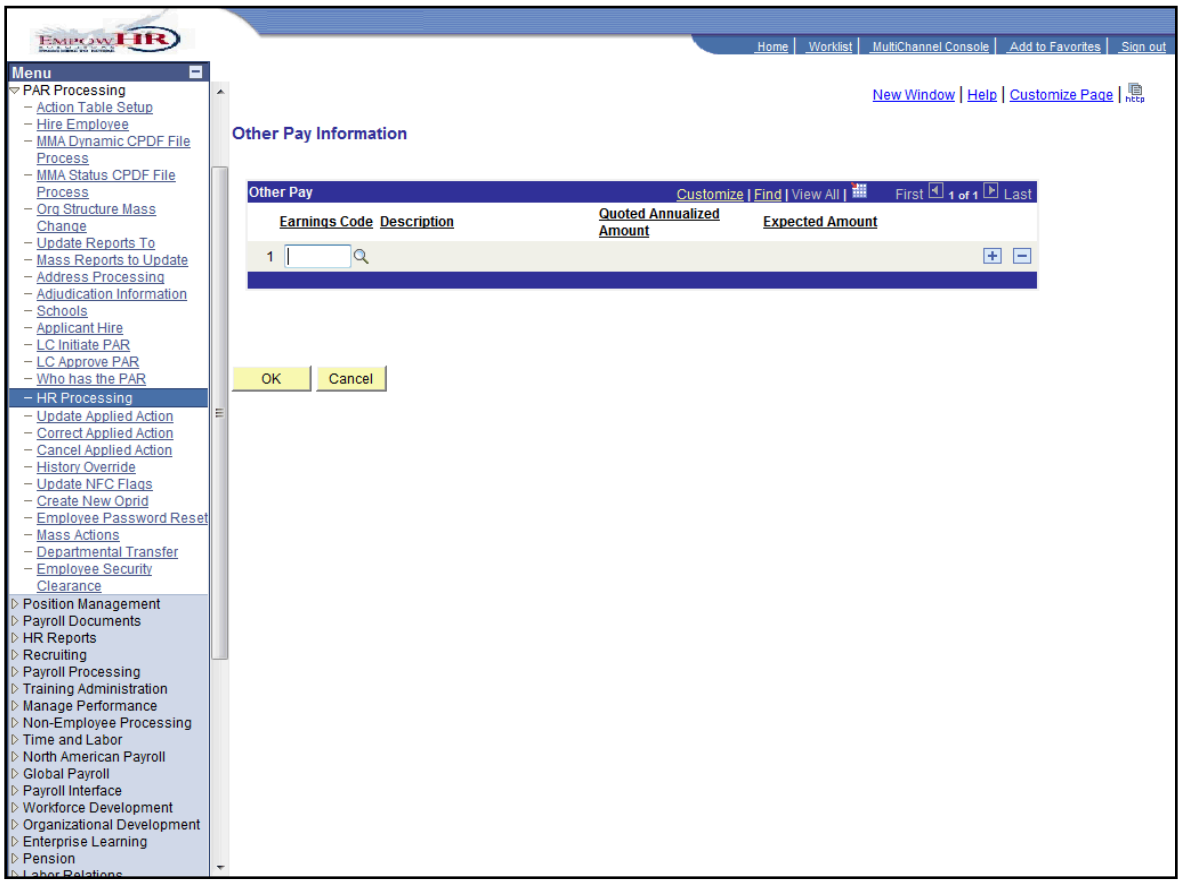


Step	Action
29.	Click the green book icon to view additions and changes on the **Compensation** page.

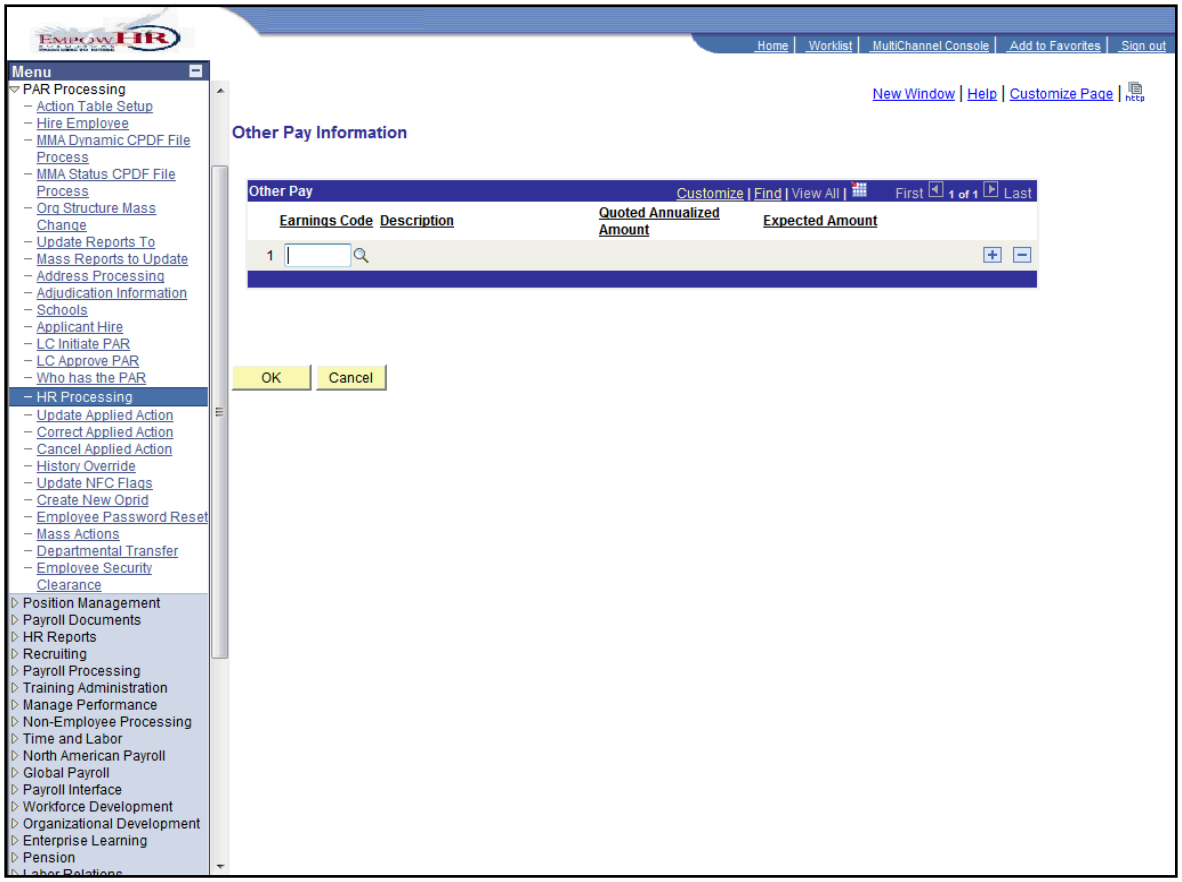
Field	8.8	9.0	Impact
Step Entry Date	Not Available	New	Defaults to current date.
Variable FT Reg Tour of Duty	Not Available	New	Number of hours in a hypothetical full-time regular biweekly tour of duty that would apply to a part-time schedule if he or she were full-time. (Usually 80 hours.)
Quoted Pay Section	Not Available	New	Contains the remaining fields from 8.8 on the Compensation page.
Other Pay Information Link	Other Pay	Other Pay Information	Link name expanded.



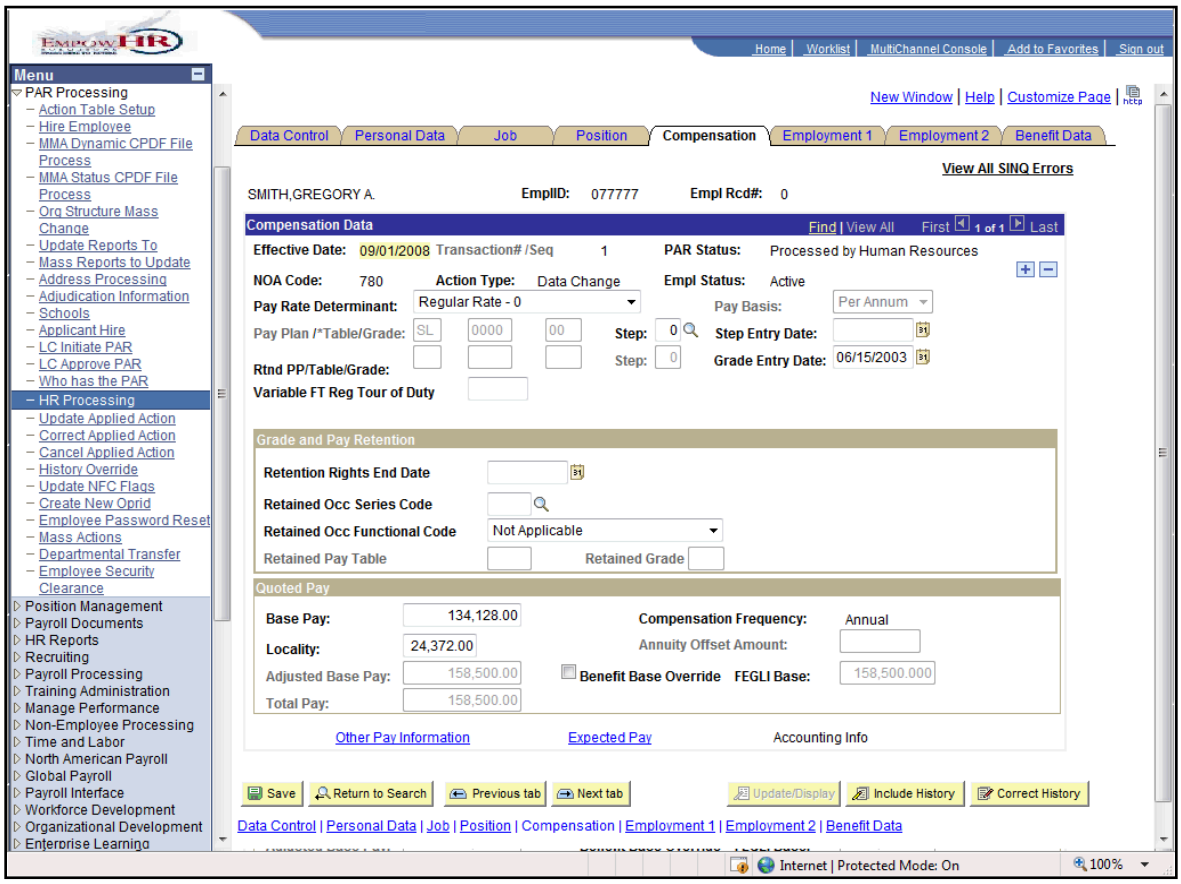
Step	Action
30.	Click the Other Pay Information link. Other Pay Information



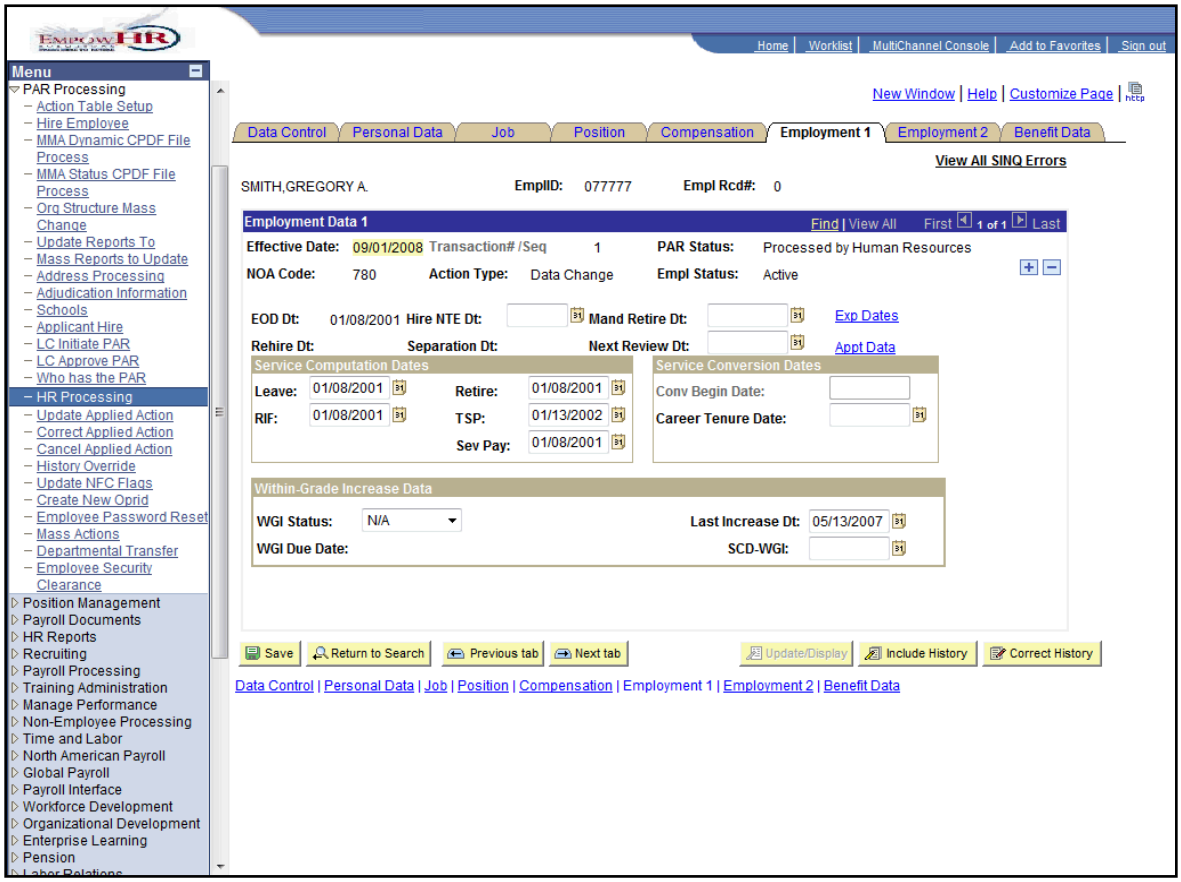
Step	Action
31.	The **Pay Period Amount** field was removed in EmpowHR 9.0.



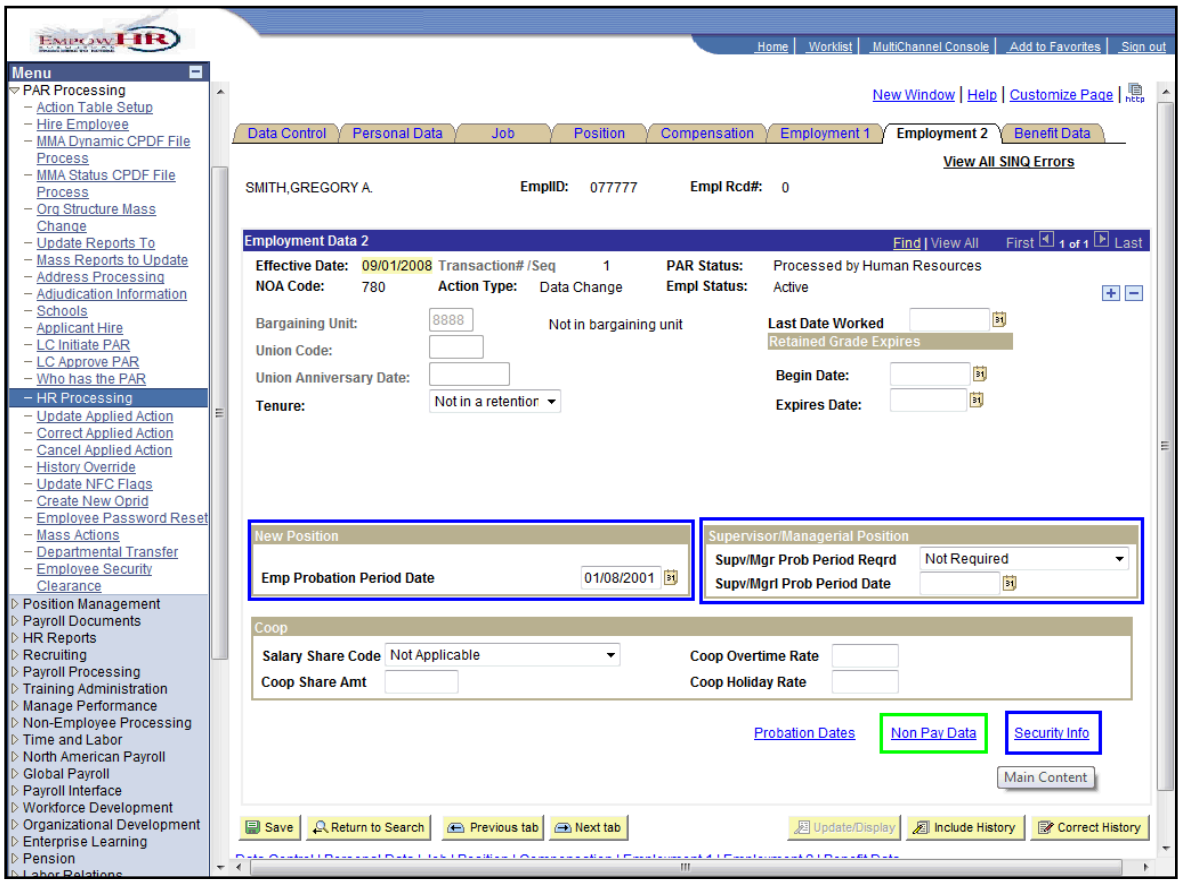
Step	Action
32.	Click the **OK** button. OK



Step	Action
33.	Click the **Employment 1** tab. Employment 1

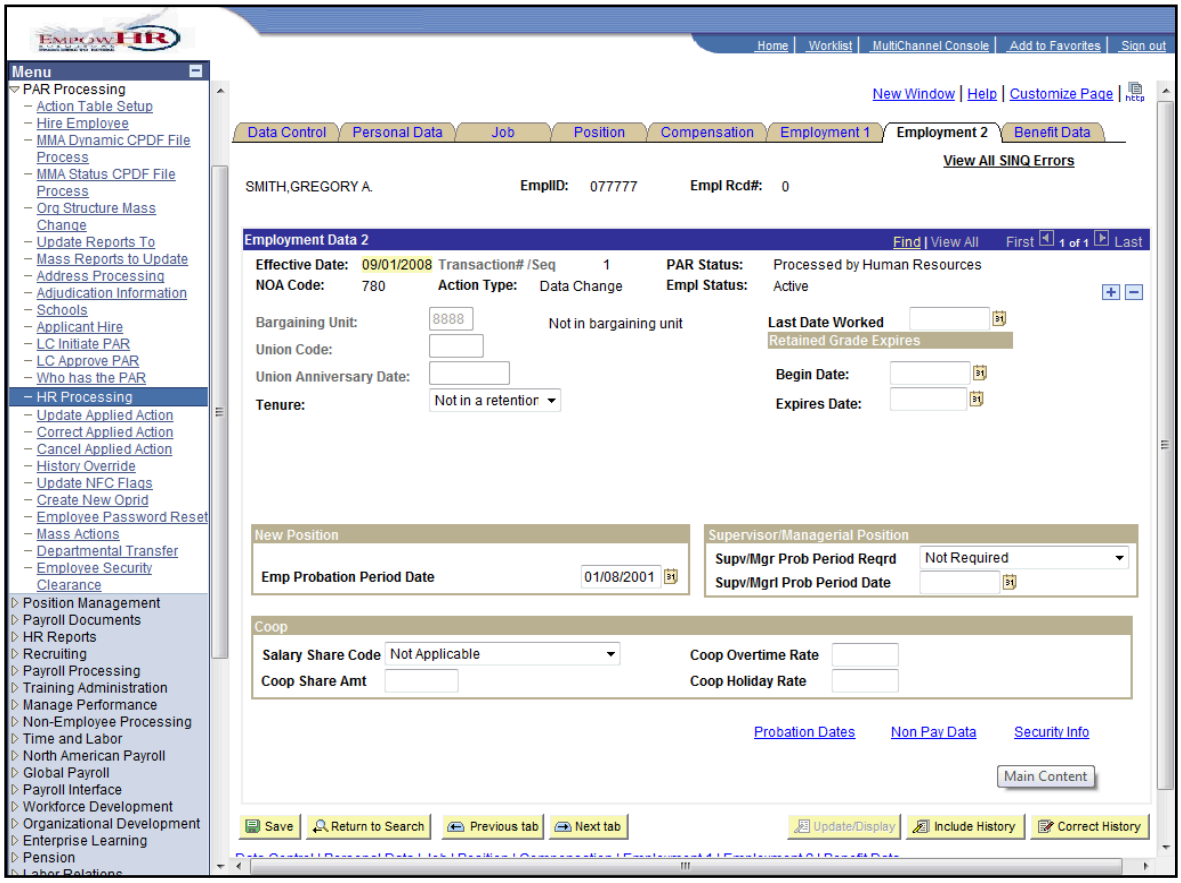


Step	Action
34.	Click the **Employment 2** tab. Employment 2

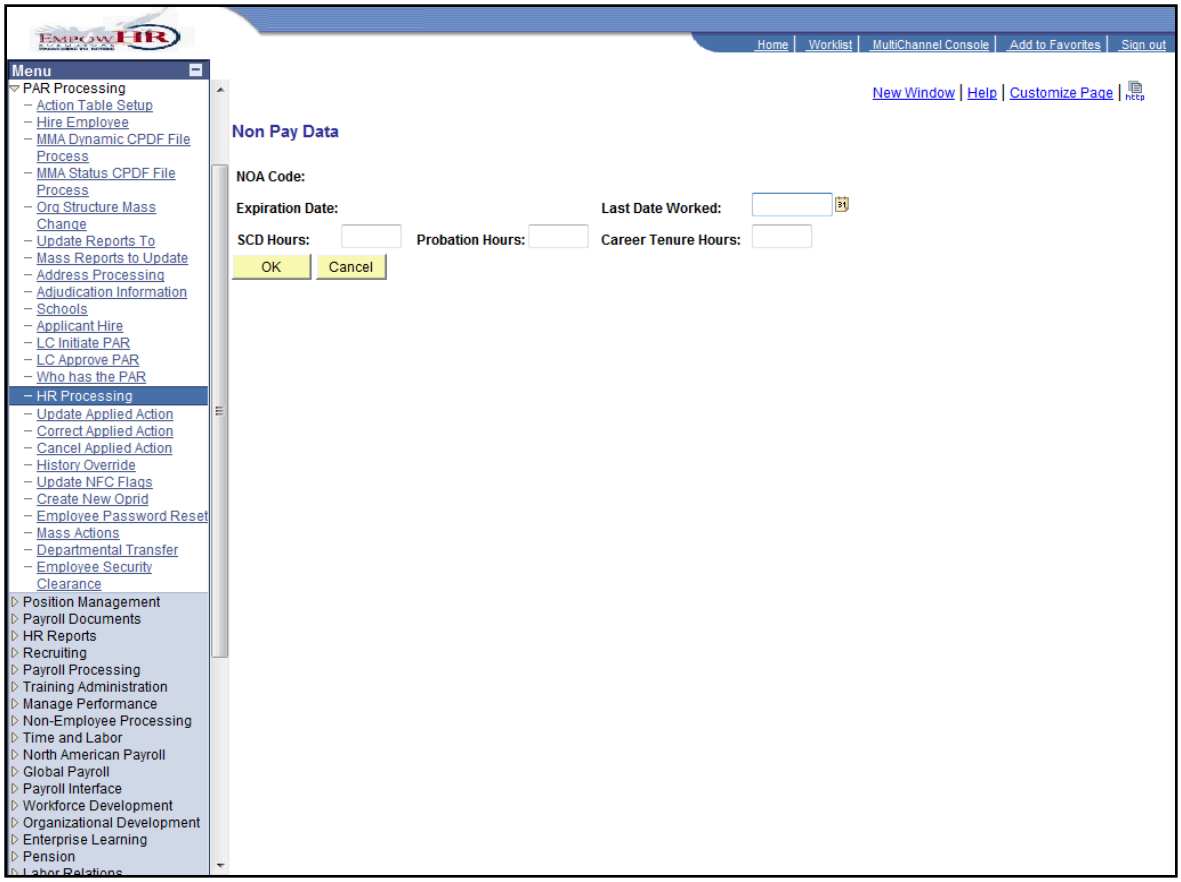


Step	Action
35.	Click the green book icon to view additions and changes on the **Employment 2** page.

Field	8.8	9.0	Impact
Phone Nbrs Link	Available	Removed	This link is no longer available.
Security Info Link	Available	Available	This link was moved to the bottom of the page.
Non Pay Data Link	Not Available	New	This new link allows Non Pay Data page to display.
Emp Probation Period Date	Employee Probation Period Date	Emp Probation Period Date	Field name shortened.
Supv/Mgr Prob Period Reqrd	Supervisor/Managerial Prob Period	Supv/Mgr Prob Period Reqrd	Field name shortened.
Supv/Mgr Prob Period Date	Supervisor/Managerial Prob Period date	Supv/Mgr Prob Period Date	Field name shortened.

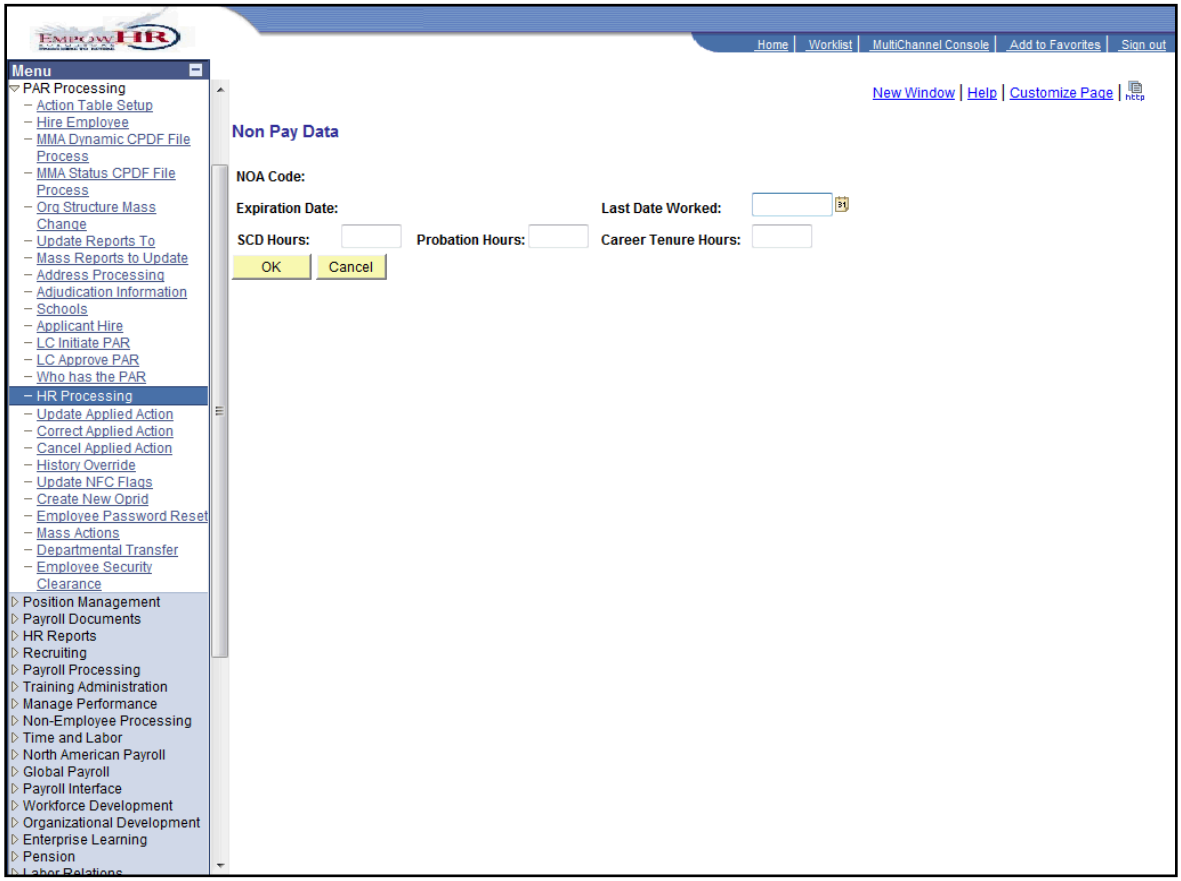


Step	Action
36.	Click the **Non Pay Data** link. Non Pay Data

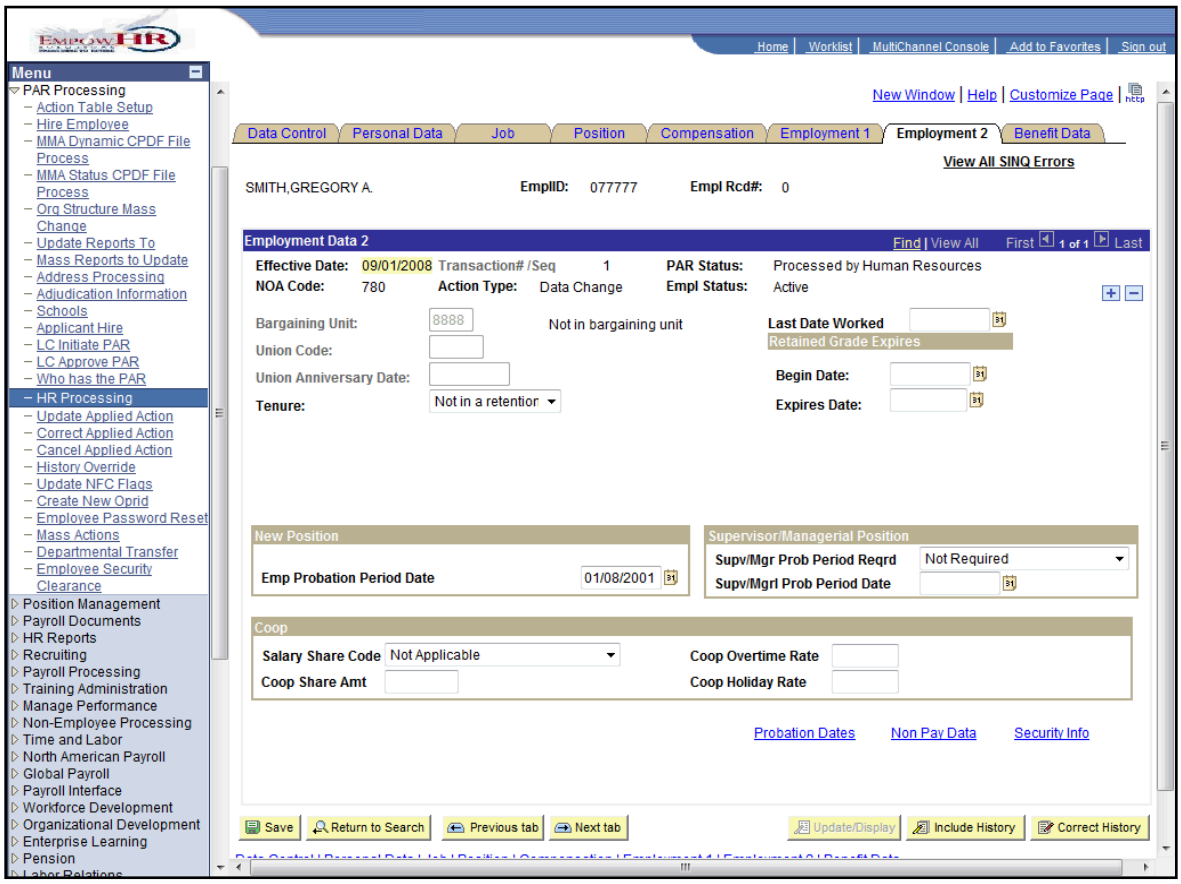


Step	Action
37.	Click the green book icon to view fields on the **Non Pay Data** page.

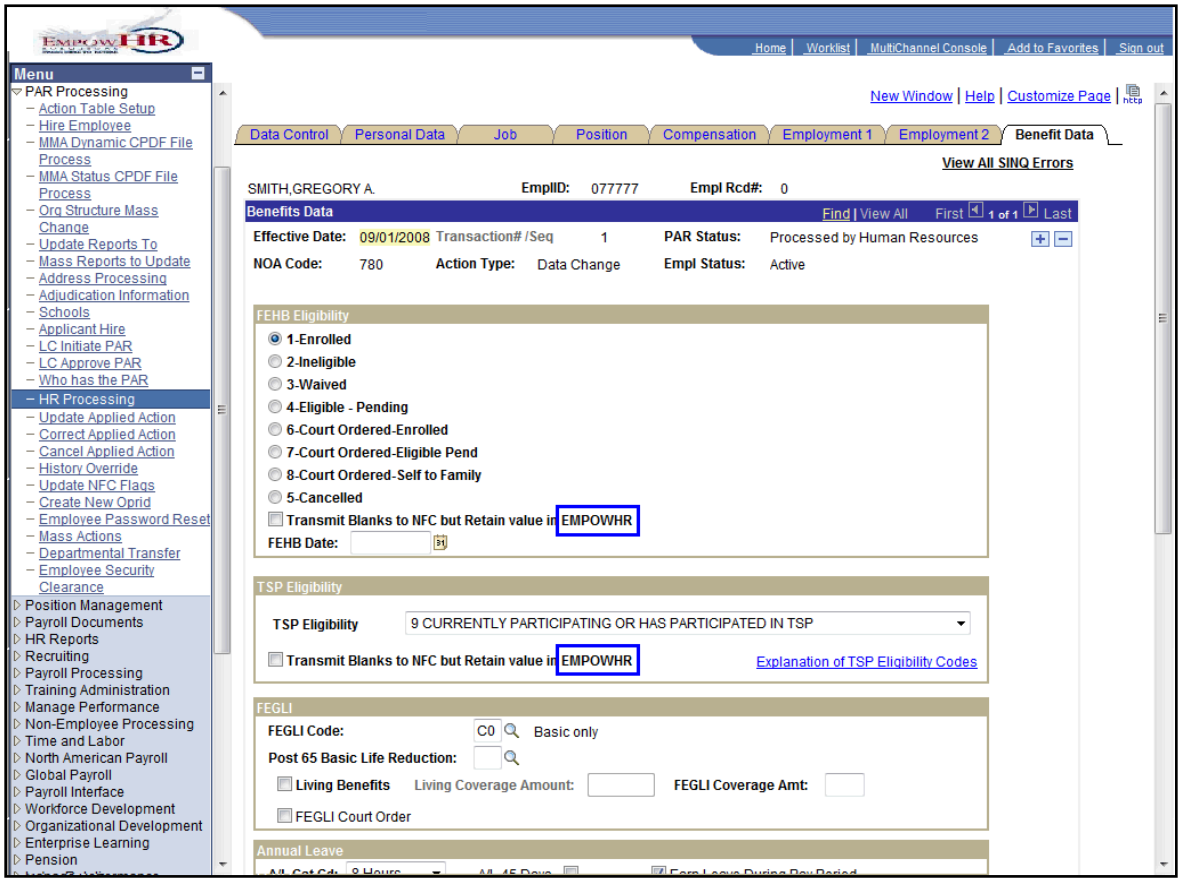
Field	Description
NOA Code	Nature of Action code displays, when applicable.
Expiration Date	Displays expiration date, when applicable.
Last Date Worked	Last Date Work displays or is entered.
SCD Hours	SCD hours displays or is entered.
Probation Hours	Probation hours display or is entered.
Career Tenure Hours	Career tenure hours display or is entered.



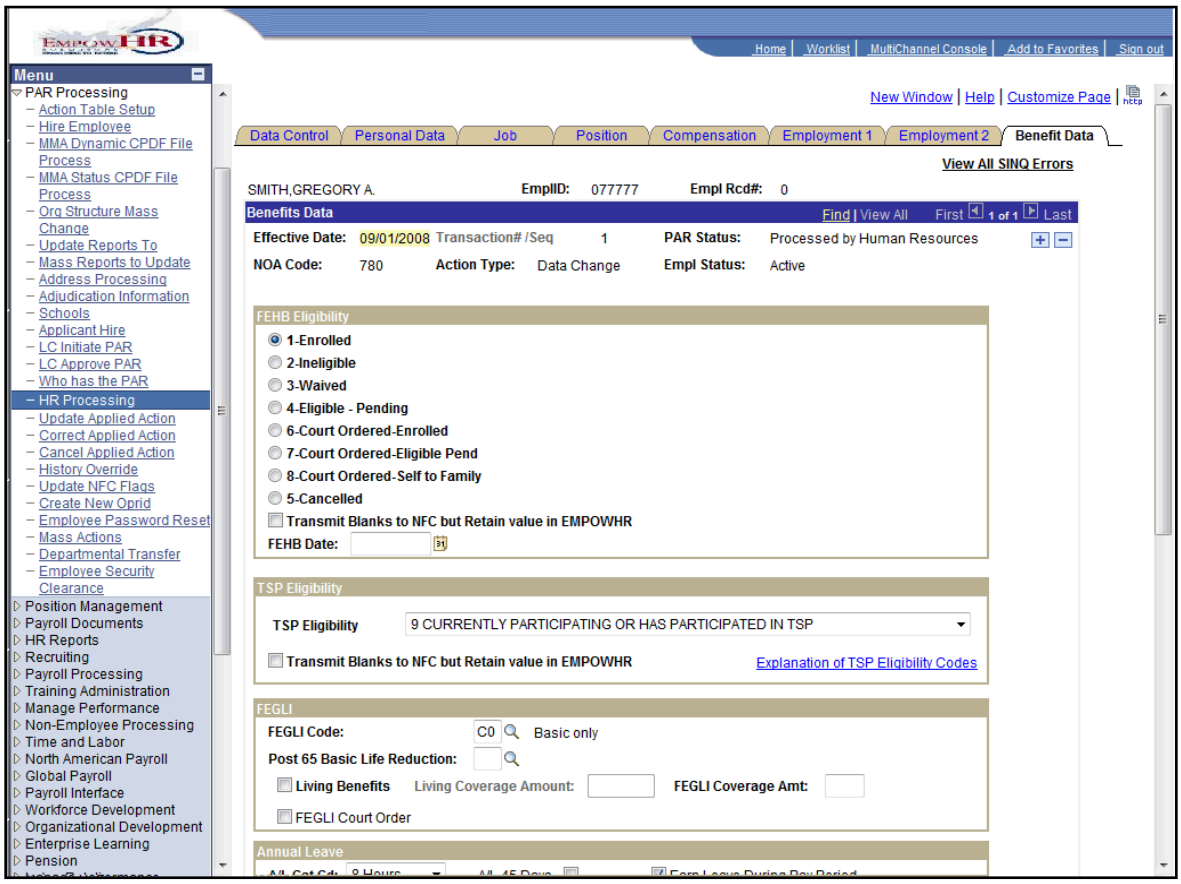
Step	Action
38.	Click the **OK** button. OK



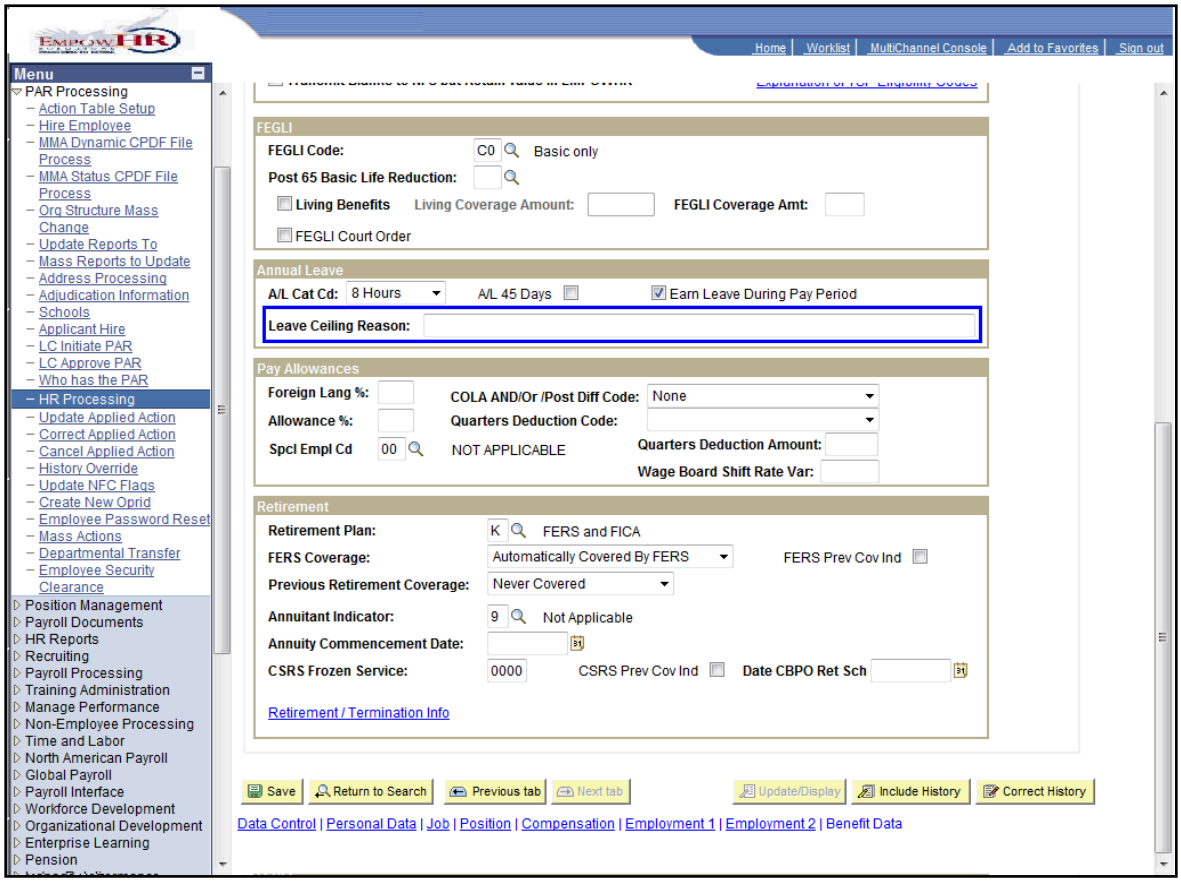
Step	Action
39.	Click the **Benefit Data** tab. Benefit Data



Step	Action
40.	The system name changed from **I*CAMS** to **EmpowHR** for these check boxes.



Step	Action
41.	Click the scrollbar.



Step	Action
42.	**Leave Ceiling Reason** field contains the reason the employee is allowed to carry over a higher amount of leave in a non-standard personal leave ceiling.
43.	This completes **HR Processing**. **End of Procedure.**

Address Processing

Overview

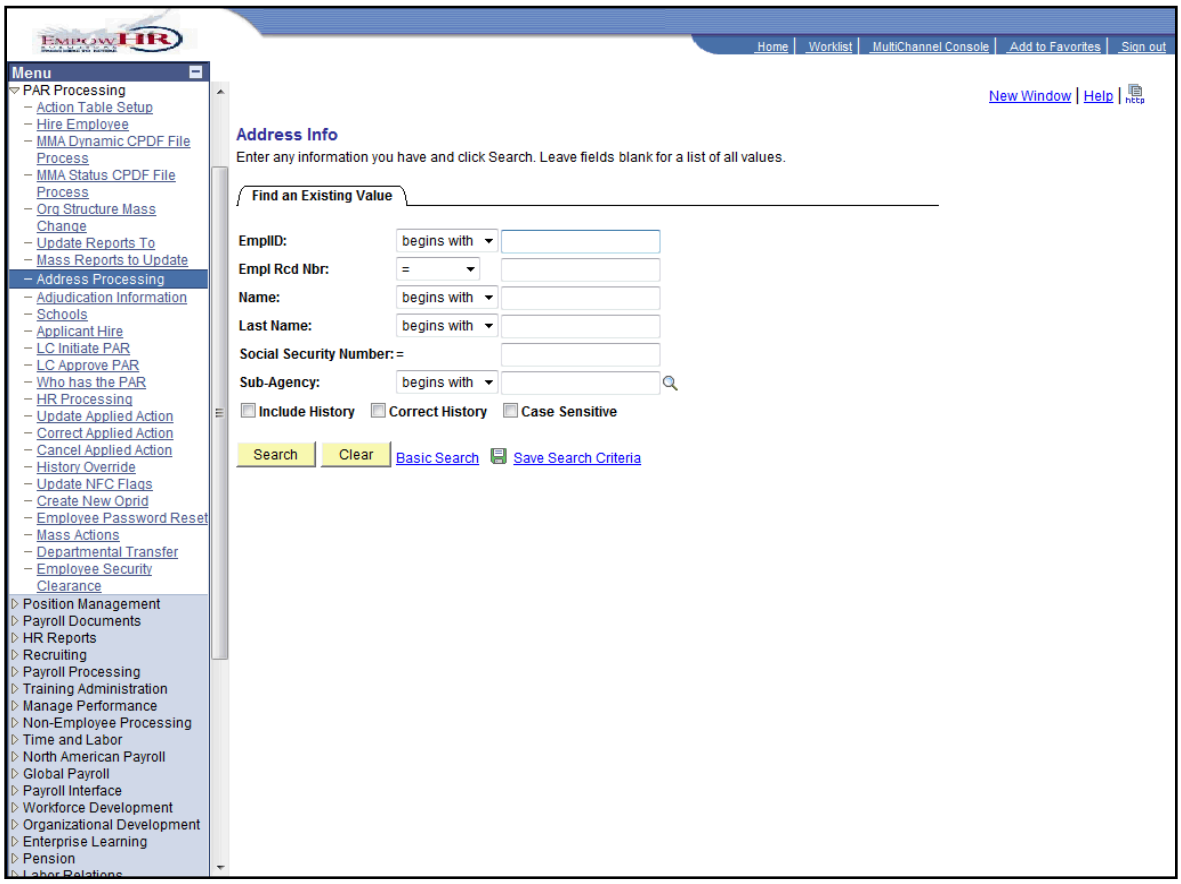
This section demonstrates the changes and additions to Address Processing functionality in EmpowHR 9.0.

Address Processing

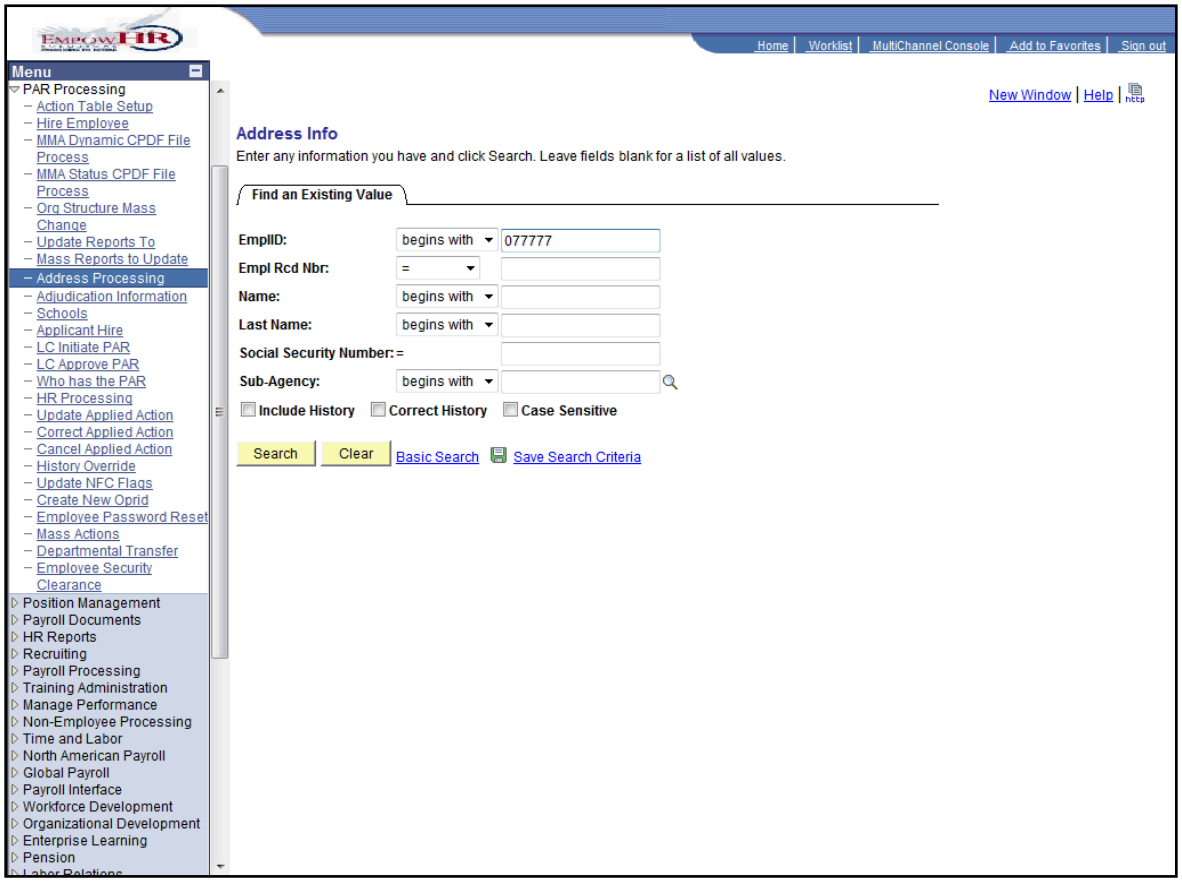
This section demonstrates HR Processing.

Step	Action
1.	Click the **PAR Processing** link. ▷ PAR Processing

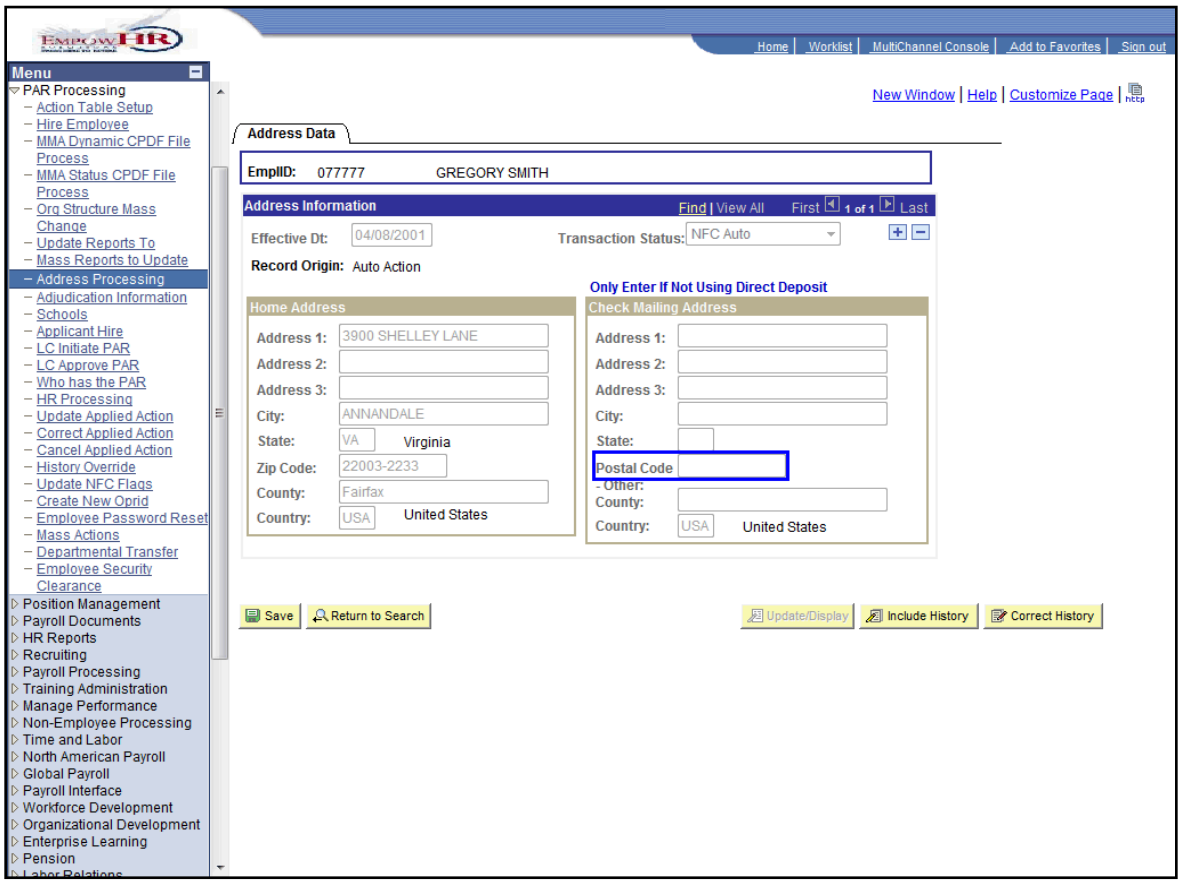
Step	Action
2.	Click the Address Processing link. Address Processing



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Field name changed from **Zip Code** to **Postal Code**.
6.	This completes Address Processing. **End of Procedure.**

Department Transfer

Overview

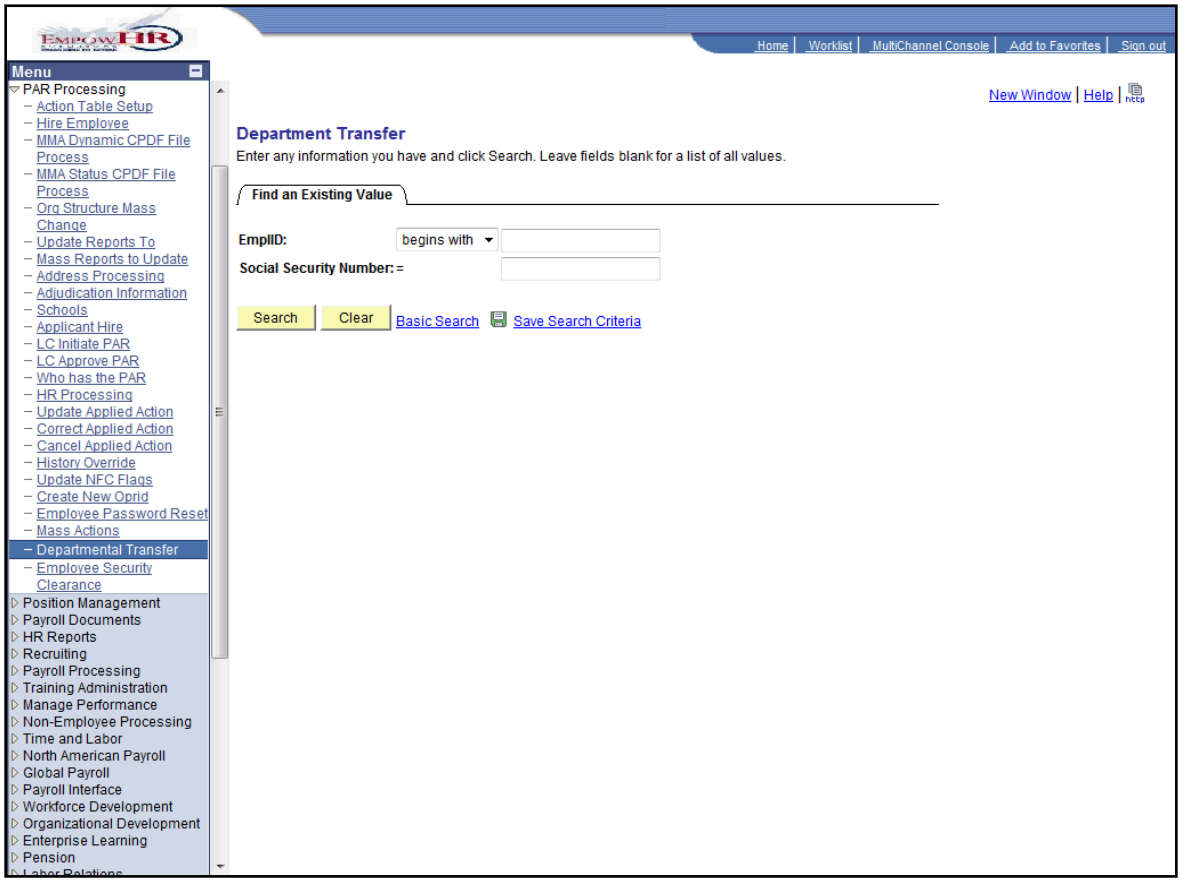
This section demonstrates the changes and additions to Department Transfer functionality in EmpowHR 9.0.

Department Transfer

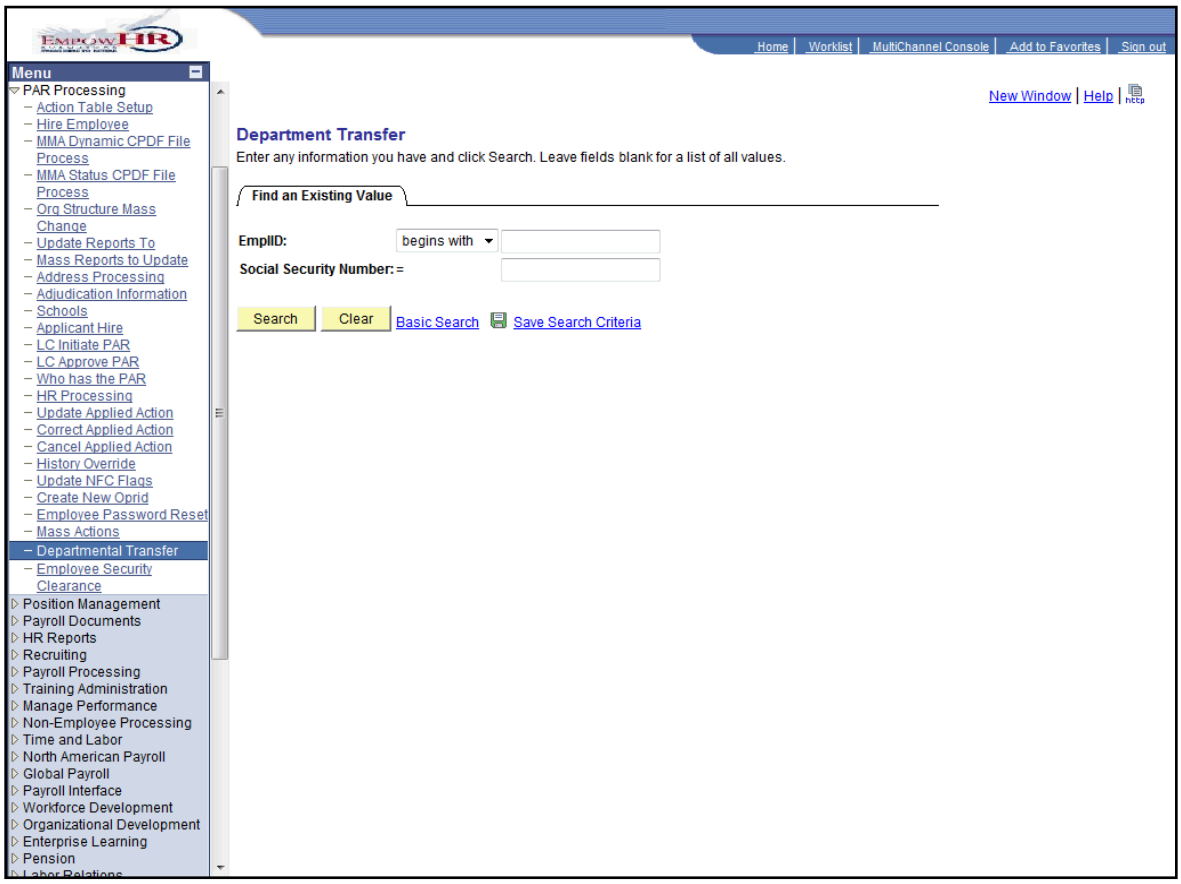
This section demonstrates HR Processing.

Step	Action
1.	Click the **PAR Processing** link. ▷ PAR Processing

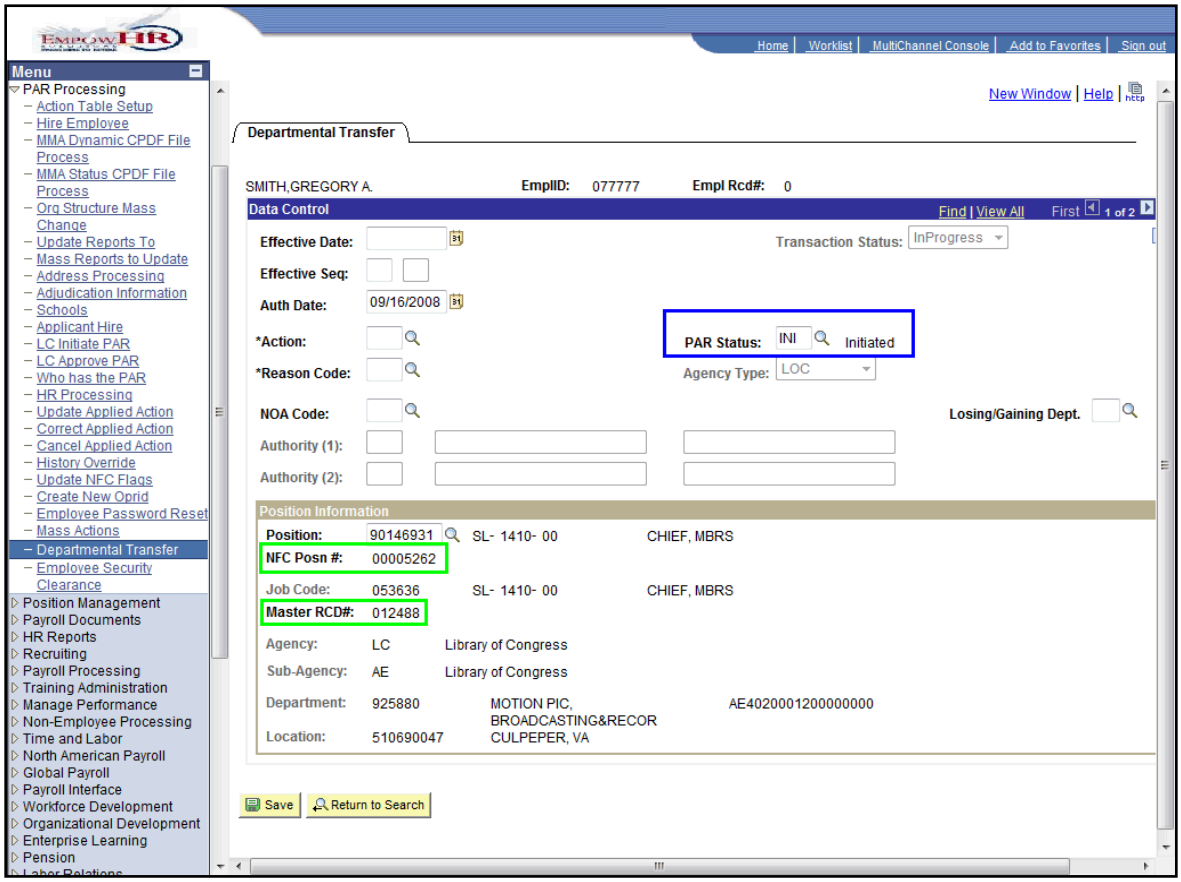
Step	Action
2.	Click the Departmental Transfer link. Departmental Transfer



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the green book icon for changes and additions to the **Department Transfer** page.

Field	8.8	9.0	Impact
PAR Status	No Label	Label Changed	A field label has been added to the existing field.
NFC Posn #	Unavailable	New	This field comes from the Payroll/Personnel Corporate.
Master RCD#	Unavailable	New	This field comes from the Payroll/Personnel Corporate.

Step	Action
6.	This completes Address Processing. **End of Procedure.**

Employee Security Clearance

Overview

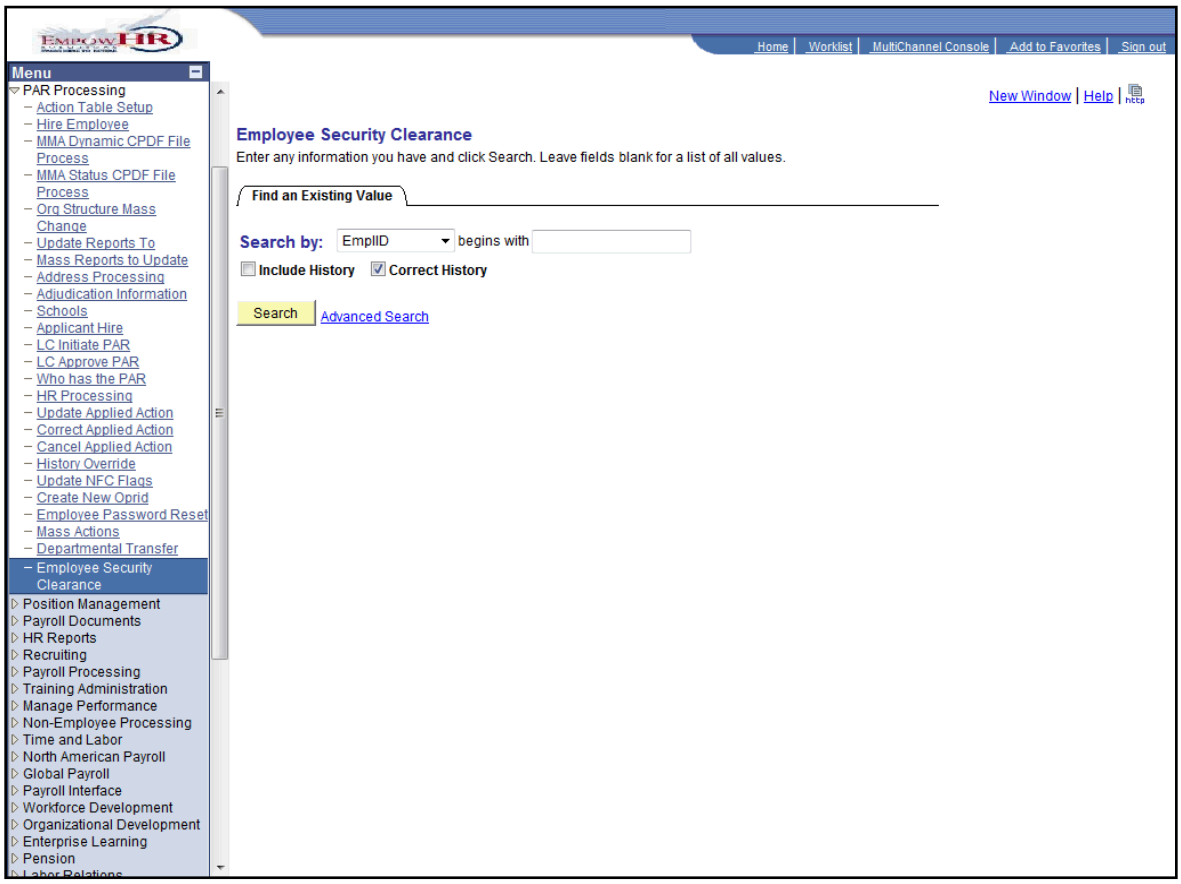
This section demonstrates the changes and additions to Employee Security Clearance functionality in EmpowHR 9.0.

Employee Security Clearance

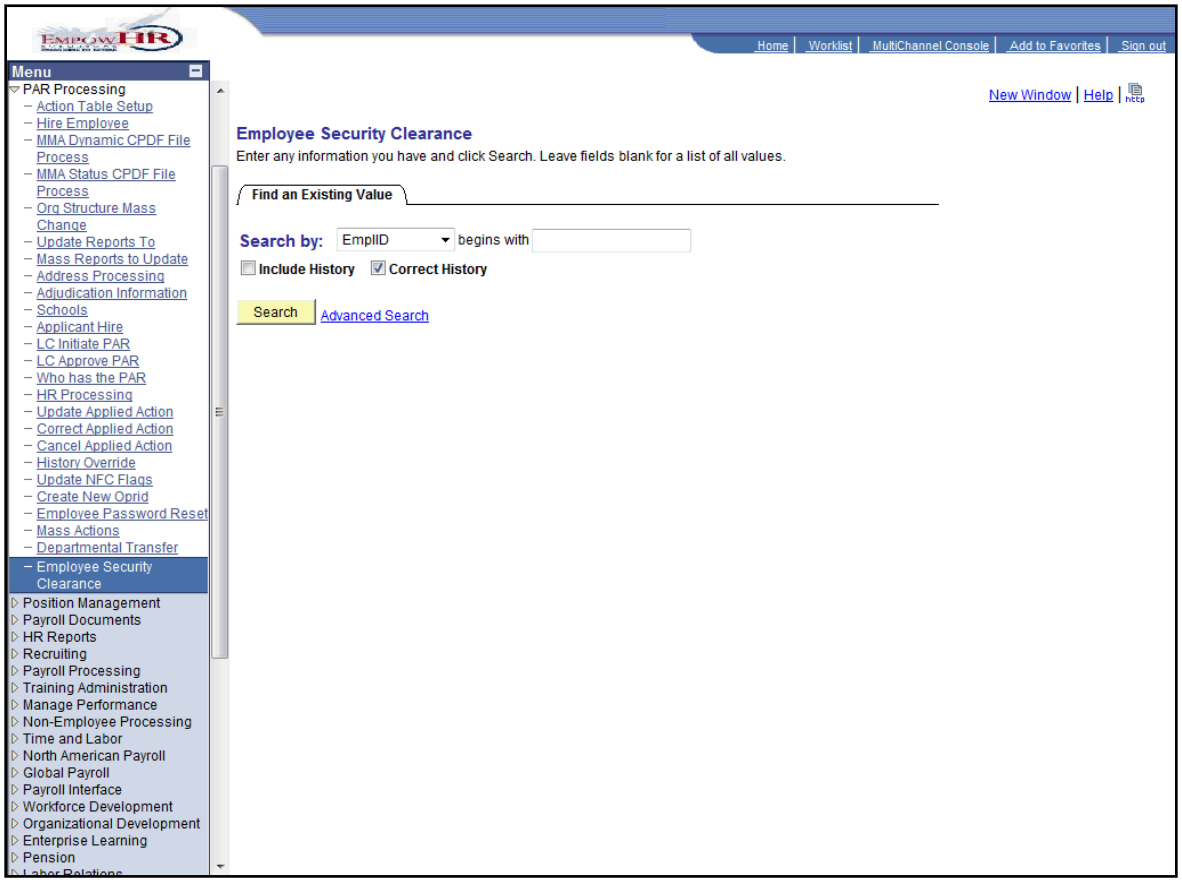
This section demonstrates HR Processing.

Step	Action
1.	Click the **PAR Processing** link. ▷ PAR Processing

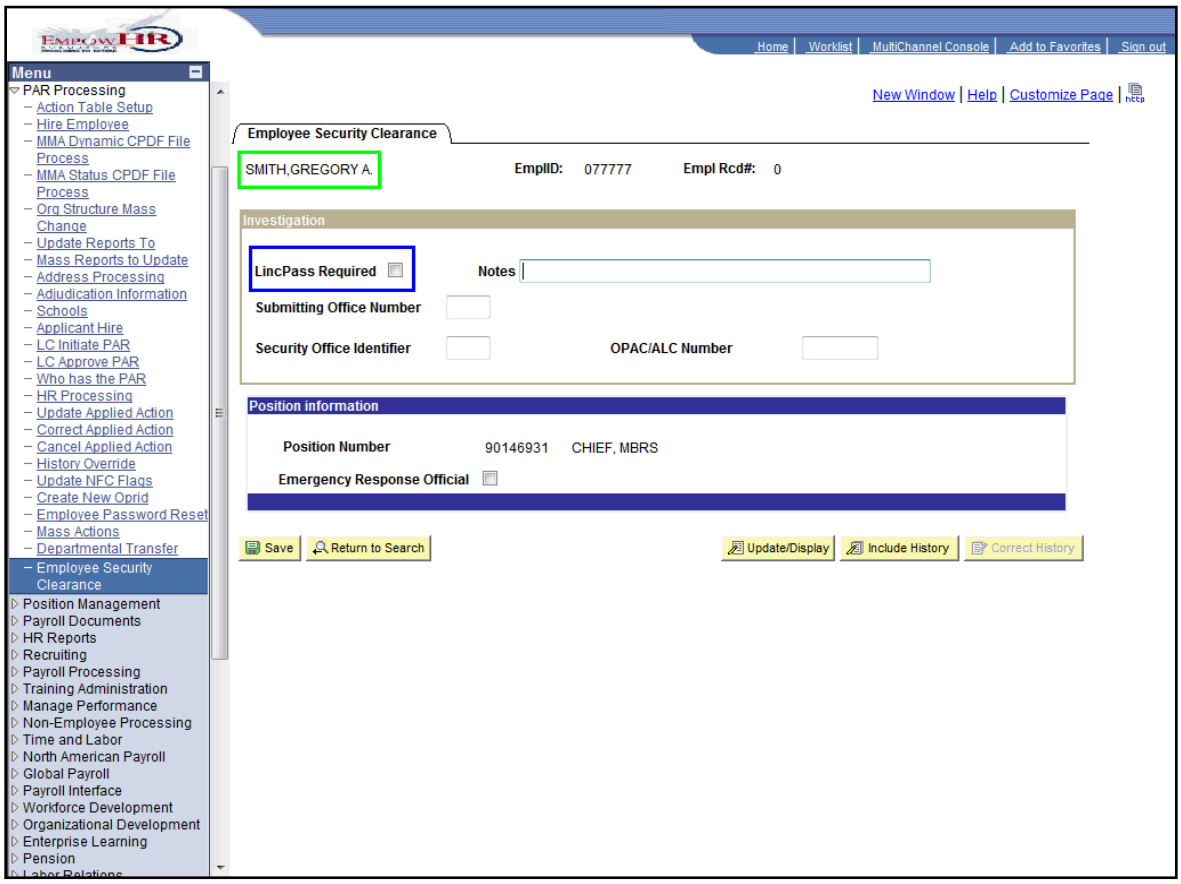
Step	Action
2.	Click the Employee Security Clearance link. Employee Security Clearance



Step	Action
3.	Enter the desired information into the field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the green book icon to view the changes and additions to the **Employee Security Clearance** page.

Field	8.8	9.0	Impact
(Unlabeled)	Unavailable	New	Employee's name displays above Investigation section.
LincPass Required Checkbox	Available	Available	Checkbox defaults as active in 9.0.
Card Activation Information Link	Unavailable	New	This new link allows Card Activation Mailing Information page to display.

Step	Action
6.	This completes Address Processing. **End of Procedure.**

Module 4 Payroll Documents

Overview and Objectives

The functionality in the Payroll Documents component has changed. On all pages Social Security Number has been removed or masked to only show the last four digits. There are two new menu selections:

- Education
- Certification

In addition, the tax pages have been combined into one page.

After completing this module, participants will be able to:

- Identify changes to Payroll Documents
- Enter Education data
- Enter Certification data

Auth for Restored Annual Leave

Overview

Some fields on the Auth for Restored Annual Leave page have changed:

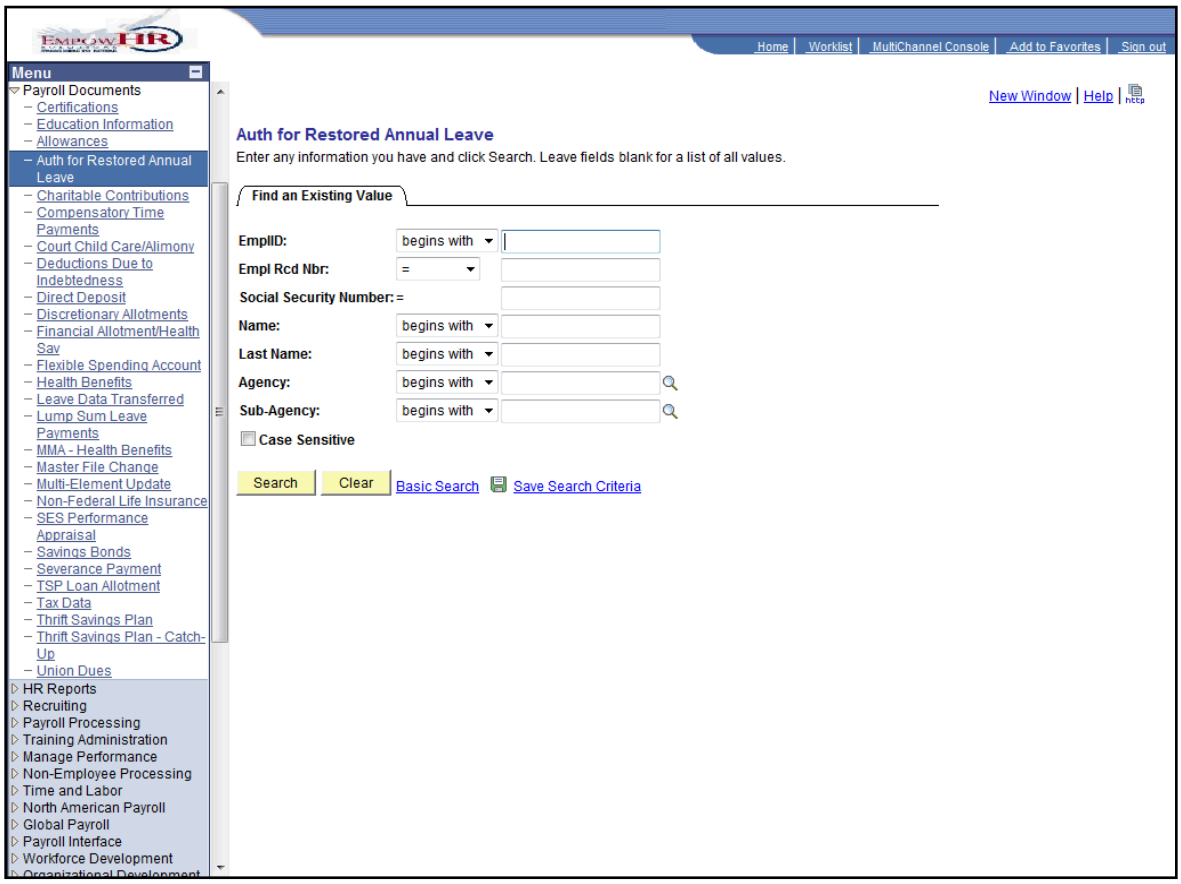
- On the top title bar, the words 'annual leave' are capitalized.
- Mgr Approves Request, Justification, and Approval fields have been realigned. These fields will only display when populated.

Restored Annual Leave

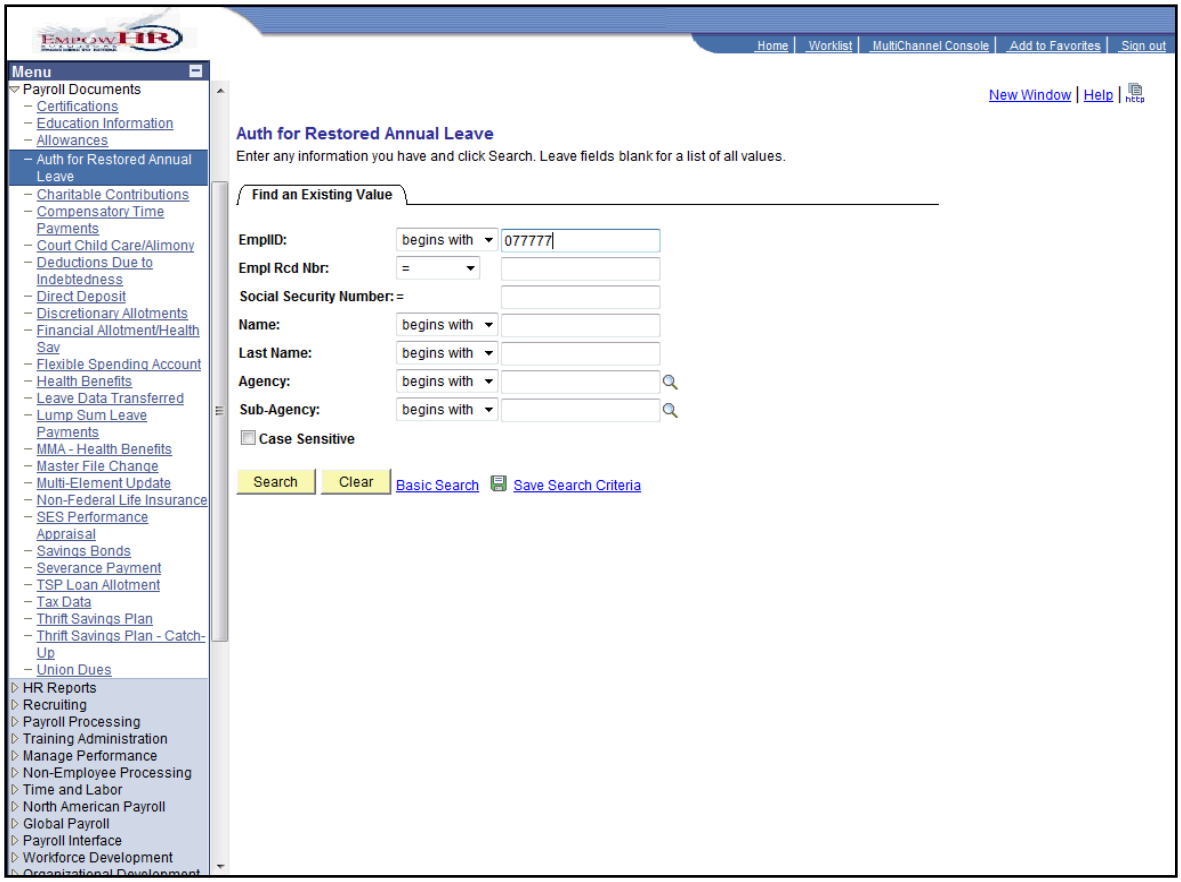
This section demonstrates the changes to Restored Annual Leave.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

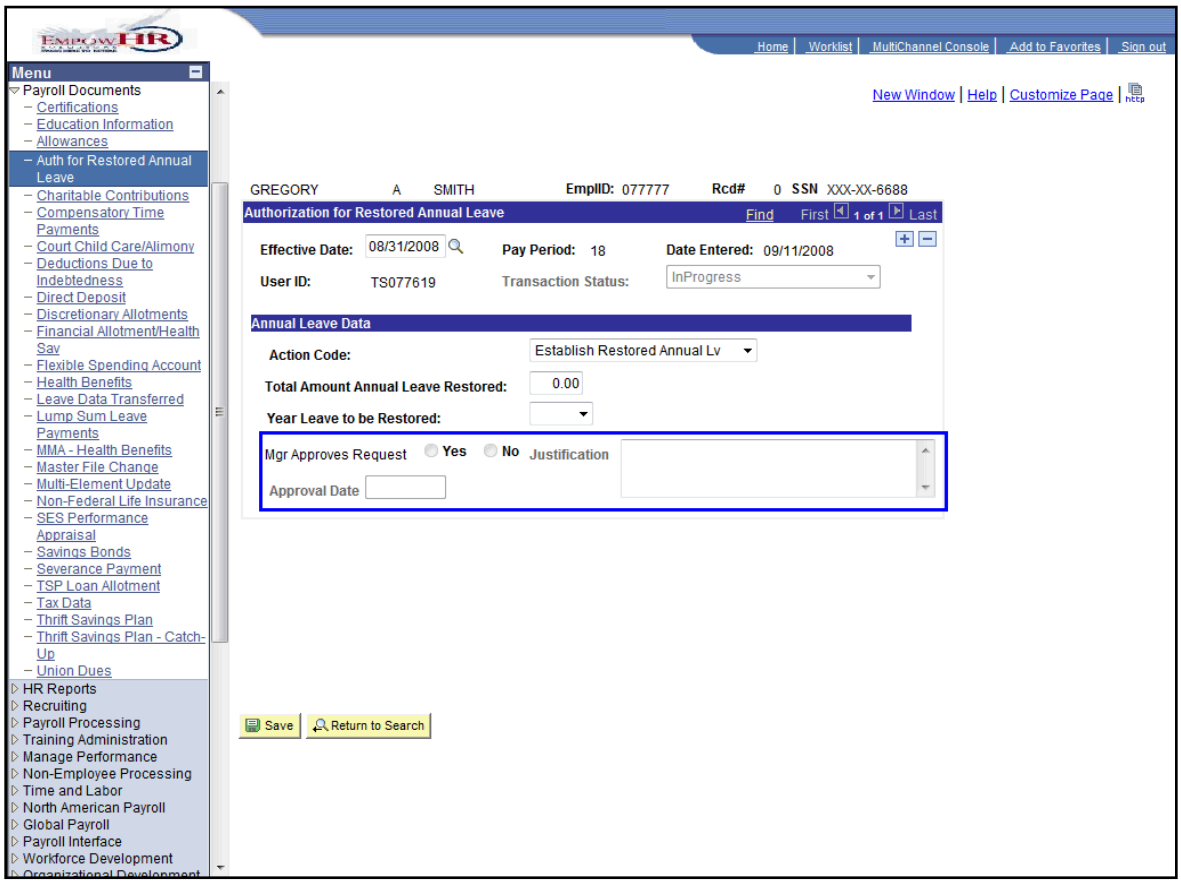
Step	Action
2.	Click the Auth for Restored Annual Leave link. Auth for Restored Annual Leave



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Mgr Approves Request, Justification, and Approval fields have been realigned. These fields will only display if record is populated.
6.	This completes Restored Annual Leave. **End of Procedure.**

Certifications

Overview

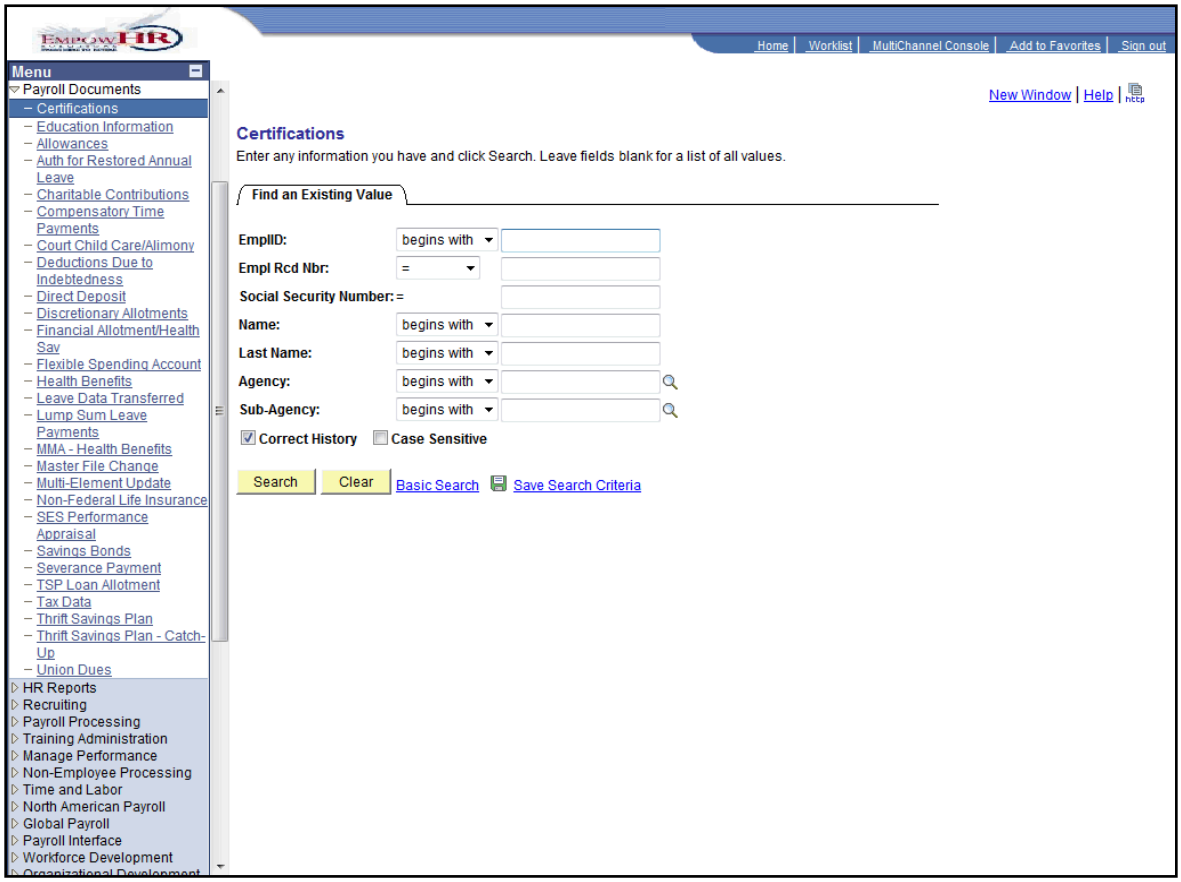
The Certification component is used to enter professional certifications.

Certifications

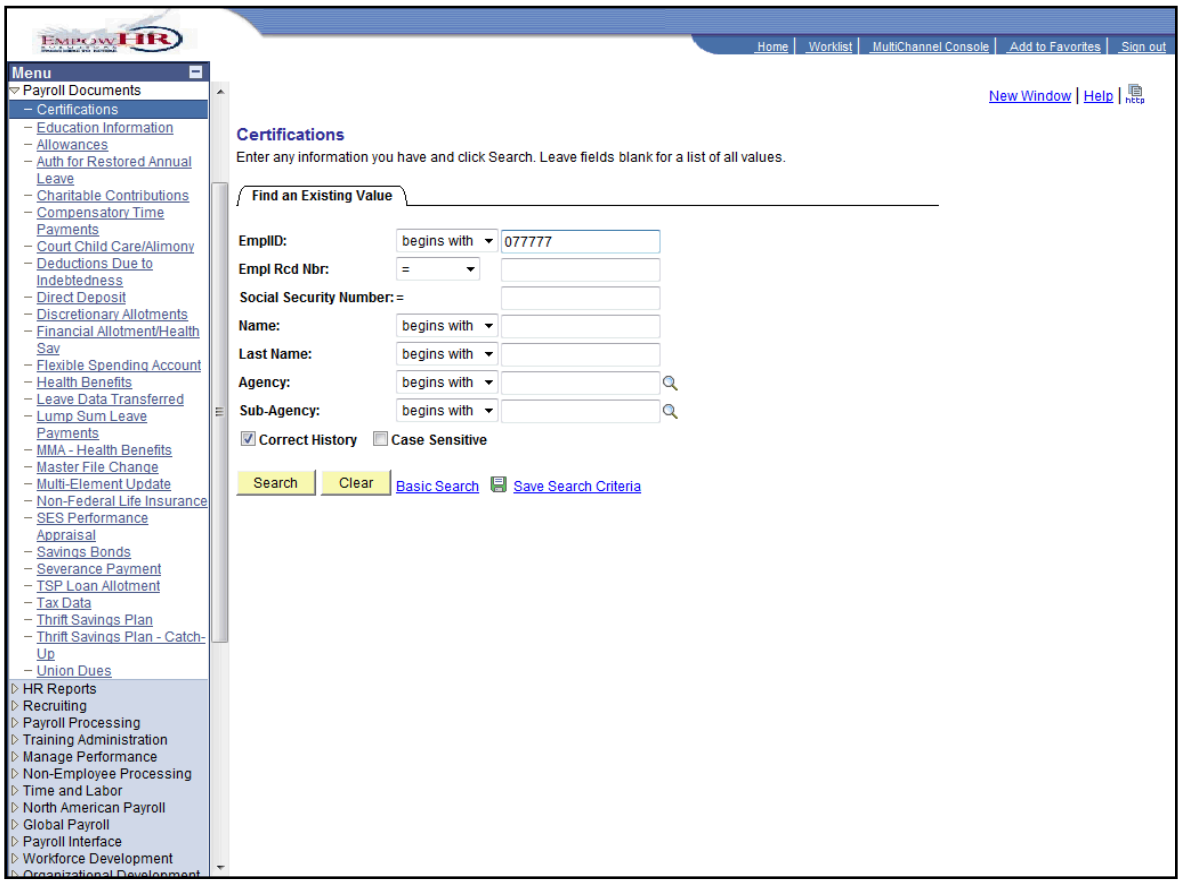
This section demonstrates the Certification functionality.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

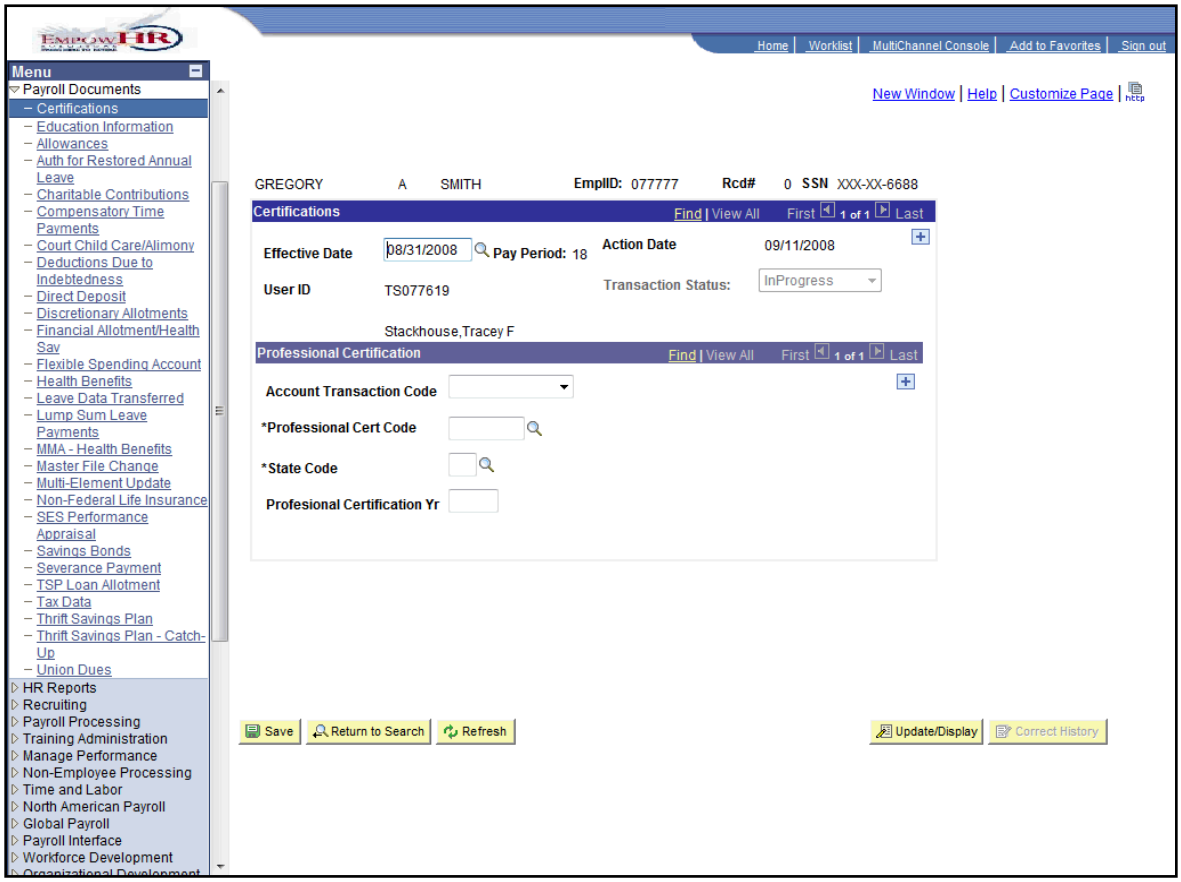
Step	Action
2.	Click the **Certifications** link. Certifications



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".

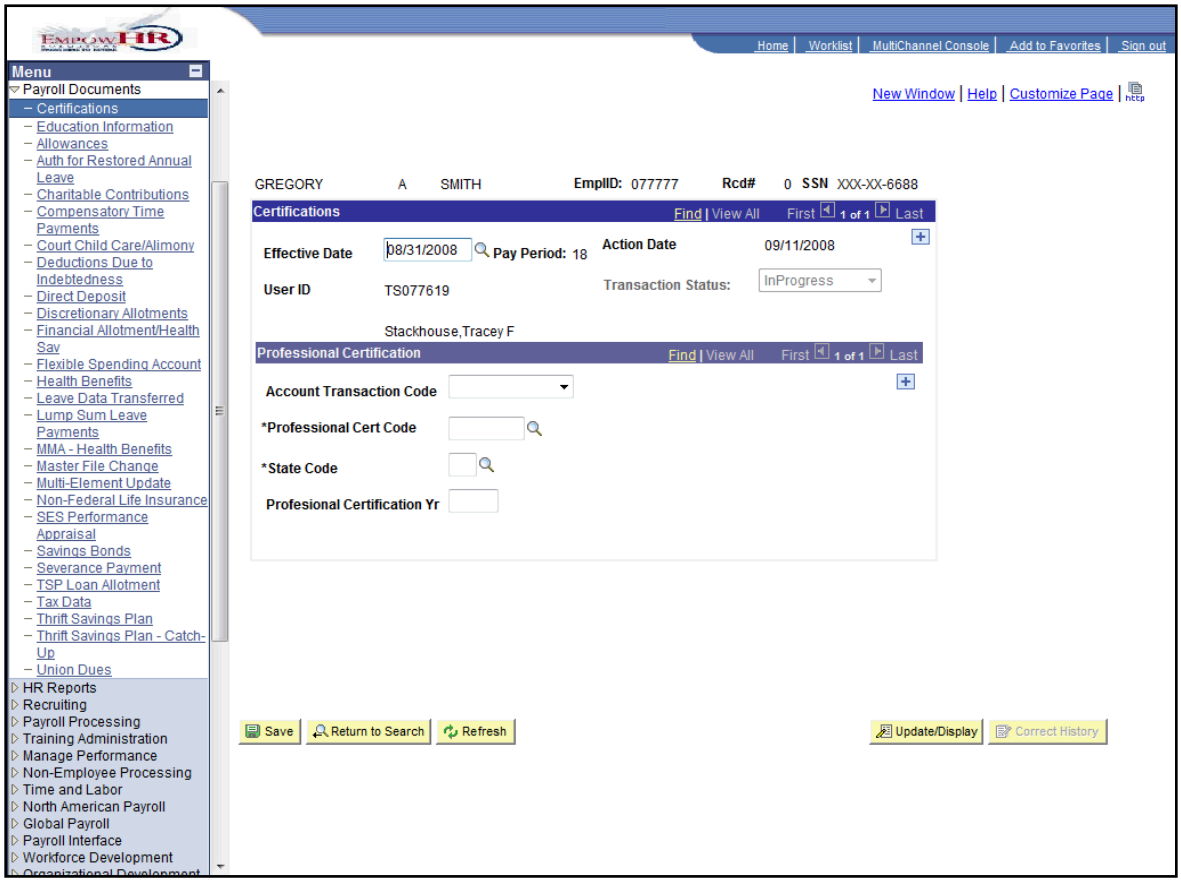


Step	Action
4.	Click the **Search** button.

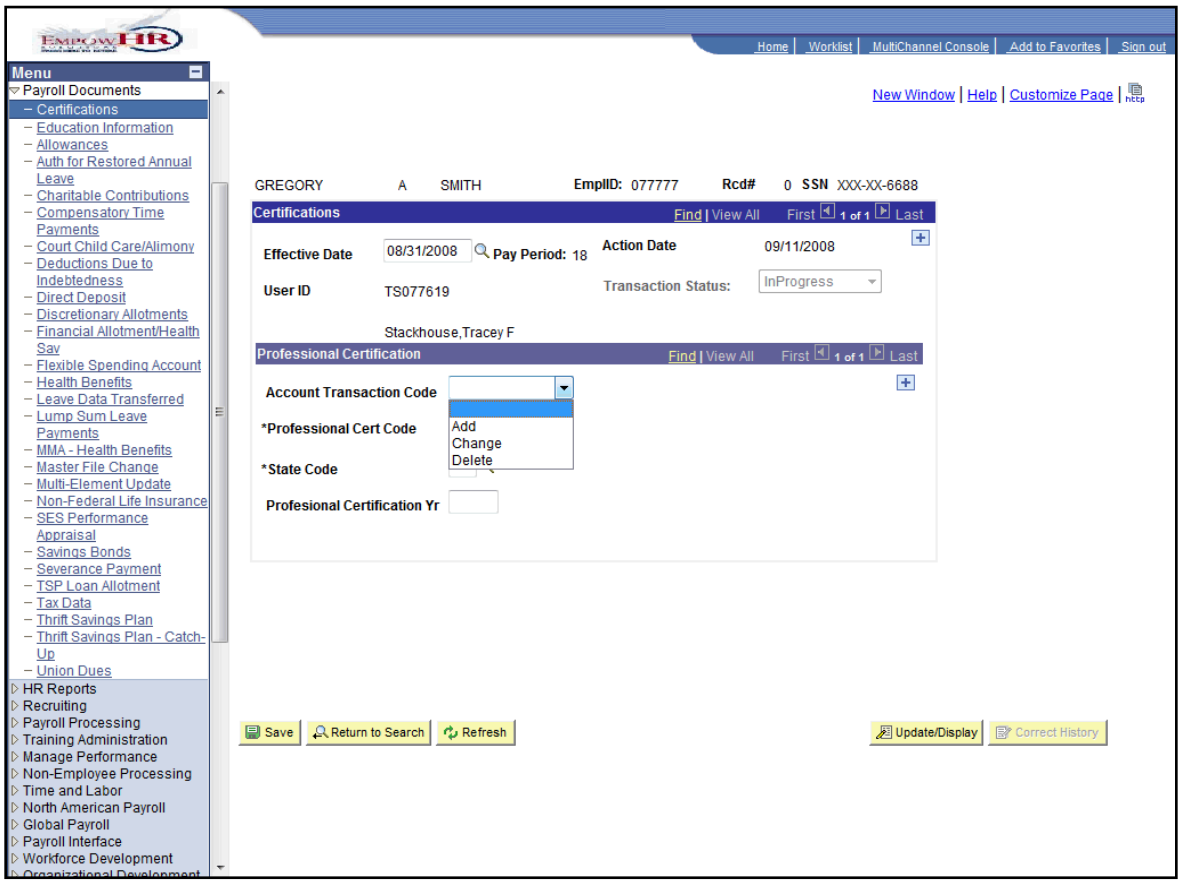


Step	Action
5.	Click on the green book icon for information on the **Certification** page.

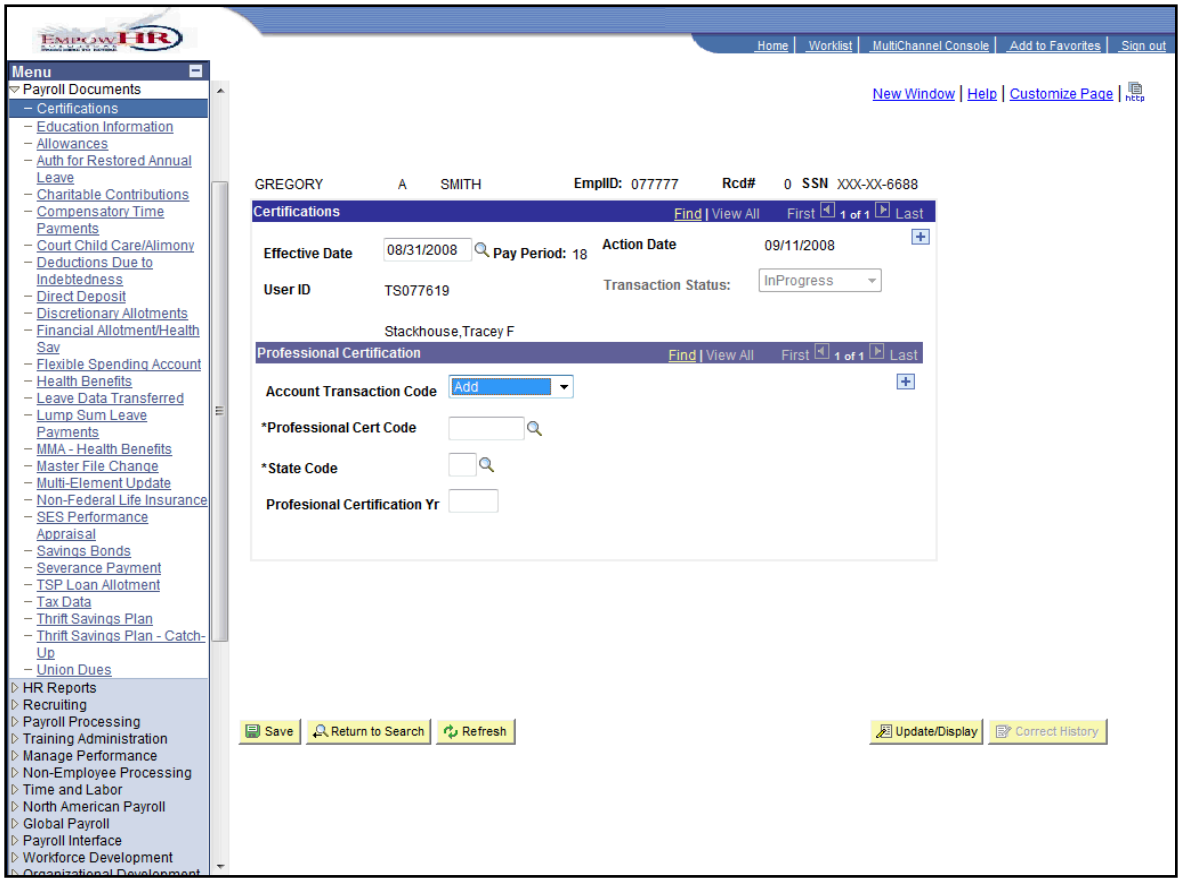
Field	Description
Effective Date	Enter the effective date of the certification.
Pay Period	Defaulted value by the system.
Transaction Status	This field defaults to **In Progress** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
User ID	This field is generated by the system and identifies the individual who generated the transaction.
Transaction Code	Select either **Add**, **Change**, or **Delete** as needed.
Education Level	Enter the education level or select by clicking the **Lookup** icon.
School Code	Enter the applicable school code or select by clicking the **Lookup** icon.
Instructional Program	Enter the employee's official education record which includes the major field of study or select by clicking the Lookup icon. Note: Refer to OPM instructions for valid codes.
Year	Enter the calendar year (XXXX) during which the employee received the academic degree or certificate for the educational level.



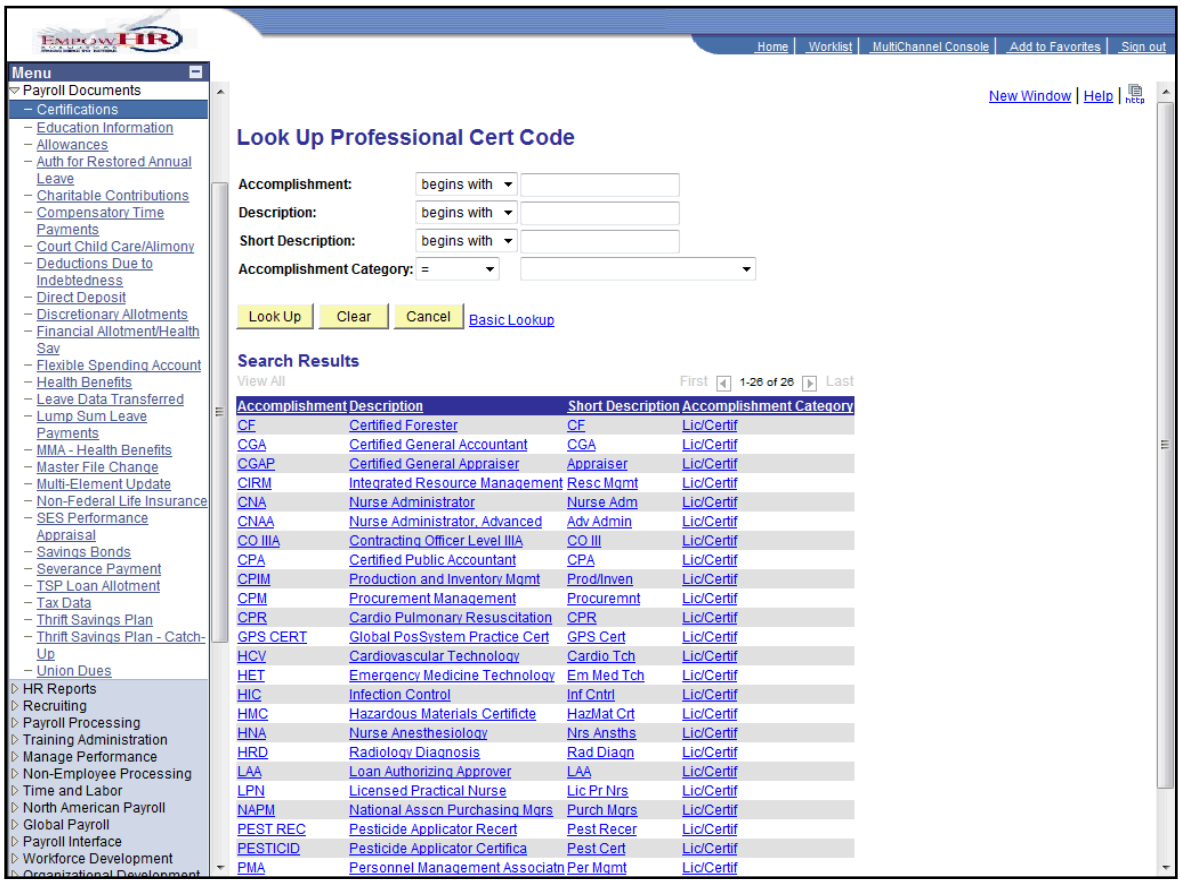
Step	Action
6.	Click the Account Transaction Code list.



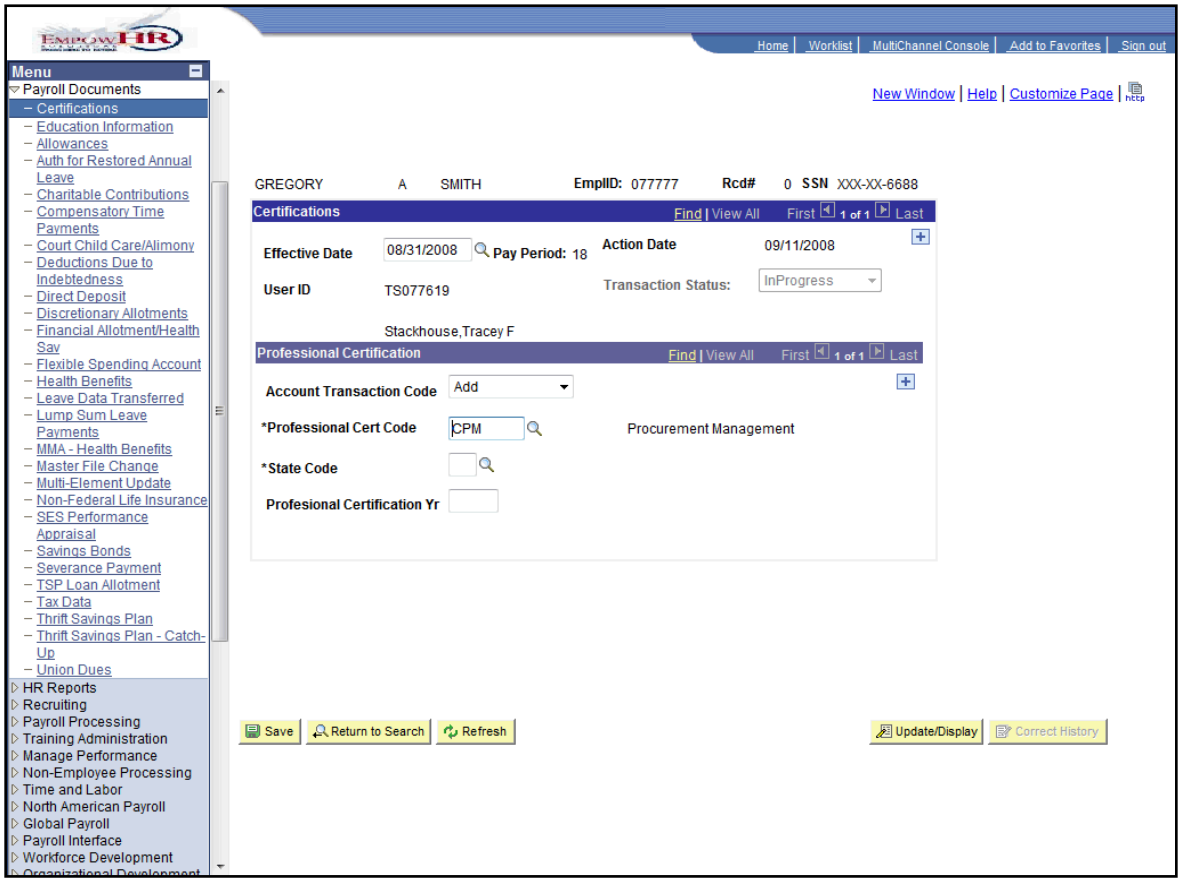
Step	Action
7.	Click the **Add** list item. Add



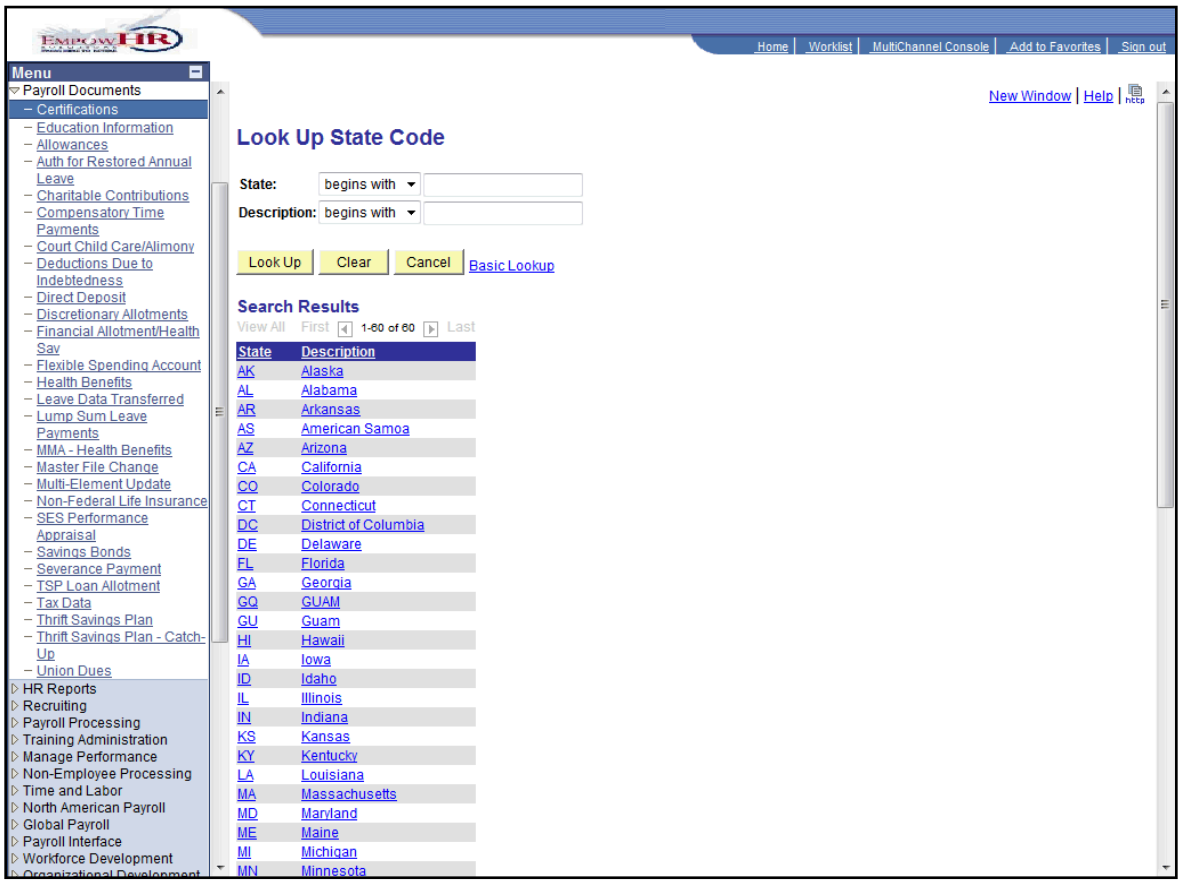
Step	Action
8.	Click the Look up Professional Cert Code (Alt+5) button.



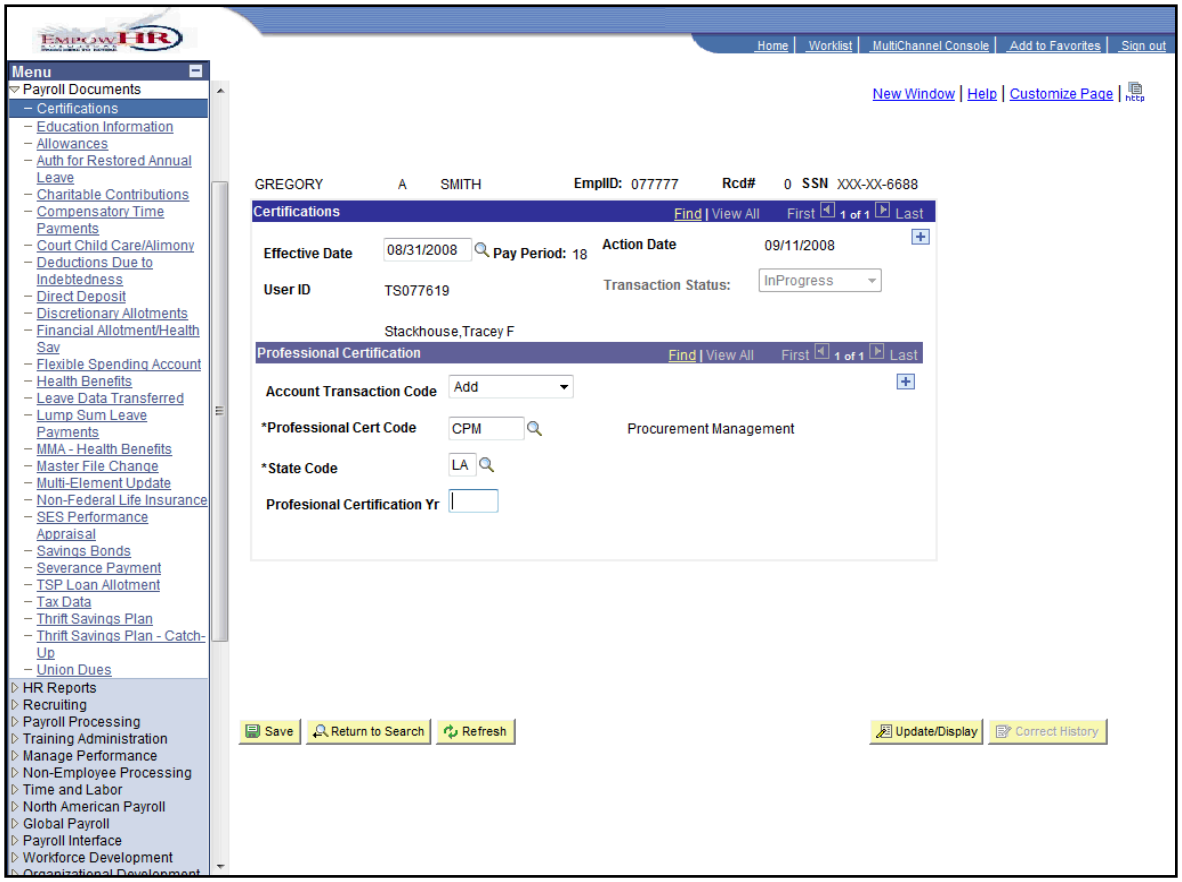
Step	Action
9.	Click the Procurement Management link.



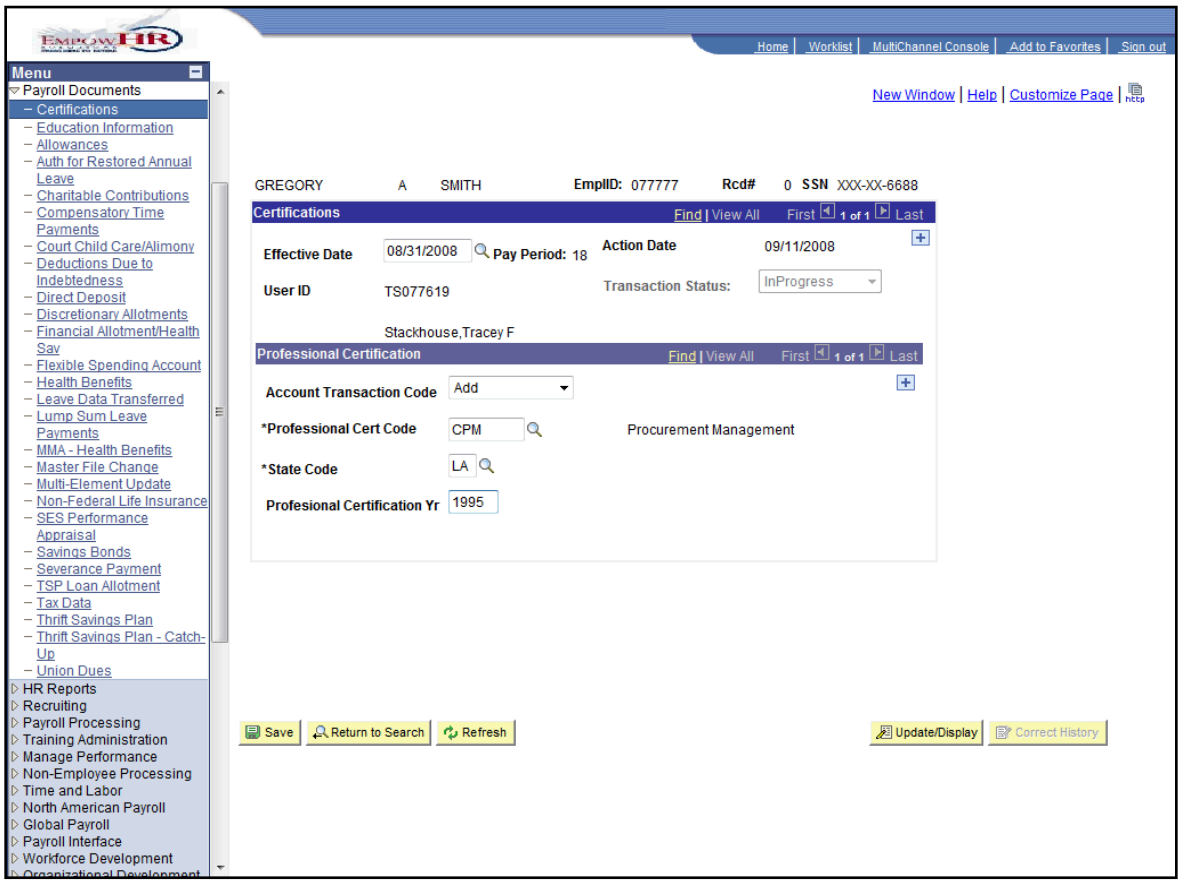
Step	Action
10.	Click the Look up State Code (Alt+5) button.

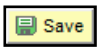


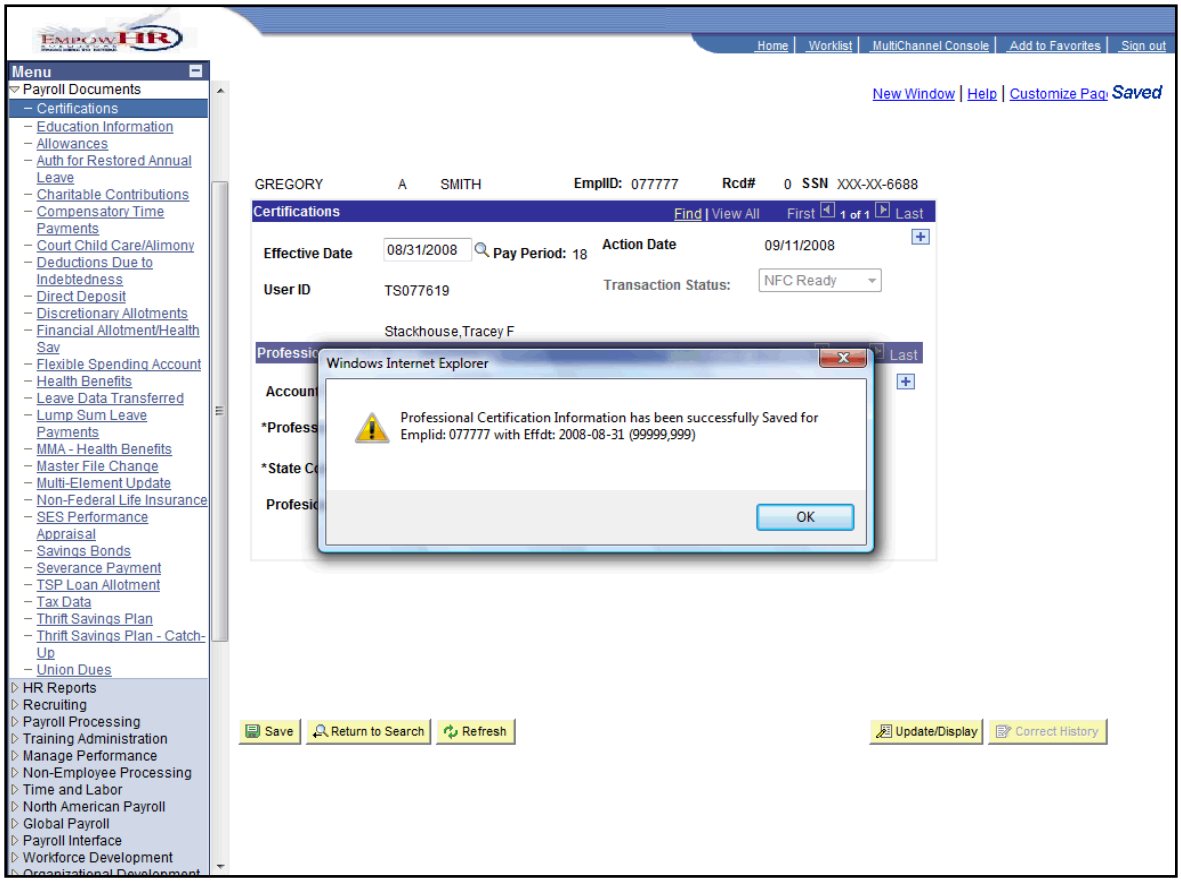
Step	Action
11.	Click the **Louisiana** link. LA Louisiana



Step	Action
12.	Enter the desired information into the **Professional Certification Yr** field. Enter "**1995**".



Step	Action
13.	Click the **Save** button. 



Step	Action
14.	Click the **OK** button. OK
15.	This completes **Certifications**. **End of Procedure.**

Court Child Care / Alimony

Overview

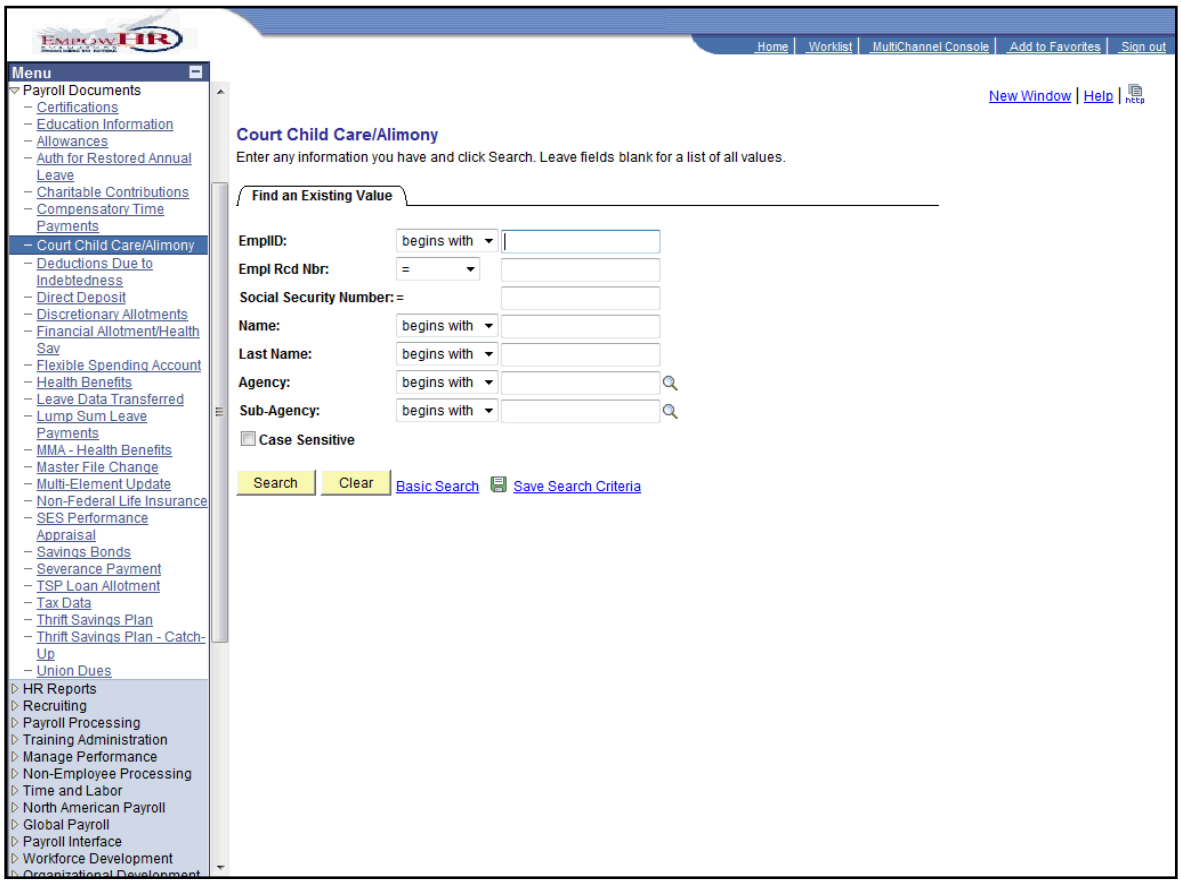
Some fields on the Court Child / Alimony page have changed.

Court Child Care / Alimony

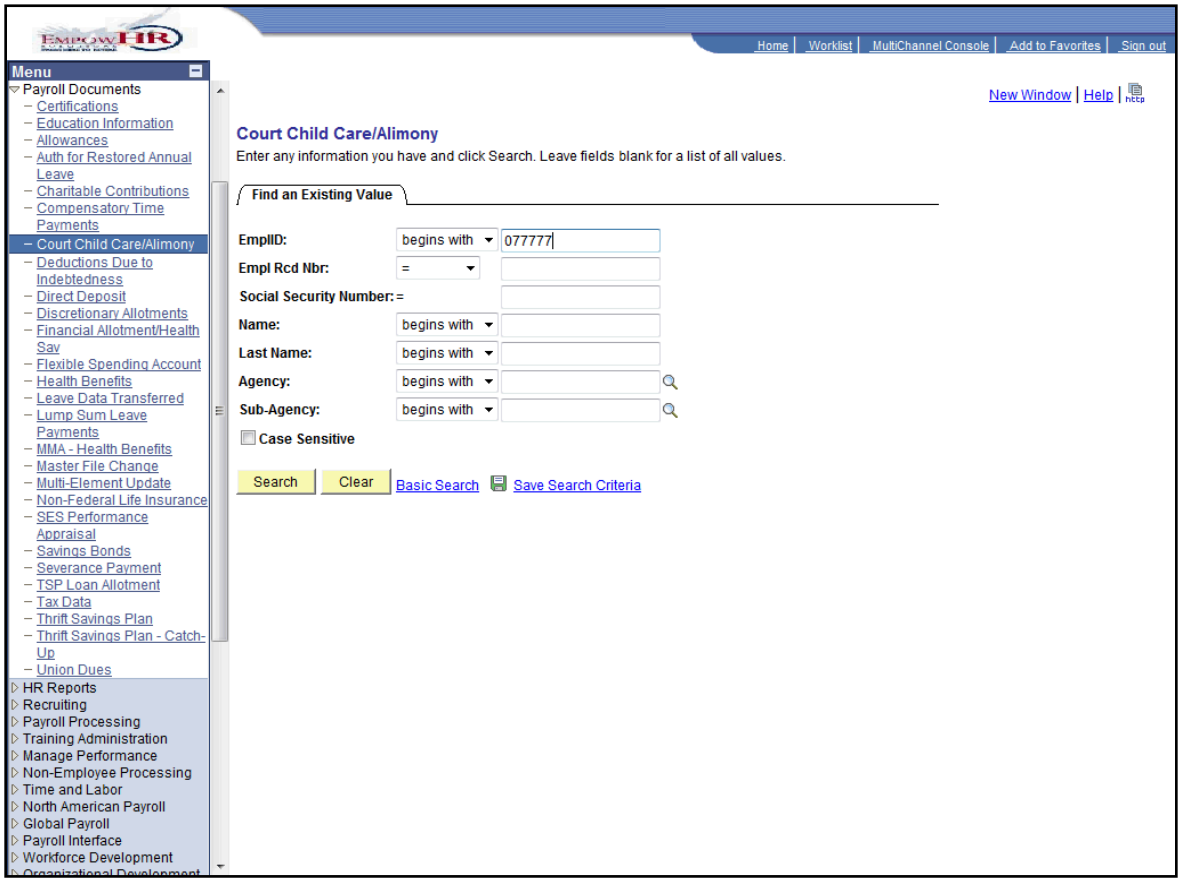
This section demonstrates the changes to Court Child Care / Alimony.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

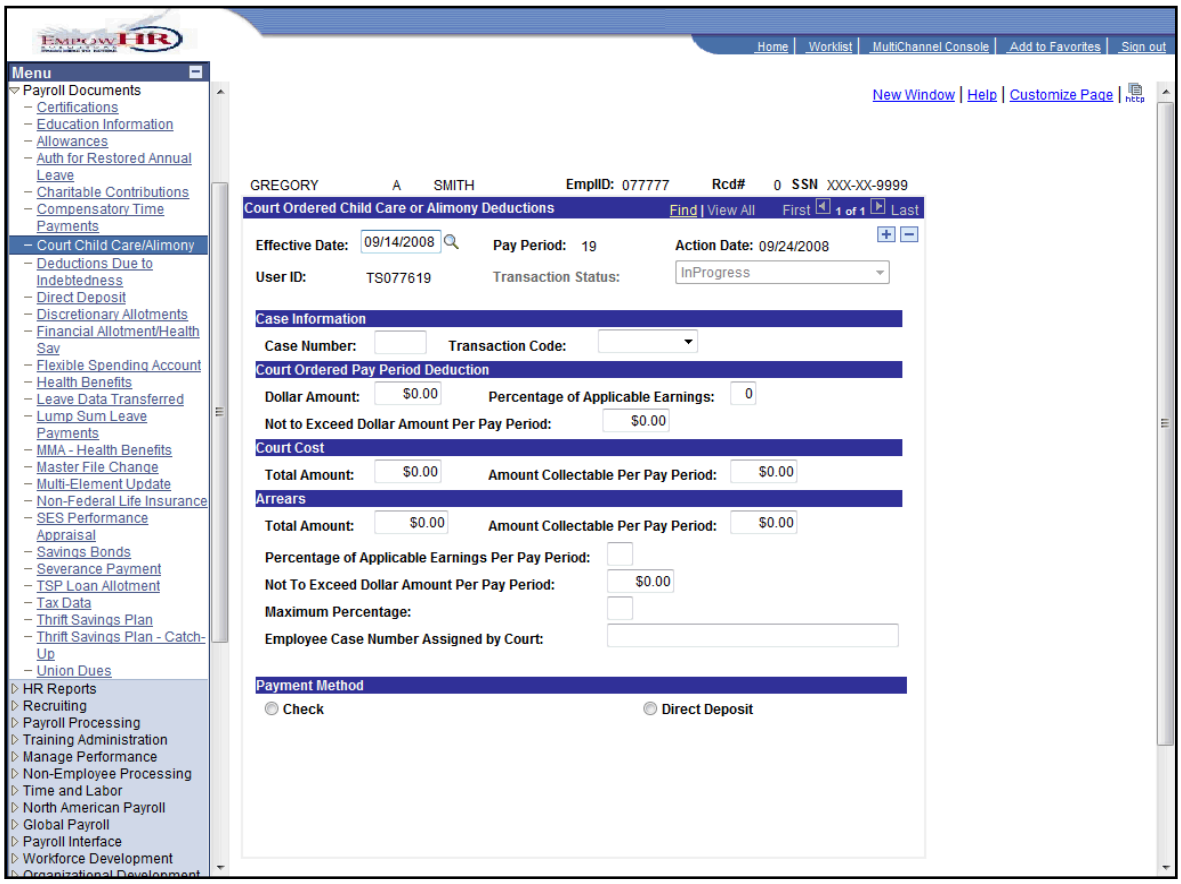
Step	Action
2.	Click the Court Child Care/Alimony link. Court Child Care/Alimony



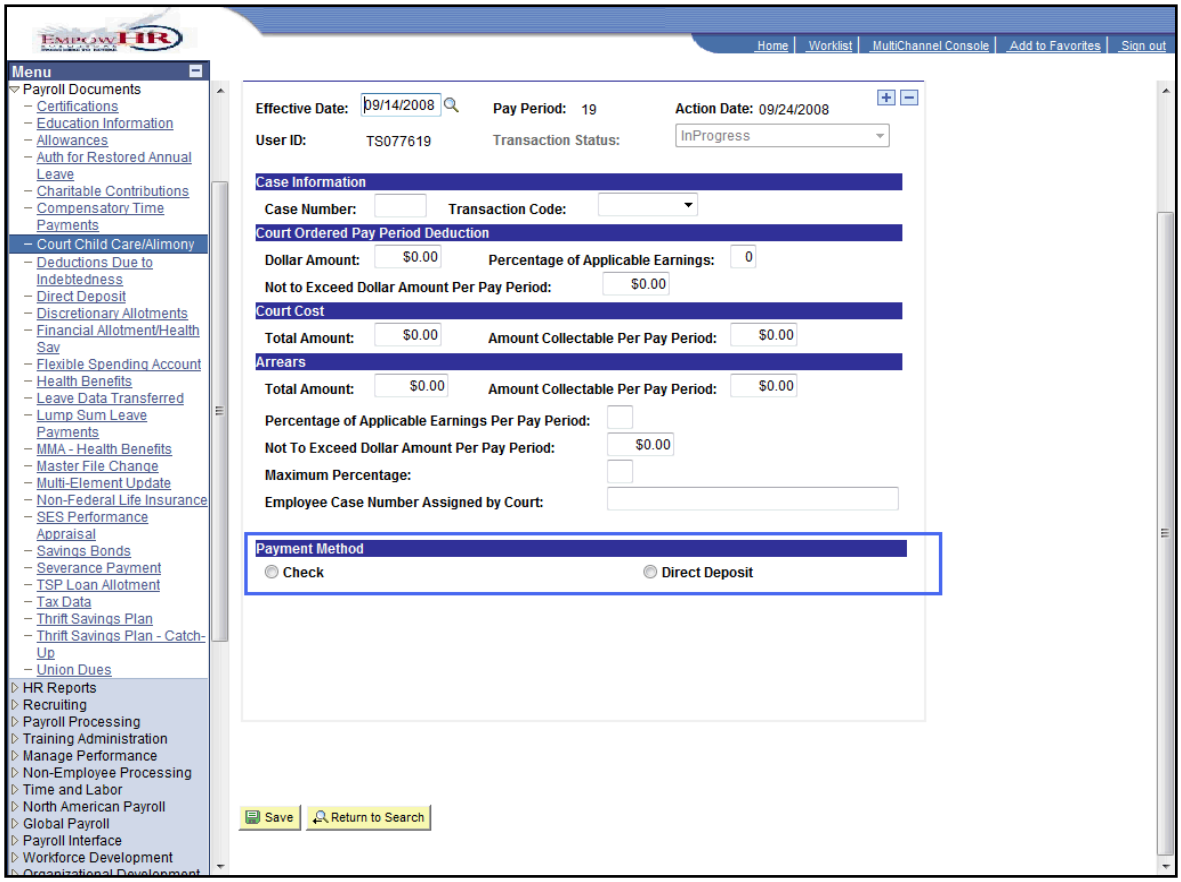
Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search

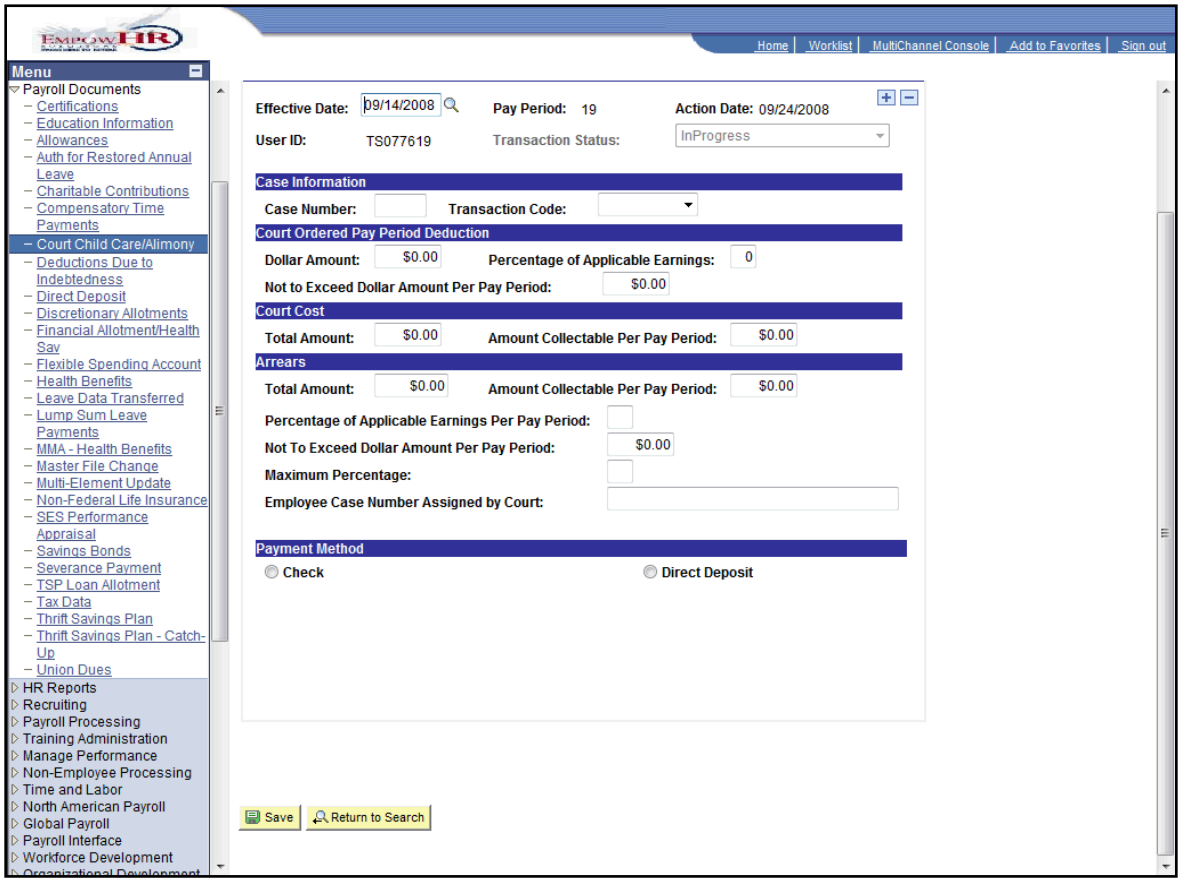


Step	Action
5.	Click the scrollbar.

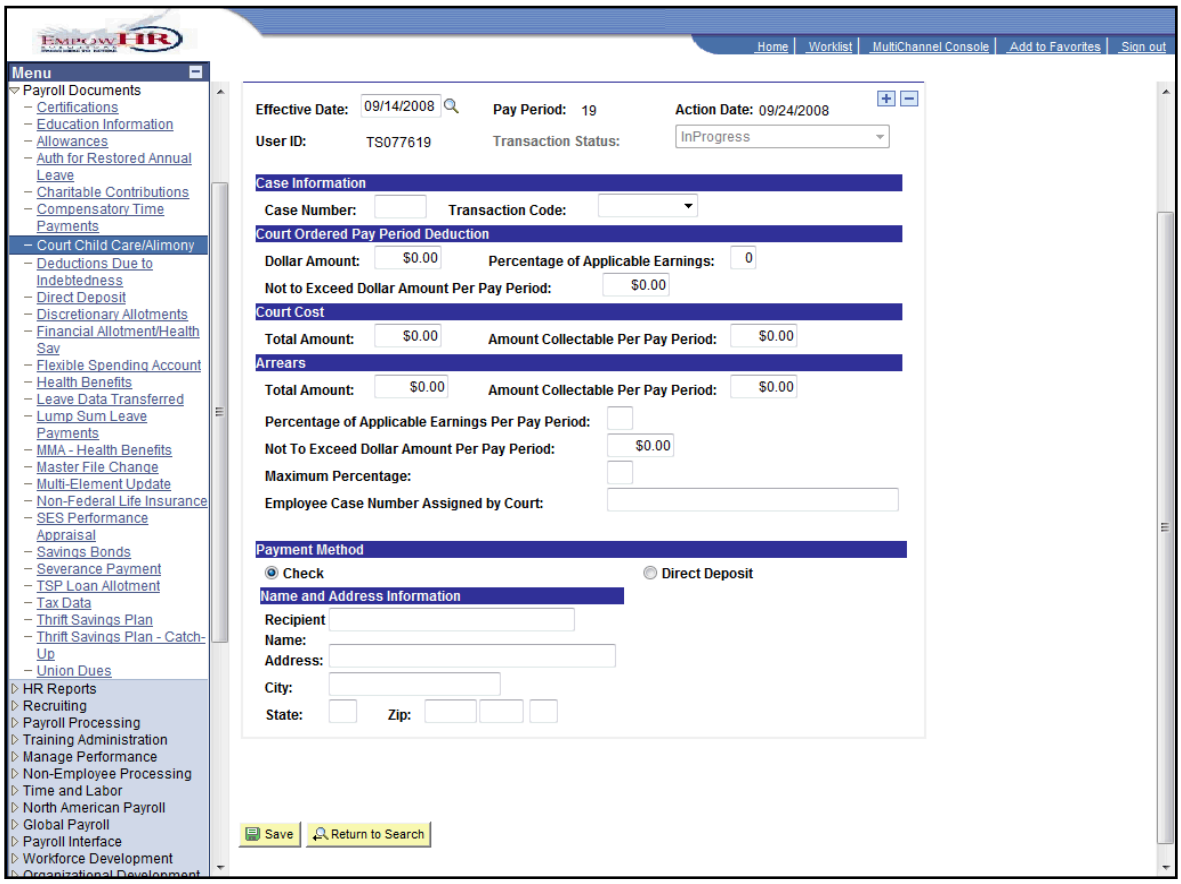


Step	Action
6.	Click the green book icon to view changes on the **Court Child Care / Alimony** page.

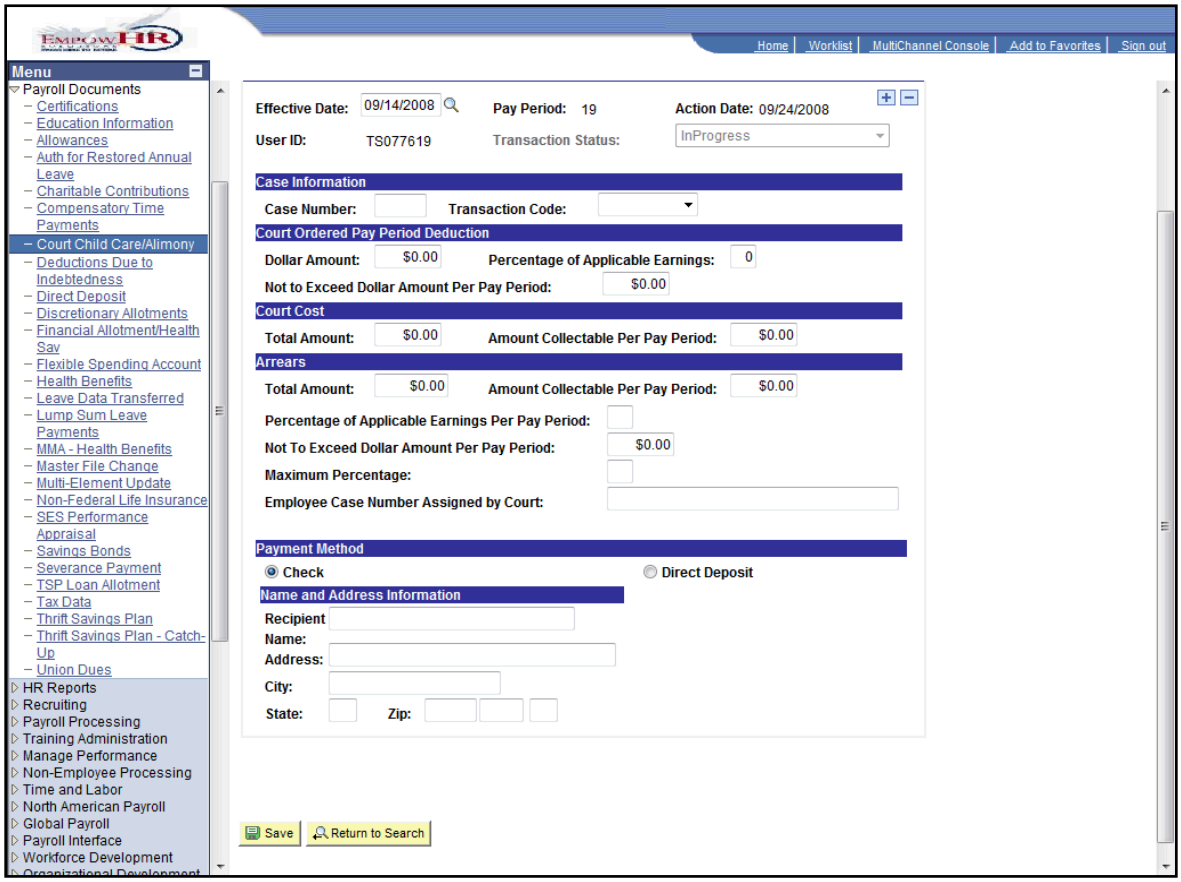
Field	8.8	9.0	Impact
Enter either Name and Address or EFT Info	Available	Removed	This text was removed in 9.0.
Deduction Recipient Information	Available	Changed	This field was renamed Payment Method in 9.0.
EFT	Available	Changed	This field was renamed Direct Deposit in 9.0.
EFT Info	Available	Changed	This field was renamed Direct Deposit Info in 9.0.
Recipient Name	Available	Changed	This field was renamed Name in 9.0.
Name and Address Info Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.



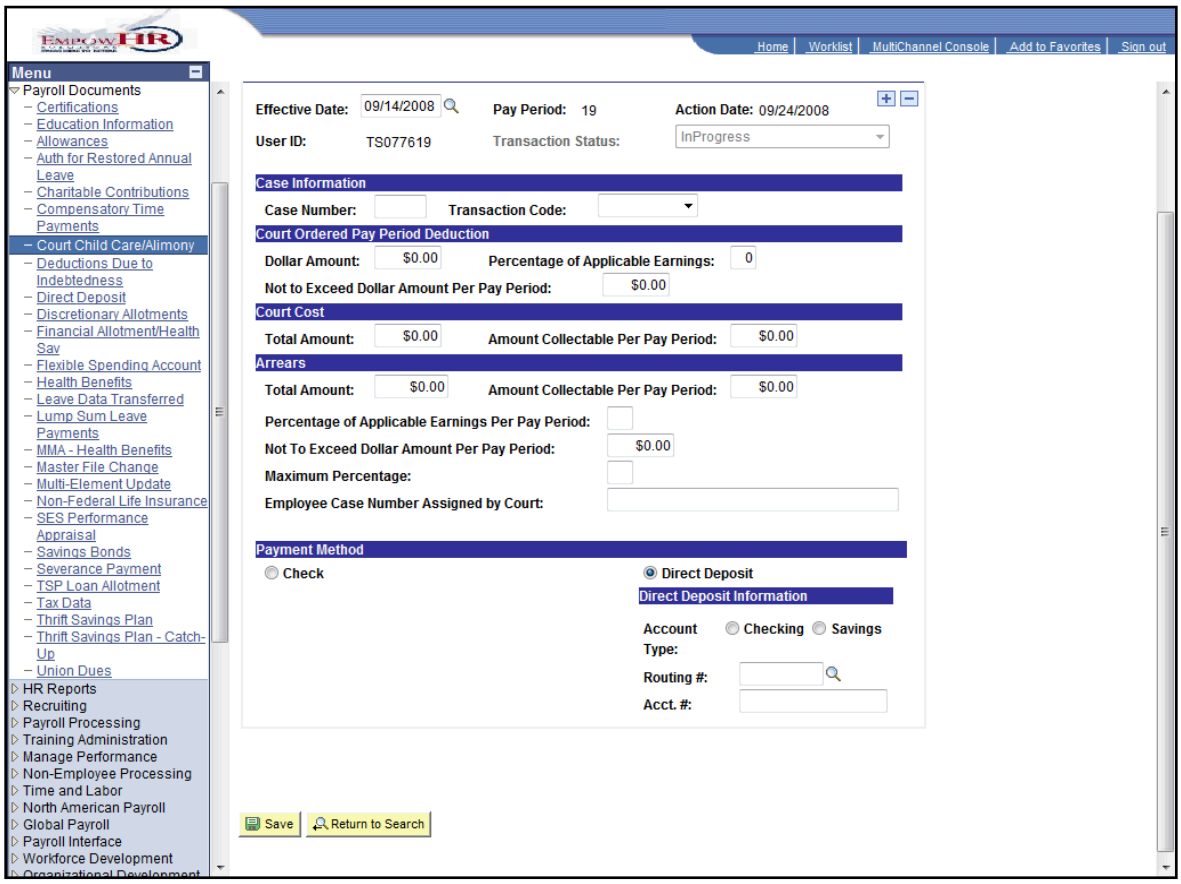
Step	Action
7.	Click the **Check** Payment Method option. Check



Step	Action
8.	The **Name and Address Information** is hidden until a user selects the **Check** Payment Method.



Step	Action
9.	Click the **Direct Deposit** Payment Method option. Direct Deposit



Step	Action
10.	The **Direct Deposit Information** is hidden until a user selects the **Direct Deposit** Payment Method.
11.	This completes Court Child Care / Alimony. **End of Procedure.**

Deduction Due to Indebtedness

Overview

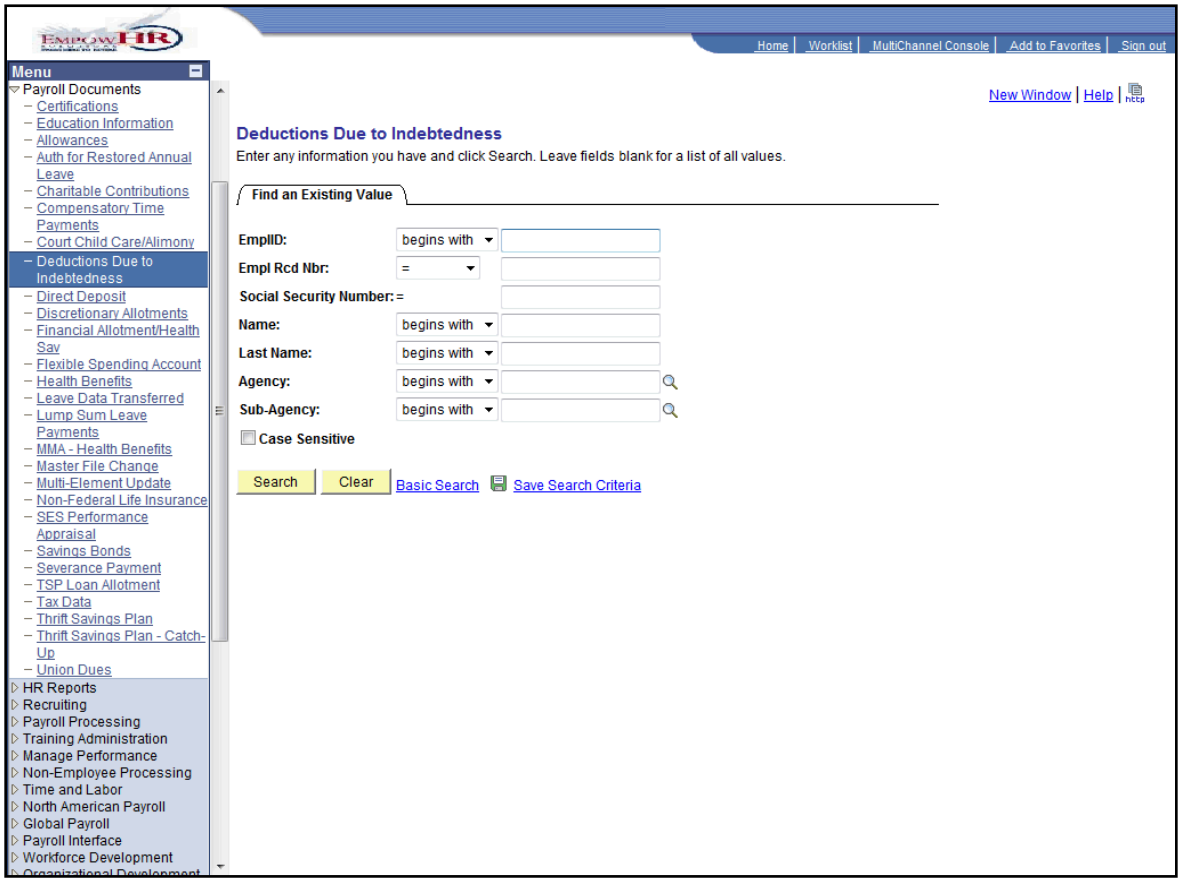
Some fields on the Deduction Due to Indebtedness page have changed or been removed.

Deduction Due to Indebtedness

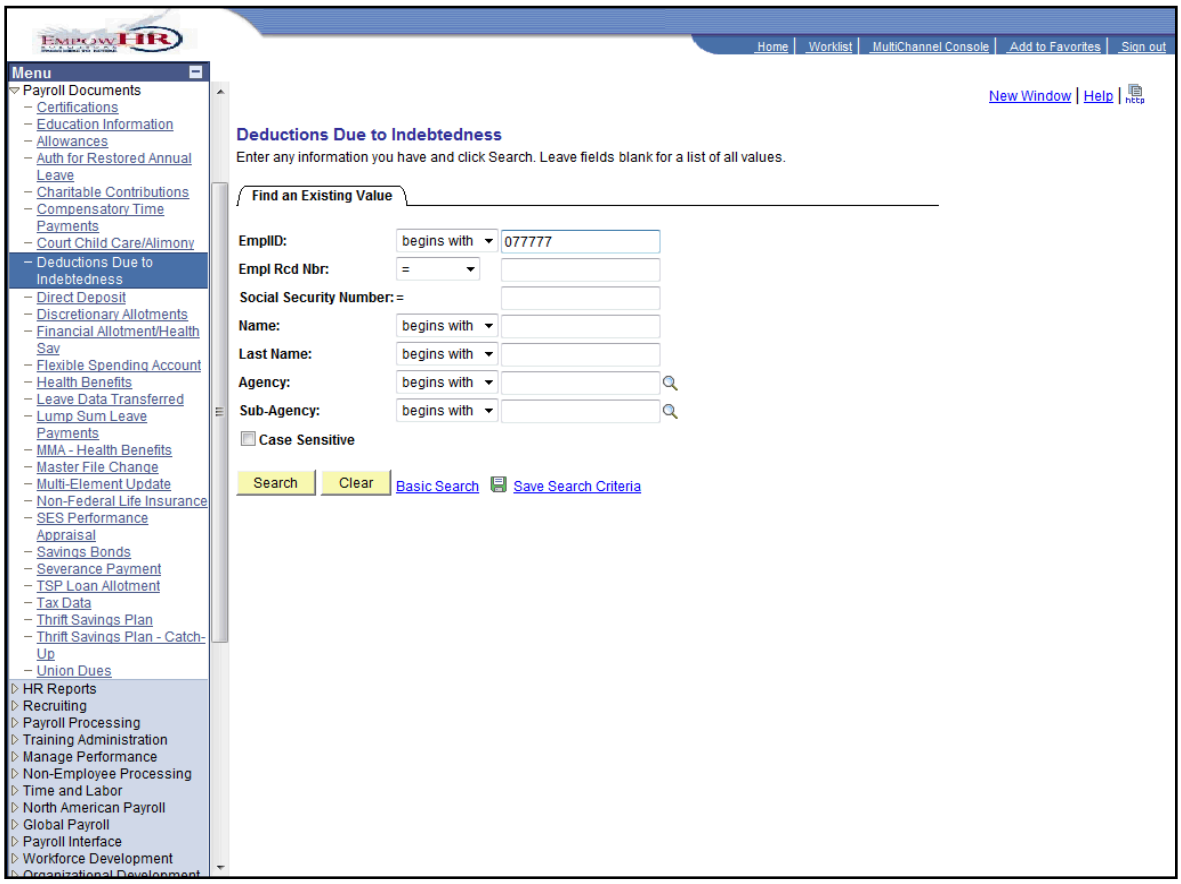
This section demonstrates the changes to Deduction Due to Indebtedness.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

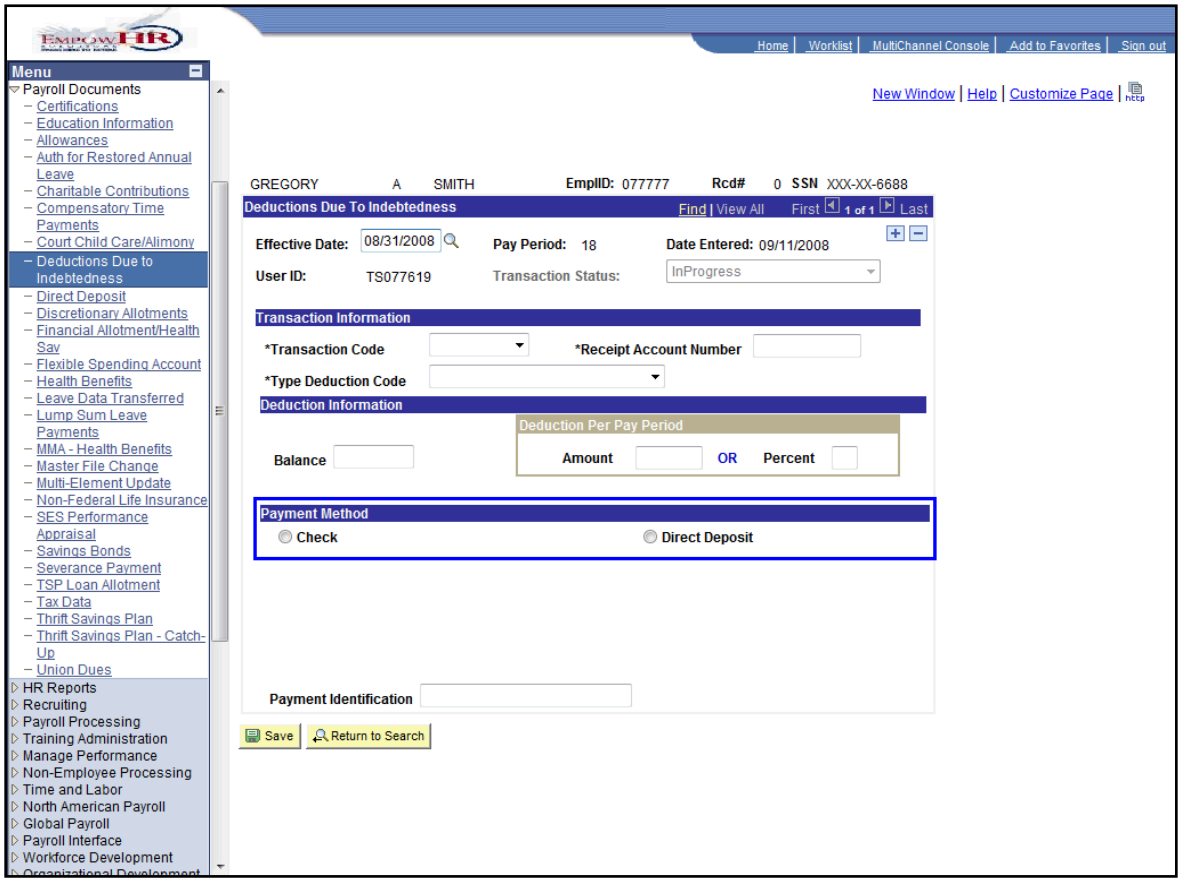
Step	Action
2.	Click the Deductions Due to Indebtedness link. Deductions Due to Indebtedness



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".

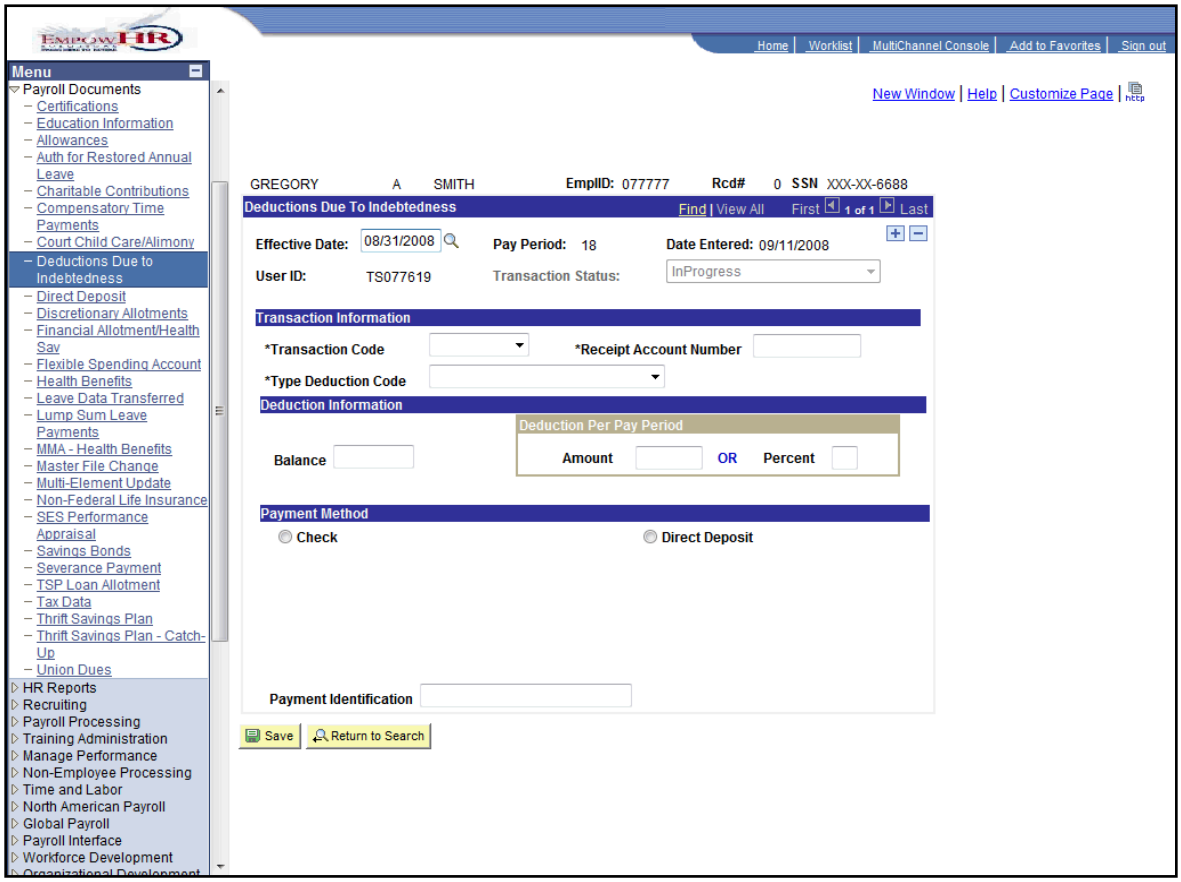


Step	Action
4.	Click the **Search** button. Search

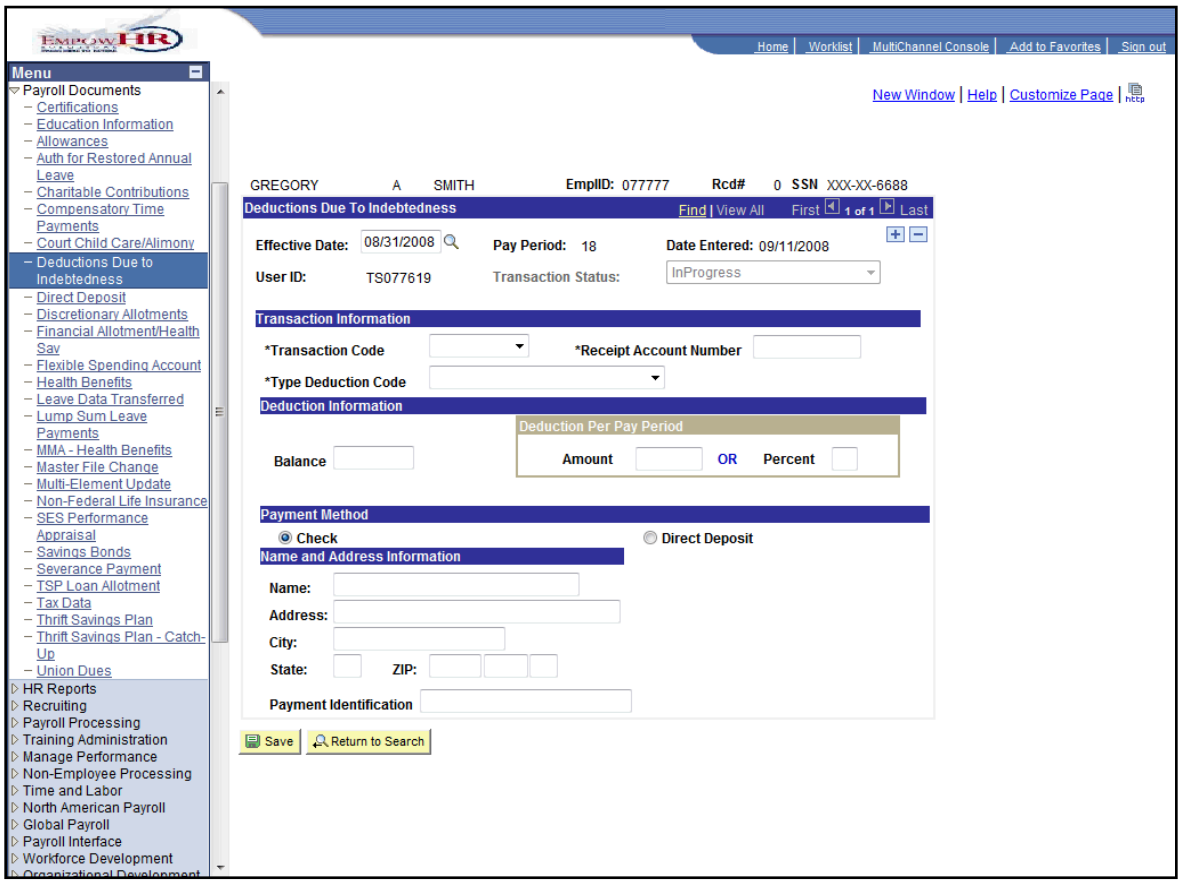


Step	Action
5.	Click the green book icon for changes to **Deduction Due to Indebtedness**.

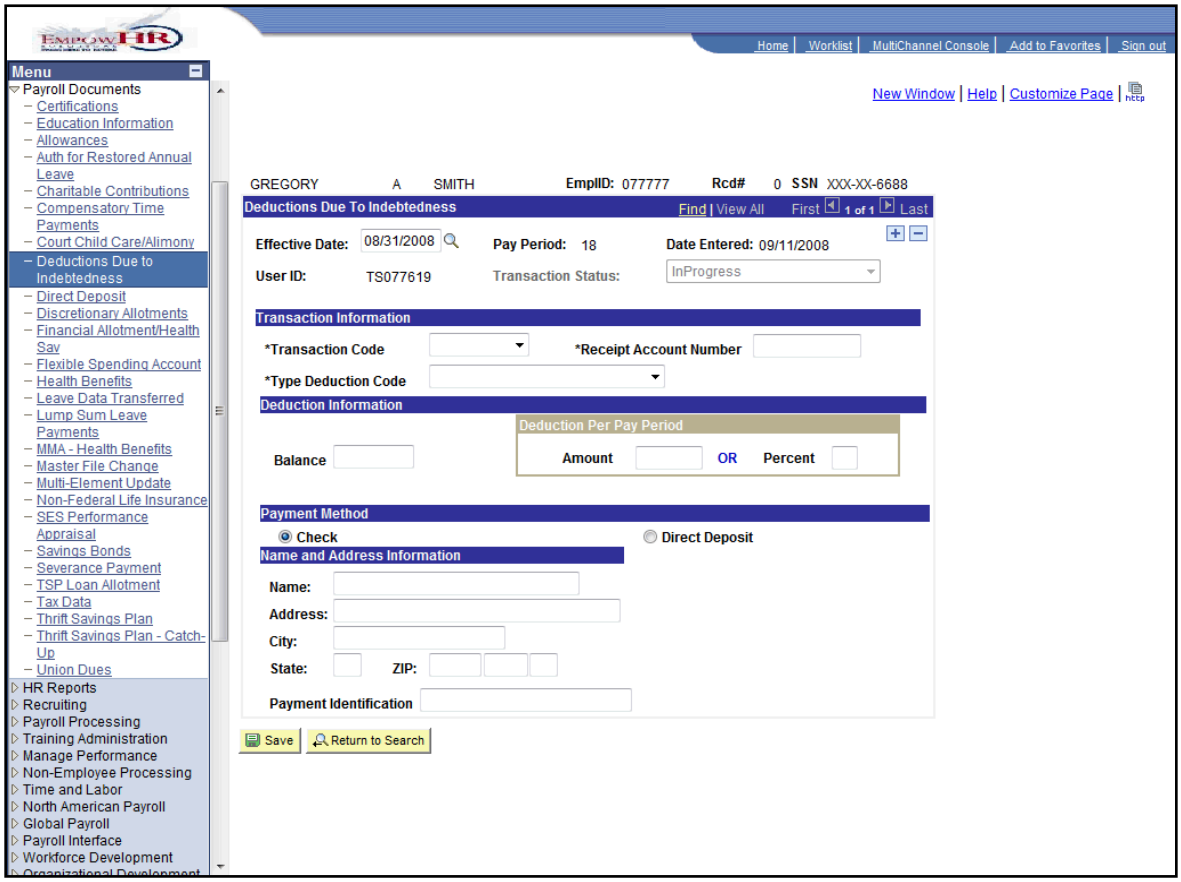
Field	8.8	9.0	Impact
Enter either Name and Address or EFT Info	Available	Removed	This text was removed in 9.0.
Deduction Recipient Information	Available	Changed	This field was renamed Payment Method in 9.0.
EFT	Available	Changed	This field was renamed Direct Deposit in 9.0.
EFT Info	Available	Changed	This field was renamed Direct Deposit Info in 9.0.
Recipient Name	Available	Changed	This field was renamed Name in 9.0.
Name and Address Info Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.



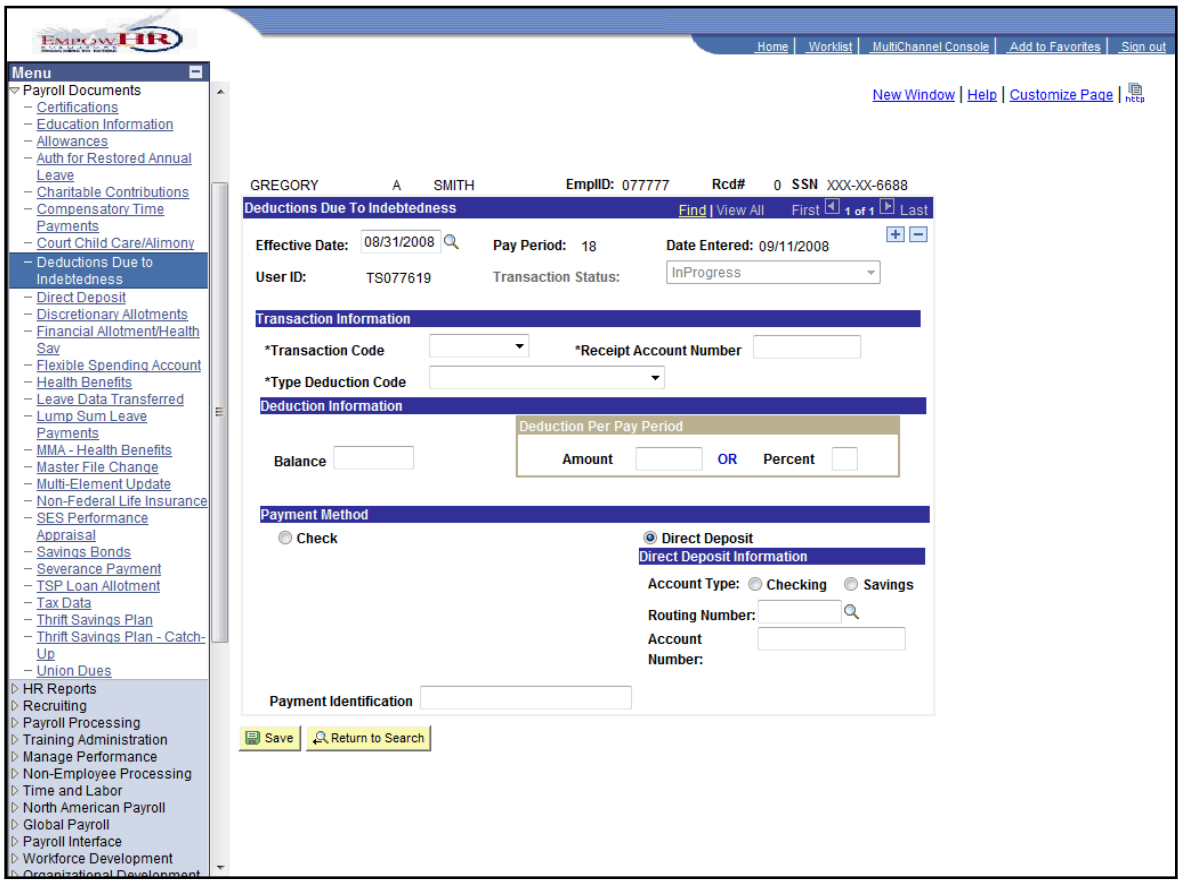
Step	Action
6.	Click the **Check** option. Check



Step	Action
7.	The **Name and Address Information** is hidden until a user selects the **Check** Payment Method.



Step	Action
8.	Click the **Direct Deposit** option. Direct Deposit



Step	Action
9.	The **Name and Address Information** is hidden until a user selects the **Direct Deposit** Payment Method.
10.	This completes Deduction Due to Indebtedness. **End of Procedure.**

Direct Deposit

Overview

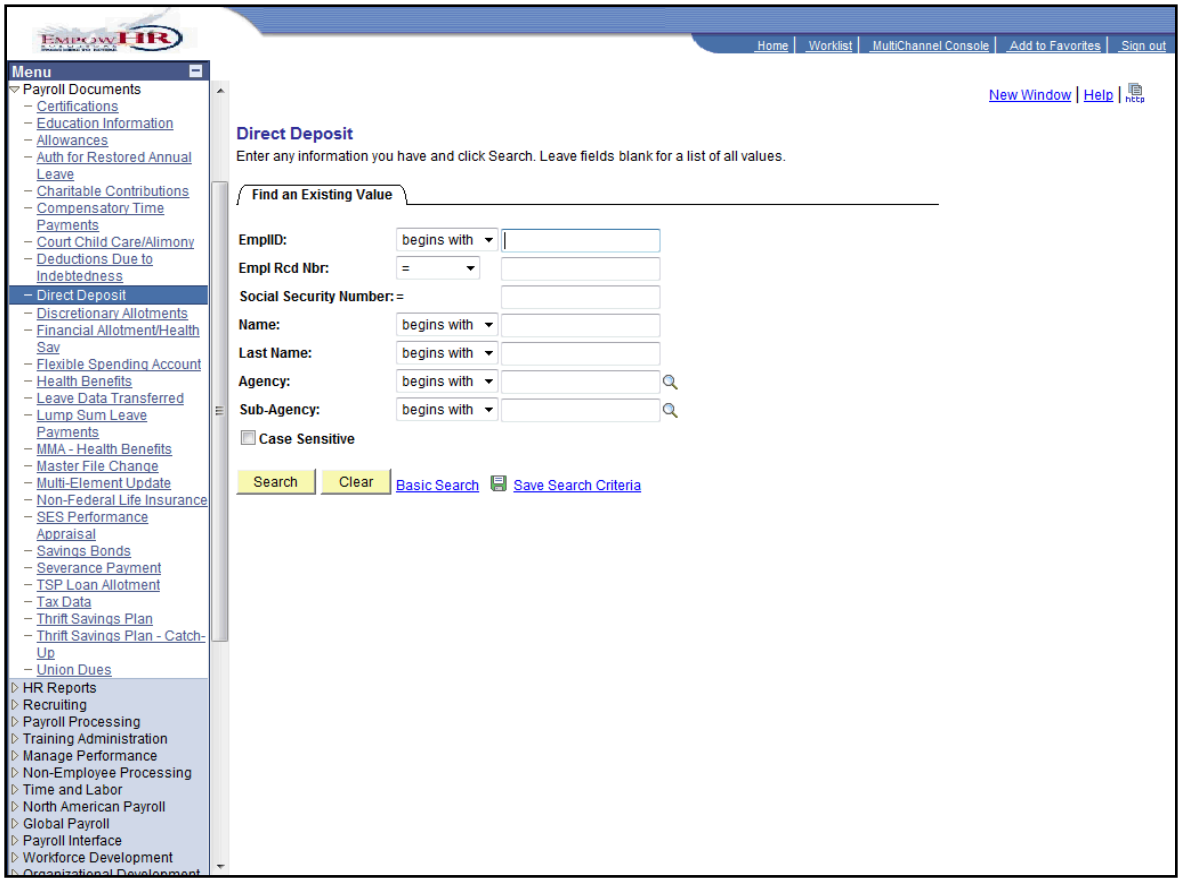
Some fields on the Direct Deposit page have changed or been moved.

Direct Deposit

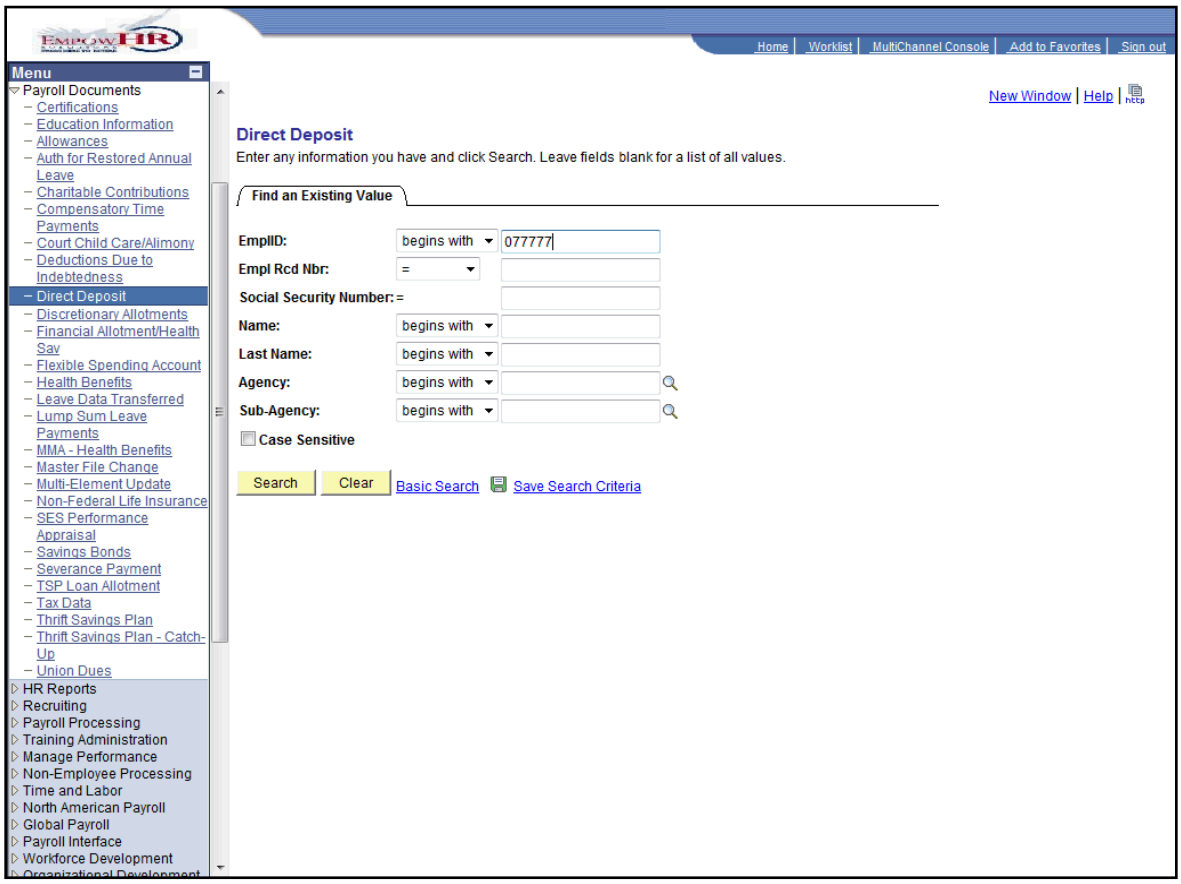
This section demonstrates the changes to the Direct Deposit page.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

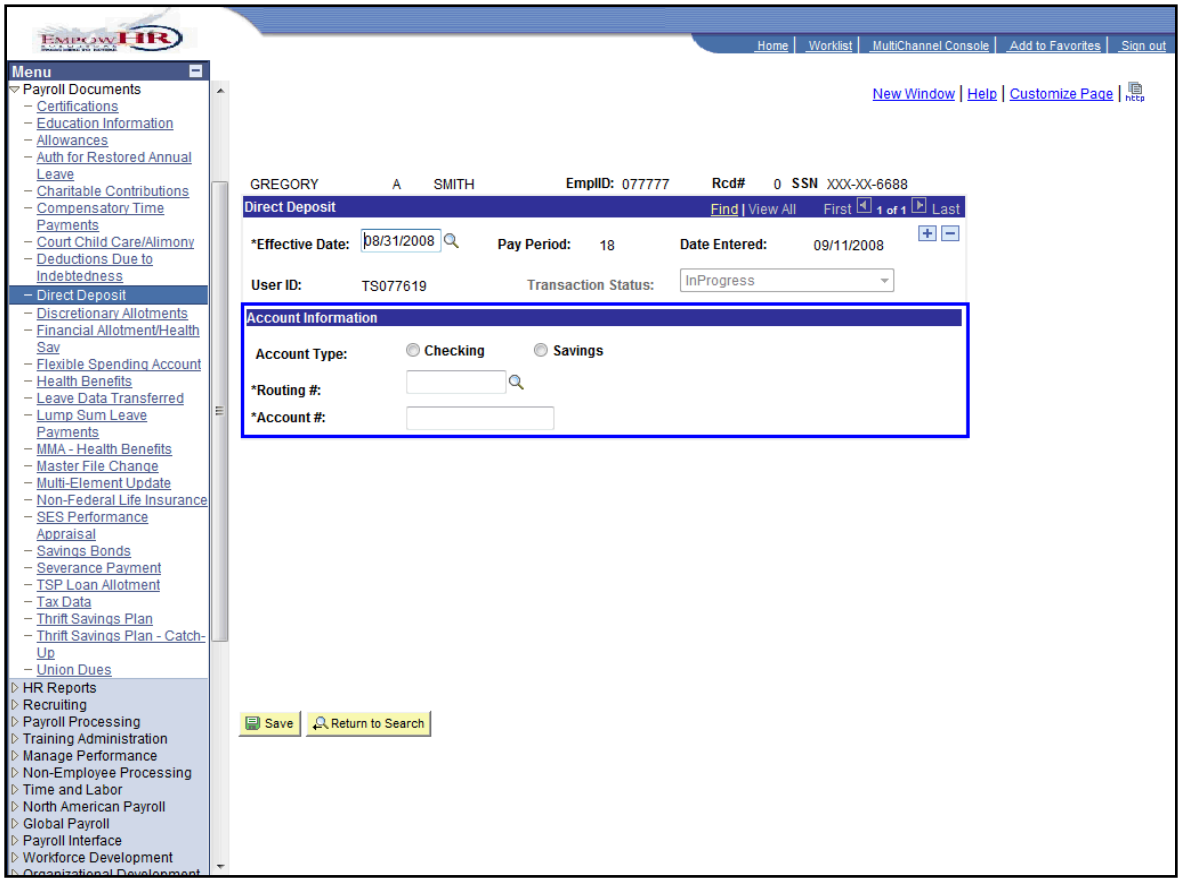
Step	Action
2.	Click the **Direct Deposit** link. Direct Deposit



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the green book icon for information on the change to the **Direct Deposit page**.

Field	8.8	9.0	Impact
Routing Number	Available	Changed	This field was renamed Routing # in 9.0.
Account Number	Available	Changed	This field was renamed Account # in 9.0.
Account Type	Available	Moved	This field was moved above Routing # in 9.0.

Step	Action
6.	This completes **Direct Deposit**. **End of Procedure.**

Discretionary Allotments

Overview

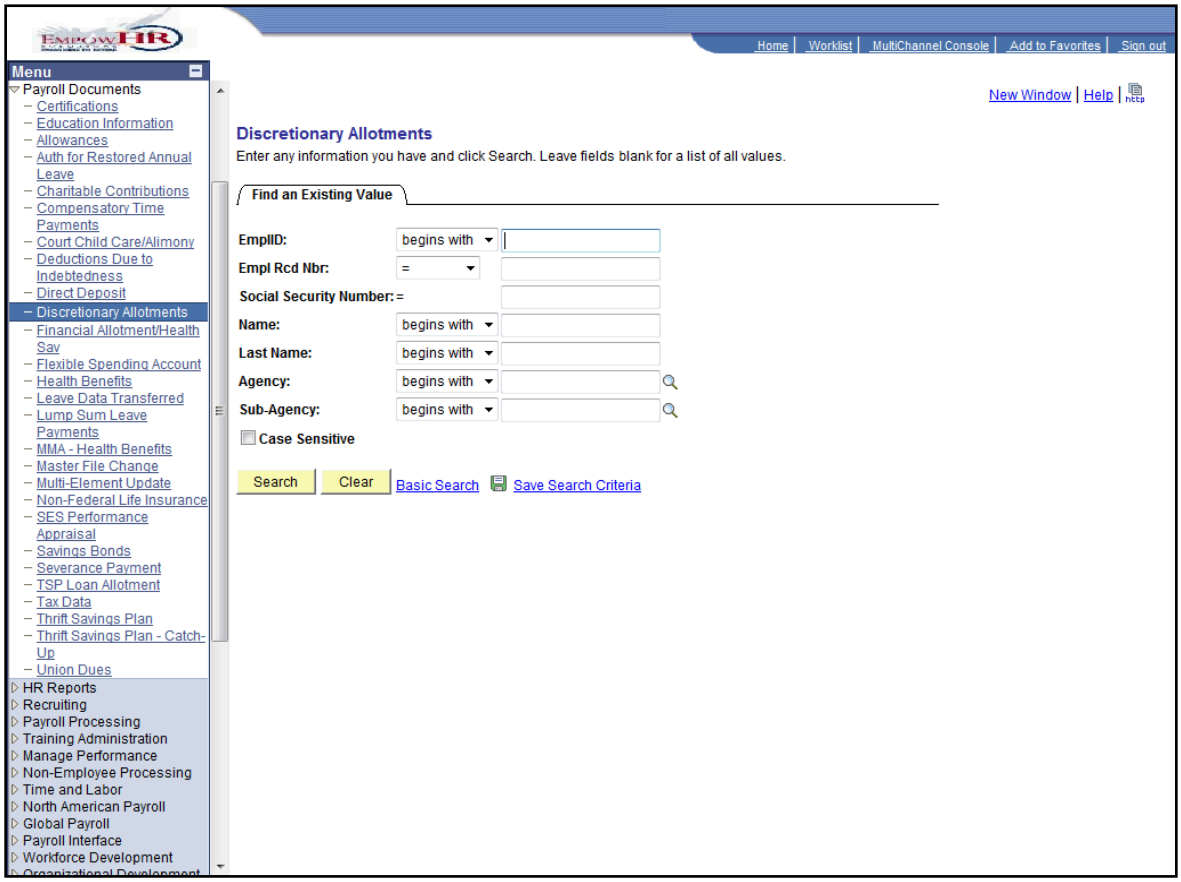
Some fields on the Discretionary Allotments page have changed or been moved.

Discretionary Allotments

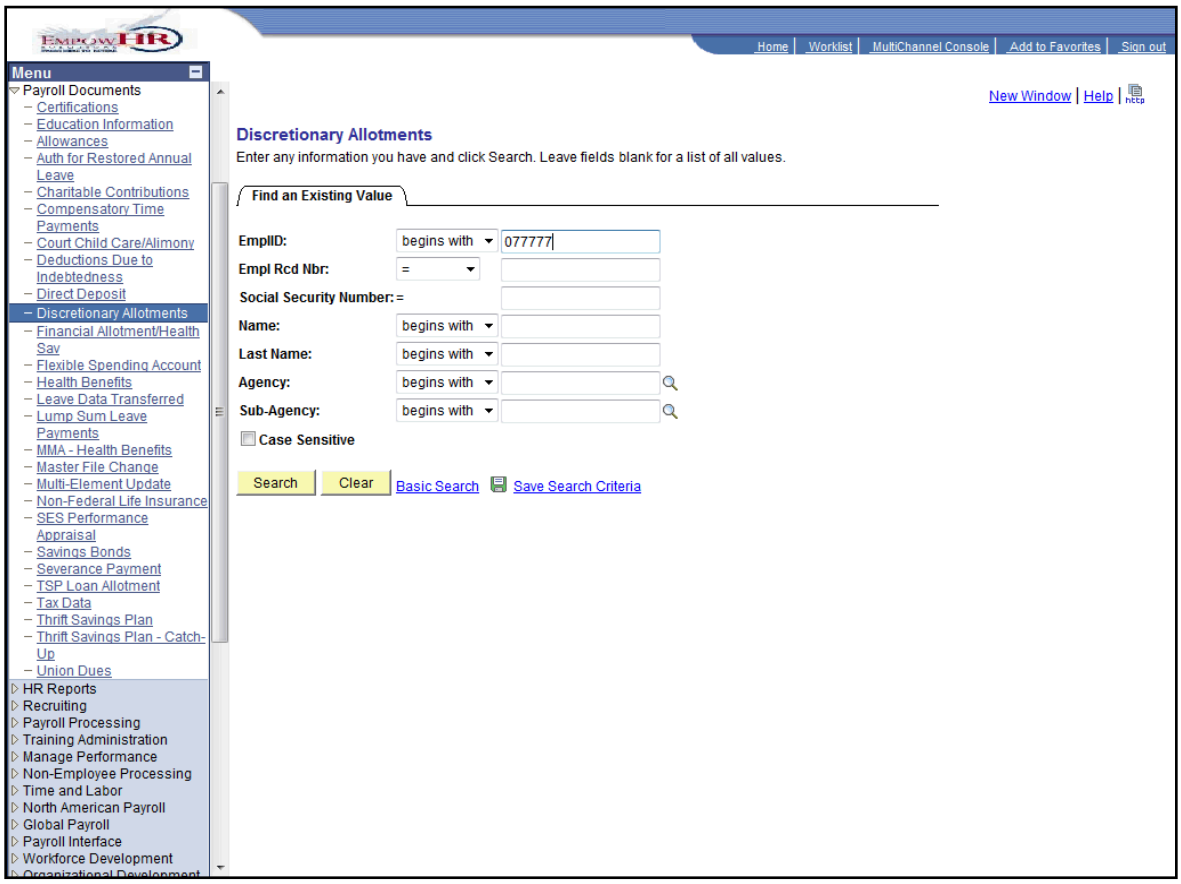
This page demonstrates the changes made to Discretionary Allotments.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

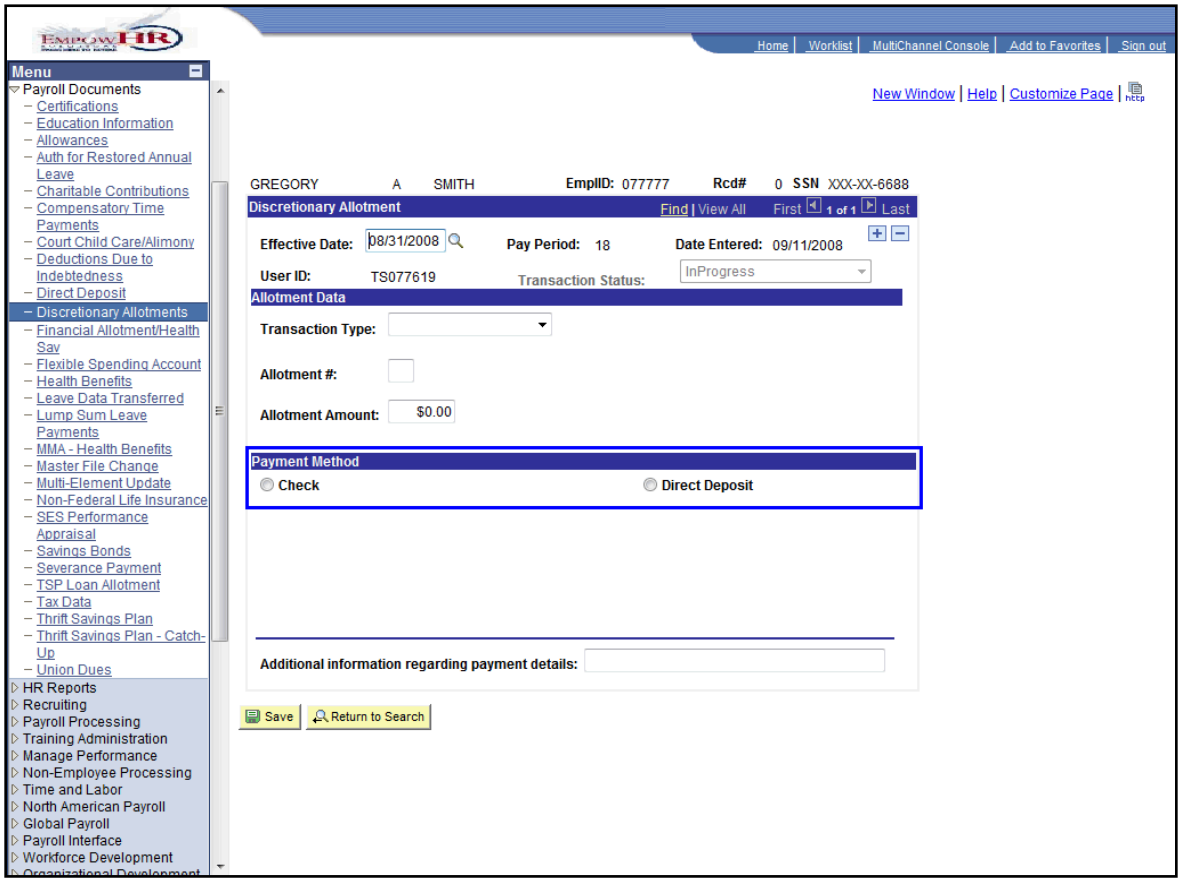
Step	Action
2.	Click the Discretionary Allotments link. Discretionary Allotments



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".

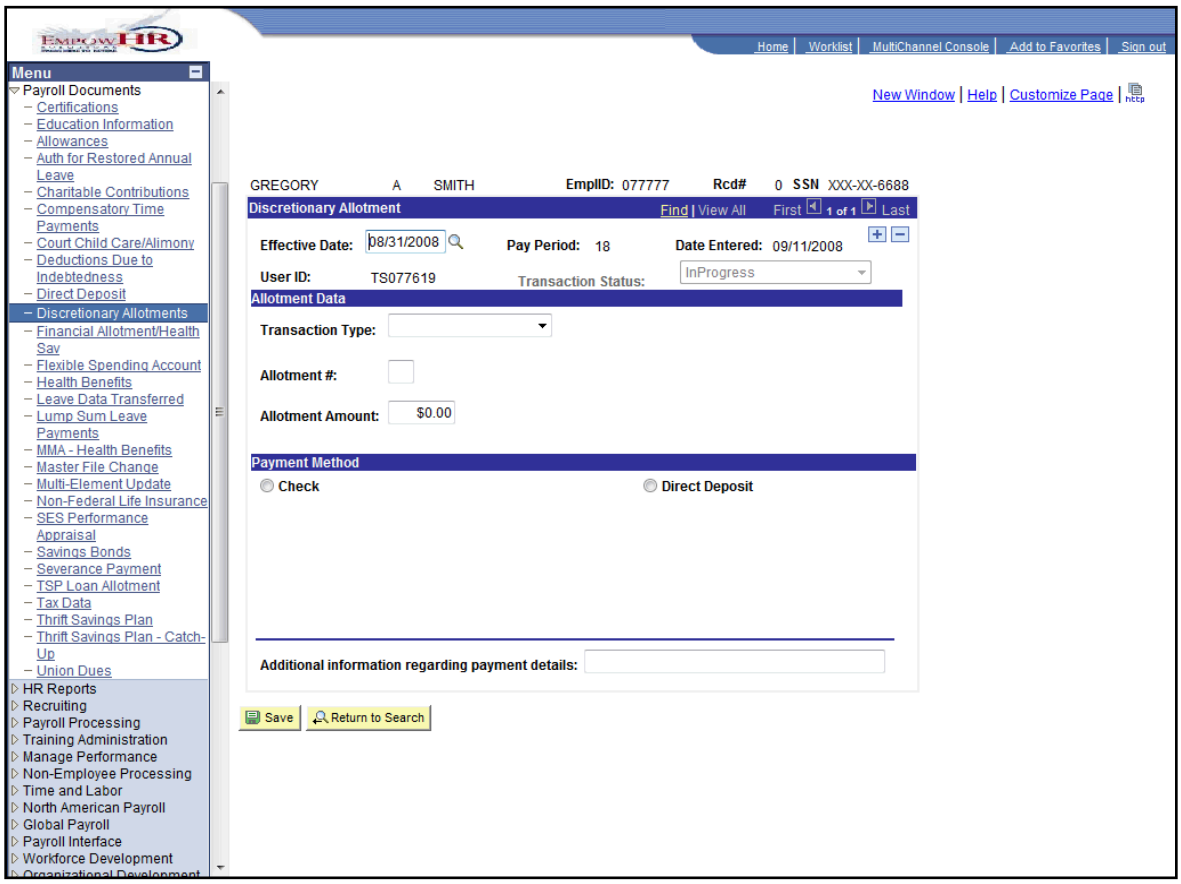


Step	Action
4.	Click the **Search** button. Search

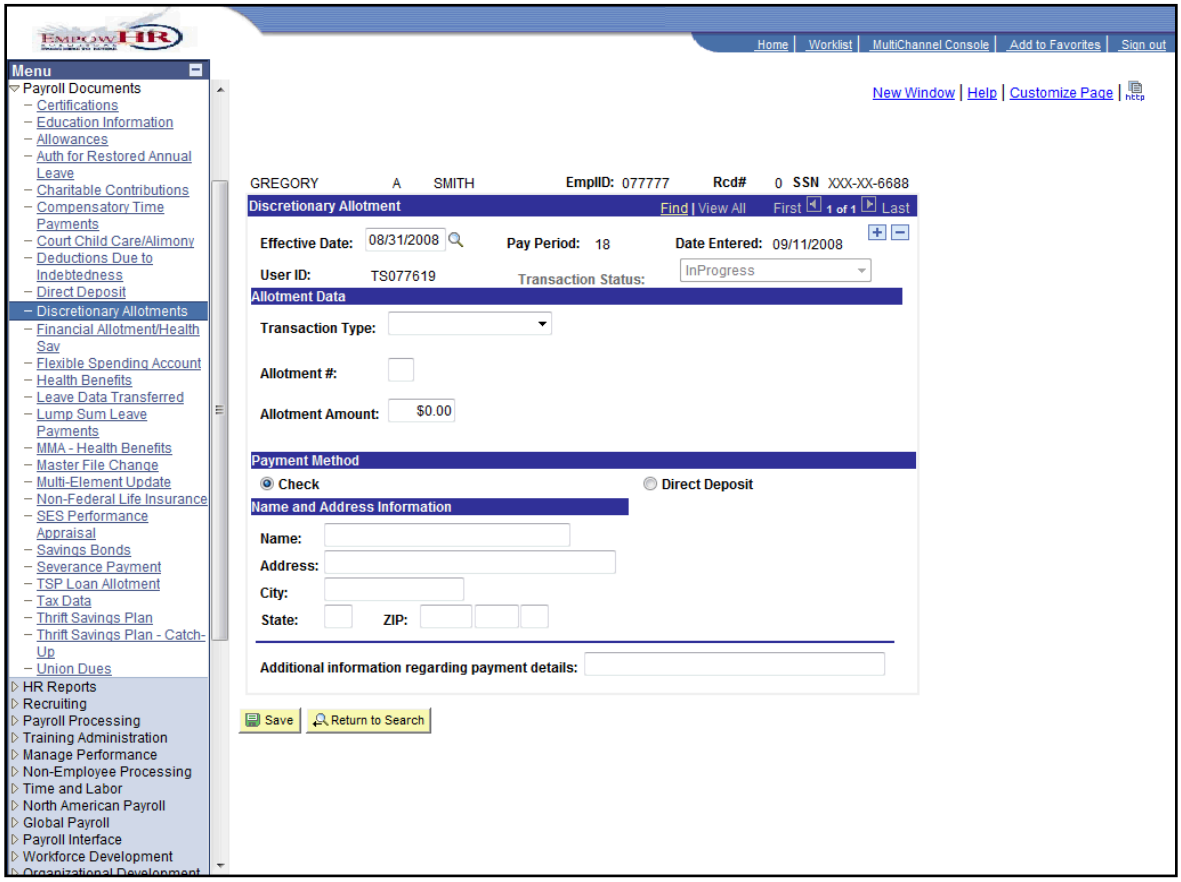


Step	Action
5.	Click the green book icon to view the changes made to the **Discretionary Allotments** page.

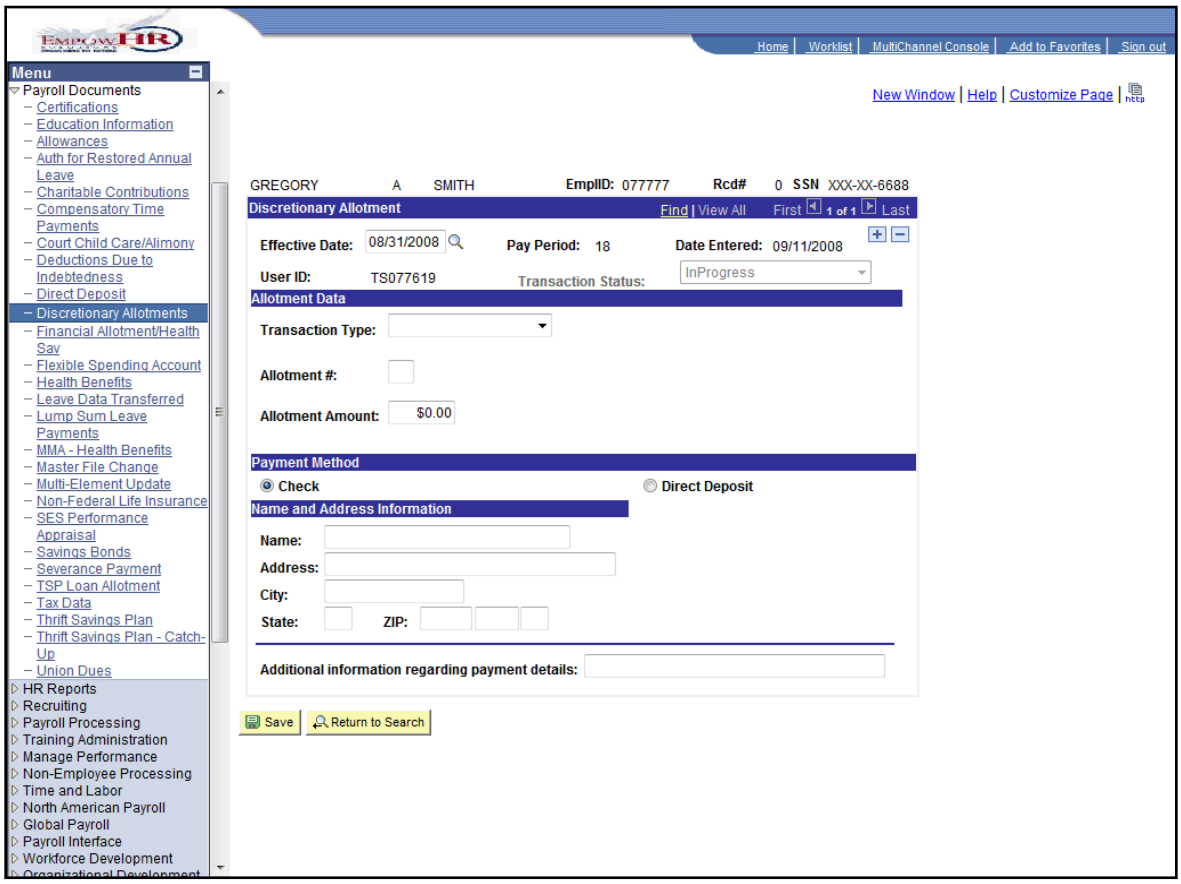
Field	8.8	9.0	Impact
Allotment Type	Available	Removed	The allotment type now defaults to monthly.
Account #	Available	Moved	Moved to below Routing # field.
Payee Information	Available	Changed	This field was renamed Payment Method in 9.0.
Payee Information	Available	Changed	This field was renamed Payment Method in 9.0.
Check Mailing	Available	Changed	This field was renamed Name & Address Information in 9.0.
Account Type	Available	Moved	Moved to above Routing # in 9.0.
Name and Address Info Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.



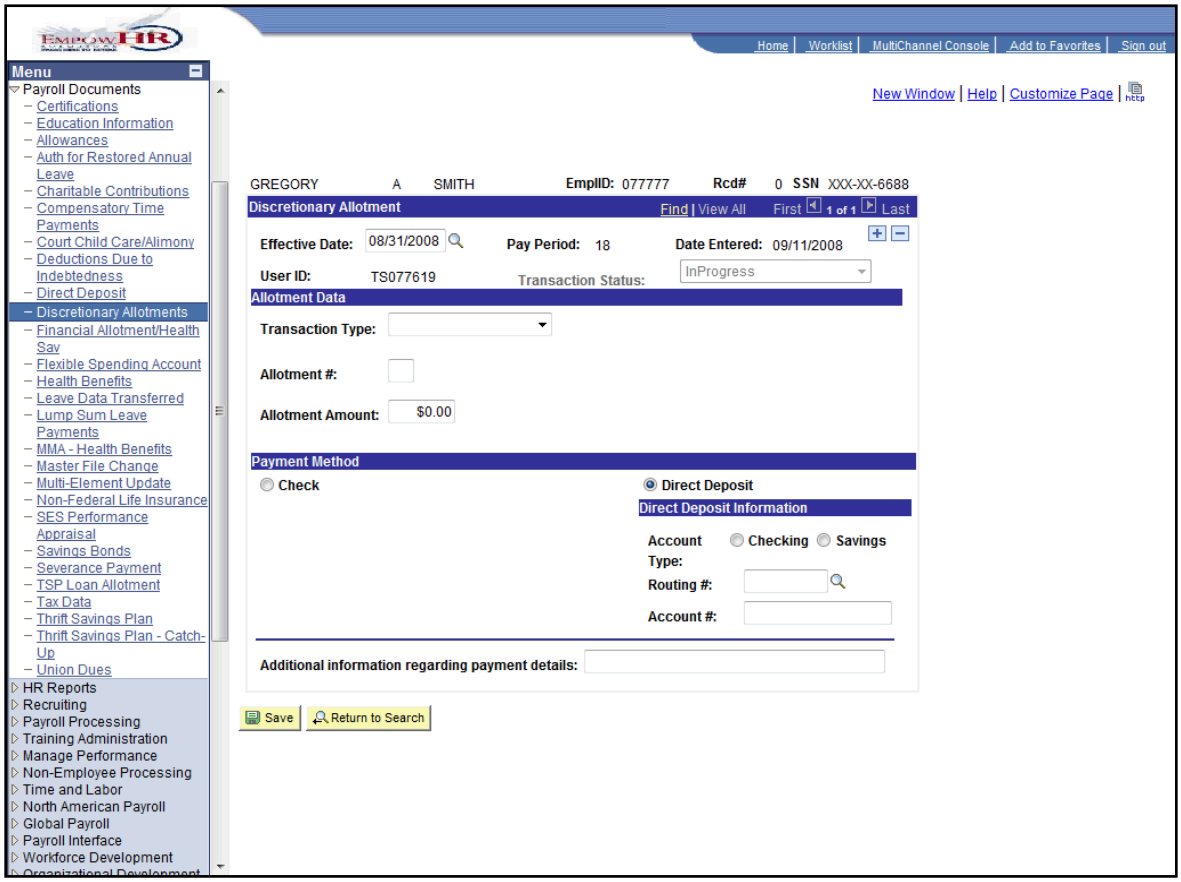
Step	Action
6.	Click the **Check** option. Check



Step	Action
7.	The **Name and Address Information** is hidden until a user selects the **Check** Payment Method.



Step	Action
8.	Click the **Direct Deposit** option. Direct Deposit



Step	Action
9.	The **Name and Address Information** is hidden until a user selects the **Direct Deposit** Payment Method.
10.	This completes Discretionary Allotments. **End of Procedure.**

Education Information

Overview

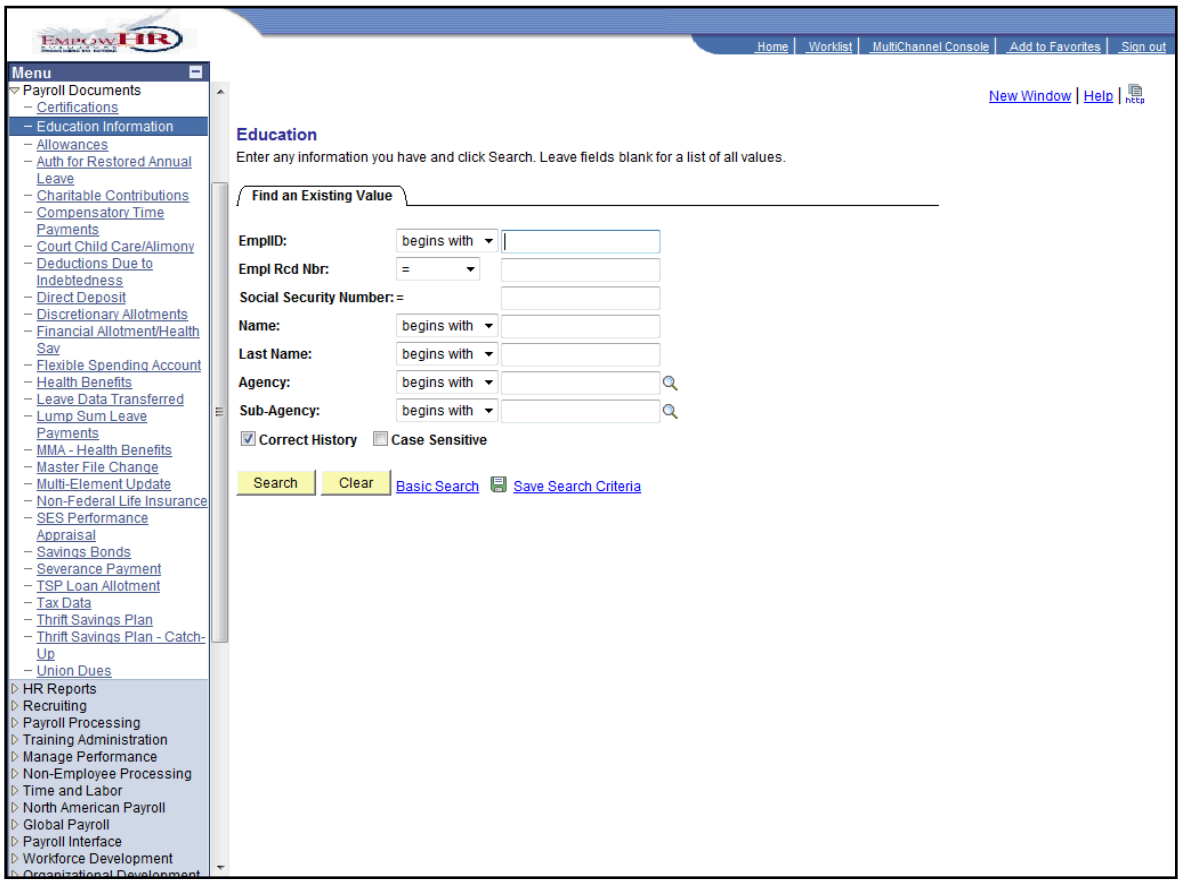
The Education Information is populated from data residing on the NFC database. This information may be modified.

Education Information

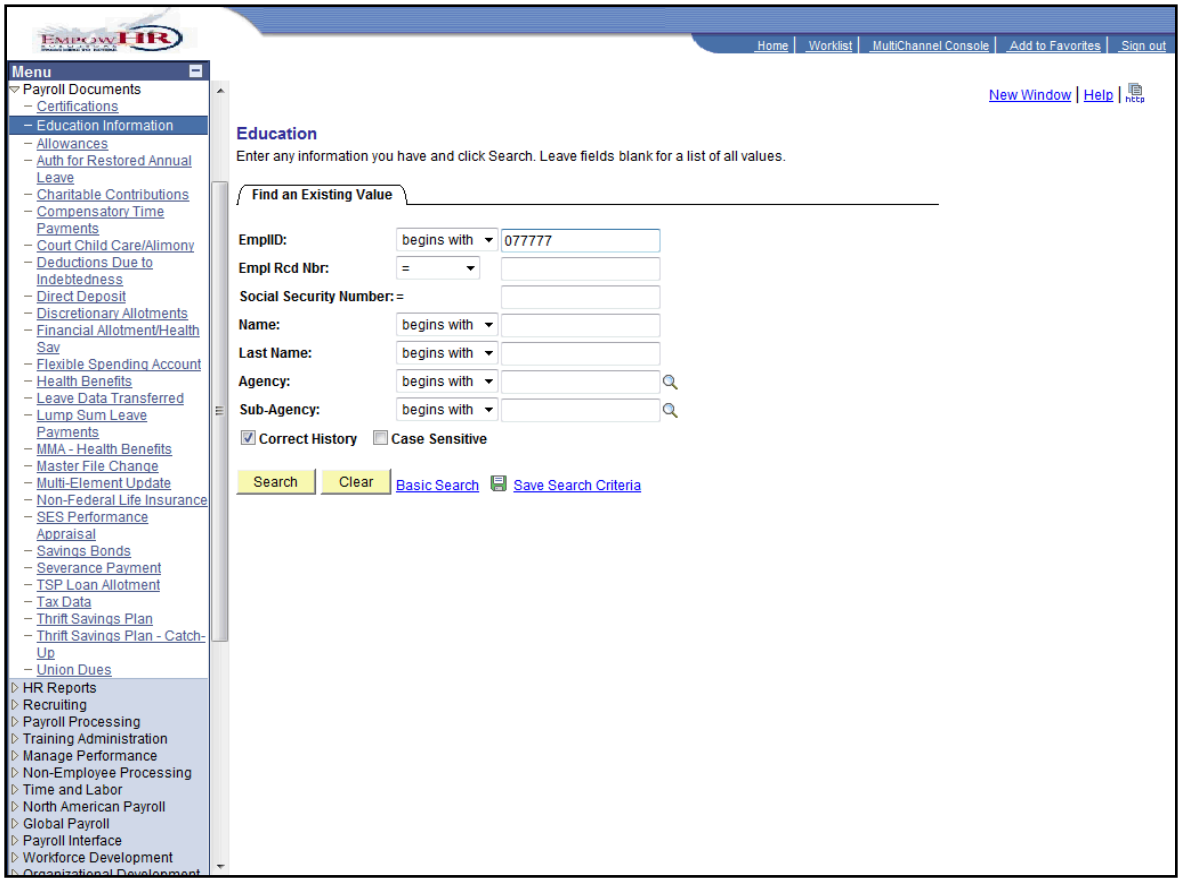
This section demonstrates the functionality of Education Information.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

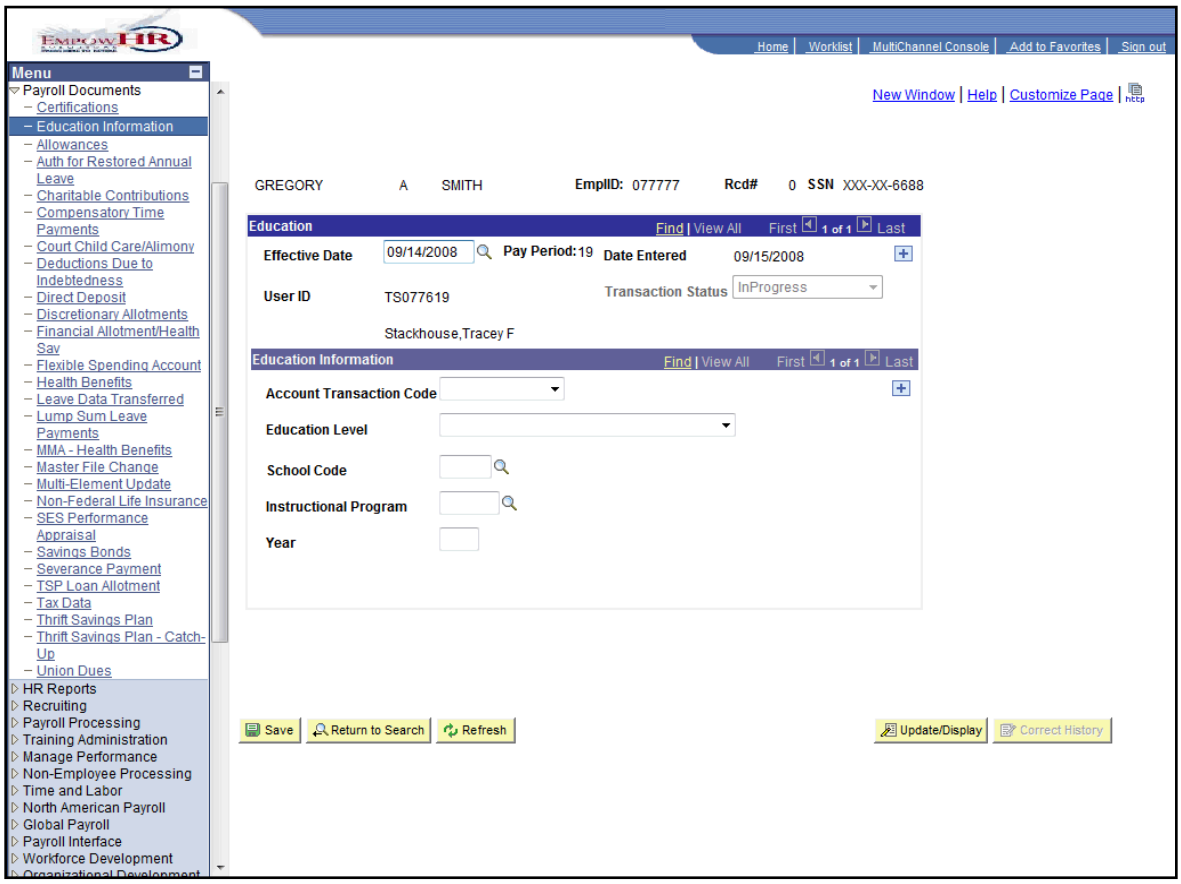
Step	Action
2.	Click the Education Information link. Education Information



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".

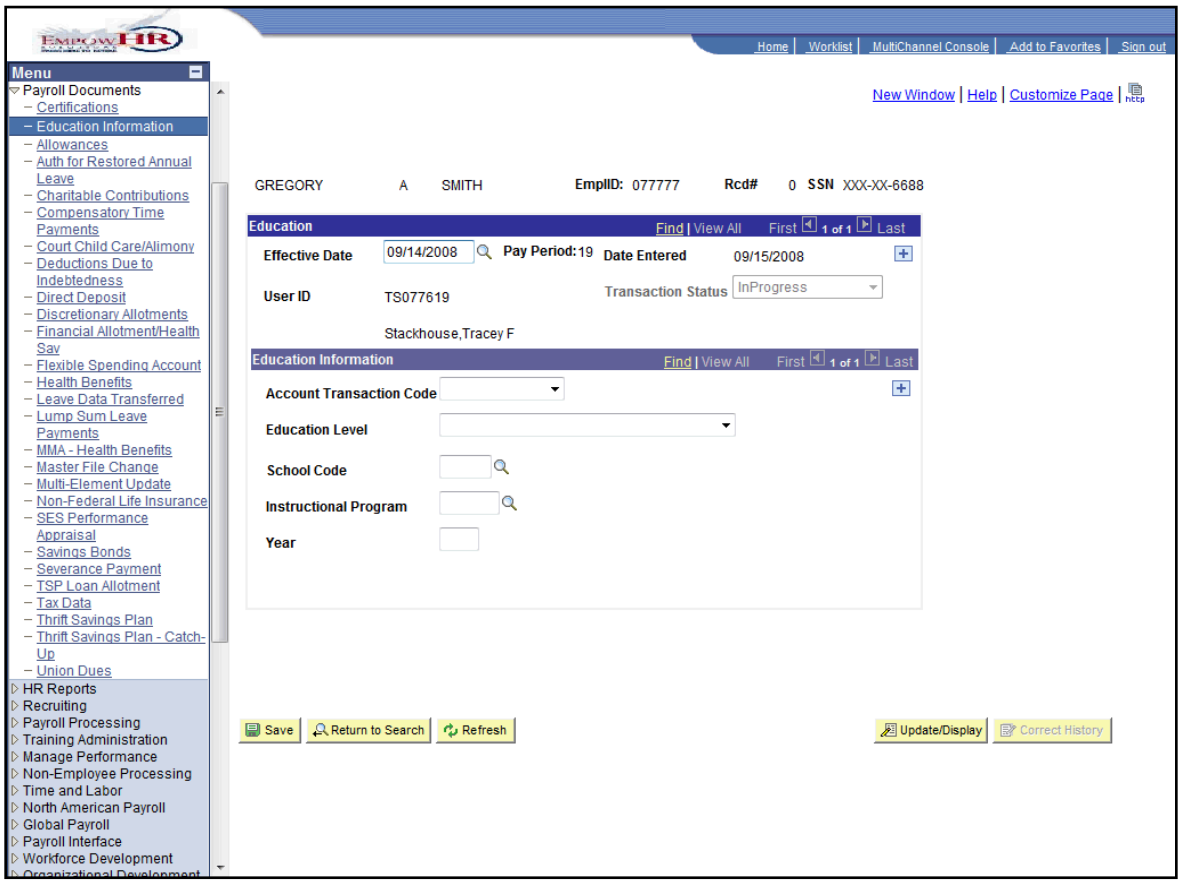


Step	Action
4.	Click the **Search** button. Search

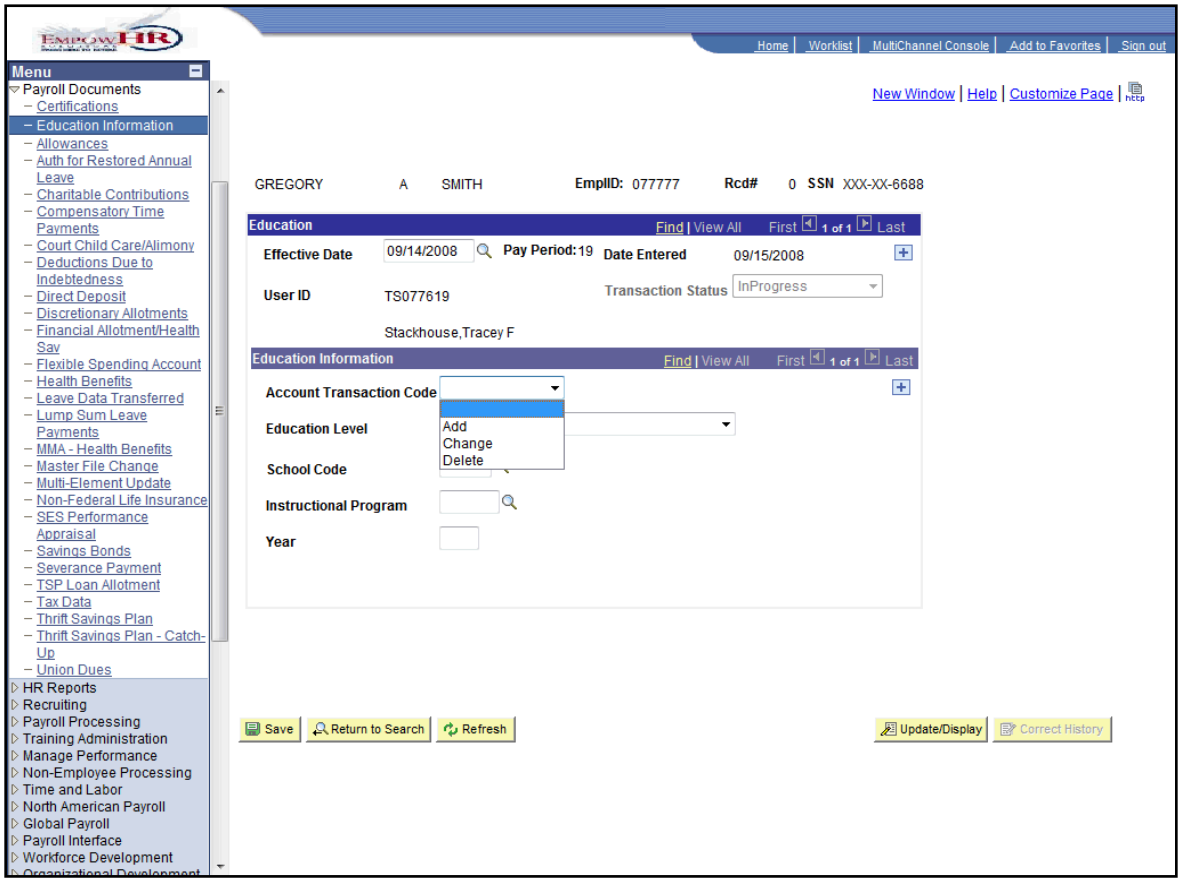


Step	Action
5.	Click the green book icon to view field descriptions on the **Education Information** page.

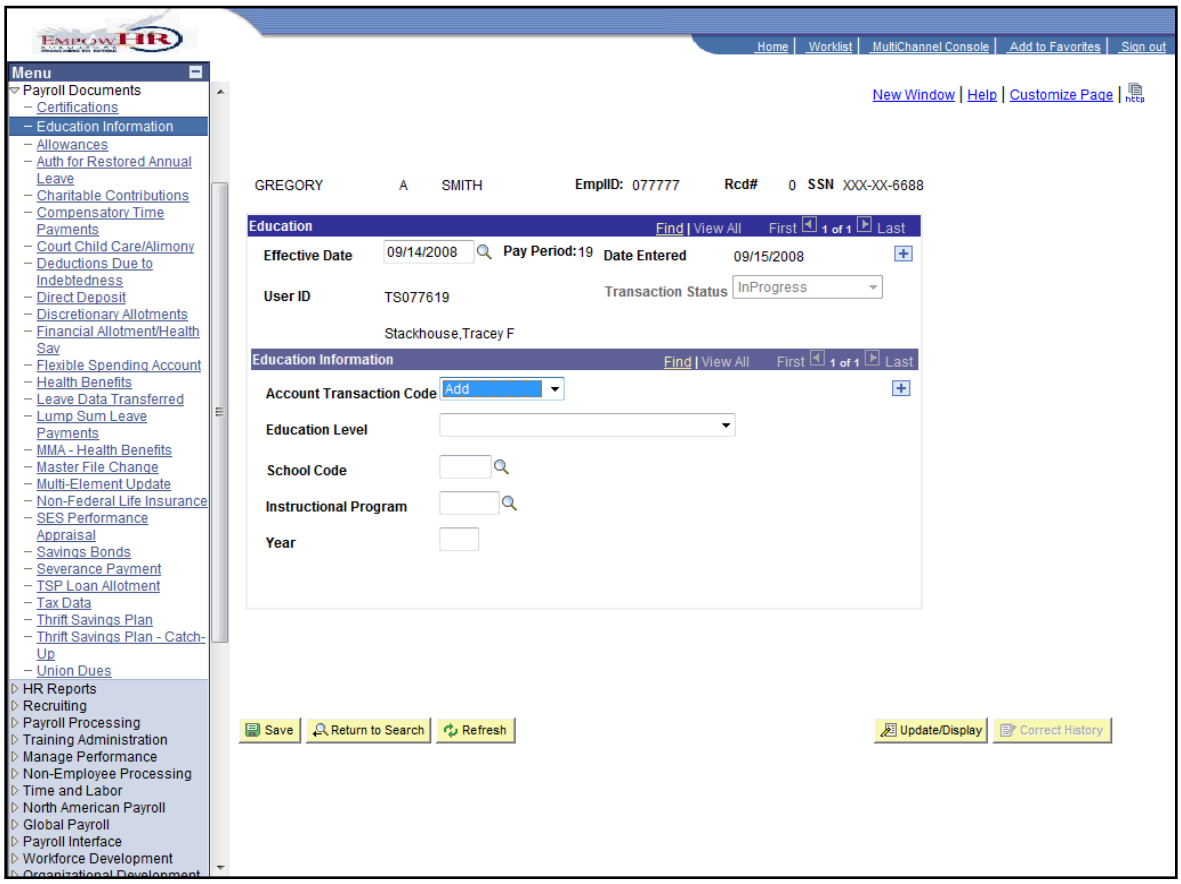
Field	Description
Effective Date	Enter the effective date of the certification.
Pay Period	Defaulted value by the system.
Transaction Status	This field defaults to **In Progress** and reflects the status of the transaction. The transaction status will change when the transaction is saved, in SINQ, or resent to NFC.
User ID	This field is generated by the system and identifies the individual who generated the transaction.
Transaction Code	Select either **Add**, **Change**, or **Delete** as needed.
Education Level	Enter the education level or select by clicking the **Lookup** icon.
School Code	Enter the applicable school code or select by clicking the **Lookup** icon.
Instructional Program	Enter the employee's official education record which includes the major field of study or select by clicking the Lookup icon. Note: Refer to OPM instructions for valid codes.
Year	Enter the calendar year (XXXX) during which the employee received the academic degree or certificate for the educational level.



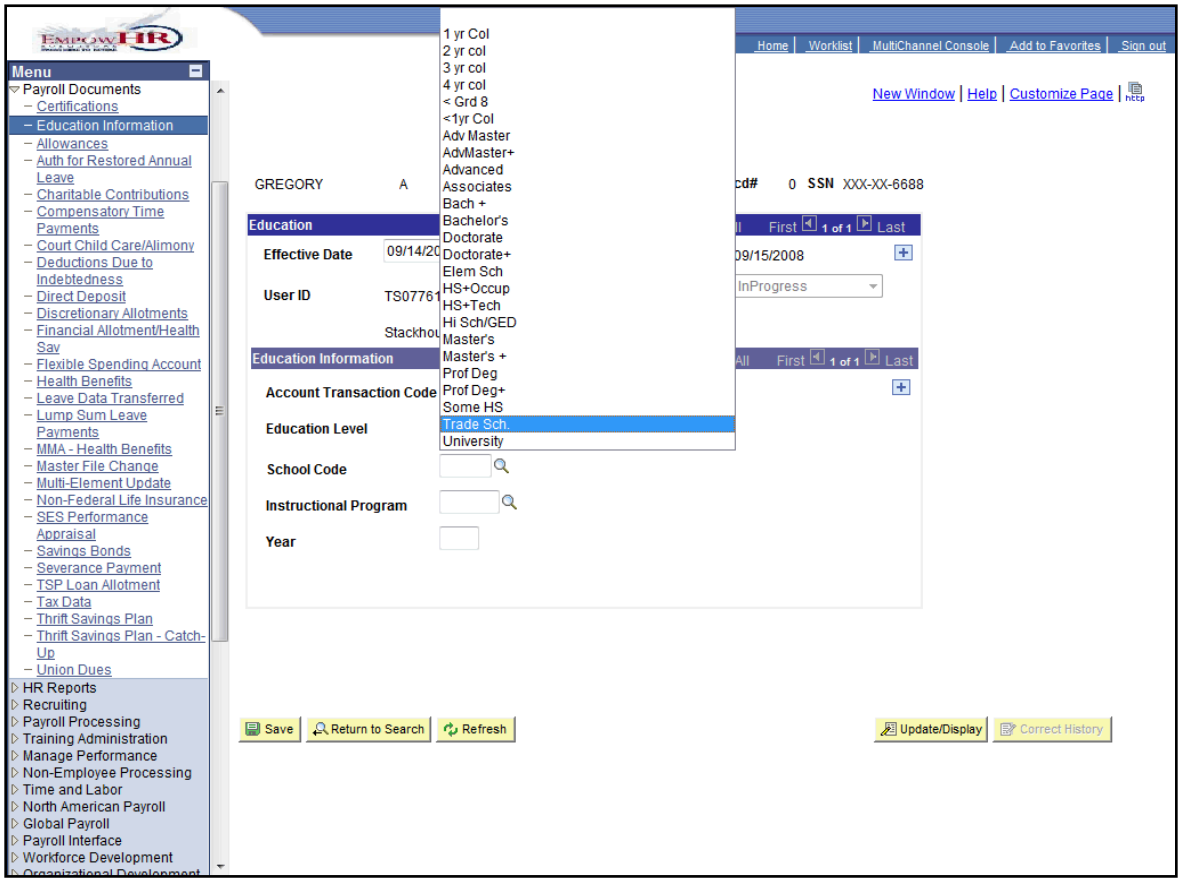
Step	Action
6.	Click the Account Transaction Code list.



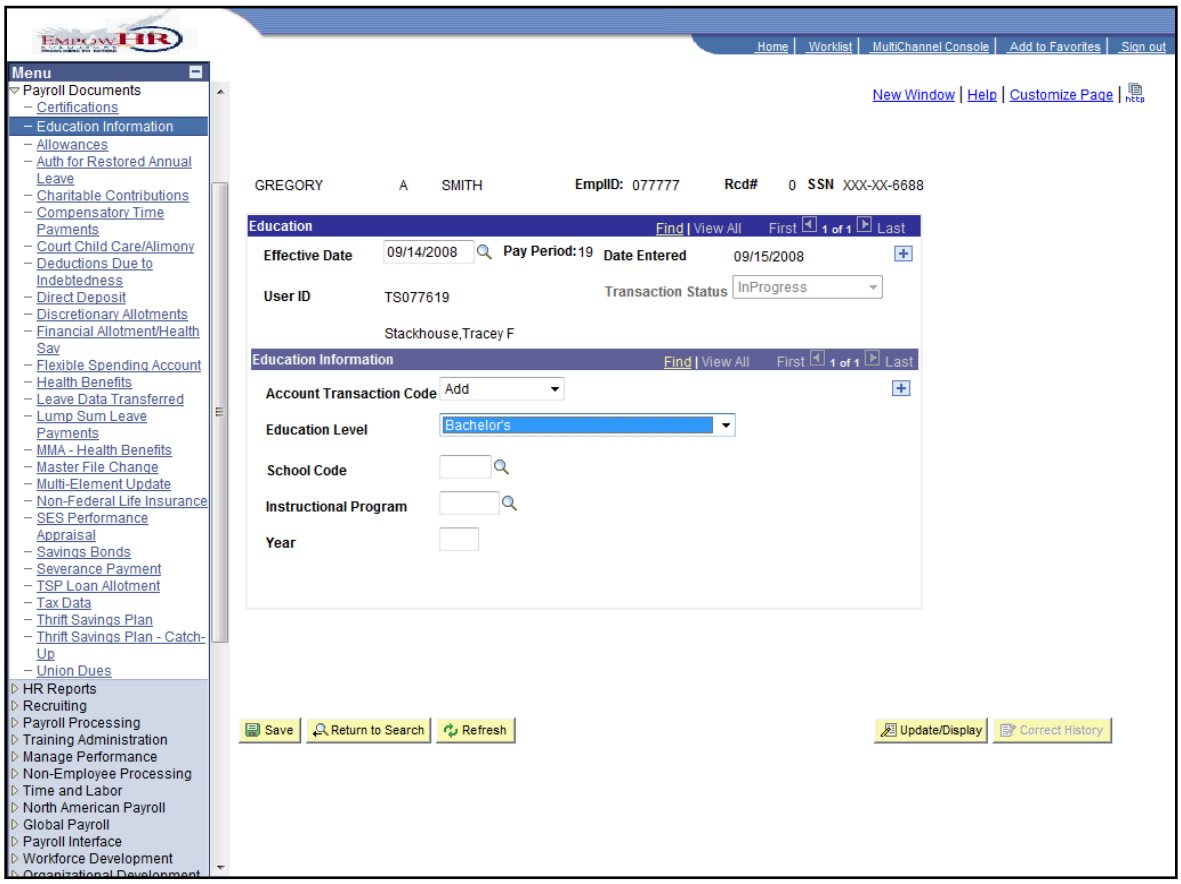
Step	Action
7.	Click the **Add** list item. Add



Step	Action
8.	Click the **Education Level** list.

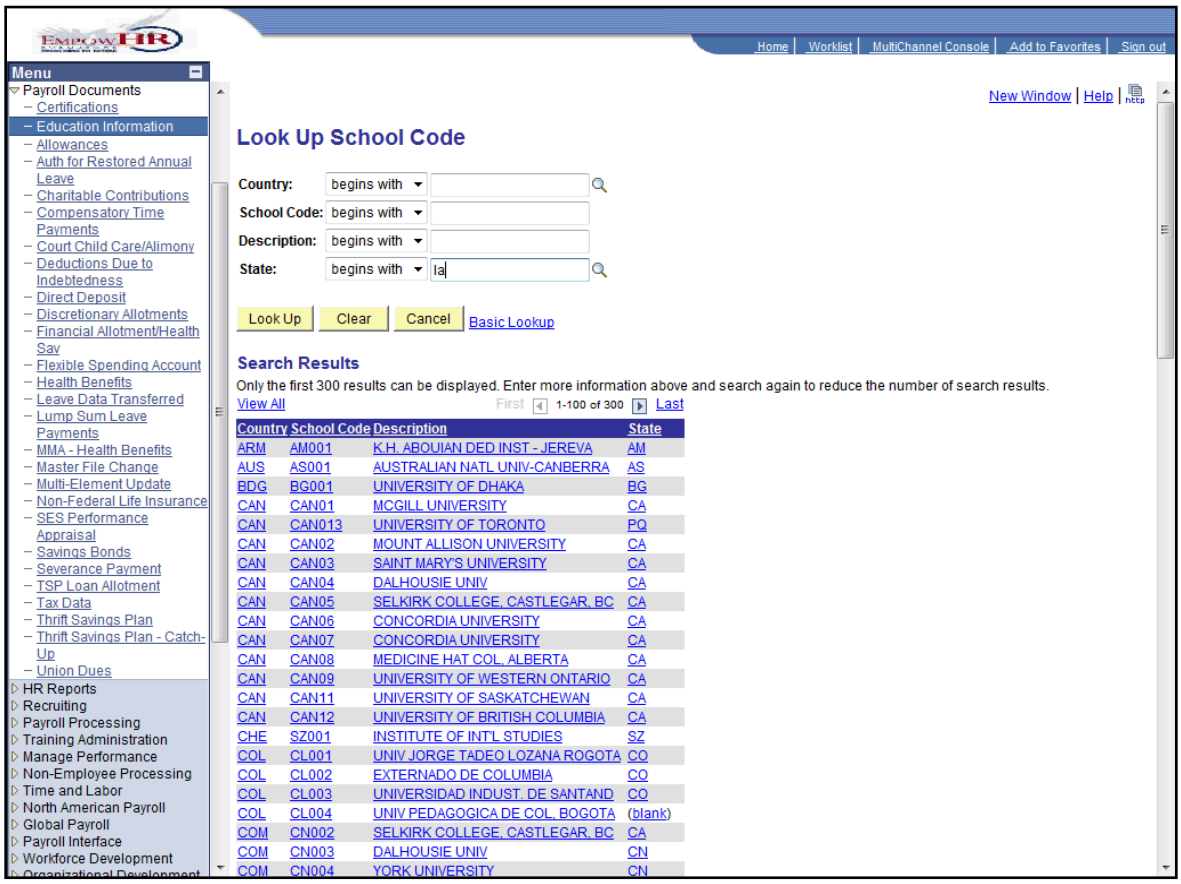


Step	Action
9.	Click the **Bachelor's** list item. Bachelor's

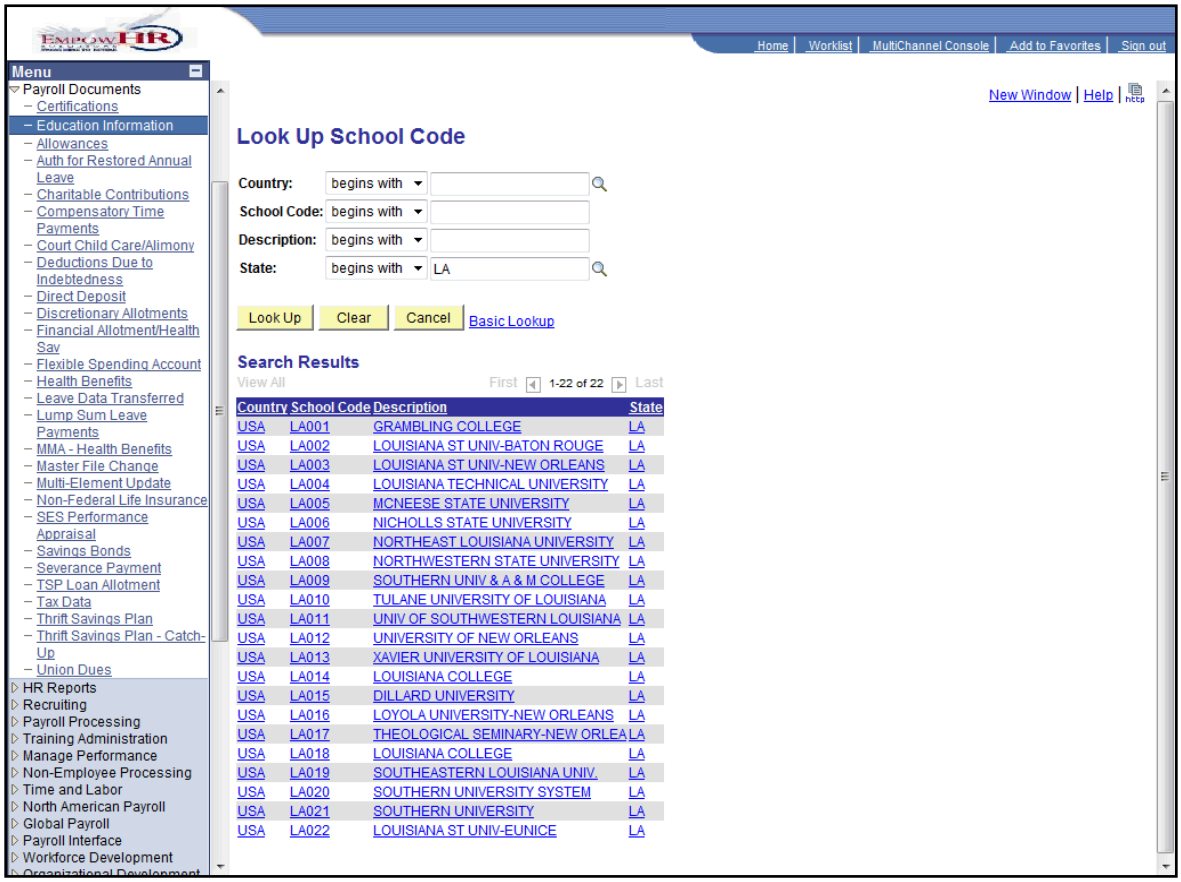


Step	Action
10.	Click the Look up School Code (Alt+5) button.

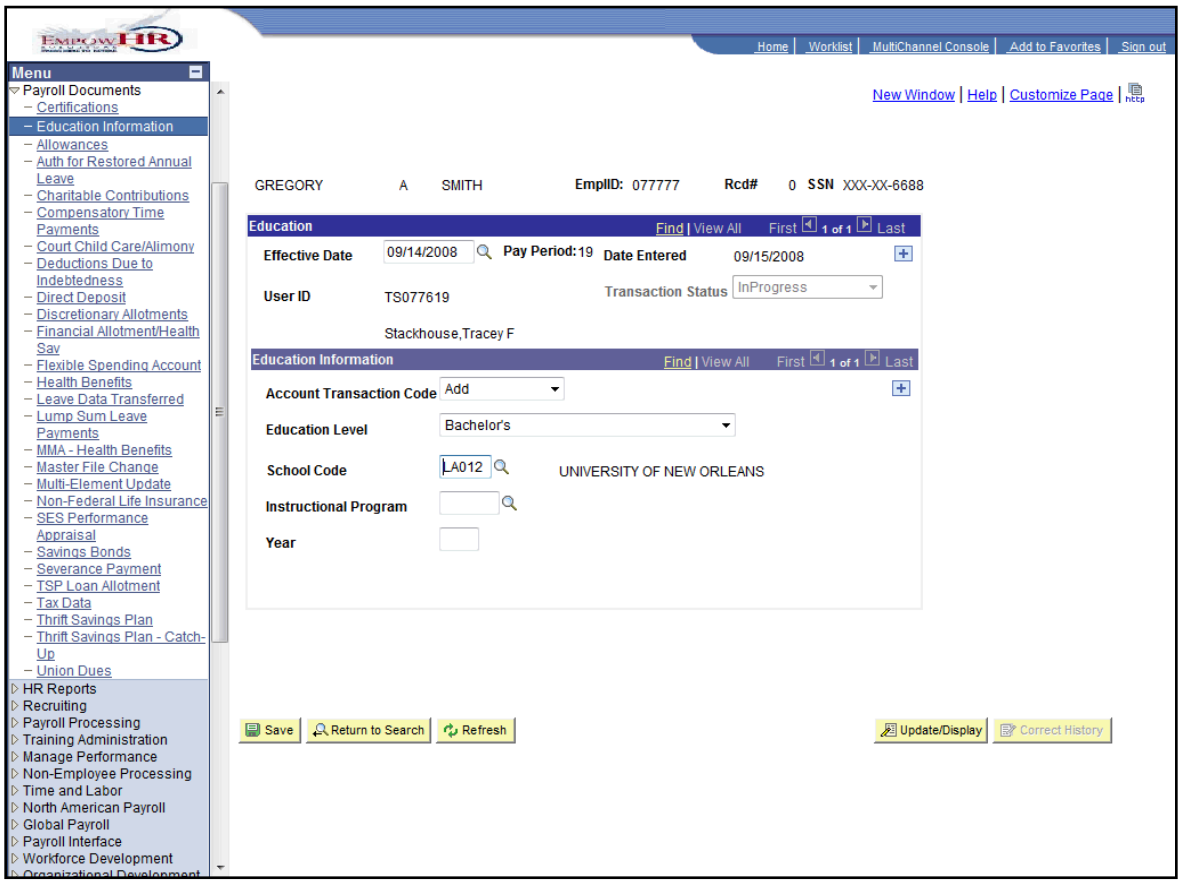
Step	Action
11.	Enter the desired information into the **State** field. Enter "**la**".



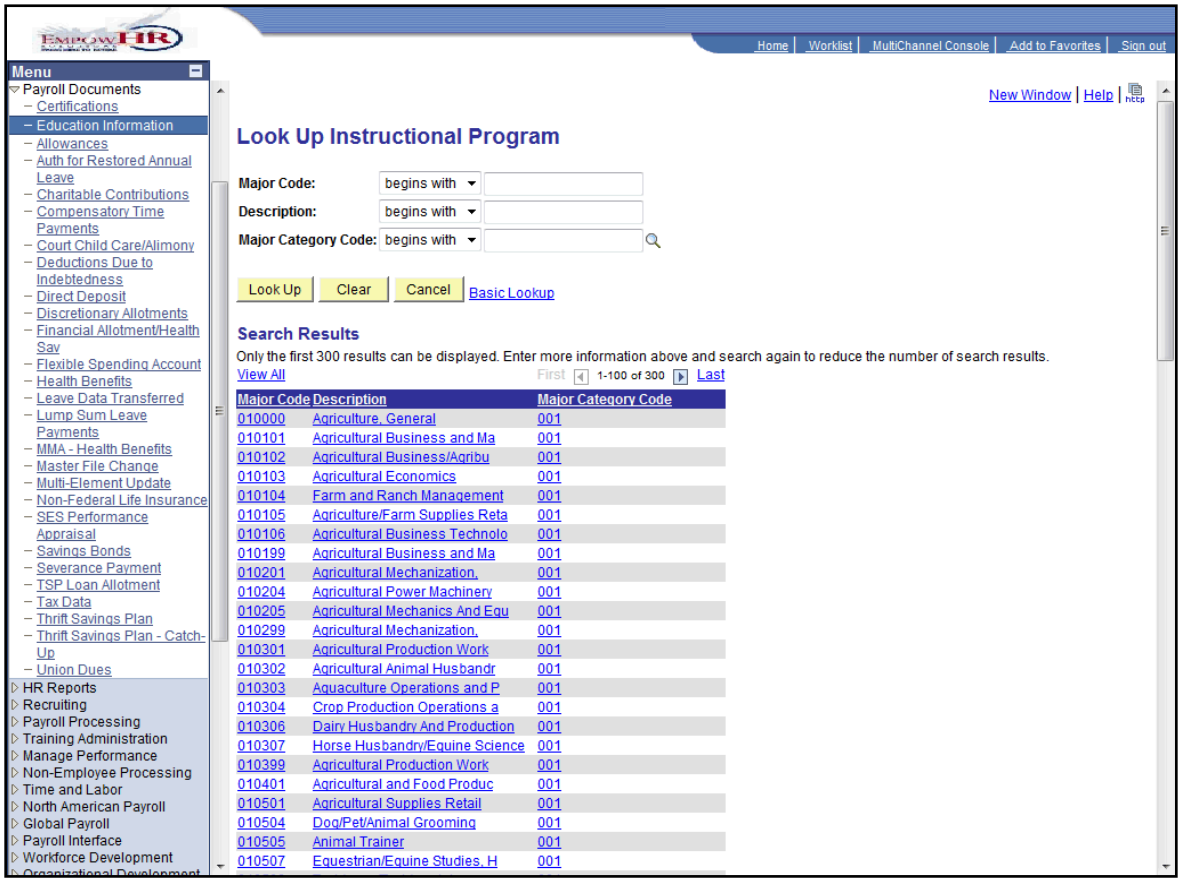
Step	Action
12.	Click the **Look Up** button. Look Up



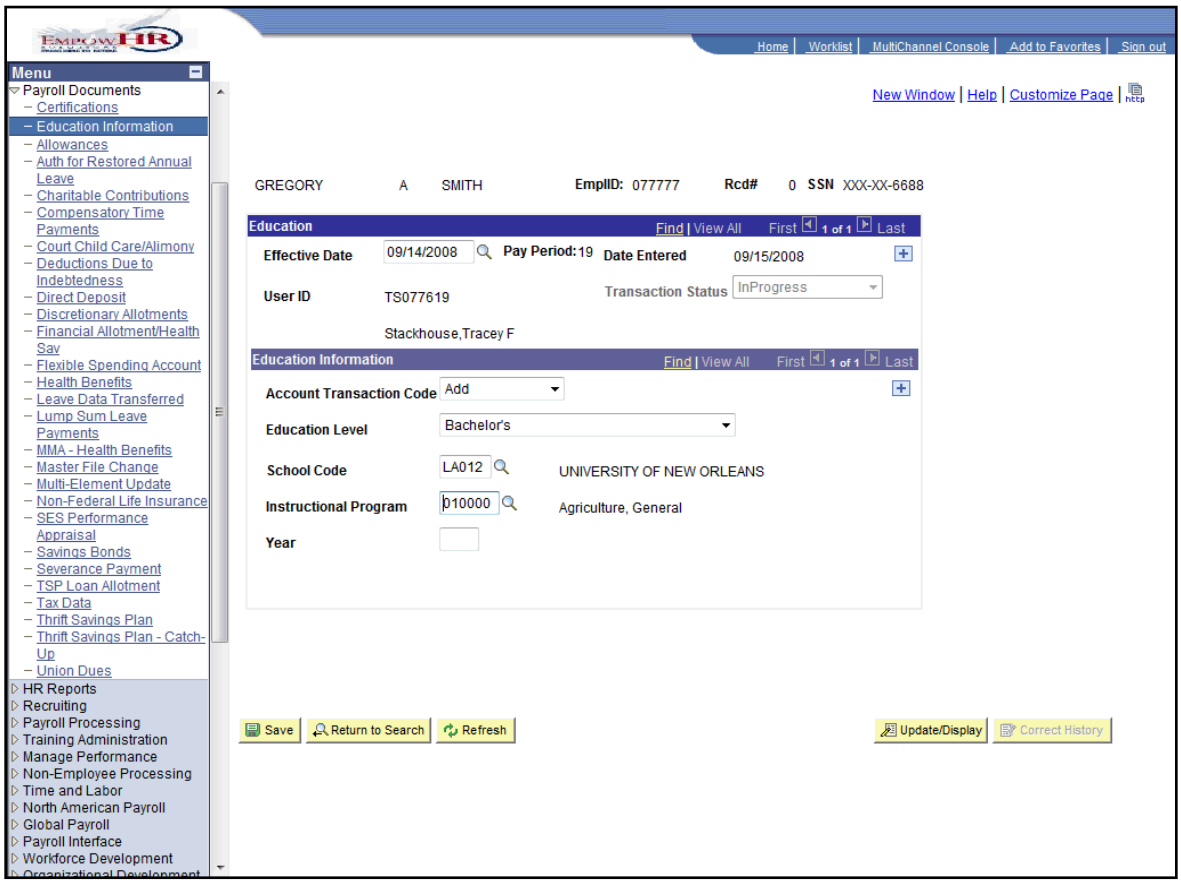
Step	Action
13.	Click the UNIVERSITY OF NEW ORLEANS link.



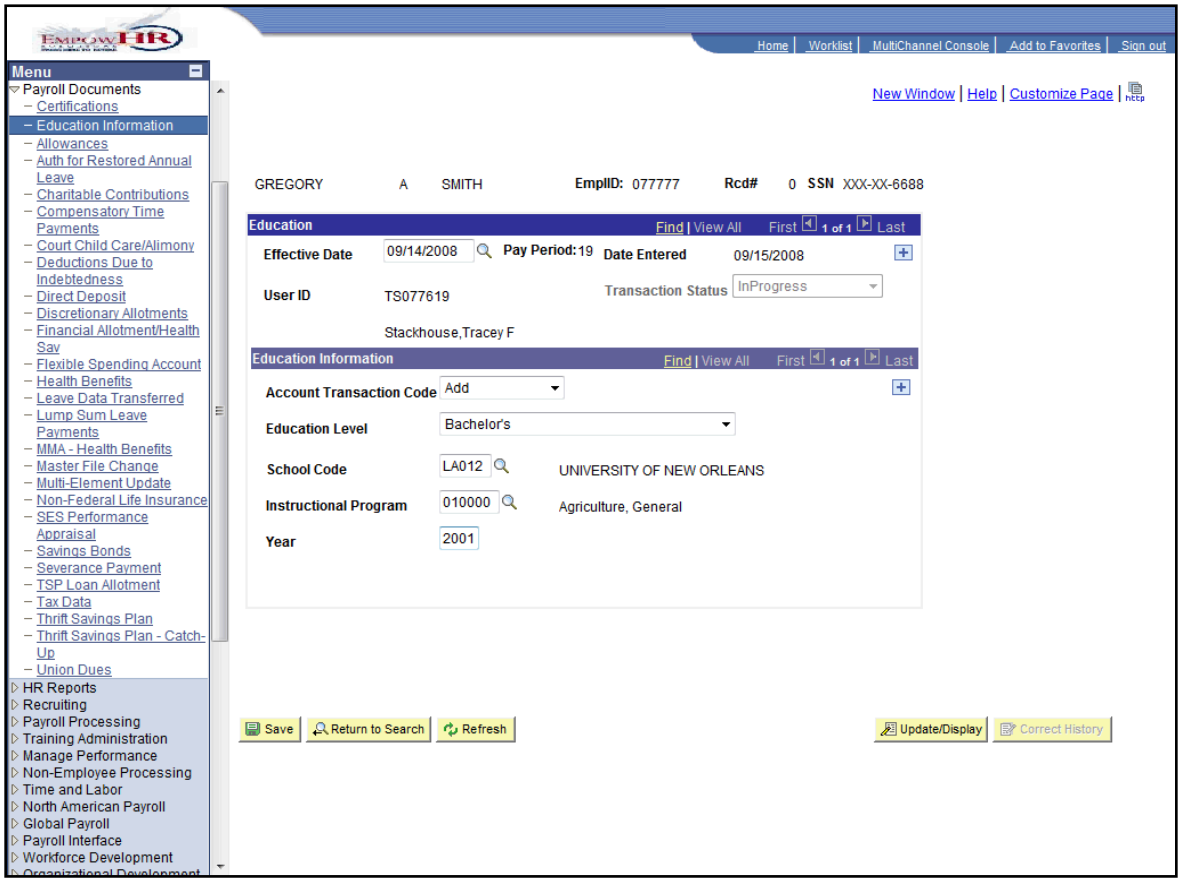
Step	Action
14.	Click the Look up Instructional Program (Alt+5) button.

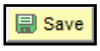


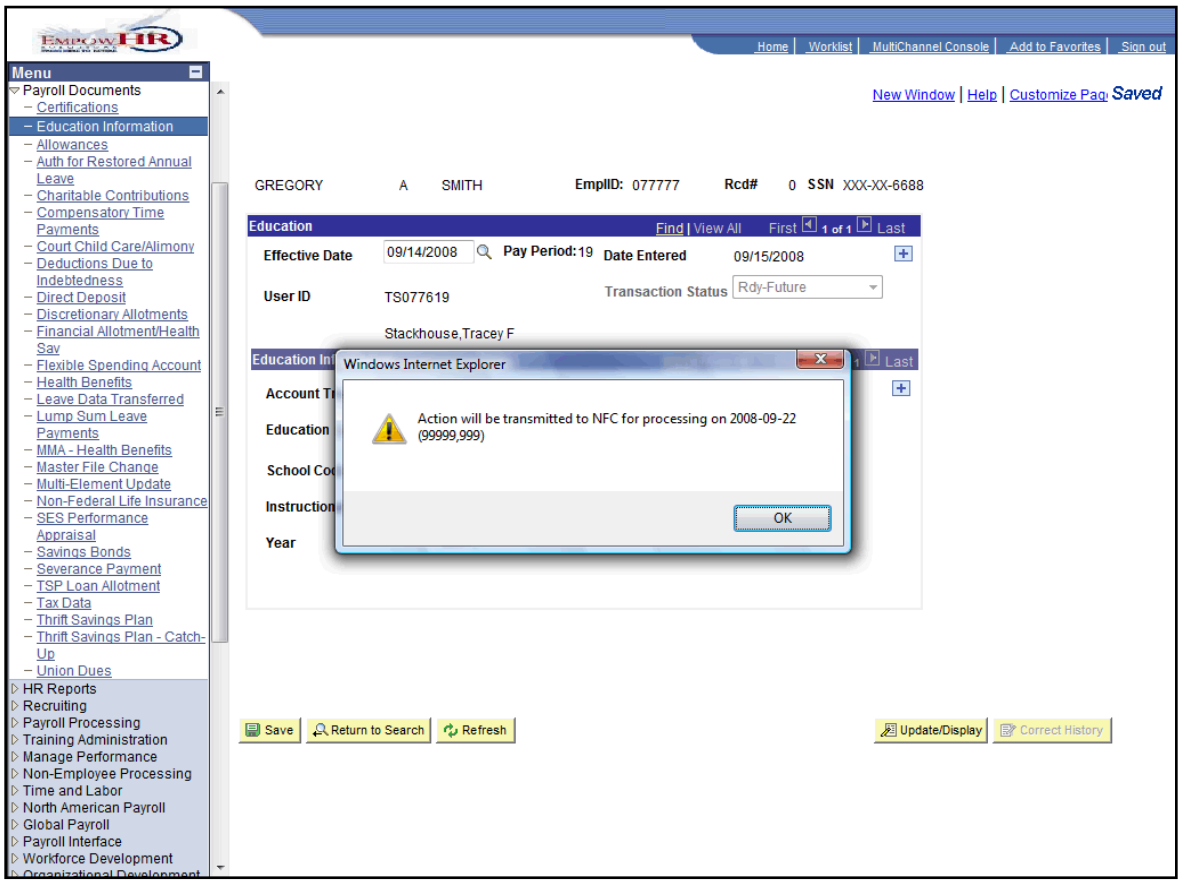
Step	Action
15.	Click the Agriculture, General link.



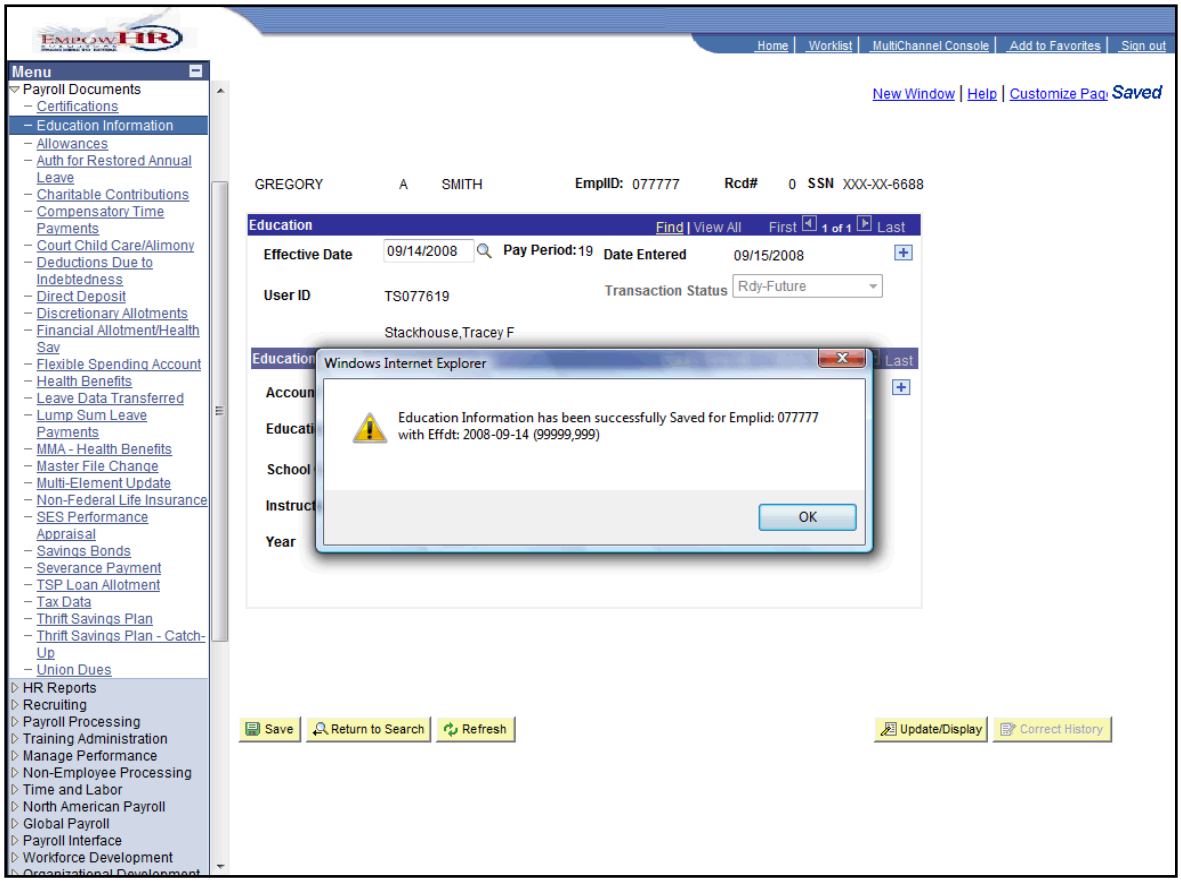
Step	Action
16.	Enter the desired information into the **Year** field. Enter "**2001**".



Step	Action
17.	Click the **Save** button. 



Step	Action
18.	Click the **OK** button. OK



Step	Action
19.	Click the **OK** button. OK
20.	This completes Education Information. **End of Procedure.**

Financial Allotment / Health Savings

Overview

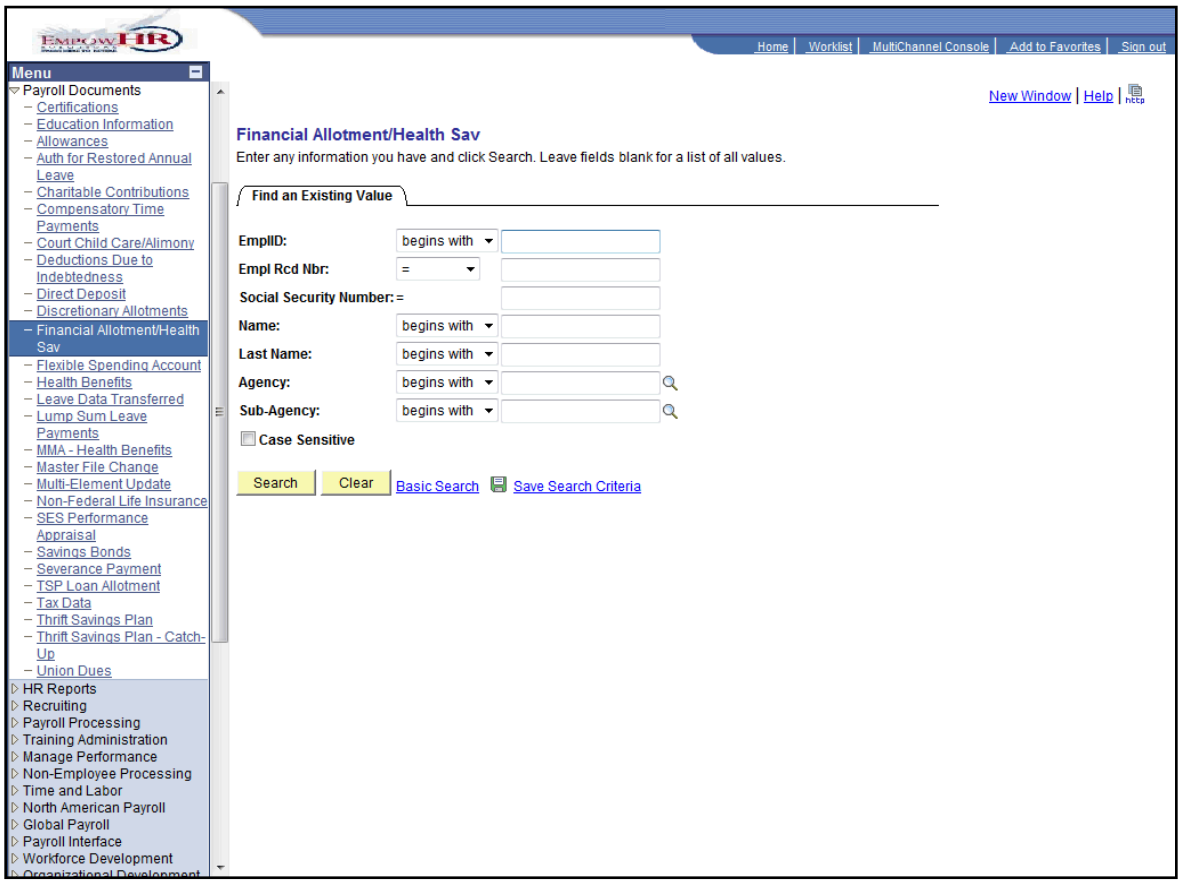
Some fields on the Financial Allotments / Health Savings page have changed or been moved.

Financial Allotment / Health Savings

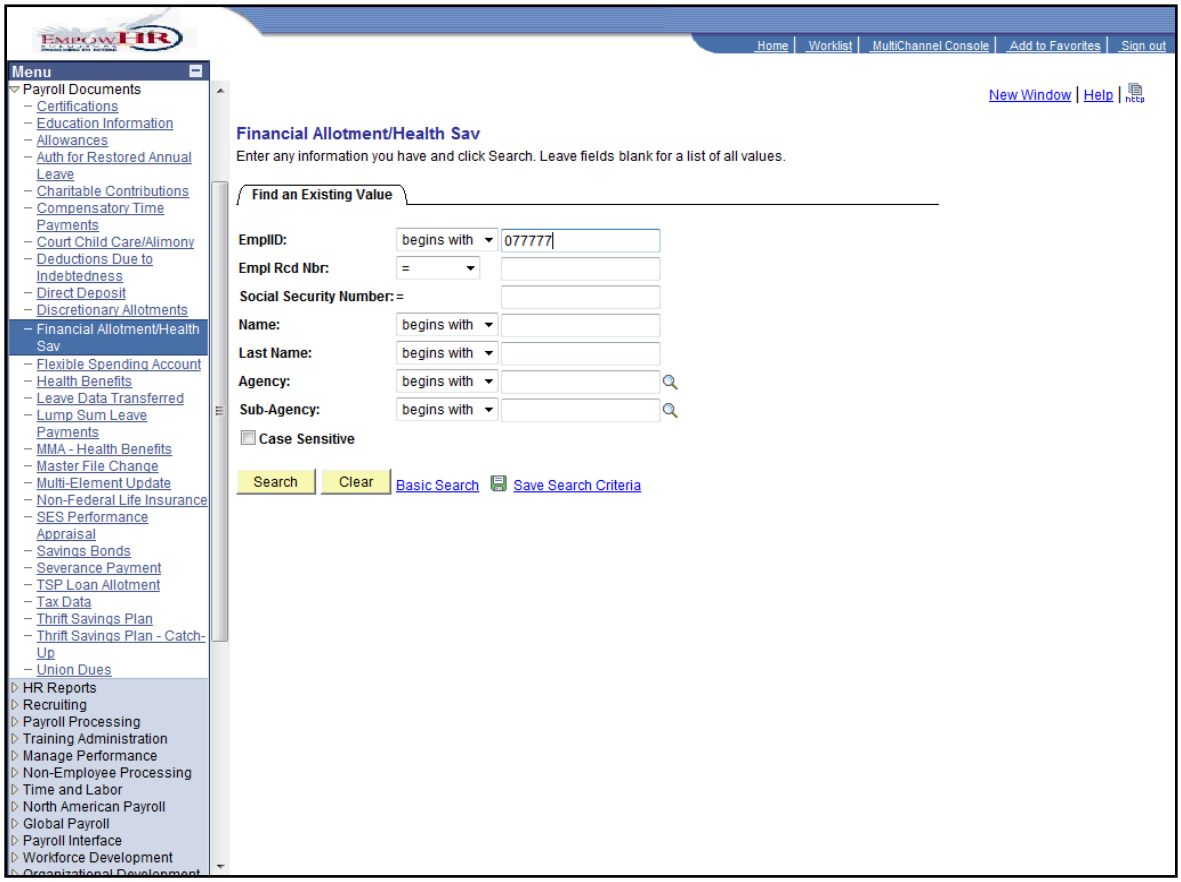
This section demonstrates the changes made to Financial Allotment / Health Savings.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

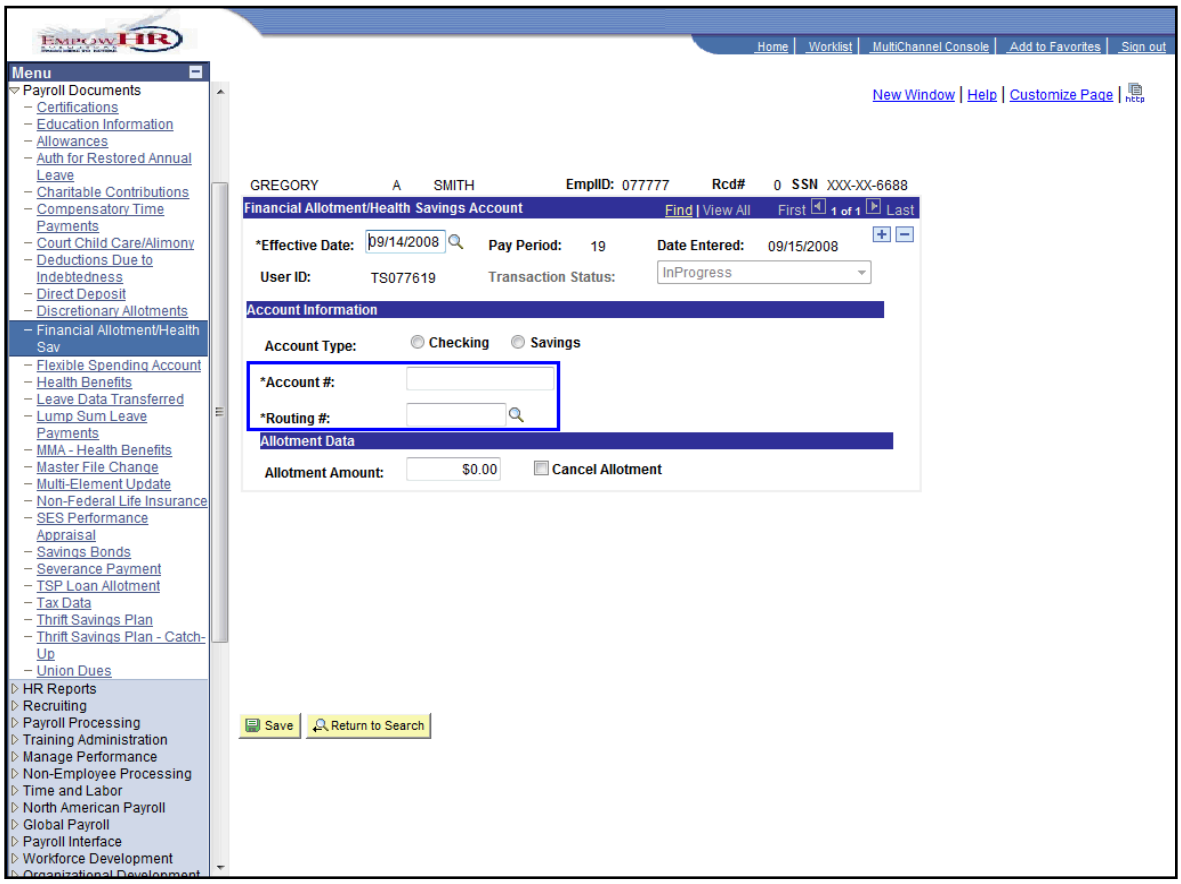
Step	Action
2.	Click the Financial Allotment/Health Sav link. Financial Allotment/Health Sav



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the green book icon to view changes to the **Financial Allotments/Health Account** page.

Field	8.8	9.0	Impact
Routing Number	Available	Changed	Renamed to Routing # in 9.0.
Account Number	Available	Changed	Renamed to Account # in 9.0.
Account Type	Available	Moved	Moved to above Routing # in 9.0.
Health Plan Option	Available	Removed	Not required in 9.0.
Direct Deposit Section	Available	Changed	These fields are hidden until a user selects the Payment Method. The selected section will then display.

Step	Action
6.	This completes Financial Allotment / Health Savings. **End of Procedure.**

Health Benefits

Overview

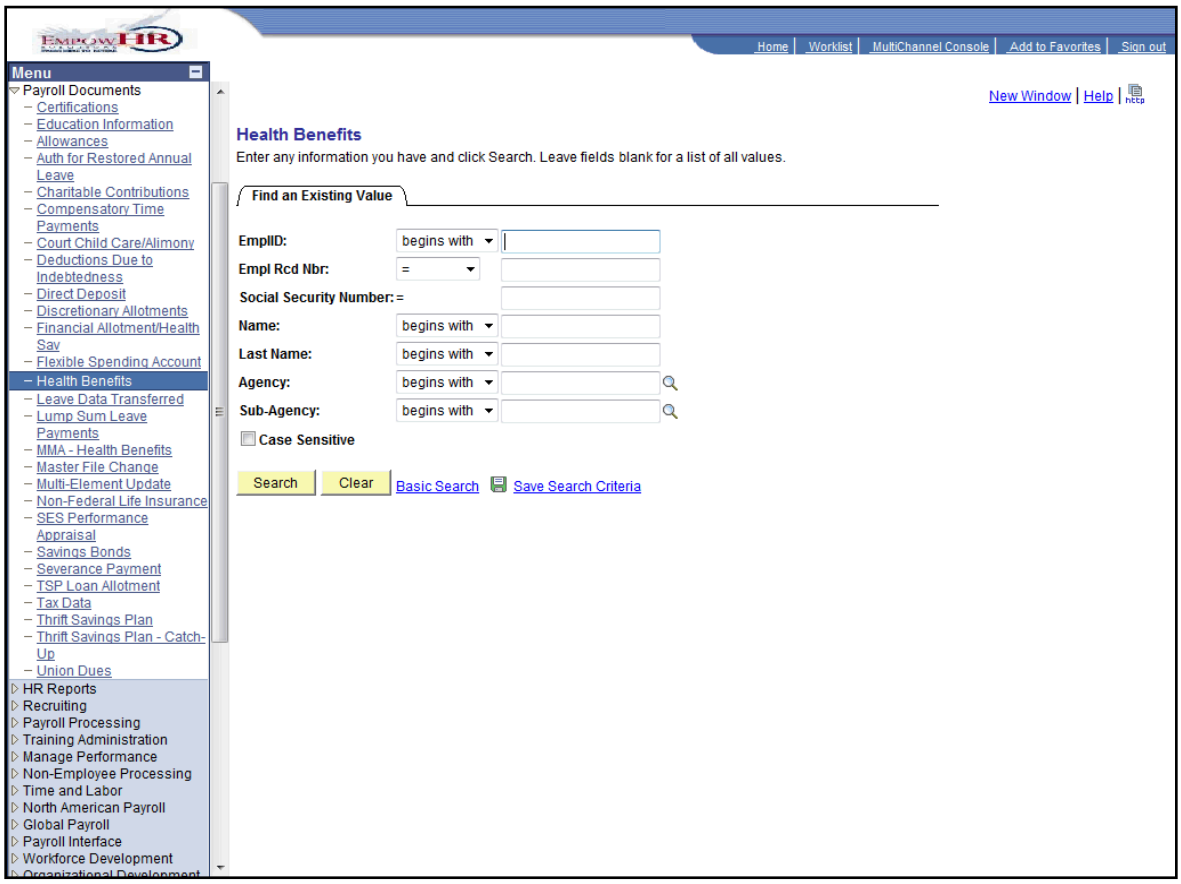
Dependent Information is required each time a transaction is processed. This is an EPIC / FESI requirement.

Health Benefits

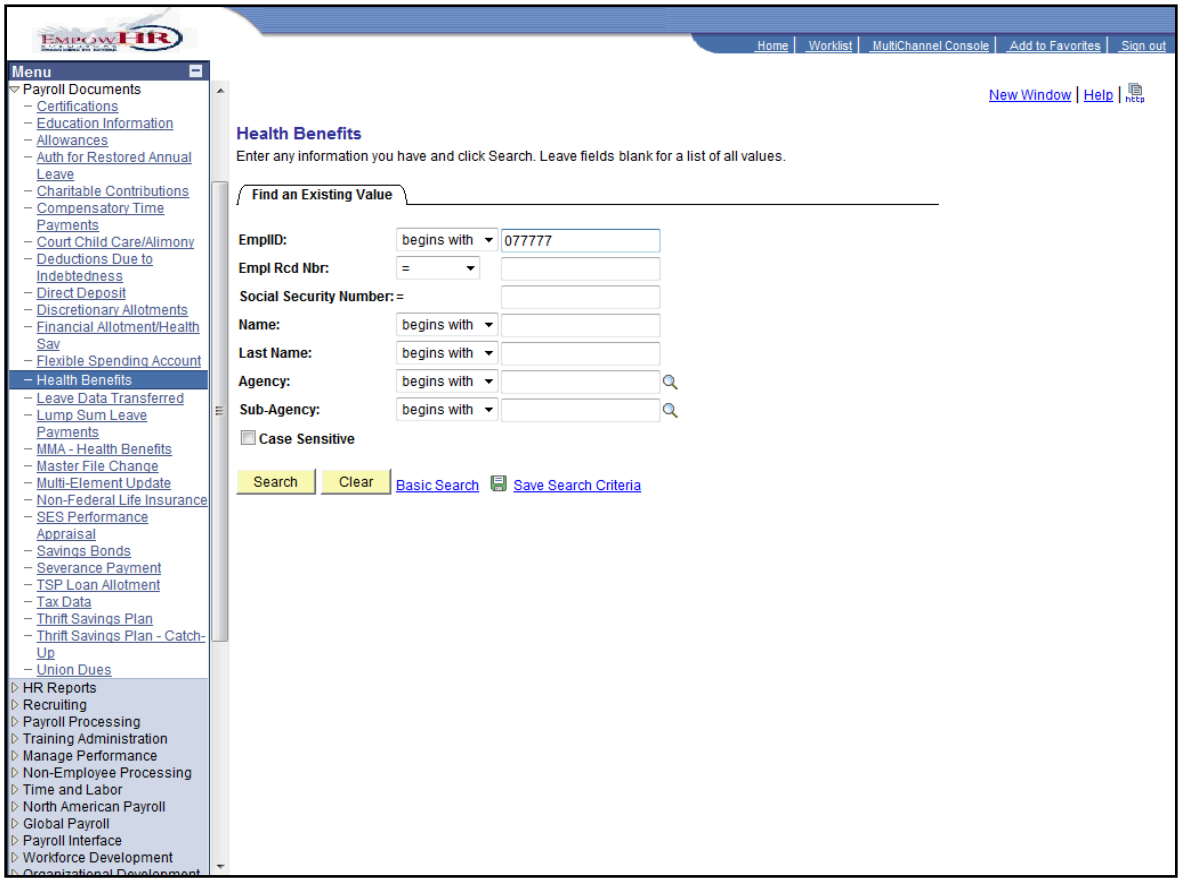
This section demonstrates changes made to the Health Benefits component.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

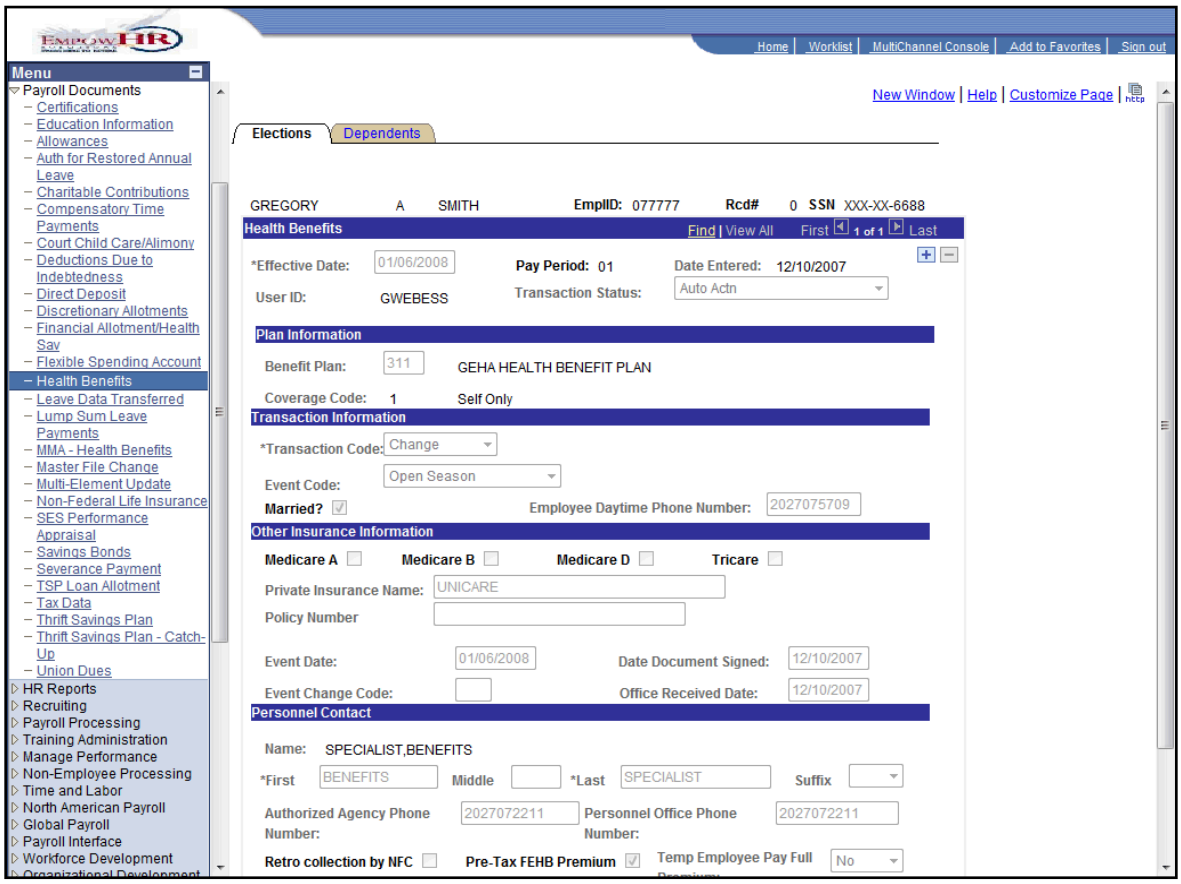
Step	Action
2.	Click the **Health Benefits** link. Health Benefits



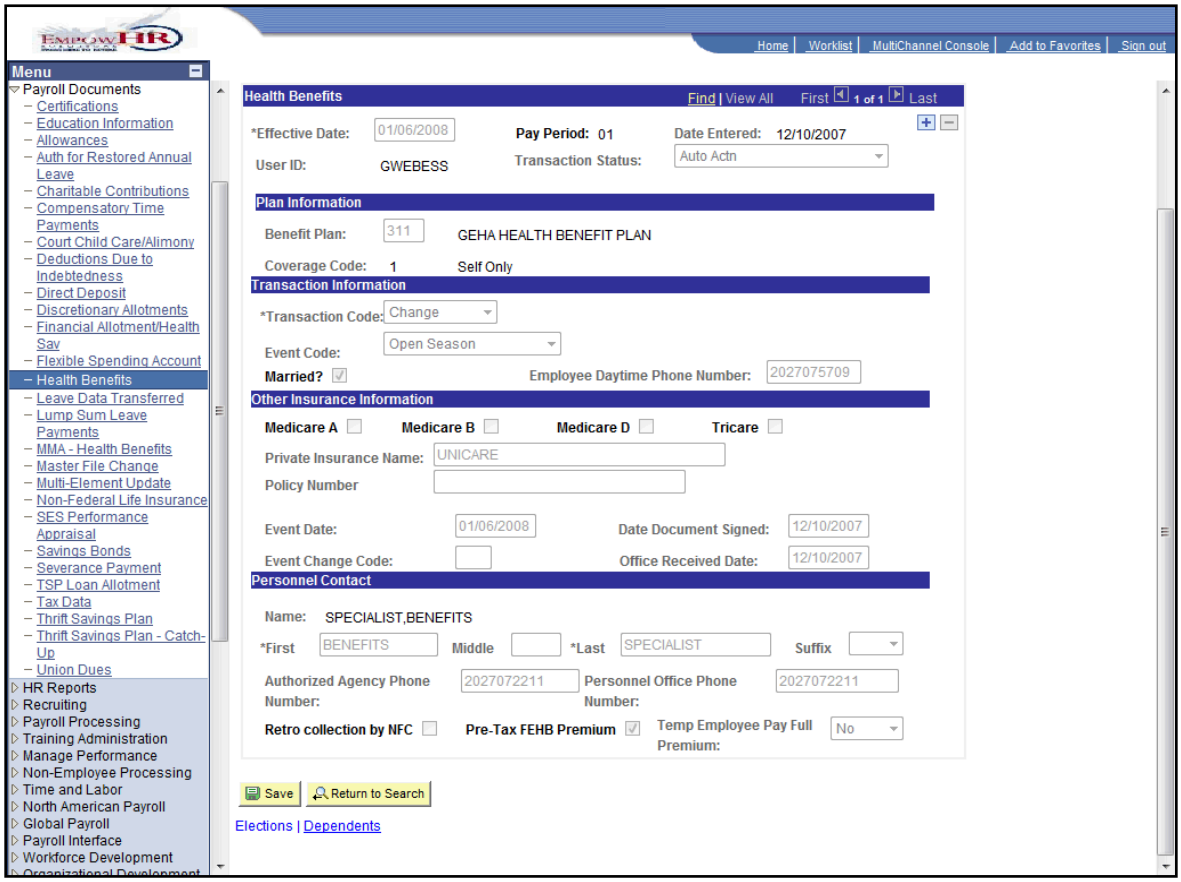
Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



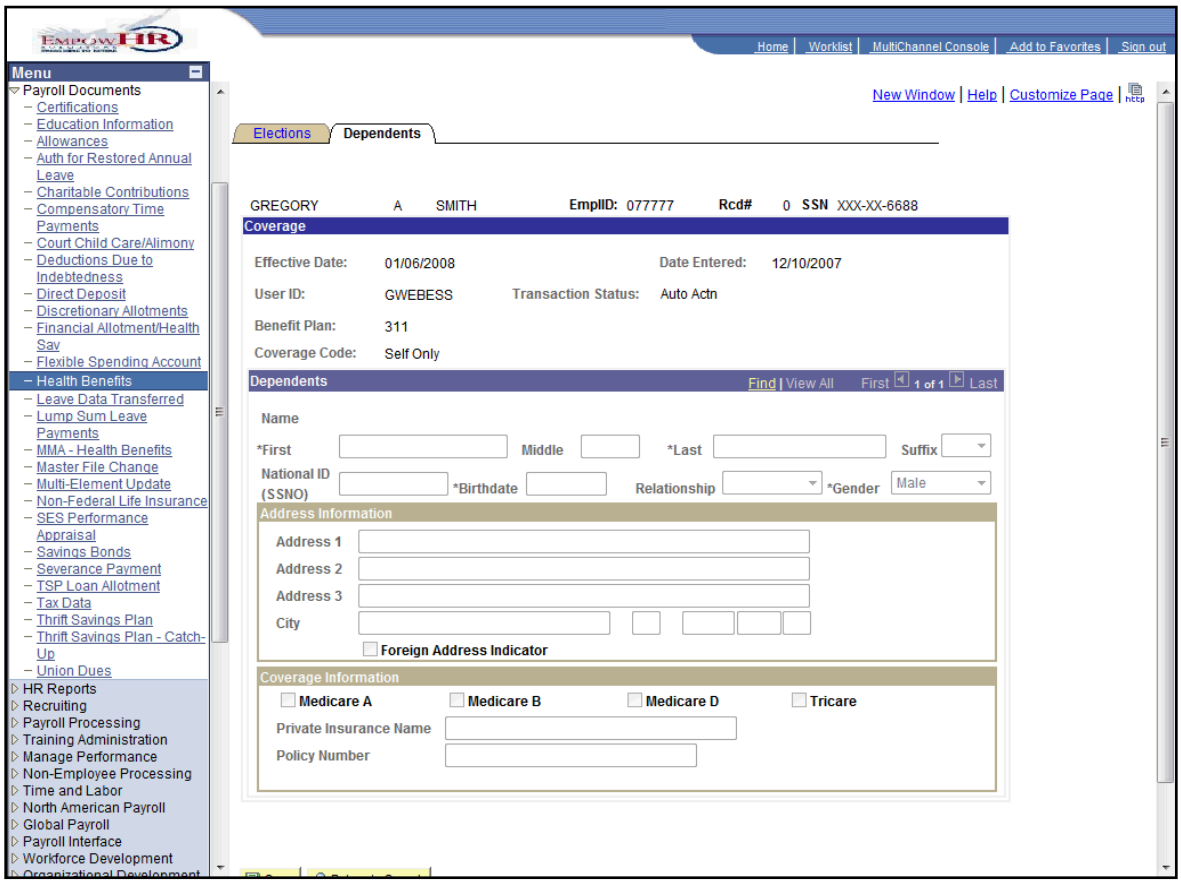
Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the scrollbar.



Step	Action
6.	Click the **Dependents** link. Dependents



Step	Action
7.	Dependent Information is required each time a transaction is processed needing dependent data.
8.	This completes **Health Benefits**. **End of Procedure.**

Tax Data

Overview

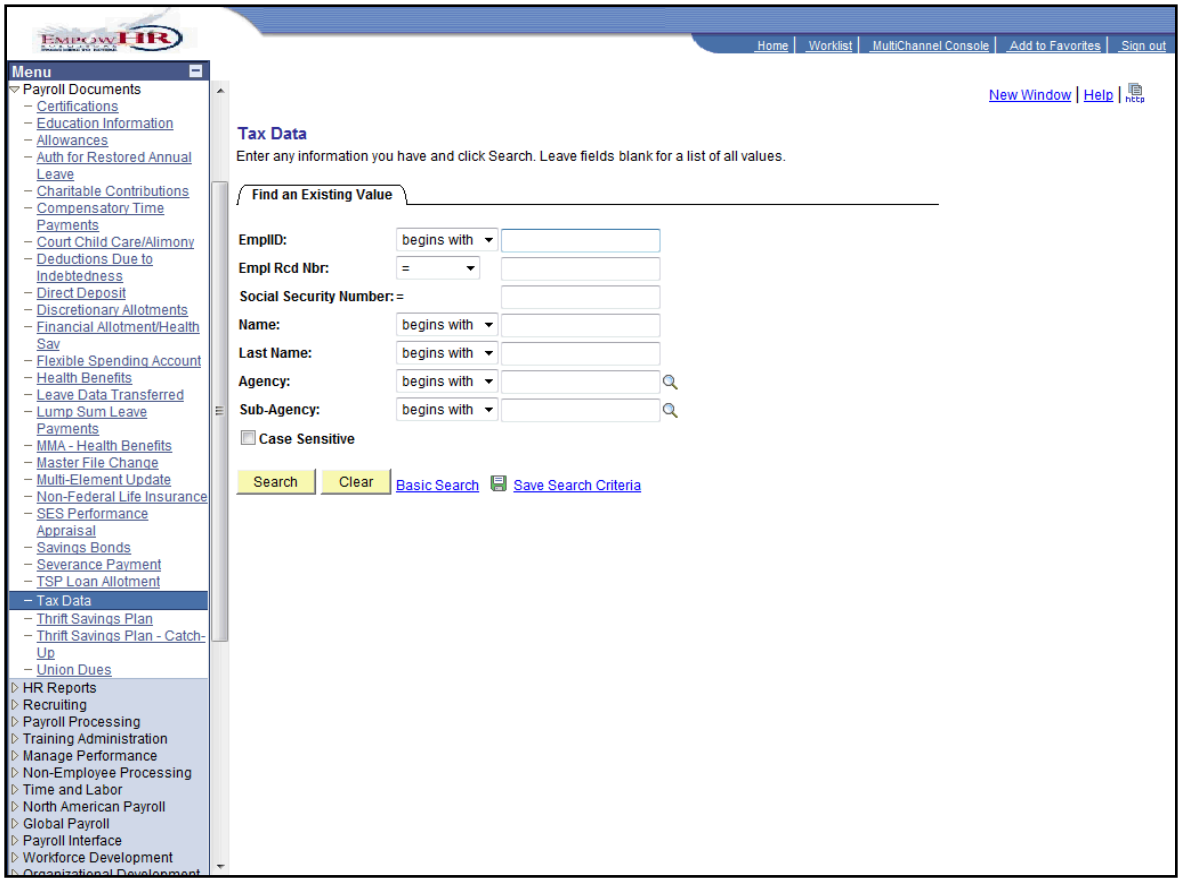
Federal, State, county, City, and EIC pages are combined into one component.

Tax Data

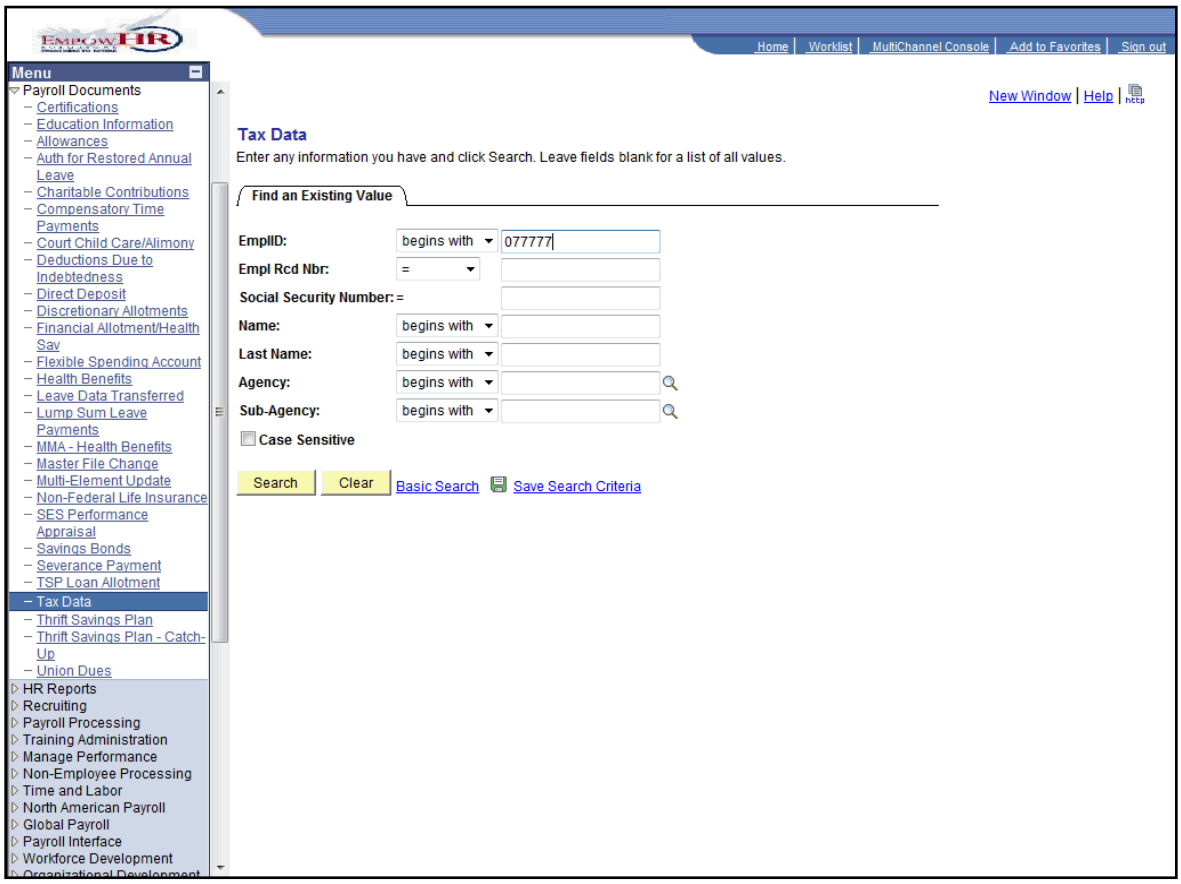
This section demonstrates changes to Tax Data.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

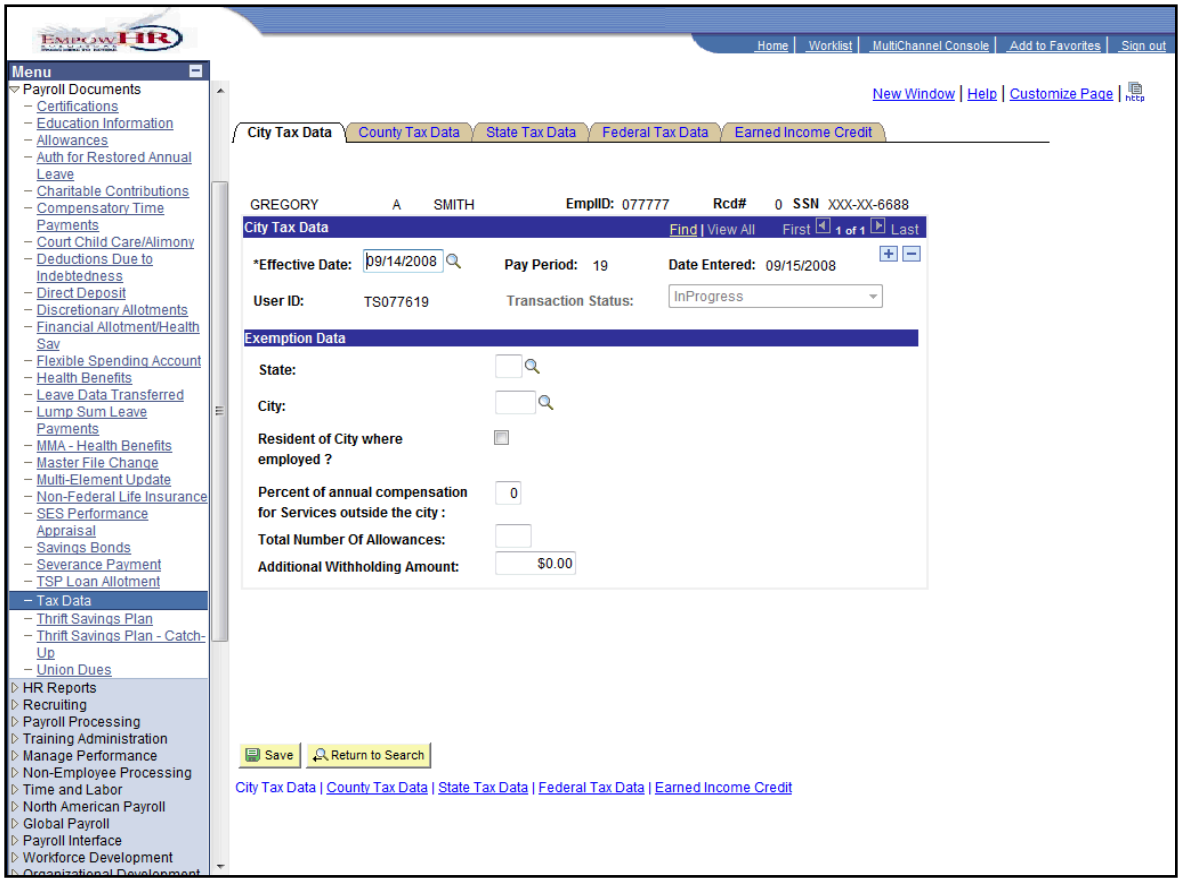
Step	Action
2.	Click the **Tax Data** link. Tax Data



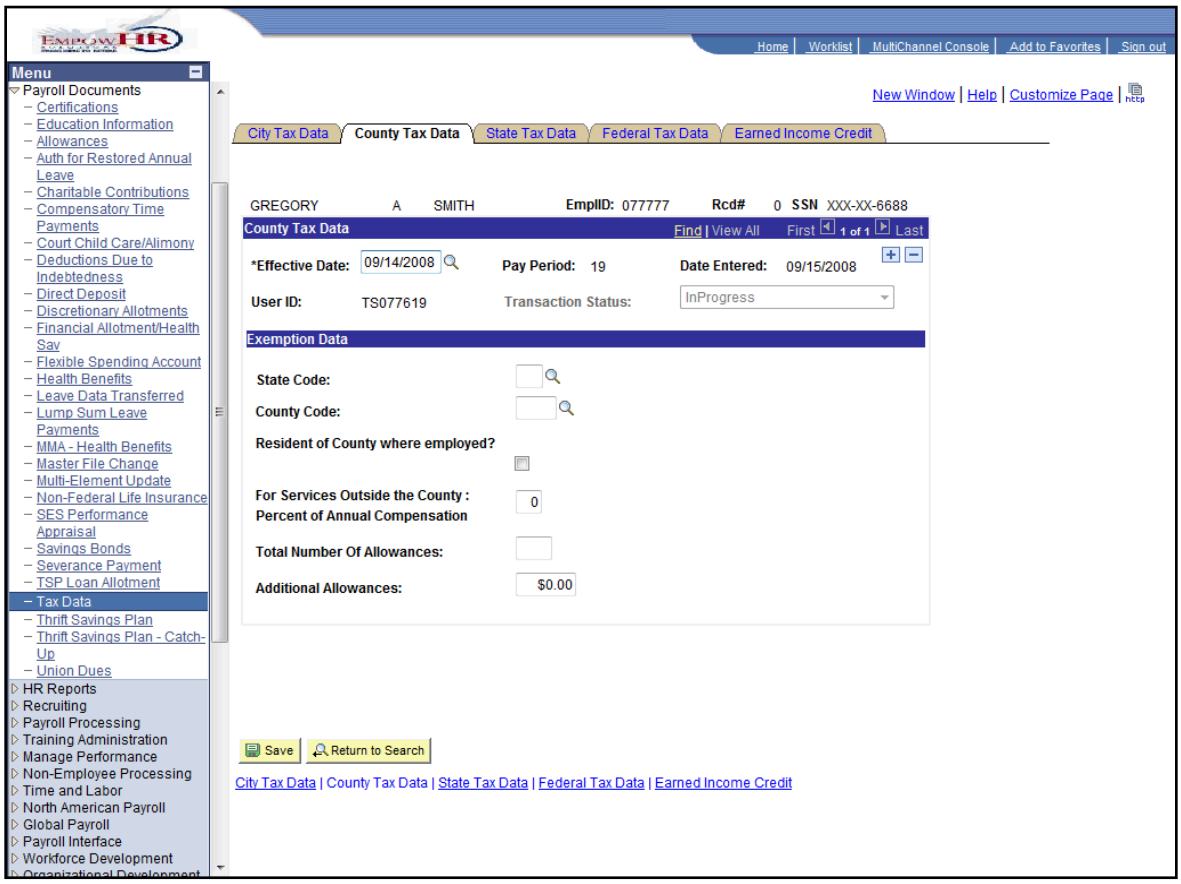
Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



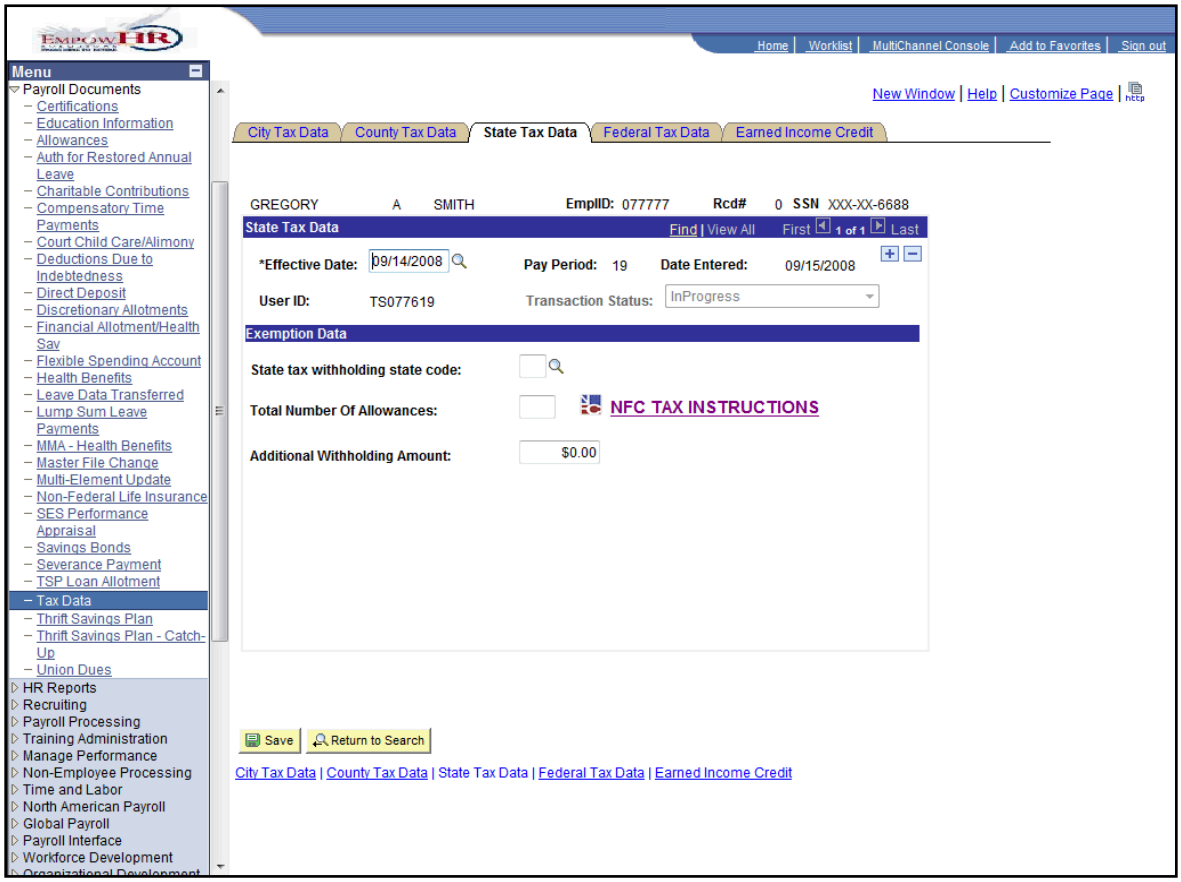
Step	Action
4.	Click the **Search** button. Search



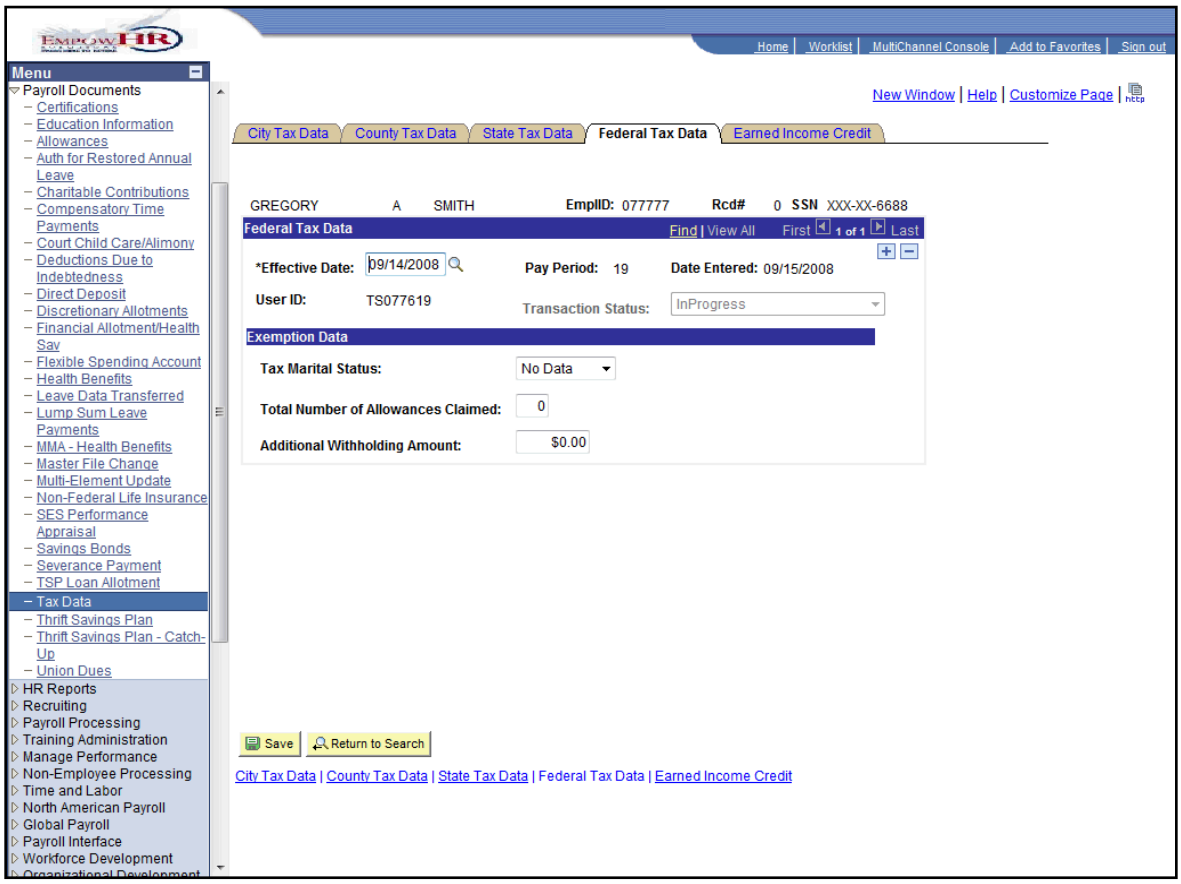
Step	Action
5.	Click the **County Tax Data** tab. County Tax Data



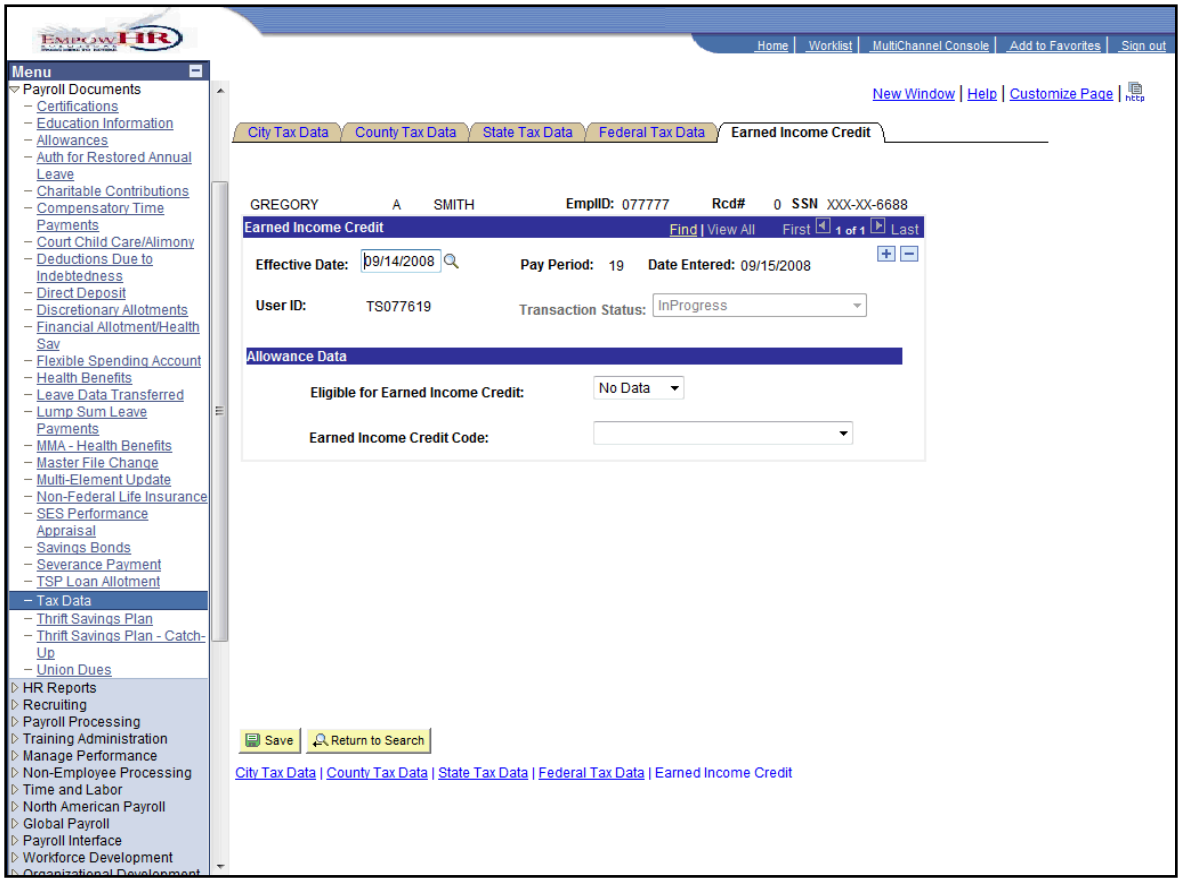
Step	Action
6.	Click the **State Tax Data** tab. State Tax Data



Step	Action
7.	Click the Federal Tax Data tab. Federal Tax Data



Step	Action
8.	Click the Earned Income Credit tab. Earned Income Credit



Step	Action
9.	The only change to the previous screens is all pages are now combined into one component.
10.	This completes **Tax Data**. **End of Procedure.**

TSP Loan Allotment

Overview

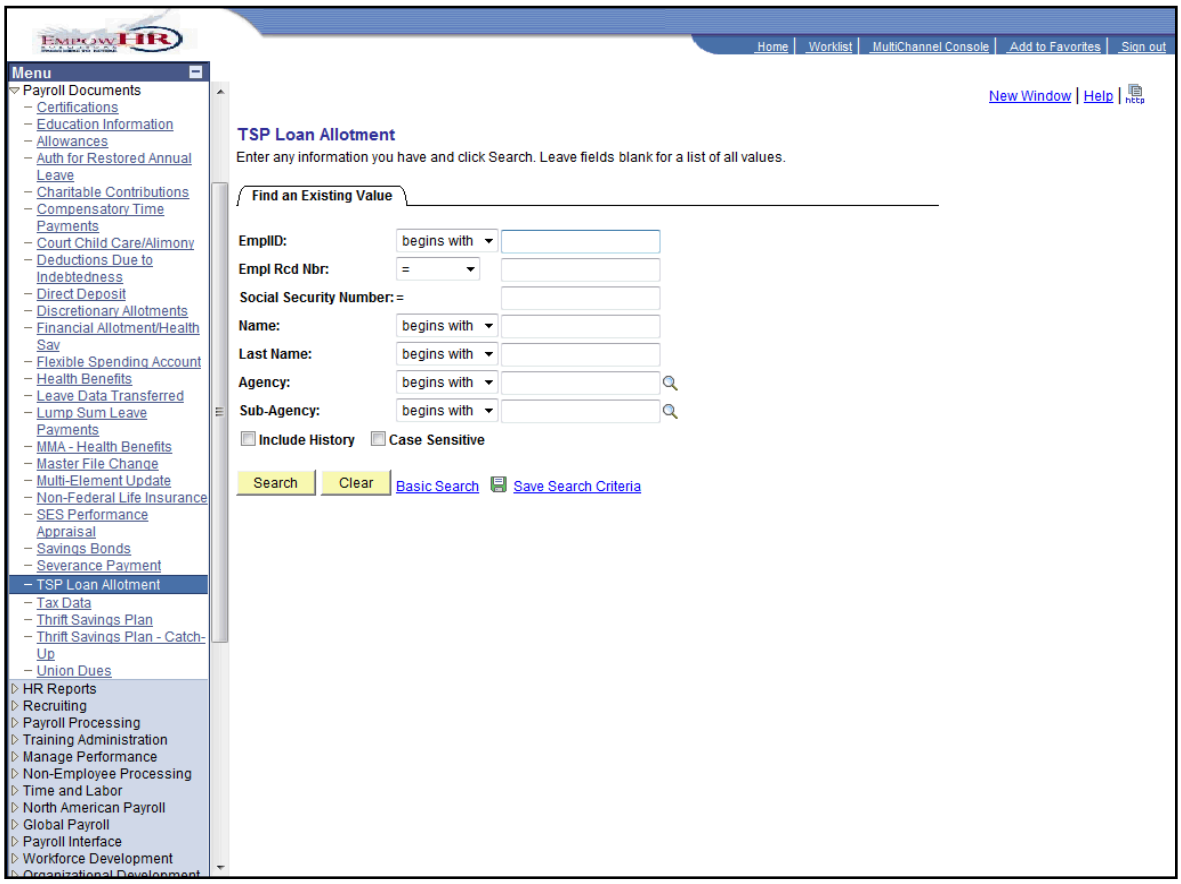
Some fields on the TSP Loan Allotment page have changed. In addition to the changes, the system will return a message of "No Matching Records" if the employee does not have an existing record.

TSP Loan Allotment

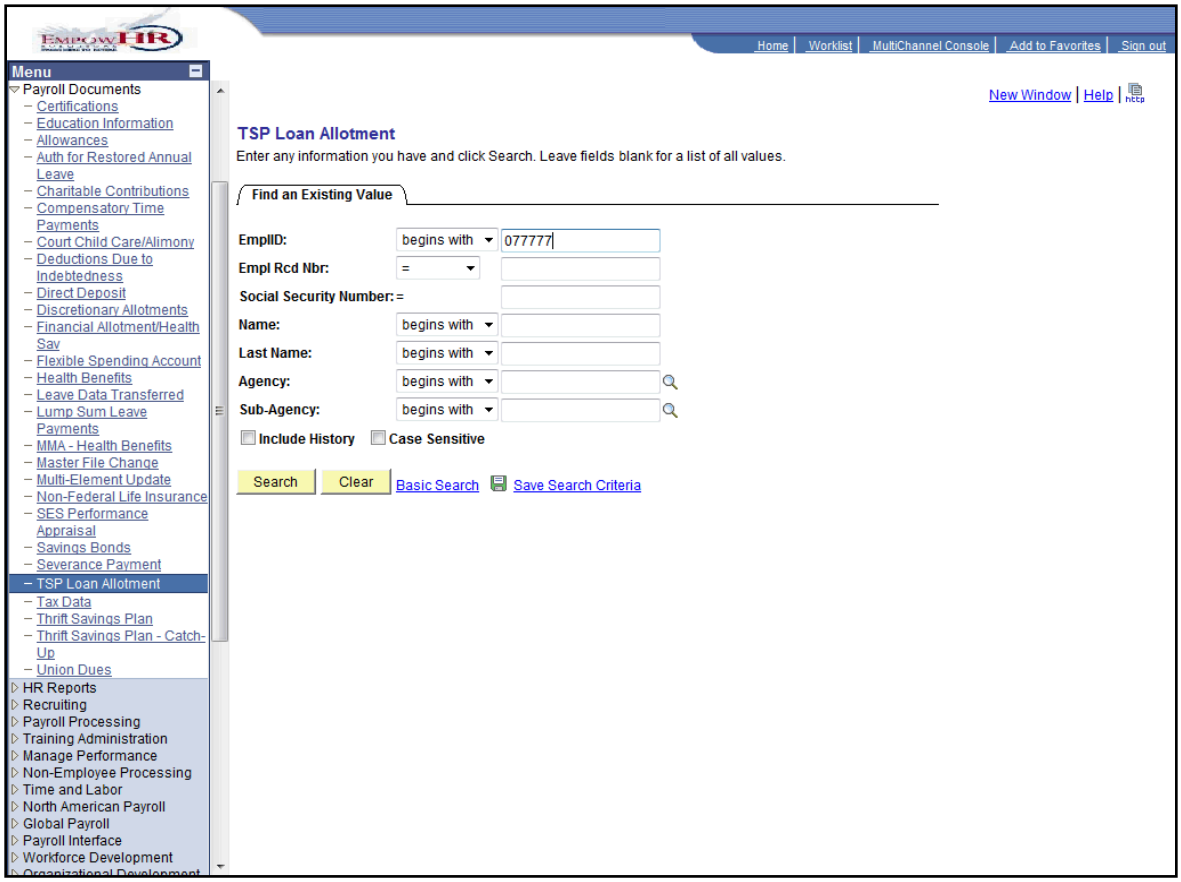
This section demonstrates the changes made to the TSP Loan Allotment page.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

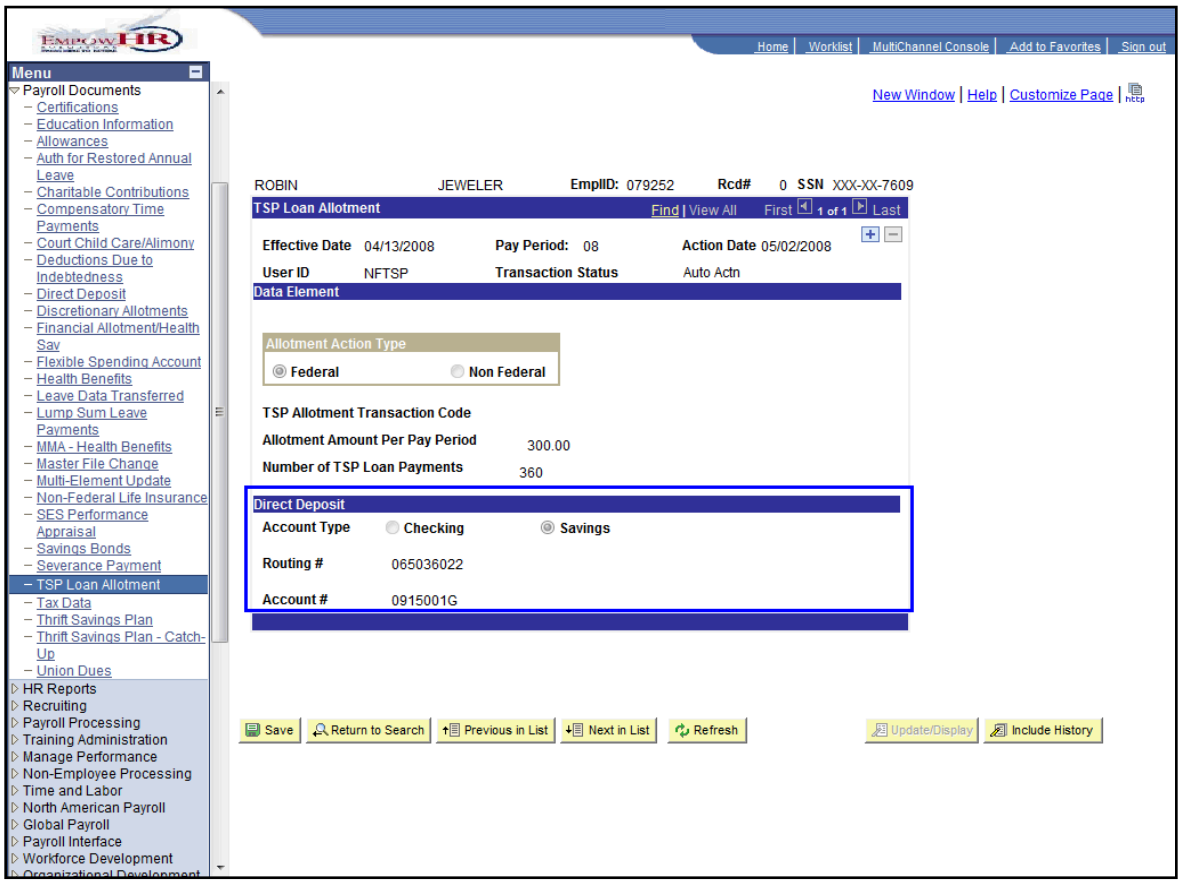
Step	Action
2.	Click the TSP Loan Allotment link. TSP Loan Allotment



Step	Action
3.	The system will return "no matching values were found" if the employee does not have a record. Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the green book icon to view the changed fields on the **TSP Loan Allotment** page.

Field	8.8	9.0	Impact
EFT Information	Available	Changed	This field was renamed Direct Deposit in 9.0.
Routing Number	Available	Changed	This field was renamed Routing # in 9.0.
Account Number	Available	Changed	This field was renamed Account # and moved to below Routing # in 9.0.
Account Type	Available	Changed	This field was moved to above Routing # in 9.0.

Step	Action
6.	This completes TSP Loan Allotments. **End of Procedure.**

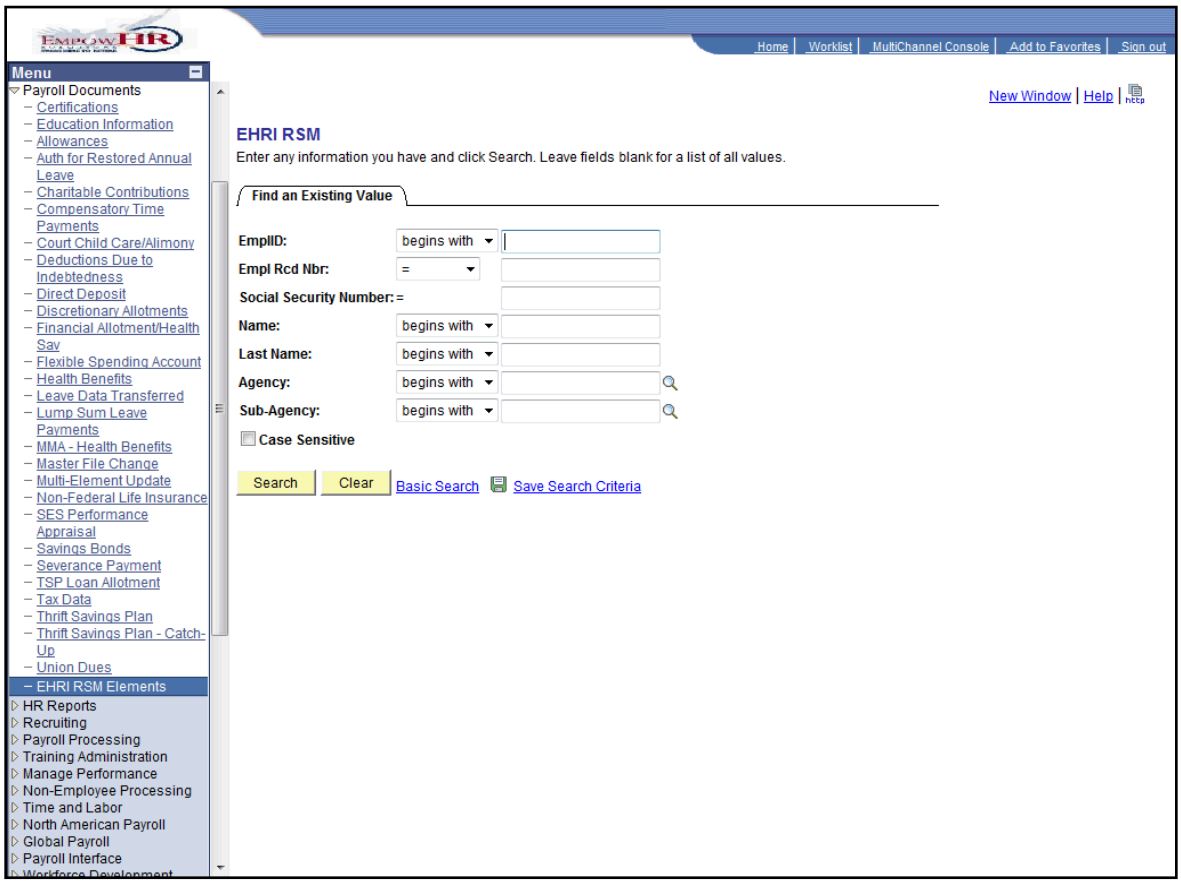
EHRI RSM Elements

EHRI RSM Elements

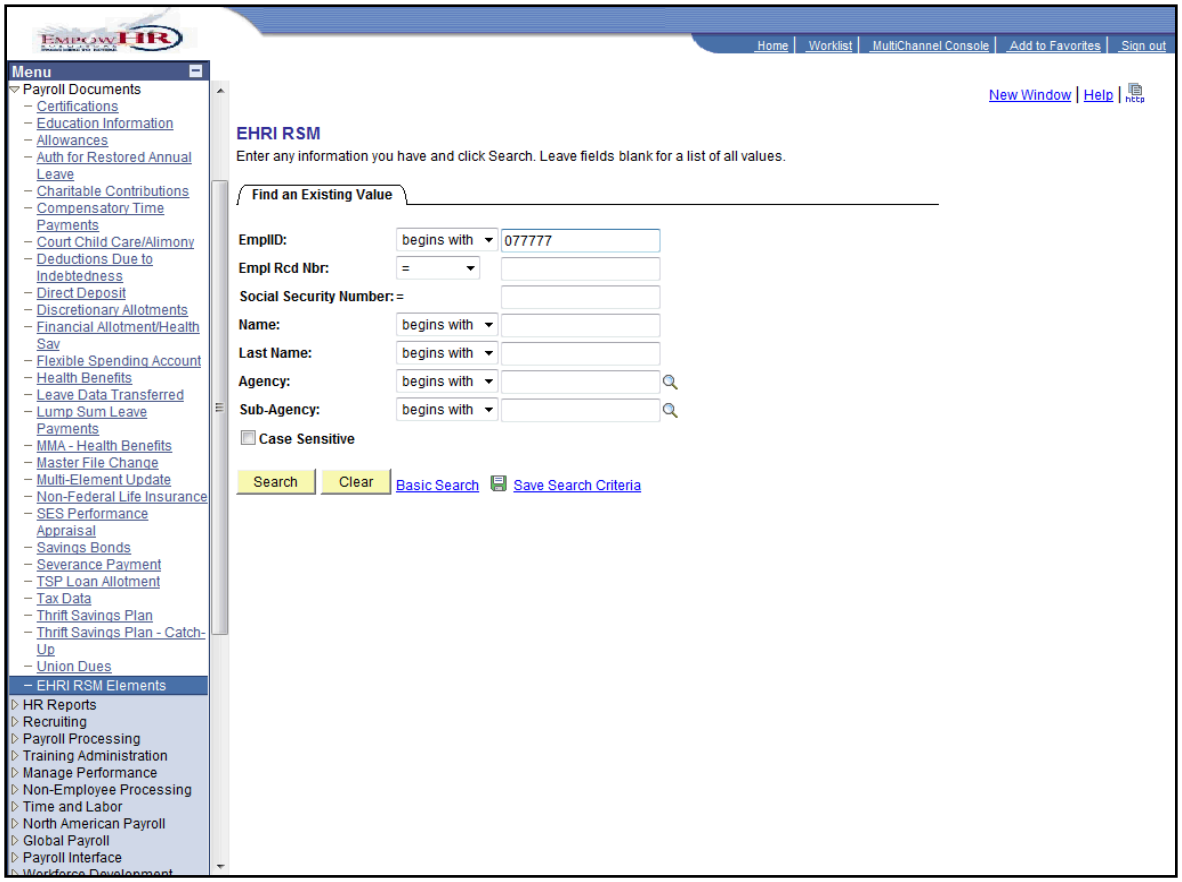
This page demonstrates the new EHRI RSM Elements page.

Step	Action
1.	Click the Payroll Documents link. ▷ Payroll Documents

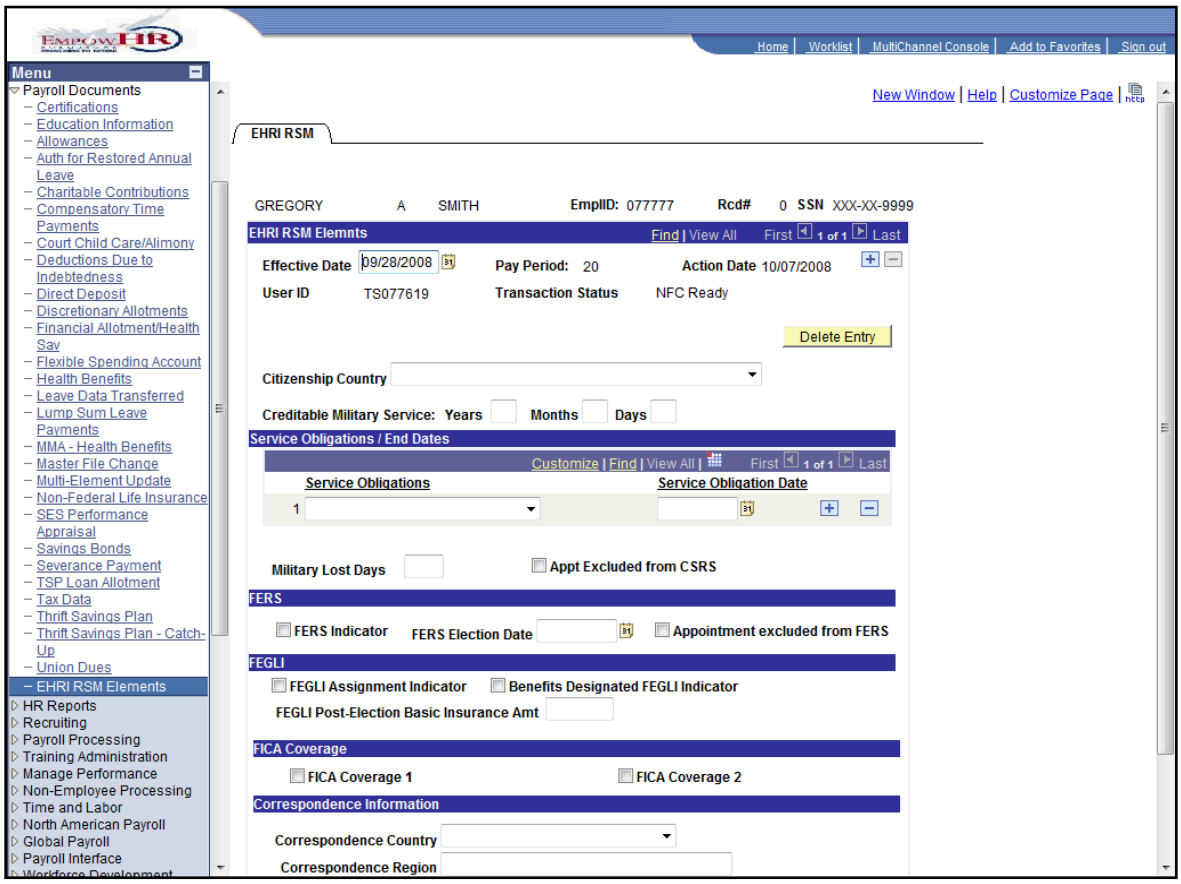
Step	Action
2.	Click the EHRI RSM Elements link. EHRI RSM Elements



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".

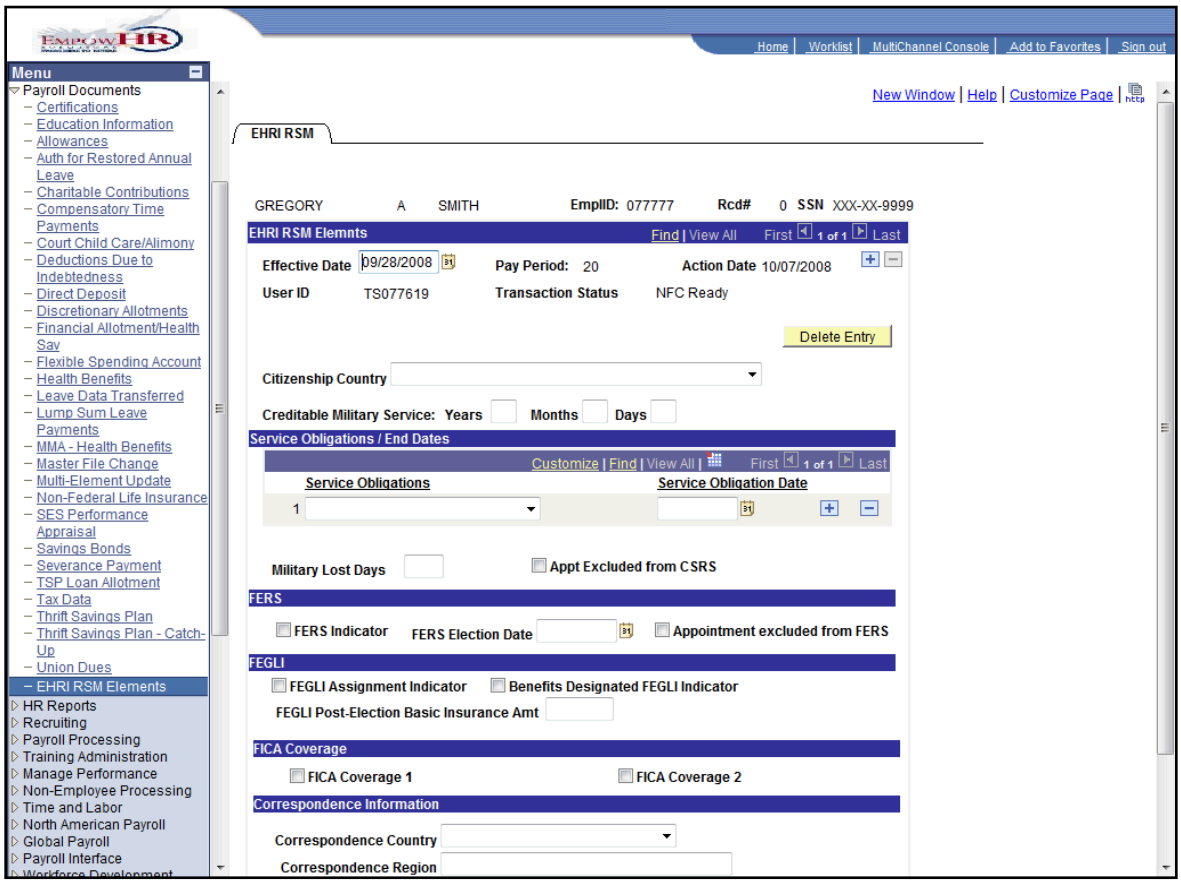


Step	Action
4.	Click the **Search** button. Search

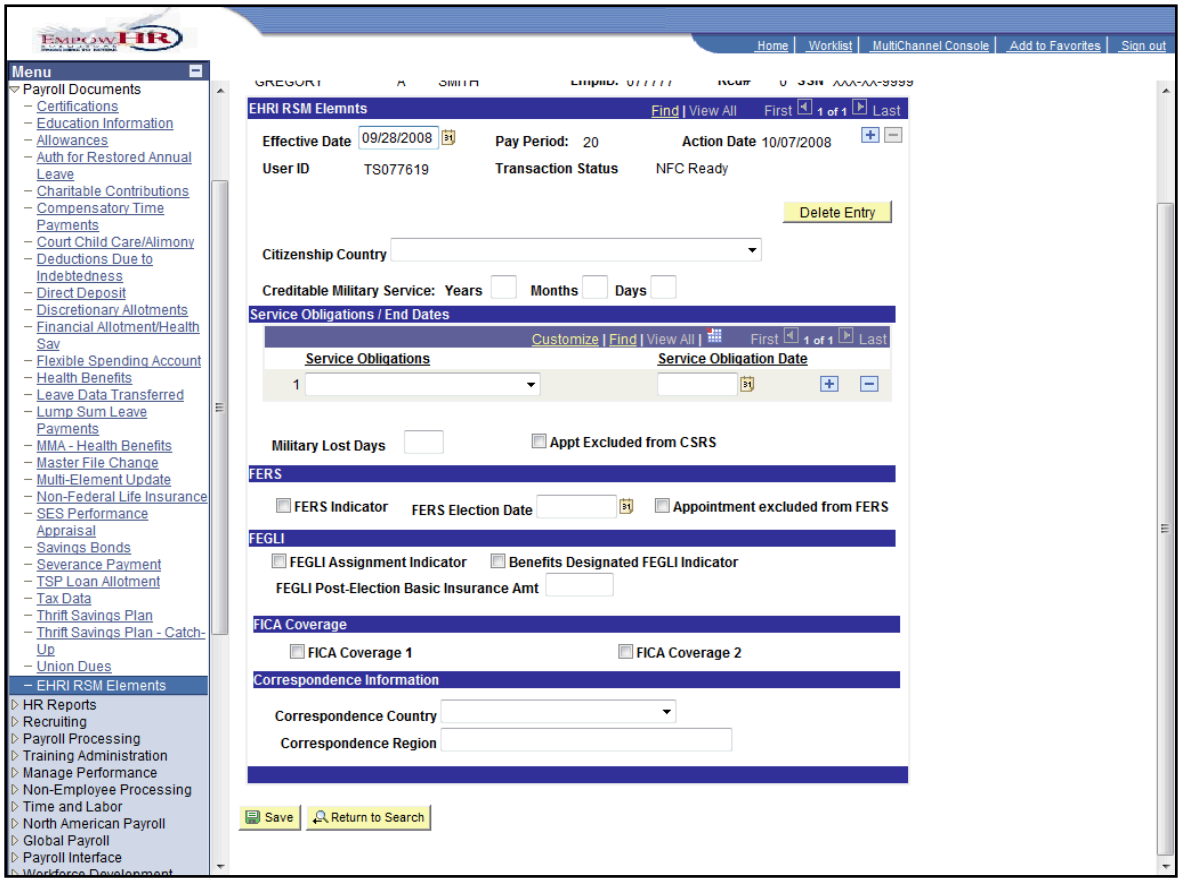


Step	Action
5.	This page is used to enter values in the 444 Document fields. Click the green book icon to view the top of the new **EHRI RSM Element** page.

Field	9.0 Impact
Citizenship Country	Indicates the Employee's country of citizenship.
Service Obligations	Reason for Employee's service obligation.
Service Obligation Date	Date Employee's service obligation expires.
Military Lost Days	Number of days the military has determined are not creditable in a service period.
Appt Excluded from CSRS	Indicates if an Employee's appointment is not automatically covered under the CSRS plan as described by law and regulation.
FERS Indicator	Indicates Employee's election or non-election of Federal Employees' Retirement System.
FERS Election Date	Date on which the Employee who is not automatically covered by FERS chooses to elect FERS.
Appointment Excluded from FERS	Indicates if an Employee's appointment is not covered under the FERS plan as described by law and regulation.
FEGLI Assignment Indicator	Indicates whether an employee has completed or has an RI 76-10 Assignment Form on file.



Step	Action
6.	Click the scrollbar.



Step	Action
7.	Click the green book icon to view the bottom of the new **EHRI RSM Element** page.

Field	9.0 Impact
Benefits Designated FEGLI Indicator	Indicates whether an employee has a Designation of Beneficiary Form SF-2823 on file.
FEGLI Post-Election Basic Insurance Amount	Indicates the FEGLI Post-Election Basic Insurance Amount when an employee has elected partial living benefits.
FICA Coverage 1 Indicator	Indicates if an employee is (1) an inmate working in a US penal institution, (2) a student employee as defined in 5 USC 5351, or (3) an individual serving on a temporary basis in case of fire, storm, earthquake, flood, or other similar emergency.
FICA Coverage 1 Indicator	Indicates if the employee is returning to duty after a detail to an international organization under 5 USC 3343 or being reemployed after transfer to an international organization under 5 USC 3581 is being restored to duty under the provisions of chapter 43 of title 38, US code, after performing service as a member of a uniformed service is being reemployed after employment by a tribal organization to which section 105(e)(2) of the Indian Self Determination Act applies.
Correspondence Country	International Country Codes as defined by the United States Postal Service.
Correspondence Region	Region, province, or other first administrative district or division of a country other than the U.S. for the organization or person address.

Step	Action
8.	This concludes EHRI RSM Elements. **End of Procedure.**

Module 5 Transit Subsidy

Overview and Objective

The Transit Subsidy component is used to indicate the distribution amounts given to employees for transit and parking. This component is currently used by only the Library of Congress but will be made available to all agencies in version 9.0.

The Transit Subsidy page ensures:

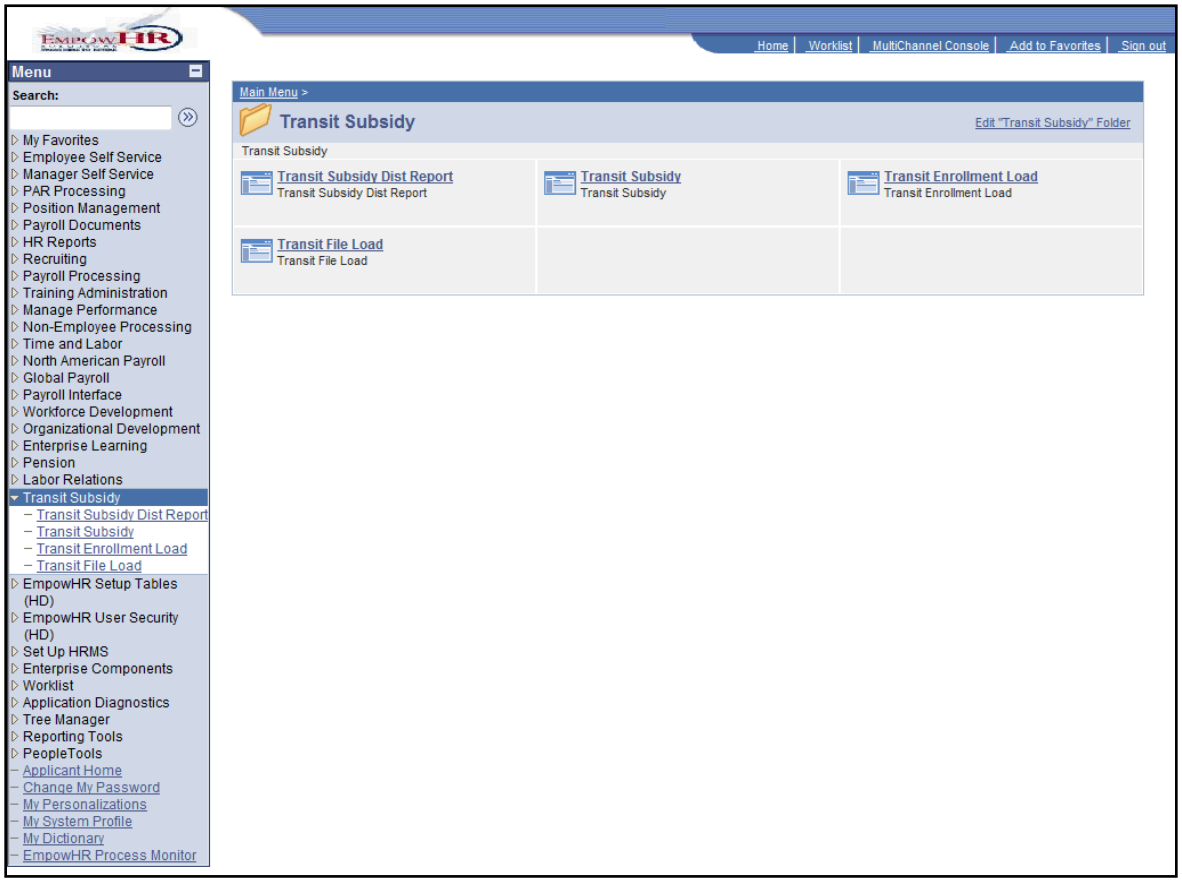
- Only current eligible employees receive subsidies through any means (physical distribution of fare cards at LOC or DOT and/or updates of SmarTrip records).
- All transit administrators (HRS, Service Unit Liaisons, and DOT) have an accurate list of participants and funds expended.
- No employee receives a subsidy in any quarter exceeding his or her approved amount.
- No employee participates in both the transit subsidy and parking programs.

After completing this section, participants will understand the Transit Subsidy functionality.

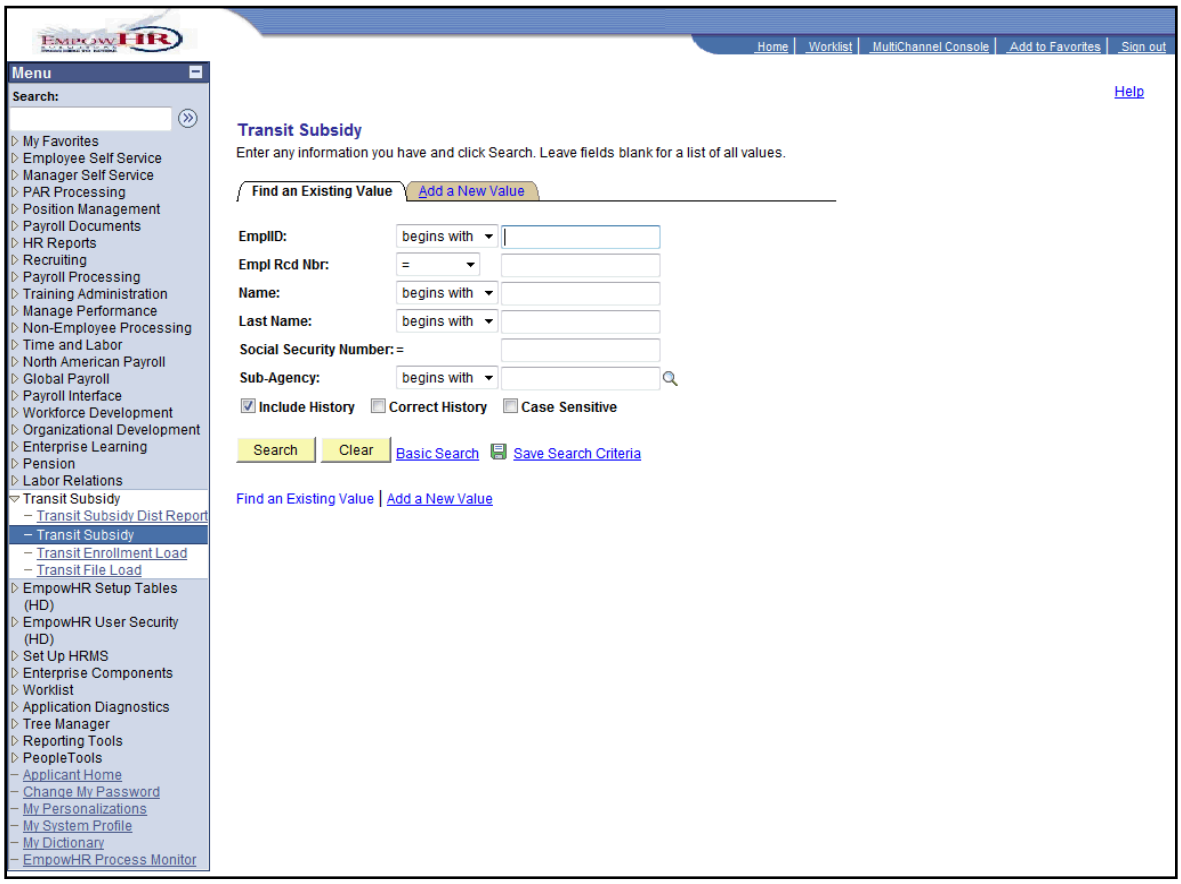
Transit Subsidy

This section demonstrates the Transit Subsidy Functionality.

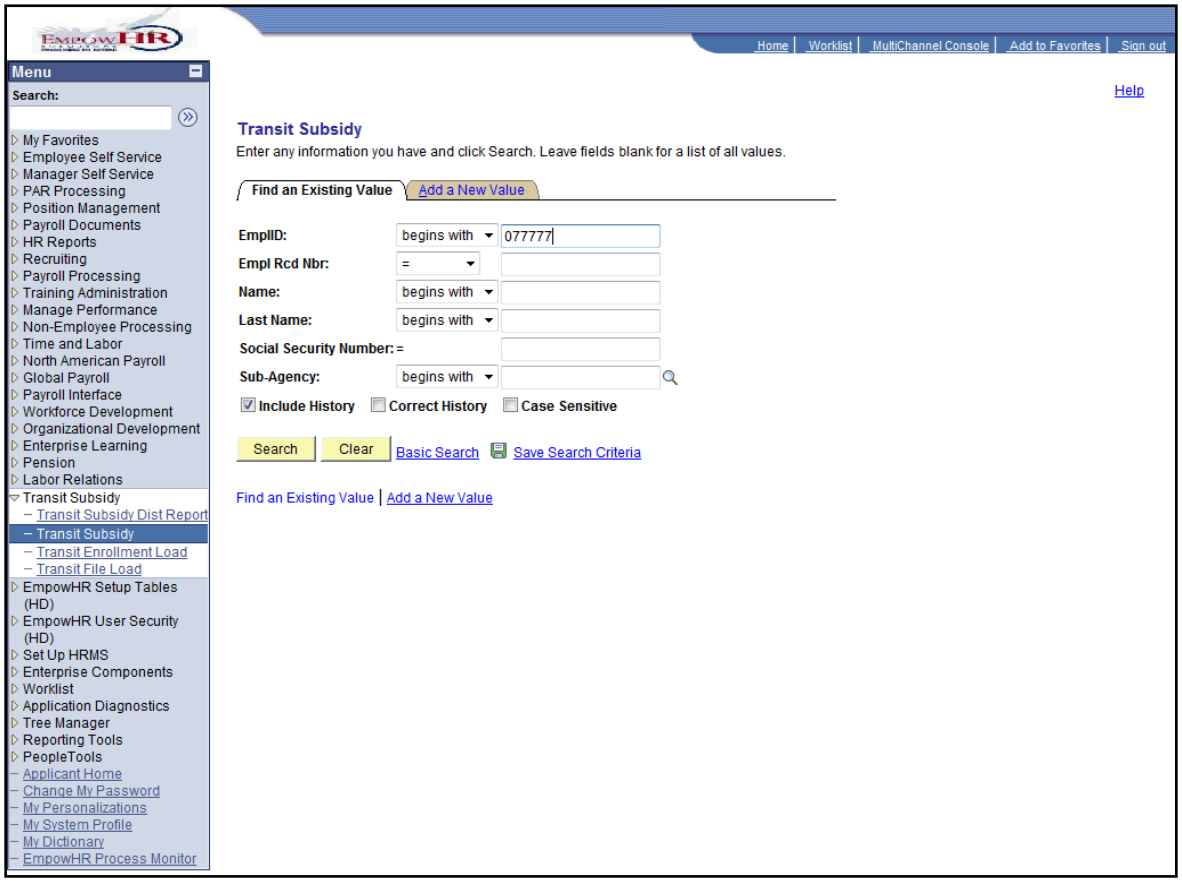
Step	Action
1.	Click the **Transit Subsidy** link. ▷ Transit Subsidy



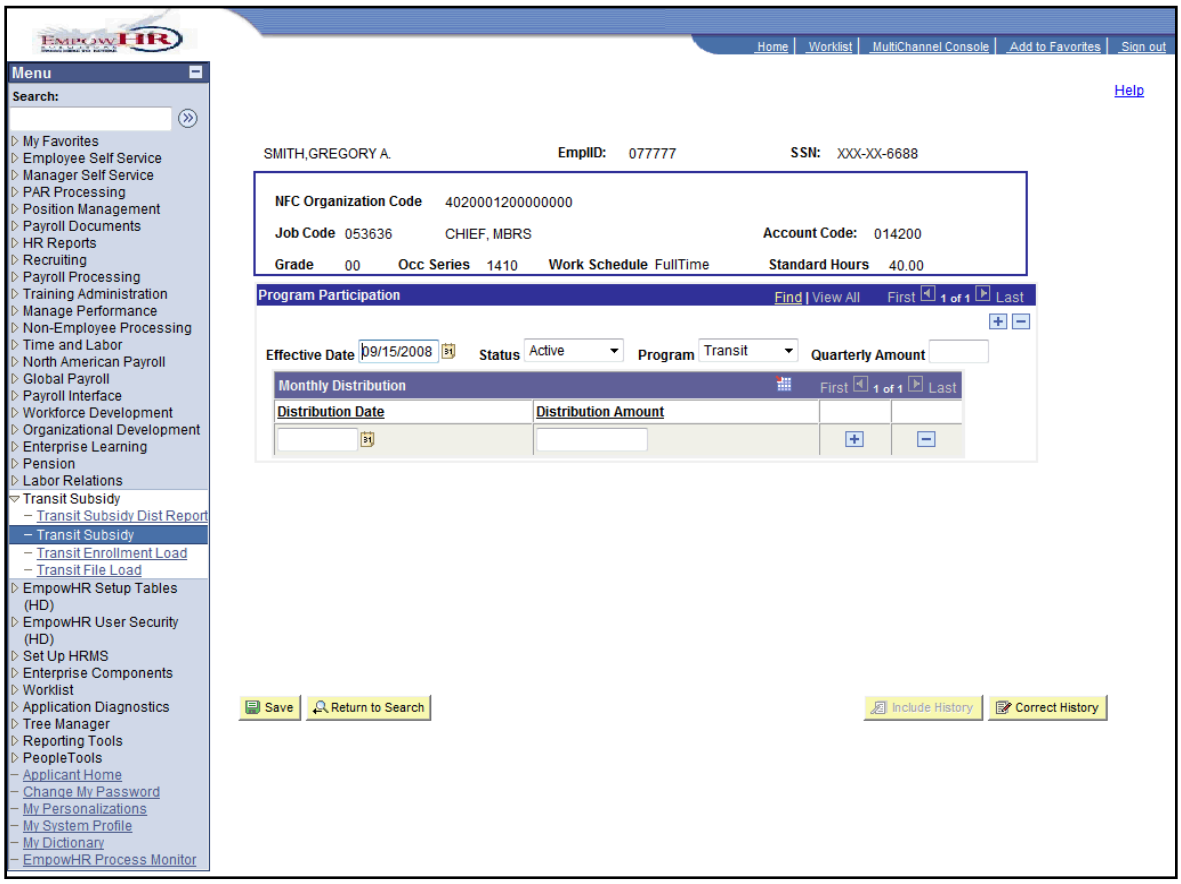
Step	Action
2.	Click the **Transit Subsidy** link. Transit Subsidy



Step	Action
3.	Enter the desired information into the **EmplID** field. Enter "**077777**".



Step	Action
4.	Click the **Search** button. Search



Step	Action
5.	Click the green book icon to view field descriptions for **Transit Subsidy**.

Field	Description
Effective Date	Enter the effective date of the subsidy.
Status	Select the status of Active.
Program	Select either Transit or Parking.
Quarterly Amount	Enter the maximum total allowed per quarter.
Monthly Distribution Information	Enter the Distribution Date and Distribution Amount each time a new distribution is made to the employee.

Step	Action
6.	This completes T**ransit Subsidy**. **End of Procedure.**

Module 6 Labor Relations

Overview and Objectives

The Labor Relations component is used to track employee relations issues initiated by and employee, a department, or a union representative. Currently, no agencies are using this module, but it will open to all agencies in EmpowHR 9.0

After completing this module, participants will be able to:

- Create and maintain Disciplinary Actions
- Create and maintain Grievances
- Create and maintain Information Requests
- Create and maintain Unfair Labor Practices

Labor Relations

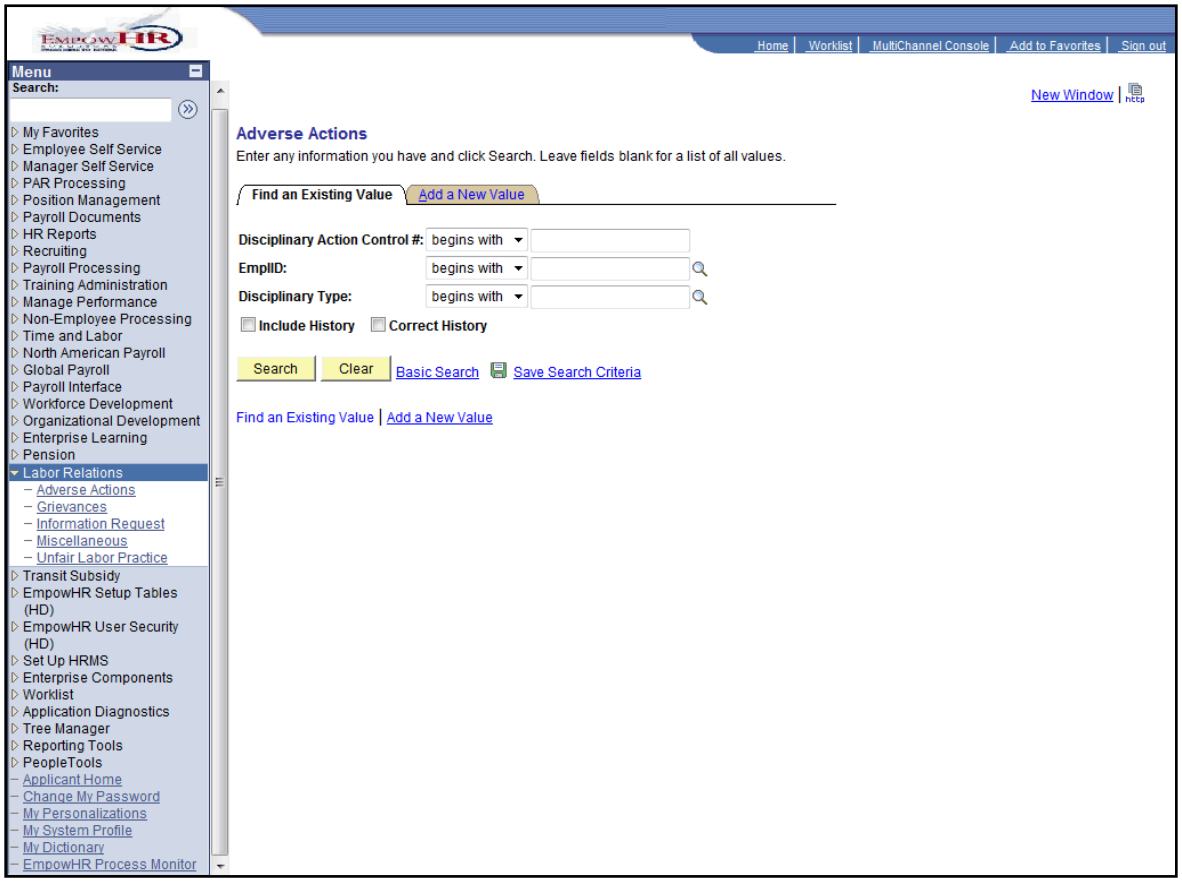
Overview

This section is new to EmpowHR 9.0 and open to all agencies.

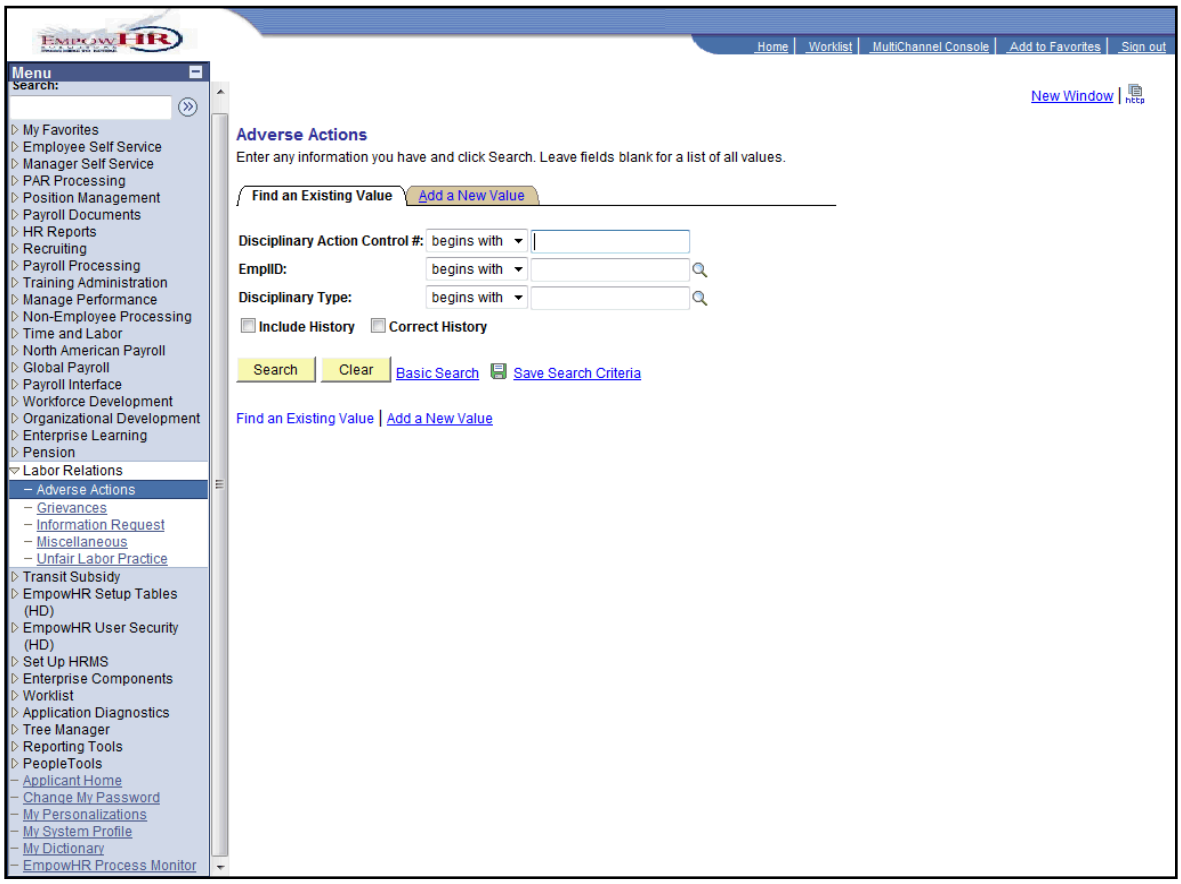
Adverse Actions

This section demonstrates the functionality of Adverse Actions.

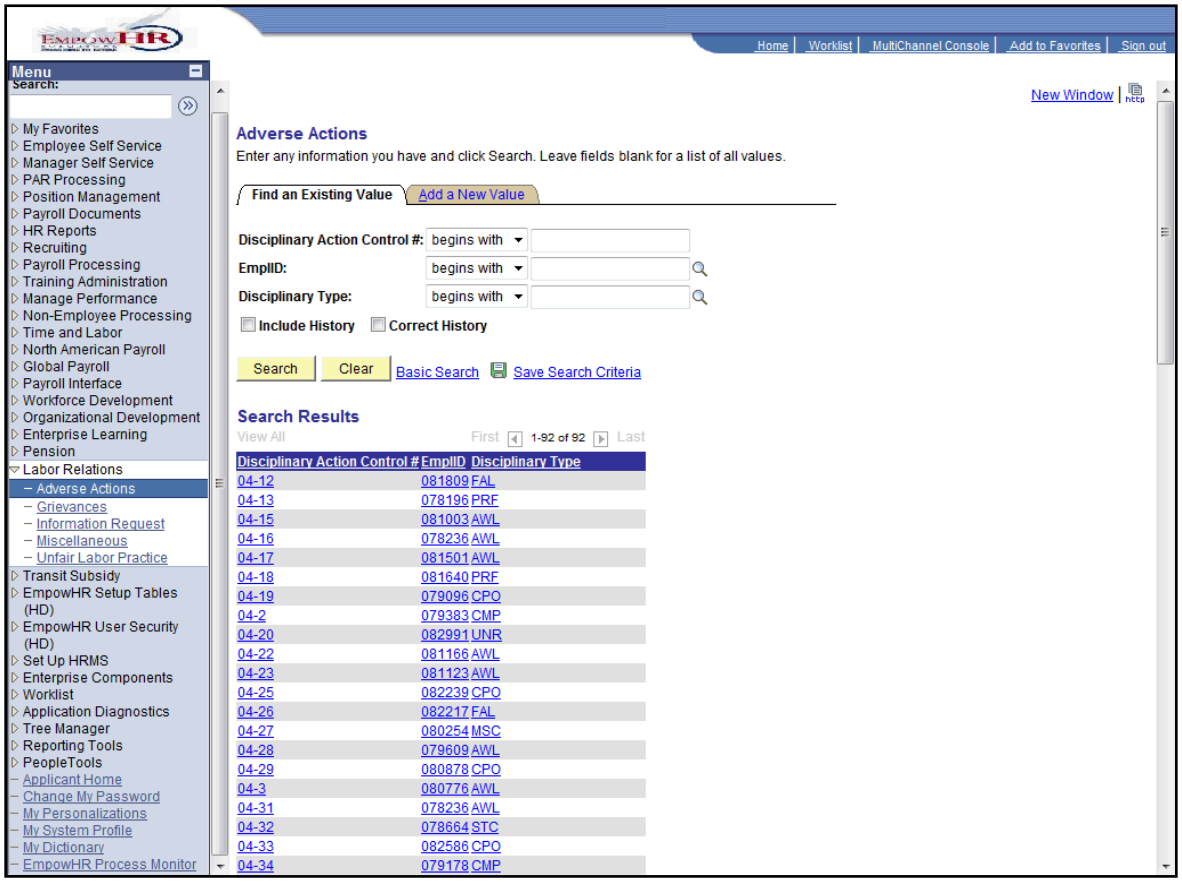
Step	Action
1.	Click the **Labor Relations** link. ▷ Labor Relations



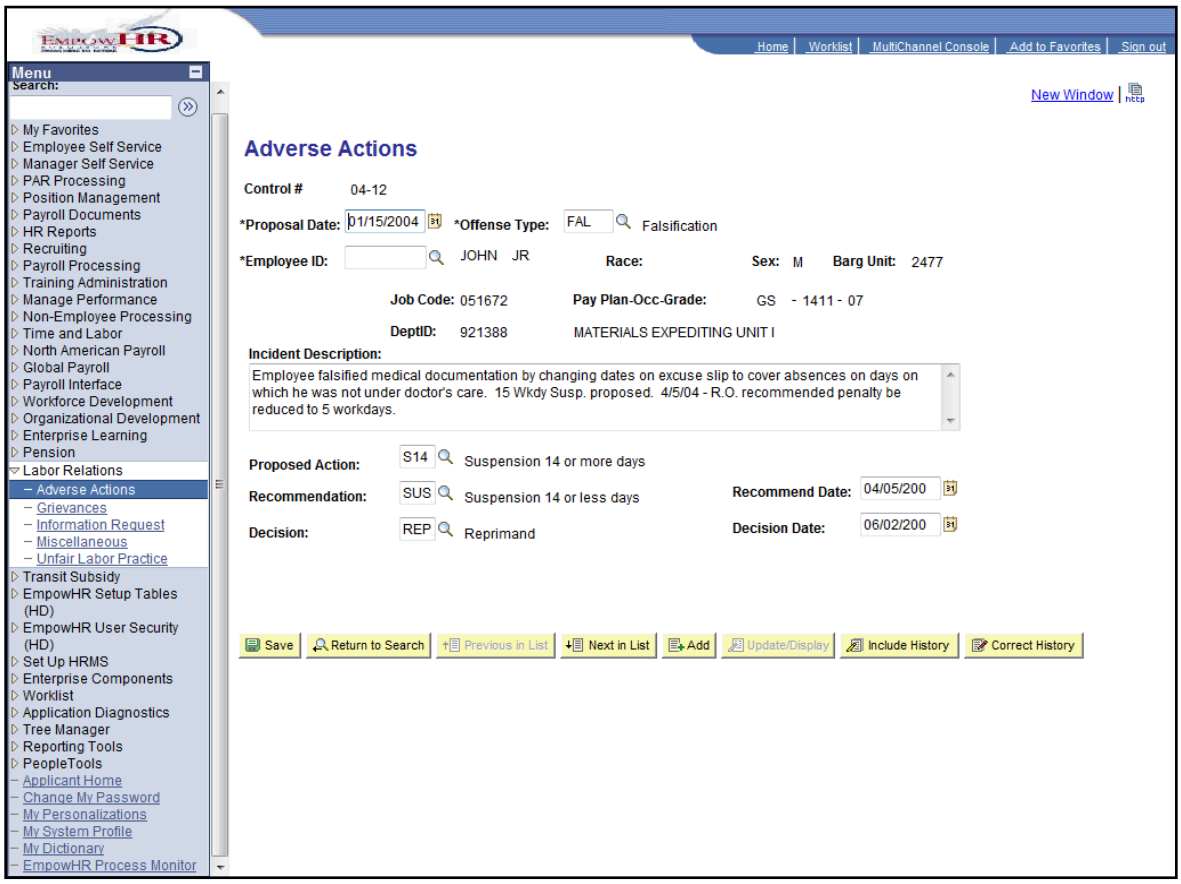
Step	Action
2.	Click the **Adverse Actions** link. – Adverse Actions



Step	Action
3.	Click the **Search** button. Search



Step	Action
4.	Click the **04-12** link.



Step	Action
5.	Click the green book icon to view field descriptions for **Adverse Actions**.

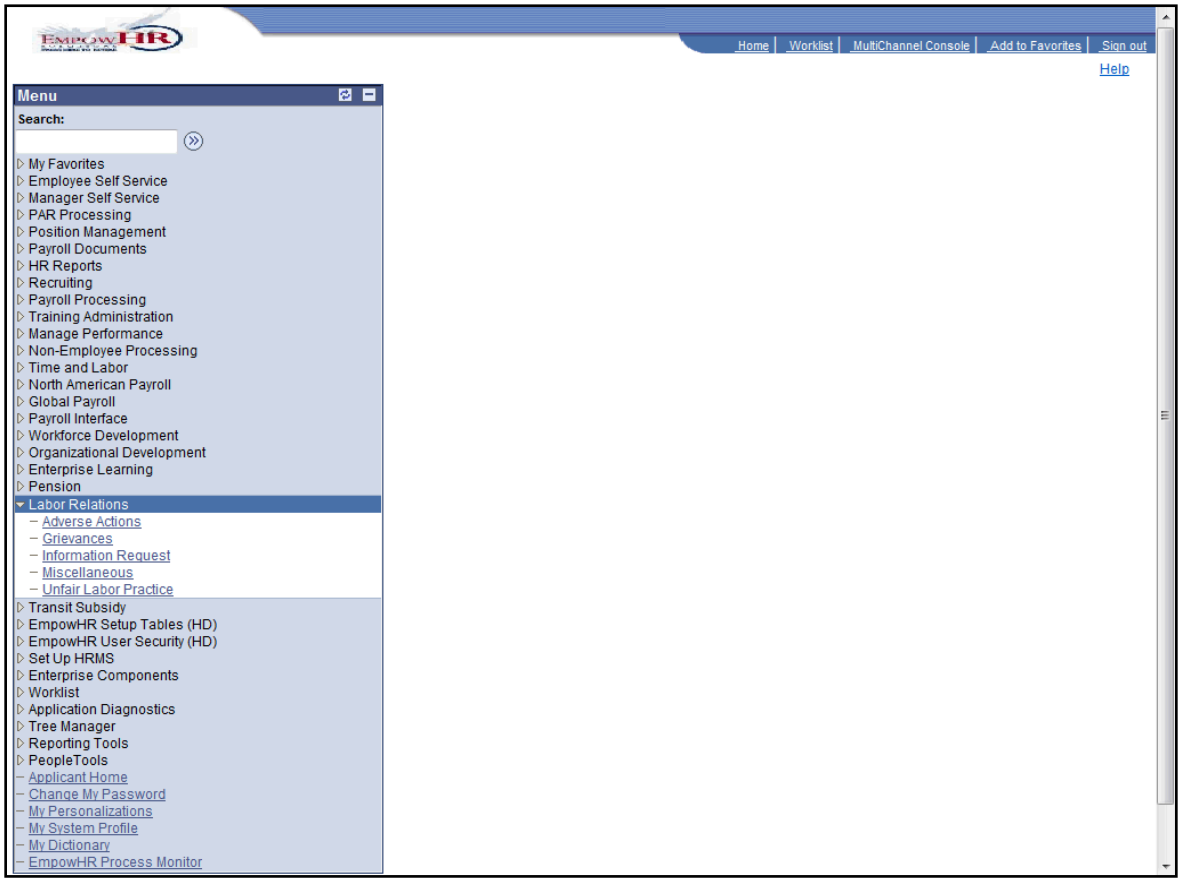
Field	Description
Control #	Number is added when adding an adverse action or displays when viewing an existing action.
Proposal Date	Effective date of the offense
Offense Type	Offense type displays or selected from list.
Employee ID	Employee's EmpowHR ID displays for an existing action or is entered when adding an action. Employee's Race, Sex, Bargaining Unit, Job Code, Pay Plan-Occ-Grade and Department ID displays or defaults when adding an action.
Incident Description	Description of offense displays or entered.
Proposed Action	Proposed action to be taken due to the offense displays or is selected.
Recommendation	Recommendation to resolve action displays or selected.
Recommendation Date	Date of recommendation is entered or displays.
Decision	Decision to resolve adverse actions displays or selected.
Decision Date	Date of decision is entered or displays.

Step	Action
6.	This completes **Adverse Actions**. **End of Procedure.**

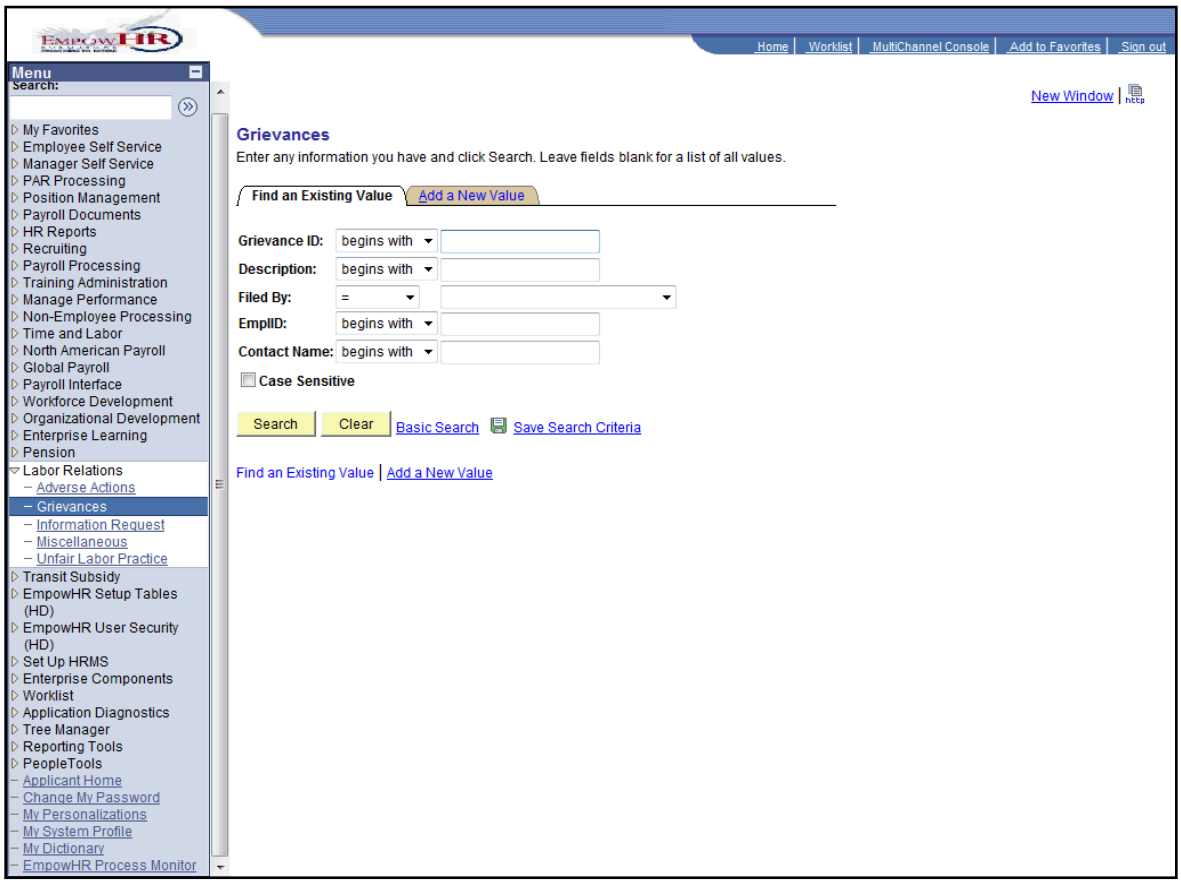
Grievances

This section demonstrates the functionality of Grievances.

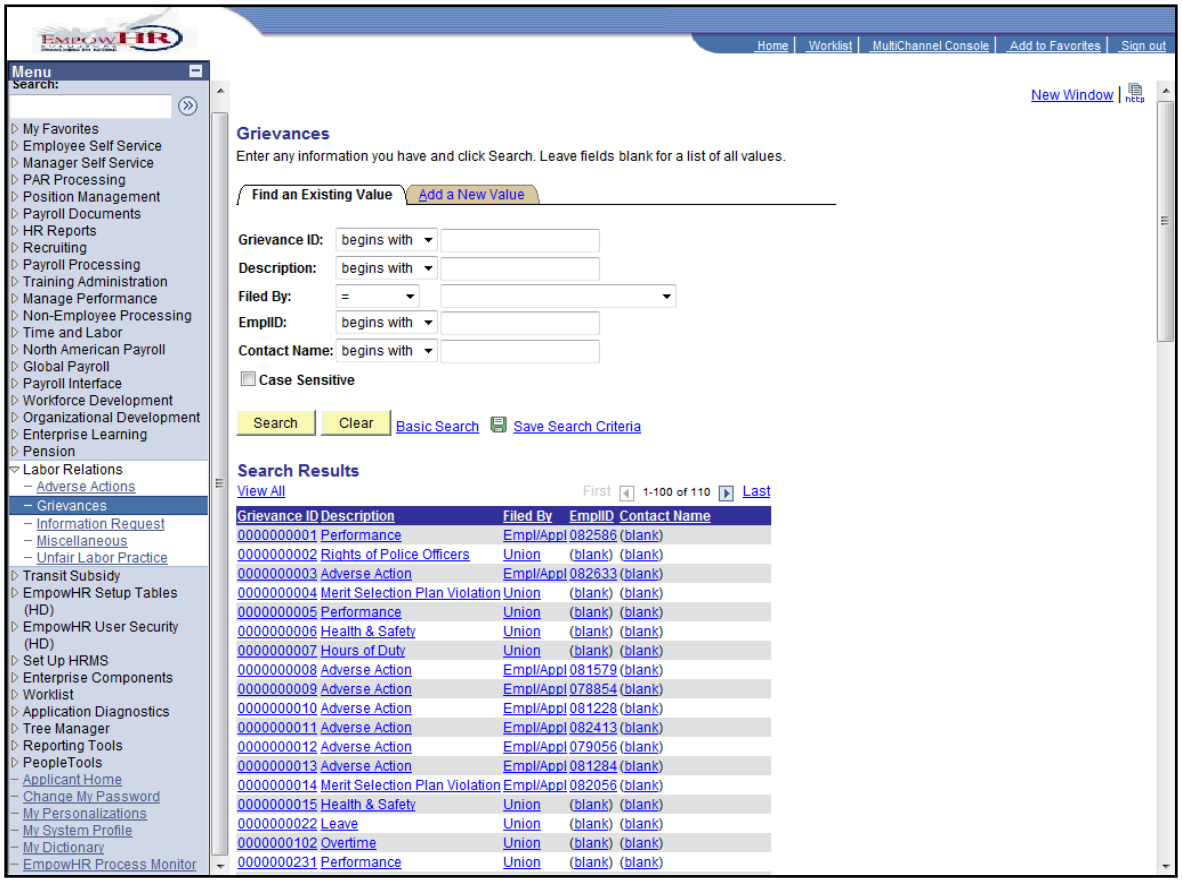
Step	Action
1.	Click the **Labor Relations** link. ▷ Labor Relations



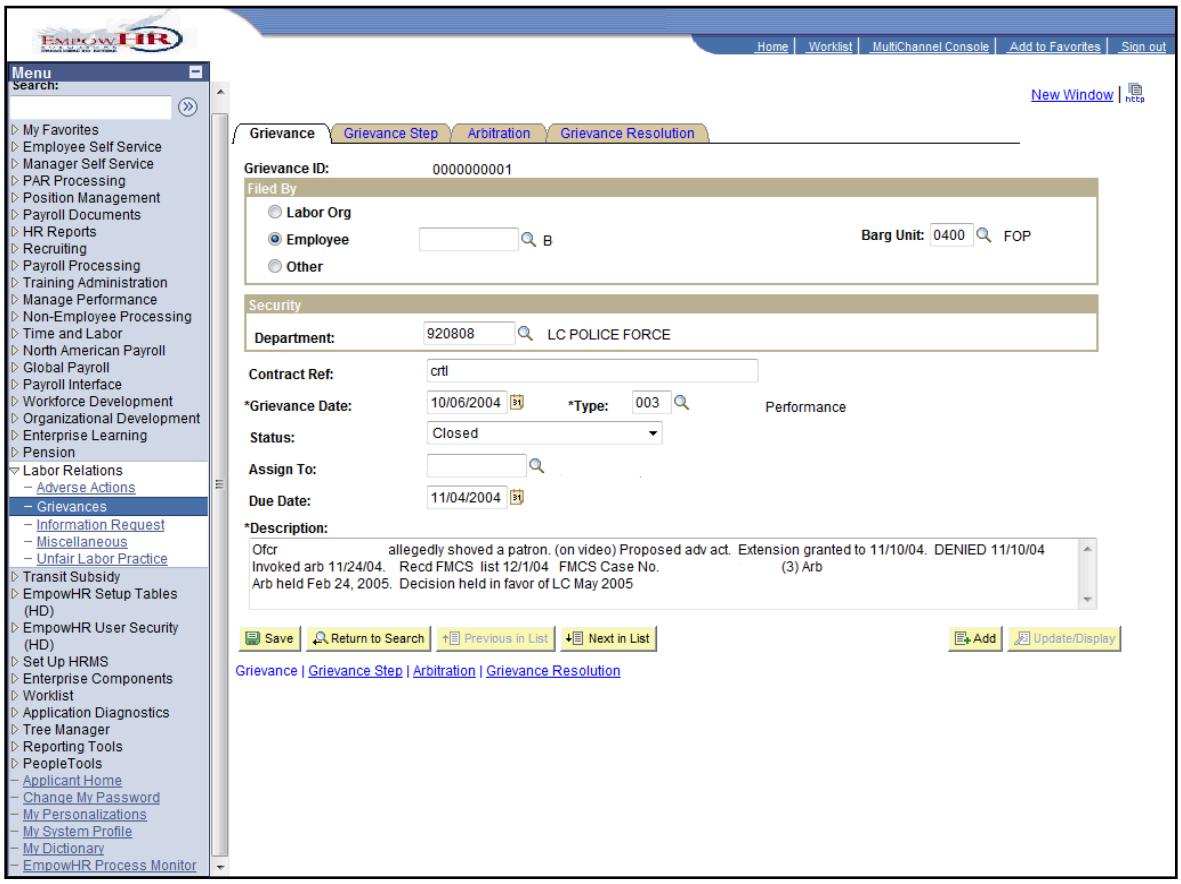
Step	Action
2.	Click the **Grievances** link. Grievances



Step	Action
3.	Click the **Search** button. Search

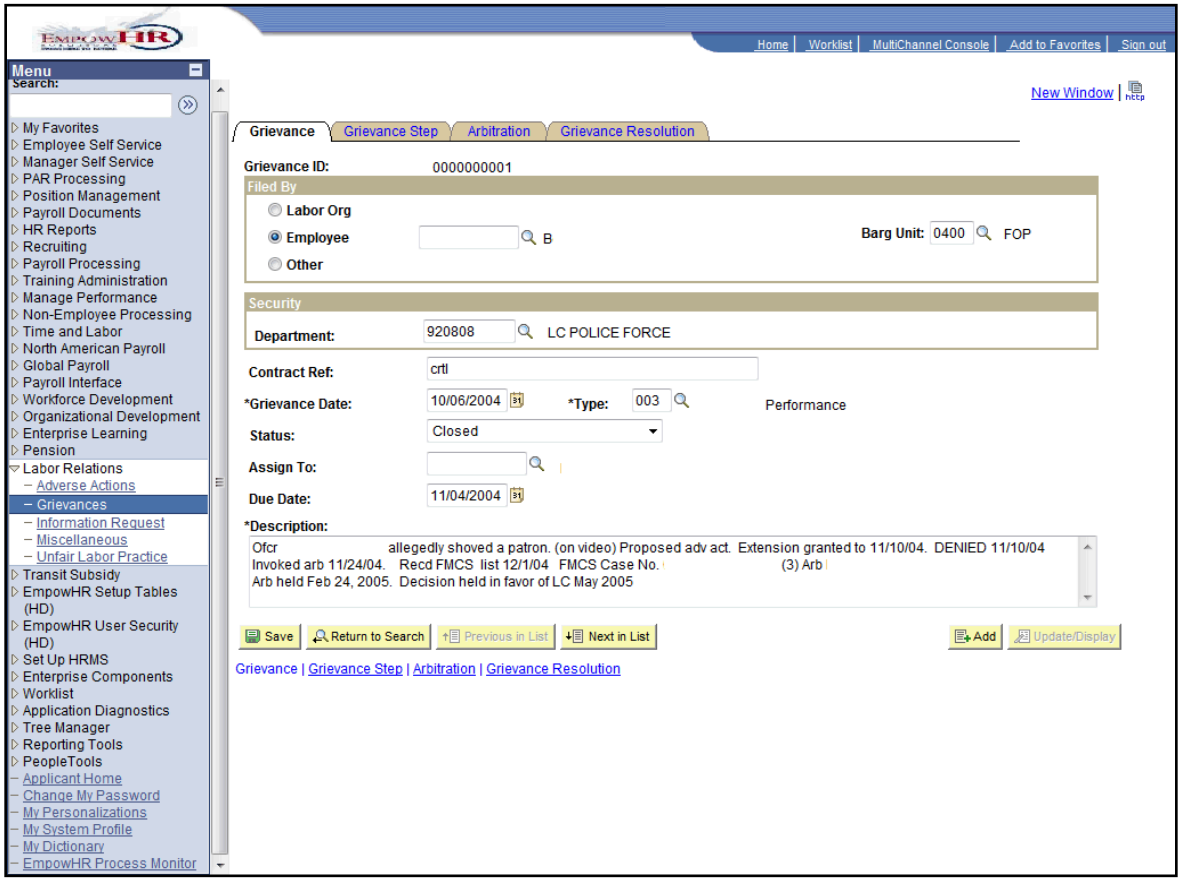


Step	Action
4.	Click the **Performance** link.

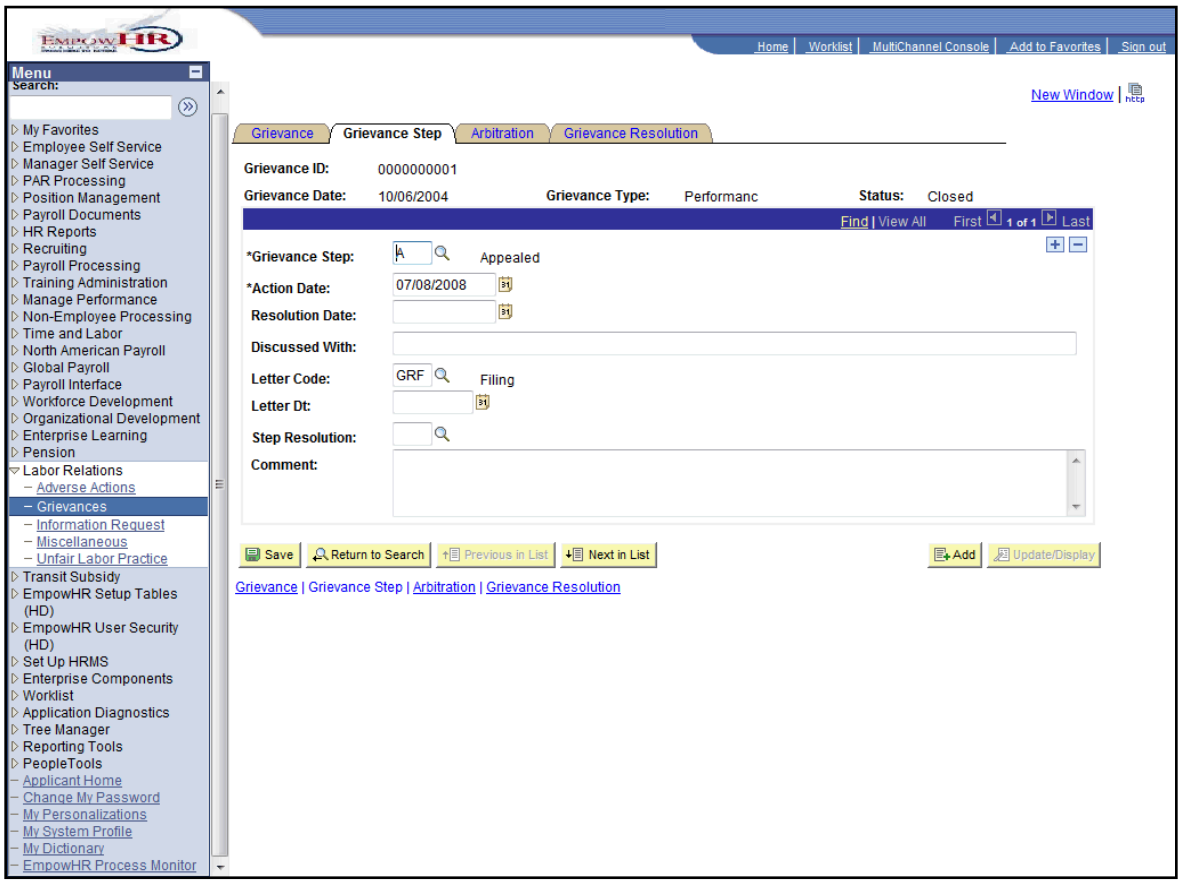


Step	Action
5.	Click on the green book icon to view the fields on the **Grievances** page.

Field	Description
Grievance ID	Number is added when adding a grievance or displays when viewing an existing grievance.
Filed By section	Active radio button indicates if the grievance is filed by a labor organization or an employee. Bargaining Unit information displays or is selected when grievance is filed by an employee.
Security	Department displays or selected.
Contract Ref	Contract reference information displays or entered.
Grievance Date	Date of the grievance displays are is entered.
Type	Type of grievance displays or selected.
Status	Grievance status displays or selected.
Assigned To	EmplID displays or selected for individual assigned the grievance.
Due Date	Date grievance is due displays or entered.
Description	Description of grievance displays or entered.

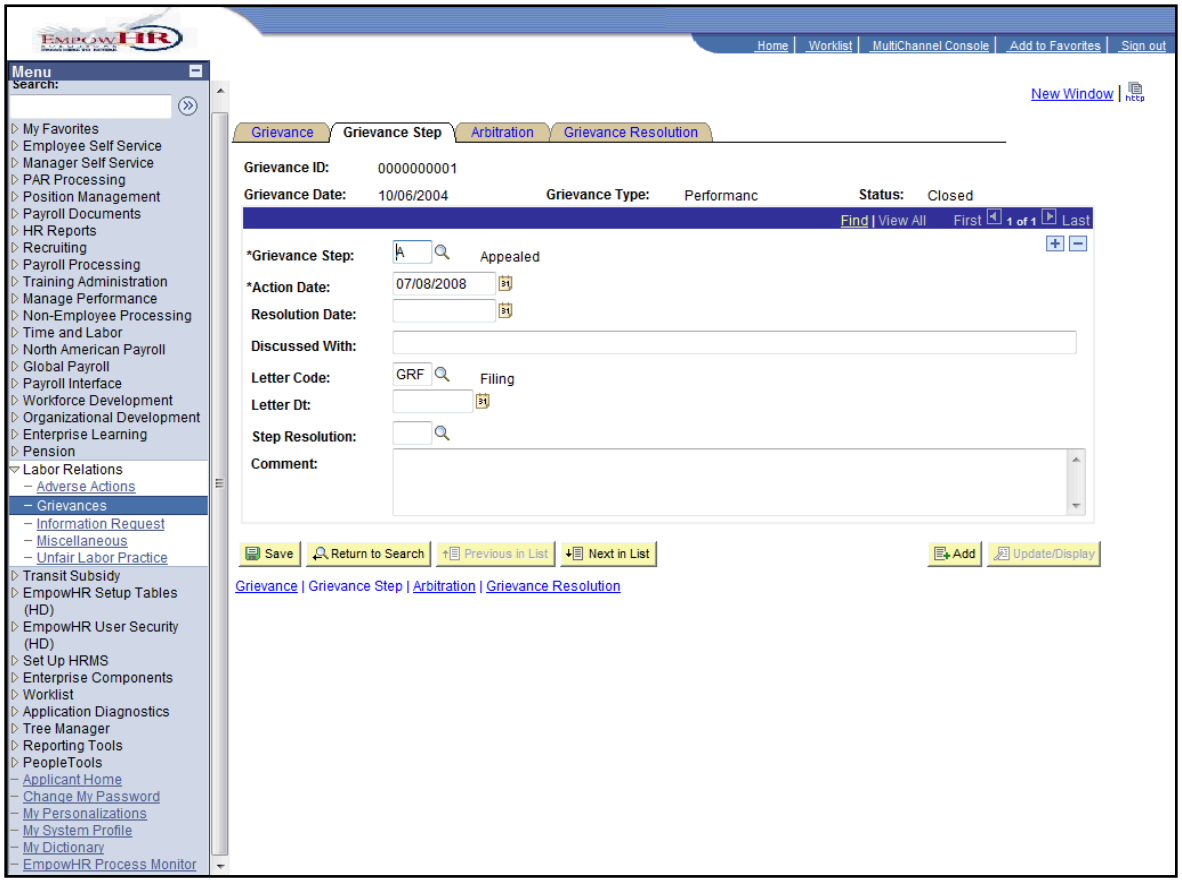


Step	Action
6.	Click the **Grievance Step** tab. Grievance Step

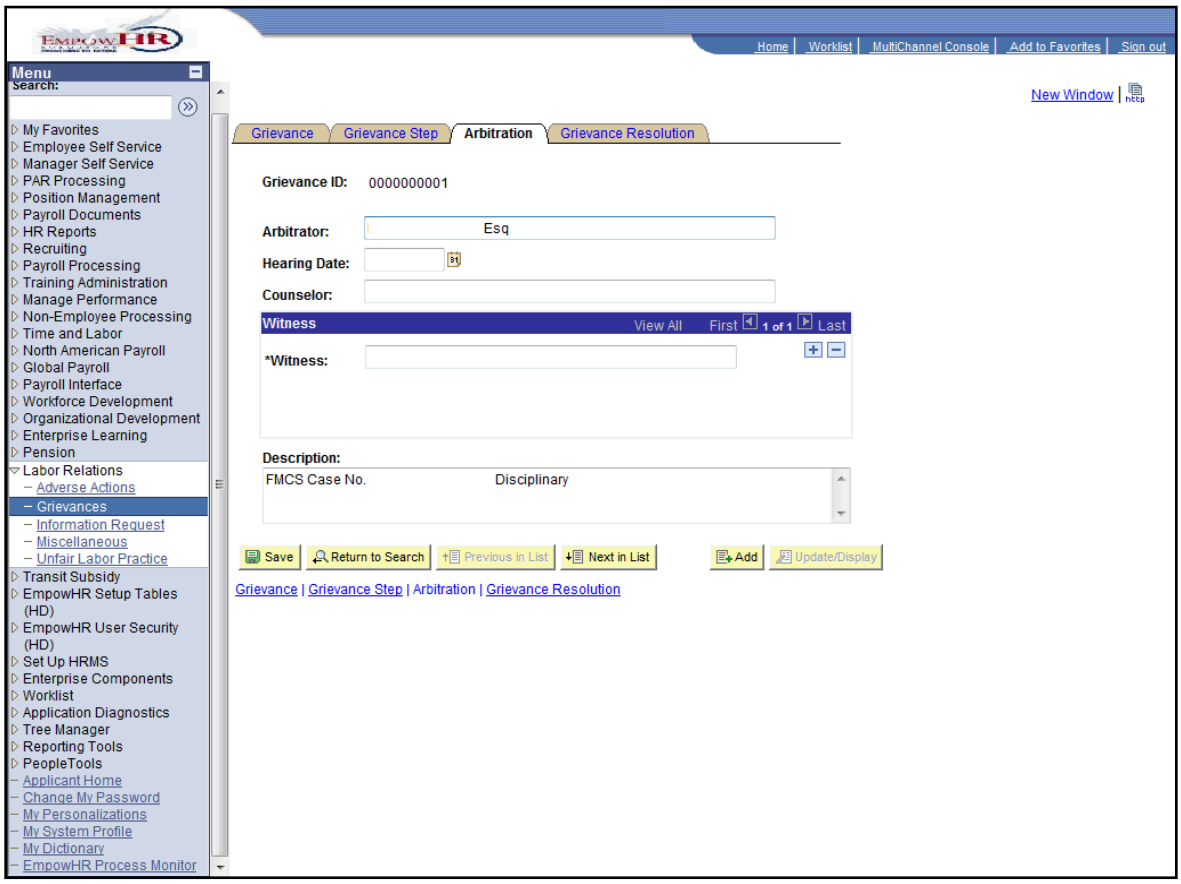


Step	Action
7.	Click the green book icon to view the fields on the **Grievance Step** page.

Field	Description
Grievance Step	Grievance step displays or selected.
Action Date	Date of the grievance step displays or entered.
Resolution Date	Date of the grievance step's resolution displays or entered.
Discussed With	Information pertaining to the grievance information discussed displays or entered.
Letter Code	Code used to identify letter used in conjunction with the grievance step resolution displays or entered.
Letter Dt	Date letter was sent displays or entered.
Step Resolution	Step resolution displays or entered.
Comment	Comments pertaining to step resolution displays or entered.

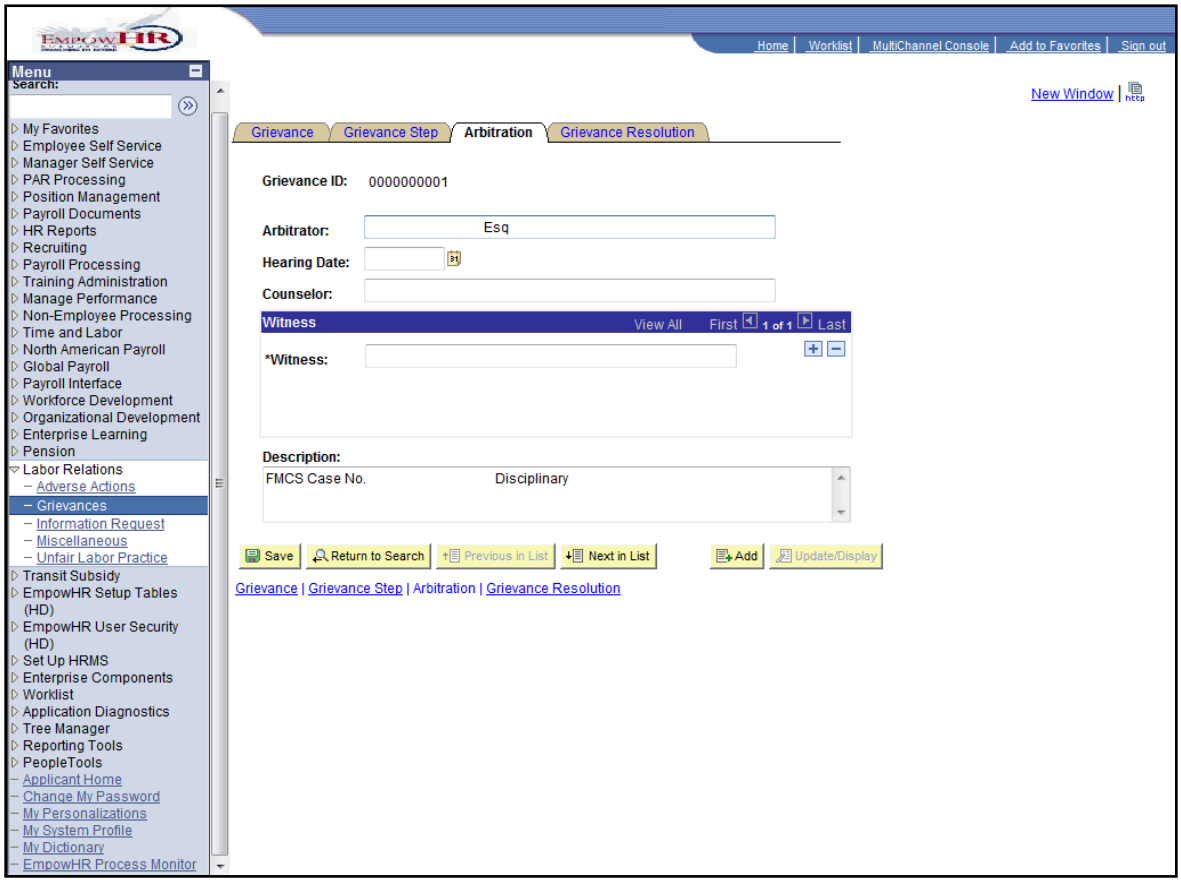


Step	Action
8.	Click the **Arbitration** tab. Arbitration

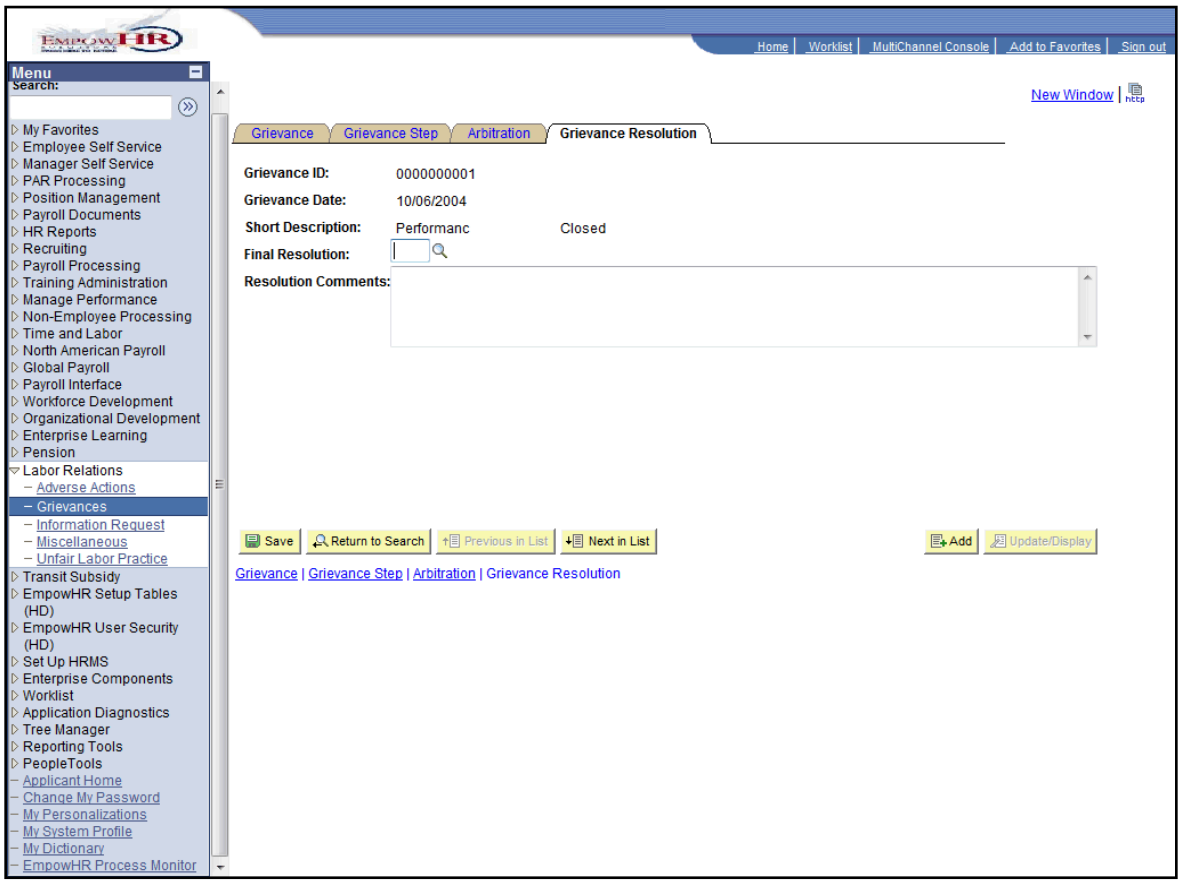


Step	Action
9.	Click the green book icon to view the fields on the **Arbitration** page.

Field	Description
Arbitrator	Name of arbitrator displays or entered.
Hearing Date	Date of the hearing displays or entered.
Counselor	Name of the counselor displays or entered.
Witness	Name of the witness displays or entered. Multiple witnesses can be added or viewed.
Description	Description of witness displays or entered.



Step	Action
10.	Click the Grievance Resolution tab. Grievance Resolution



Step	Action
11.	Click the green book icon to view the fields on the **Grievance Resolution** page.

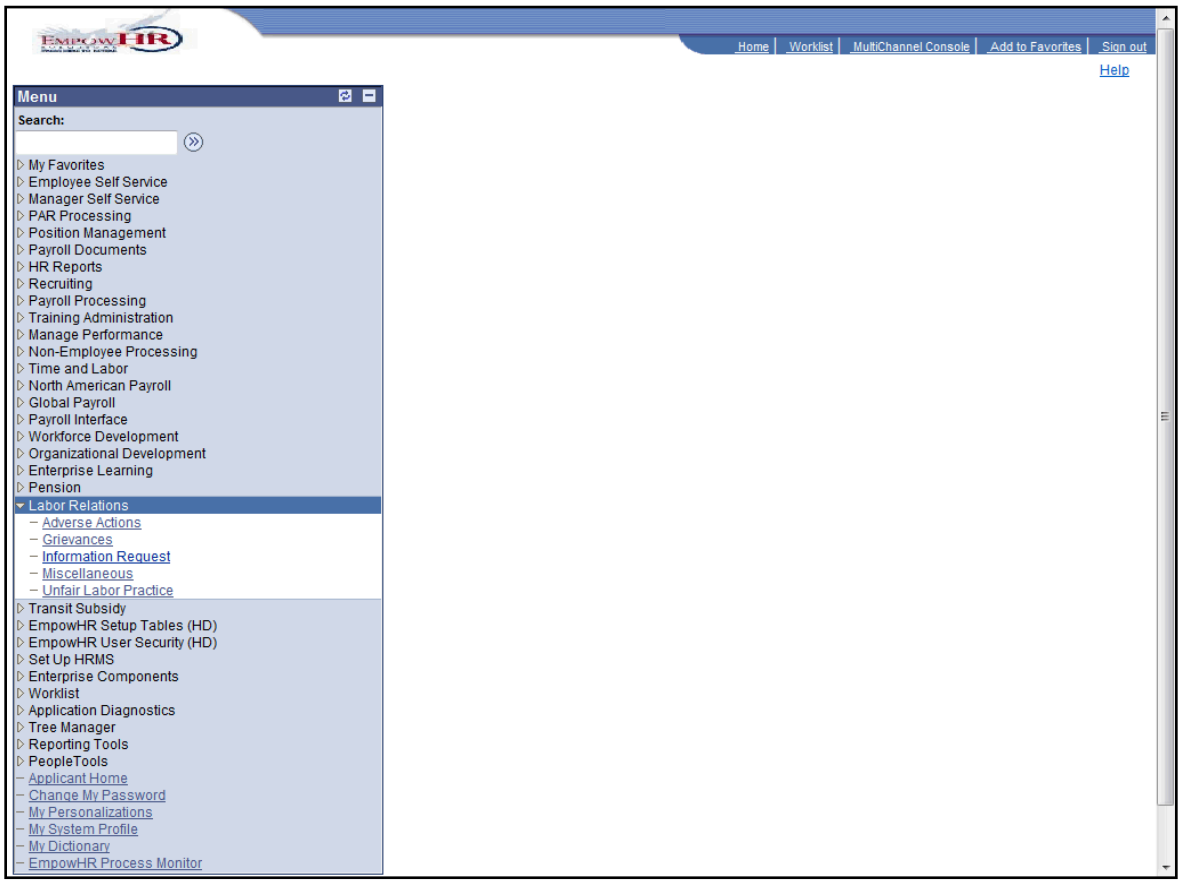
Field	Description
Final Resolution	Final grievance resolution displays or entered.
Resolution Comments	Comments pertaining to the resolution display or entered.

Step	Action
12.	This completes **Grievances.** **End of Procedure.**

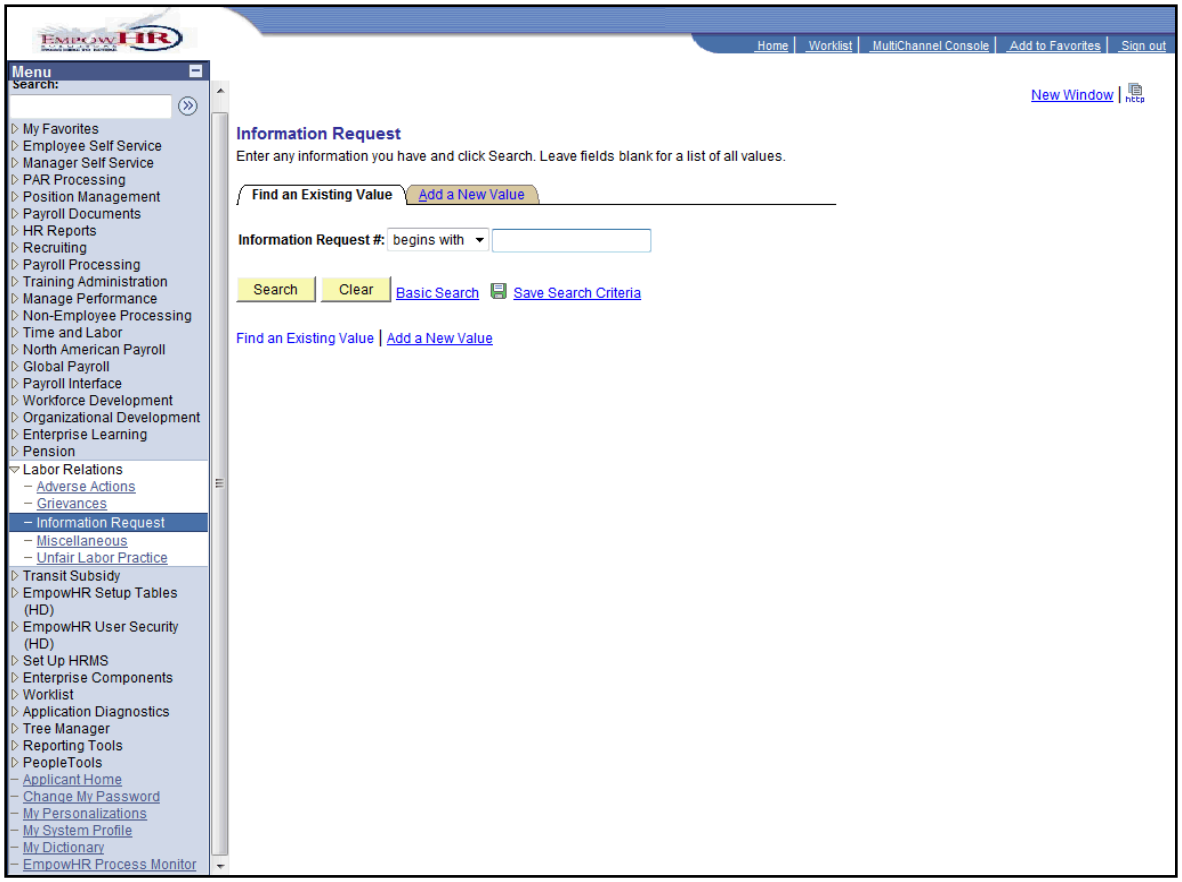
Information Request

This section demonstrates the functionality for Information Request.

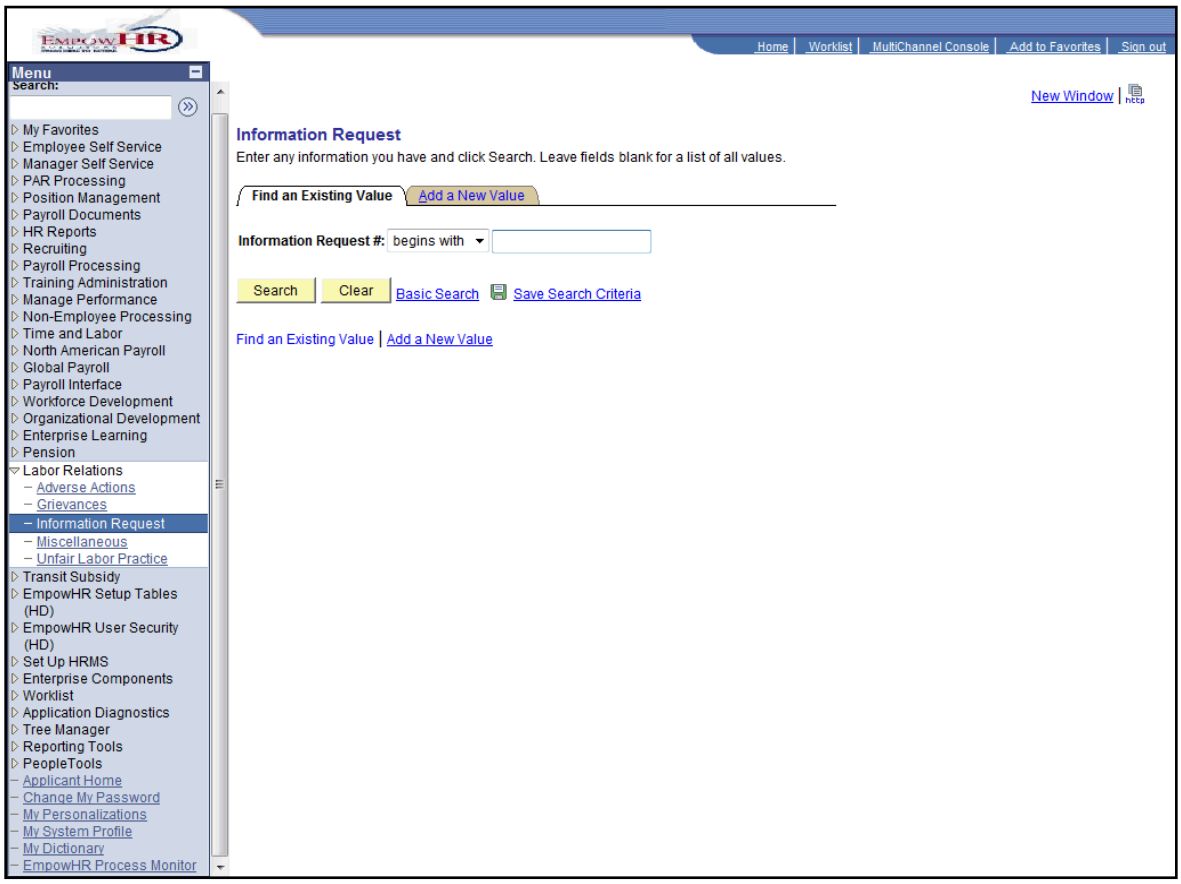
Step	Action
1.	Click the **Labor Relations** link. ▷ Labor Relations



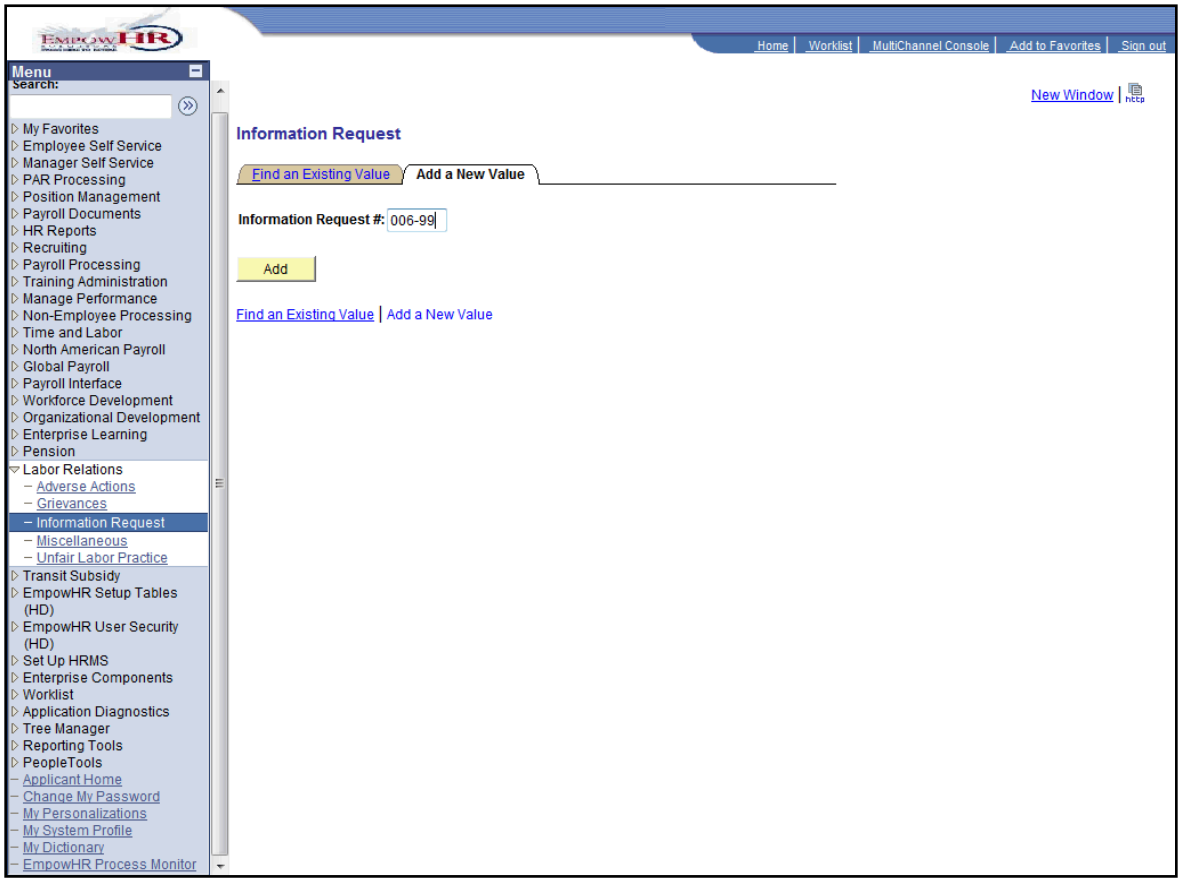
Step	Action
2.	Click the Information Request link. Information Request



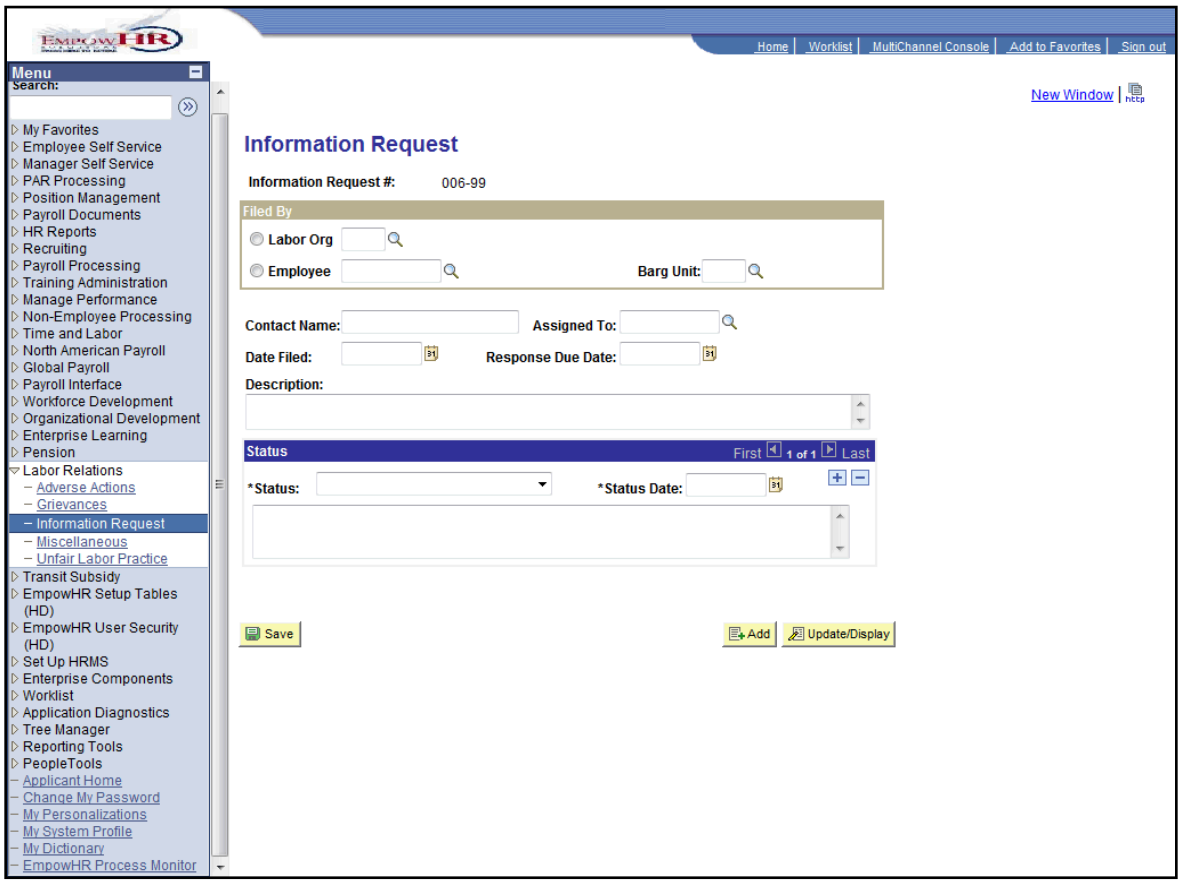
Step	Action
3.	Click the **Add a New Value** tab. Add a New Value



Step	Action
4.	Enter the desired information into the **Information Request #** field. Enter "**006-99**".



Step	Action
5.	Click the **Add** button. Add



Step	Action
6.	Click the green book icon to view the fields on the **Information Request** page.

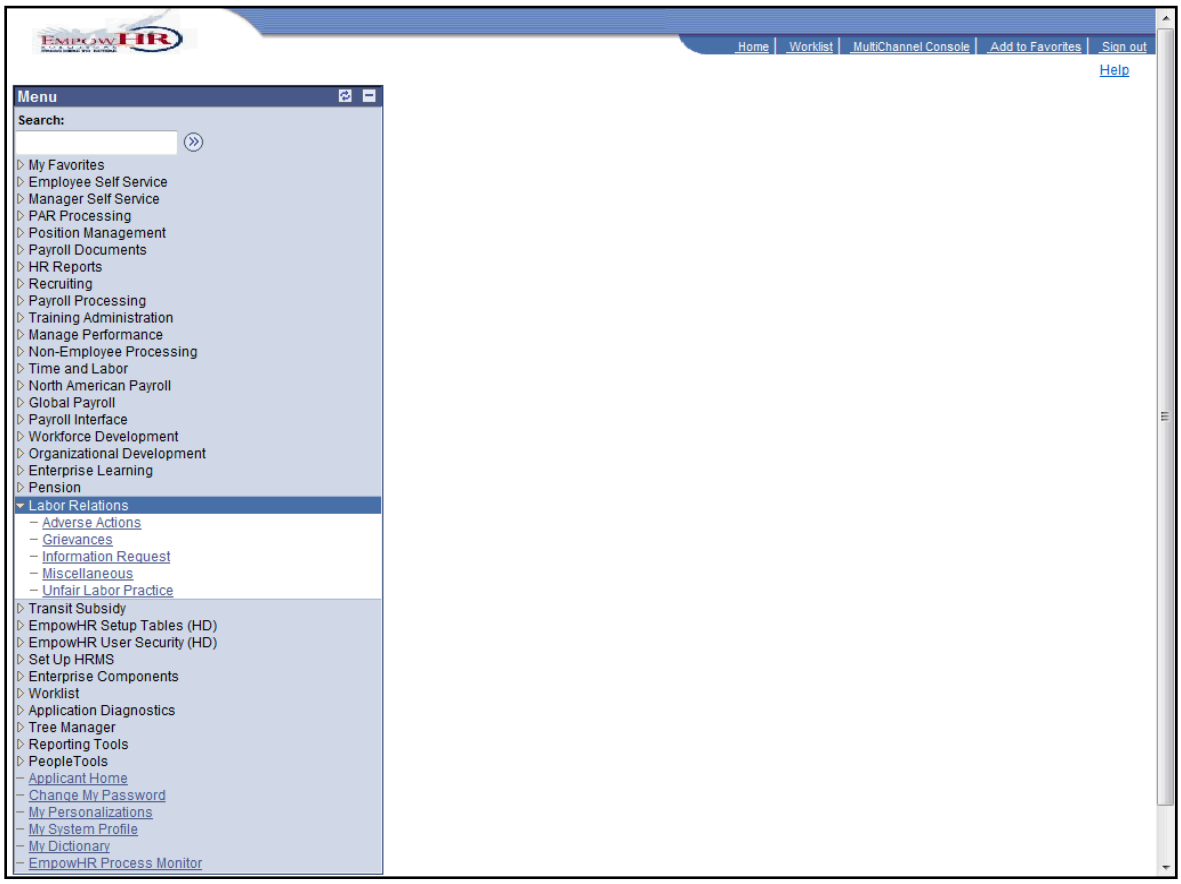
Field	Description
Information Request #	Active radio button indicates if the information request is filed by a labor organization or an employee. Bargaining Unit information displays or is selected when information request is filed by an employee.
Contact Name	Contact name displays or entered.
Assigned To	EmplID displays or selected for individual assigned the information request.
Date Filed	Date displays or entered when information request is filed.
Response Due Date	Date displays or entered when the request response id due.
Description	Description of the information request displays or entered.
Status	Status of the information request displays or entered. Multiple information request statuses can be maintained.
Status Date	Date for each information request status displays or entered.

Step	Action
7.	This completes Information Request. **End of Procedure.**

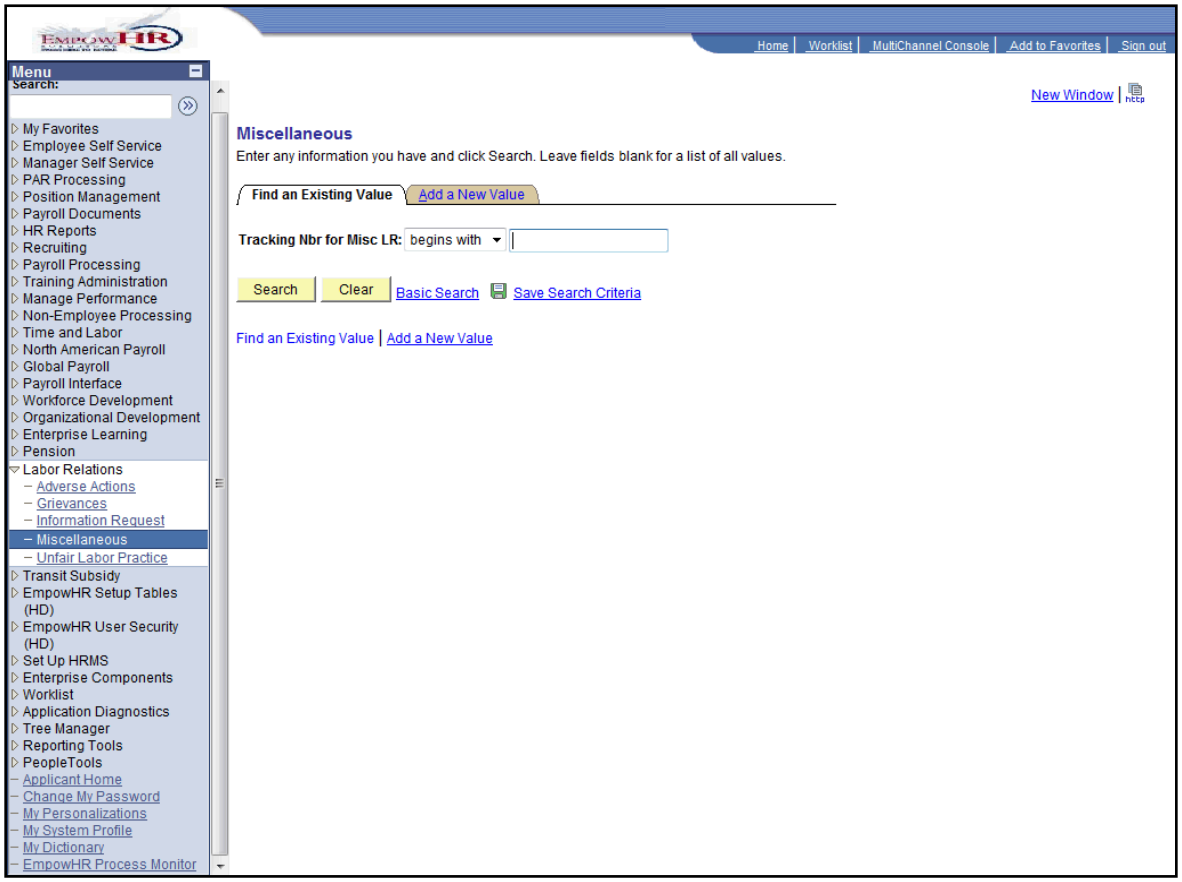
Miscellaneous

This section demonstrates Miscellaneous.

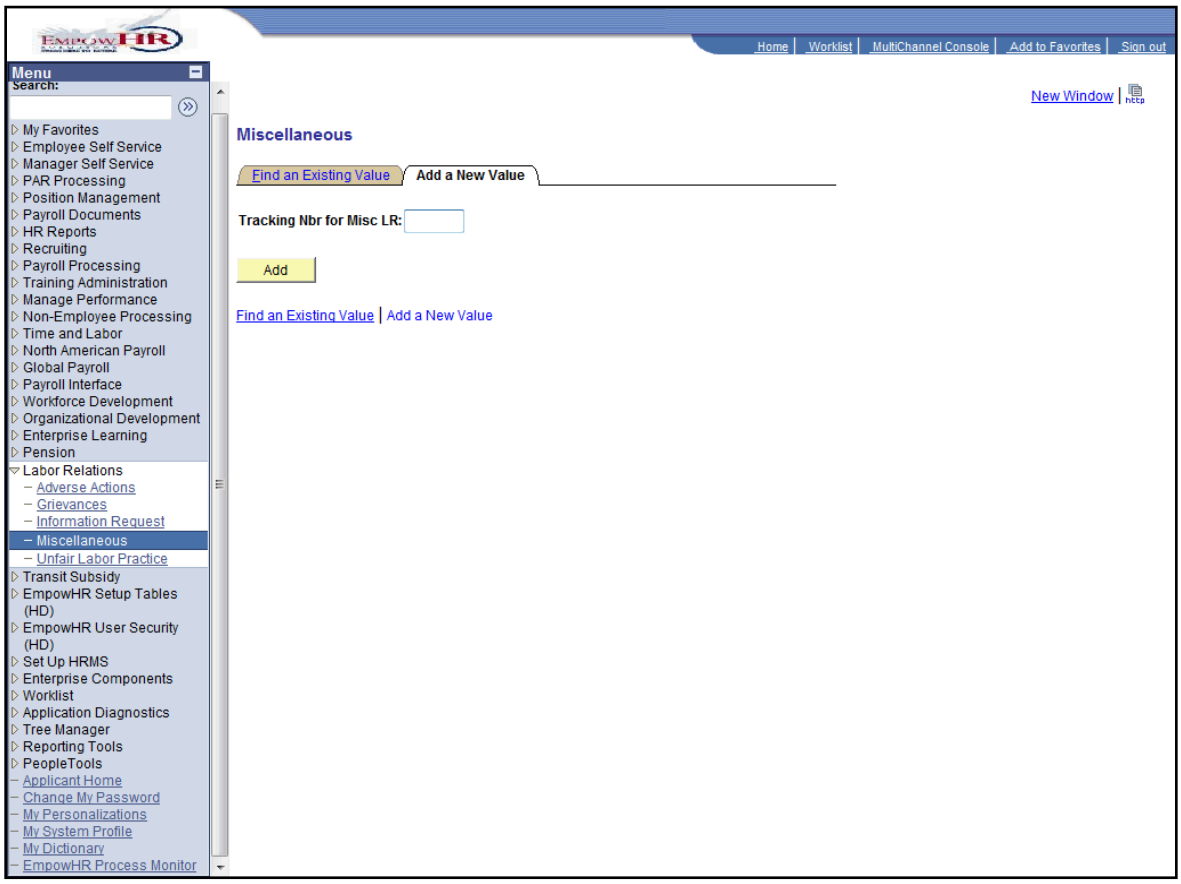
Step	Action
1.	Click the **Labor Relations** link. ▷ Labor Relations



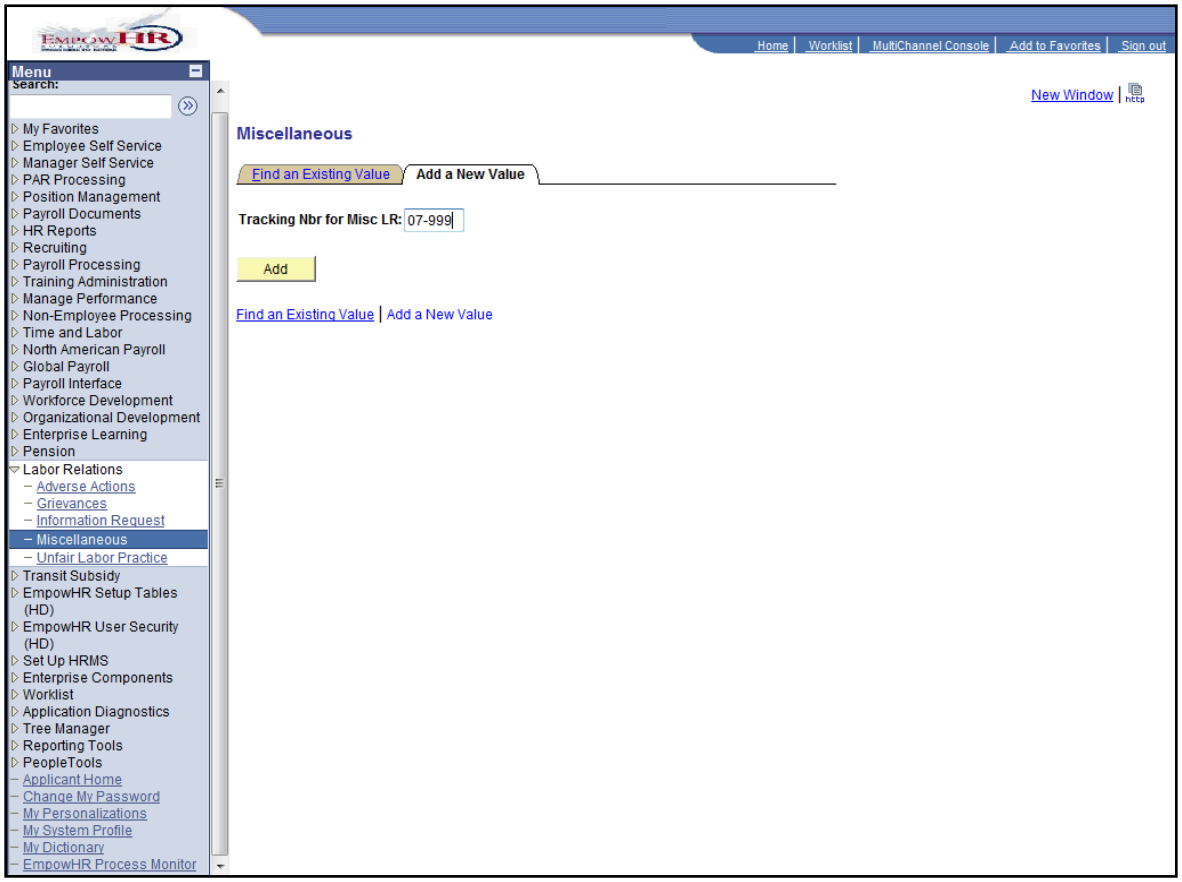
Step	Action
2.	Click the **Miscellaneous** link. Miscellaneous



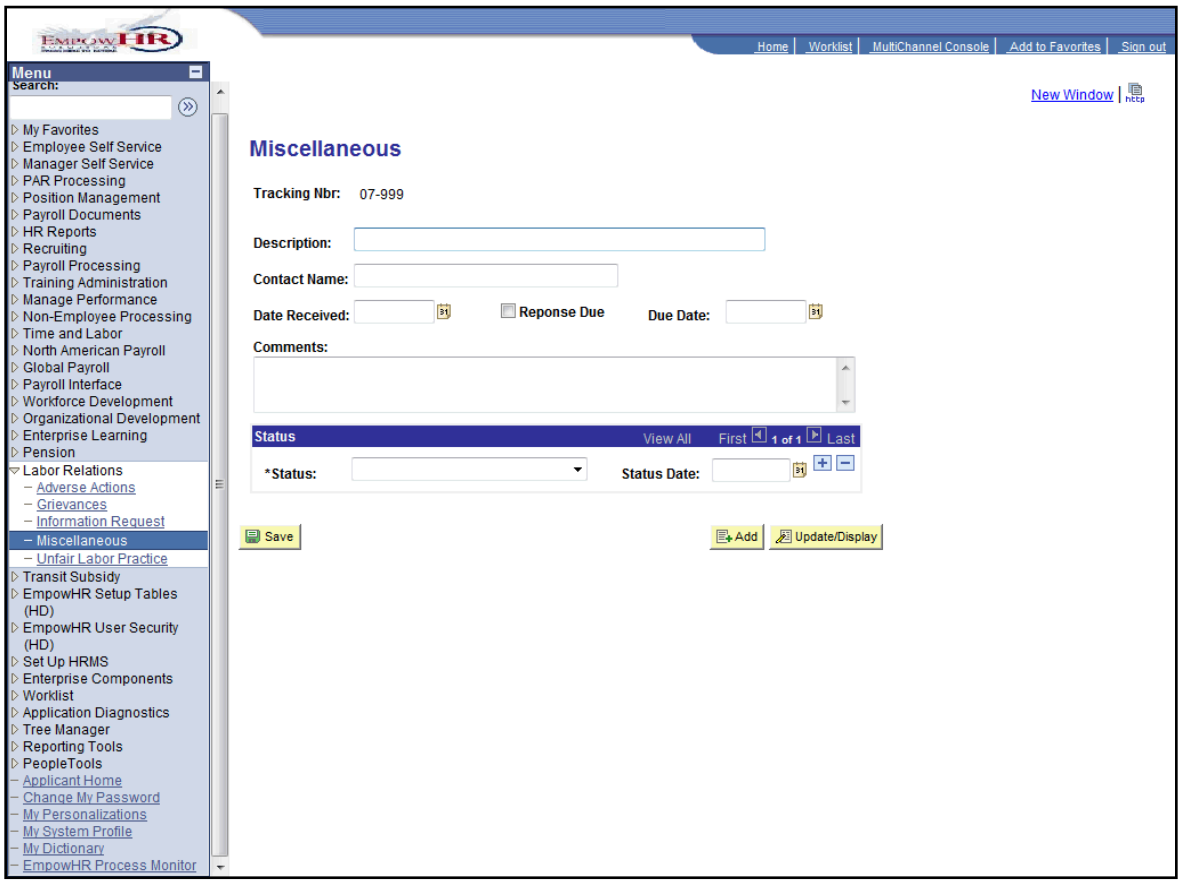
Step	Action
3.	Click the **Add a New Value** tab. Add a New Value



Step	Action
4.	Enter the desired information into the **Tracking Nbr for Misc LR** field. Enter "**07-999**".



Step	Action
5.	Click the **Add** button. Add



Step	Action
6.	Click the green book icon to view the fields on the **Miscellaneous** page.

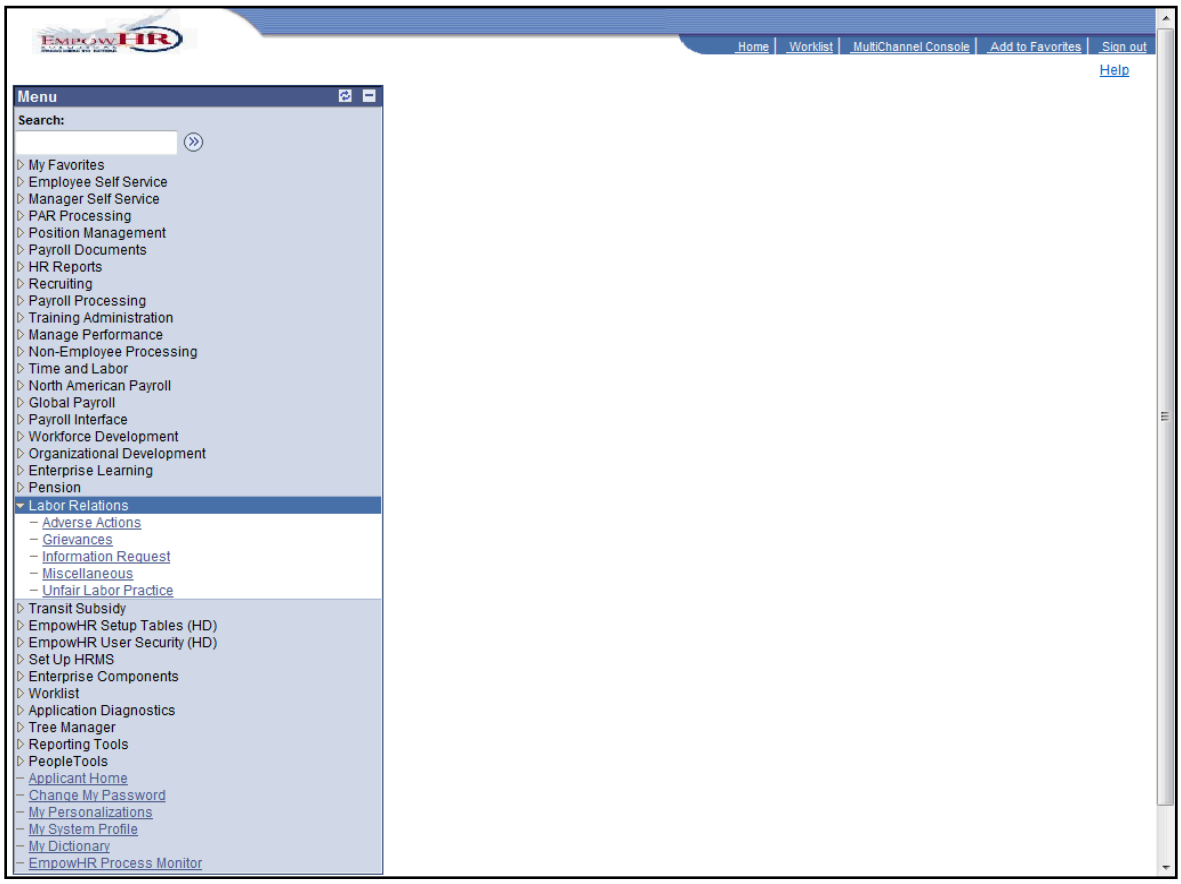
Field	Description
Tracking Nbr	Tracking number displays or entered for LR.
Description	Miscellaneous information displays or entered for the LR.
Contact Name	Contact name displays or entered.
Date Received	Date the LR was received displays or entered.
Response Due	Checkmark indicates a response is due.
Due Date	Date the response to the LR is due displays or entered.
Comments	Comments display or entered.
Status	Status displays or entered. Multiple statuses can be maintained.
Status Date	Date for each information request status displays or entered.

Step	Action
7.	This completes **Miscellaneous**. **End of Procedure.**

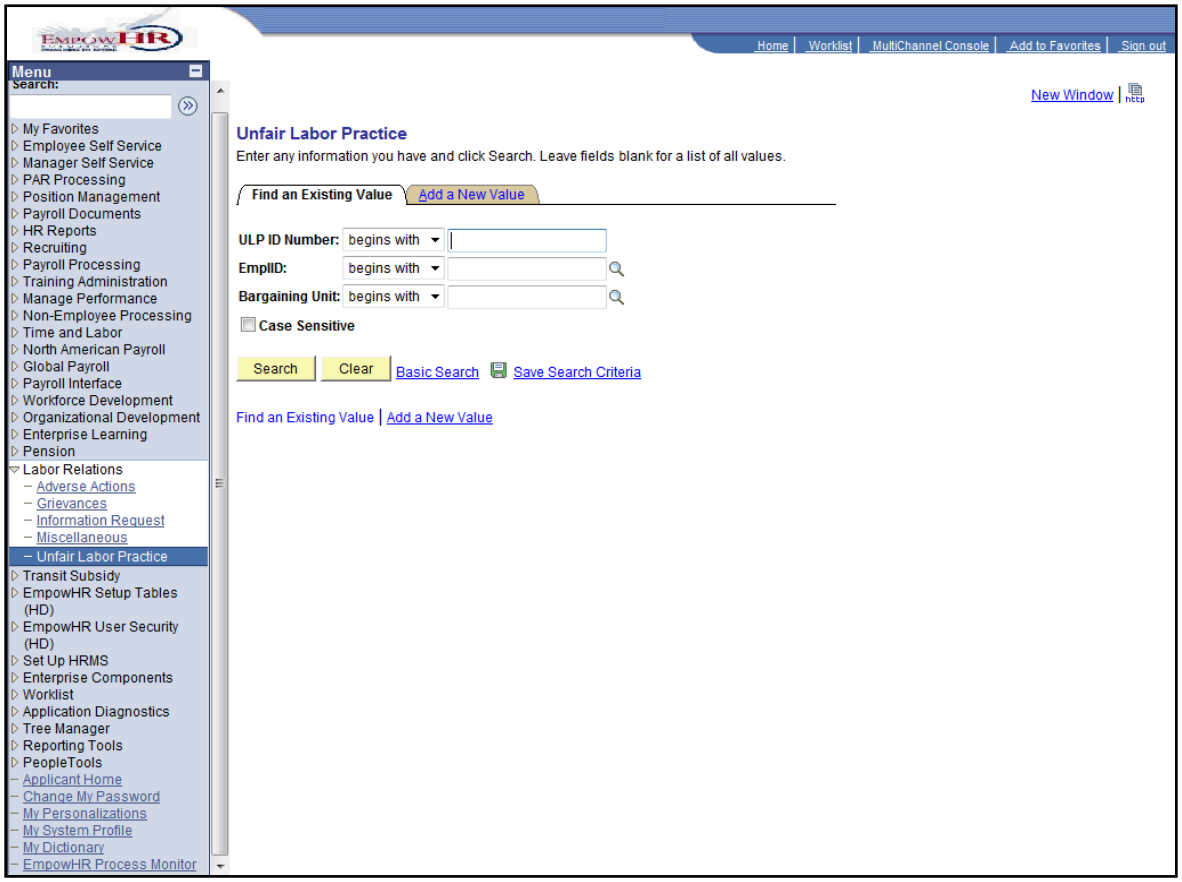
Unfair Labor Practice

This section demonstrates the functionality for Unfair Labor Practice.

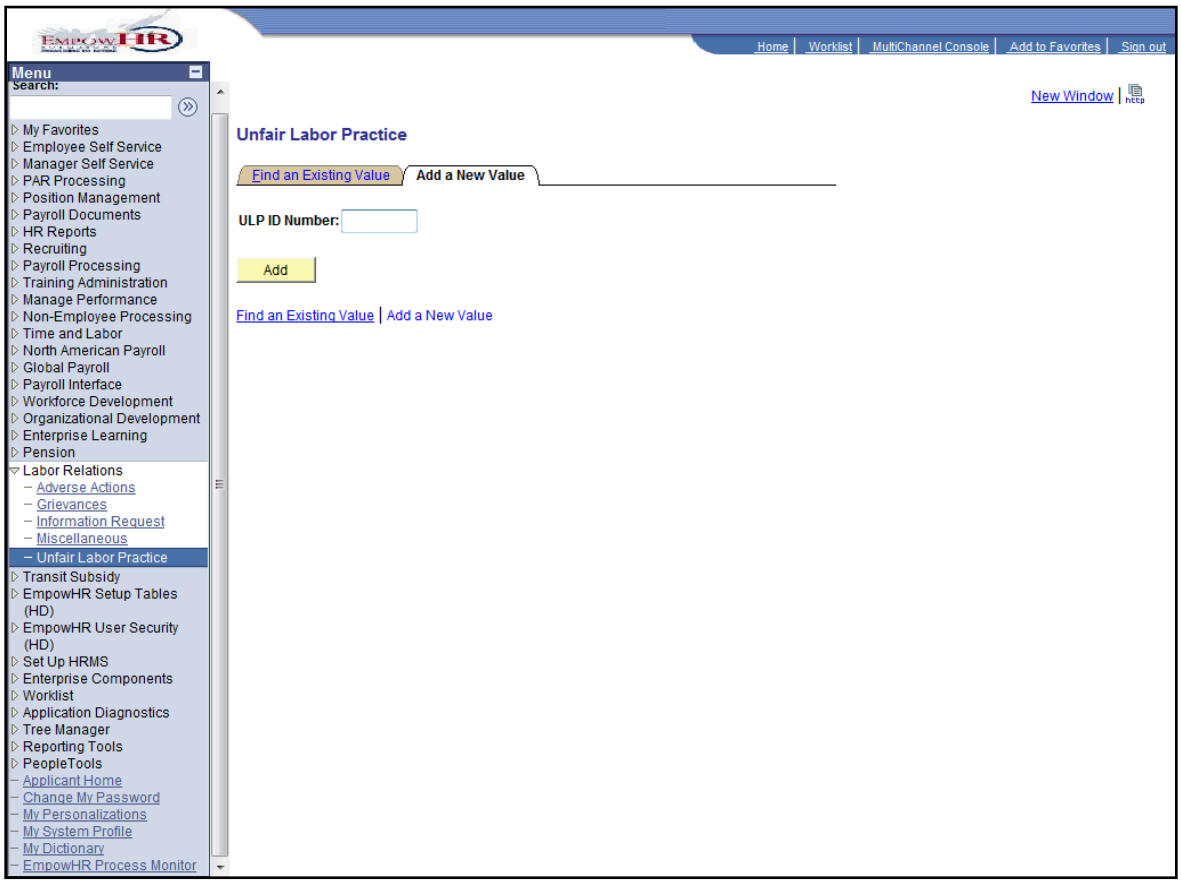
Step	Action
1.	Click the **Labor Relations** link. ▷ Labor Relations



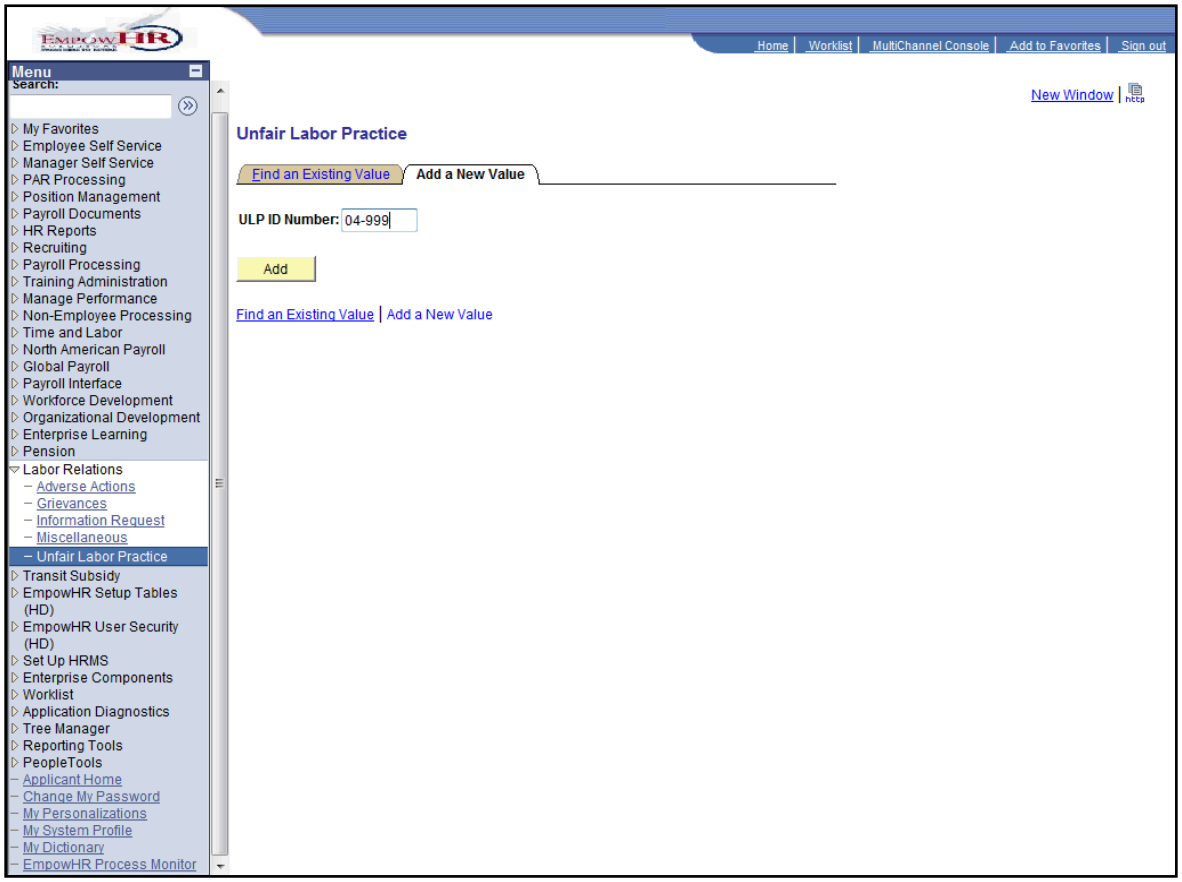
Step	Action
2.	Click the Unfair Labor Practice link. Unfair Labor Practice



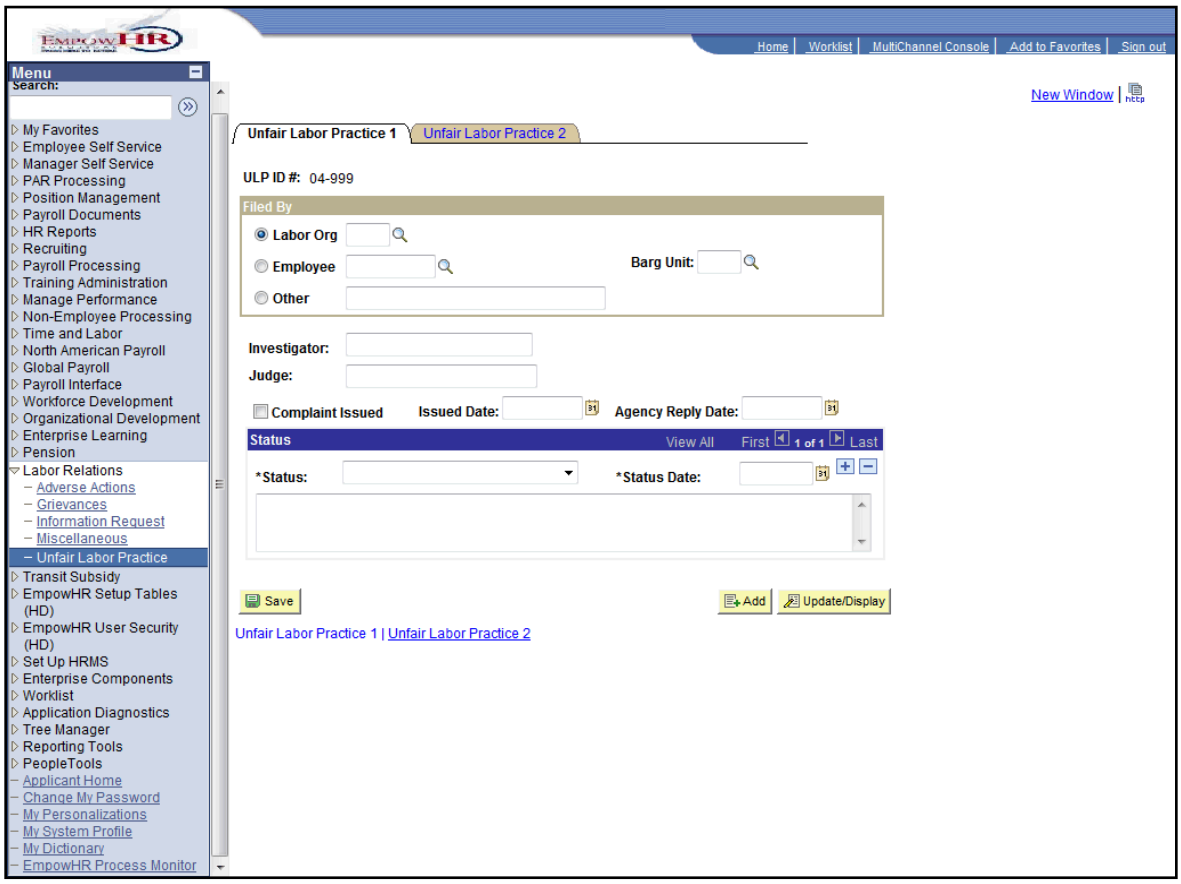
Step	Action
3.	Click the **Add a New Value** tab. Add a New Value



Step	Action
4.	Enter the desired information into the **ULP ID Number** field. Enter "**04-999**".

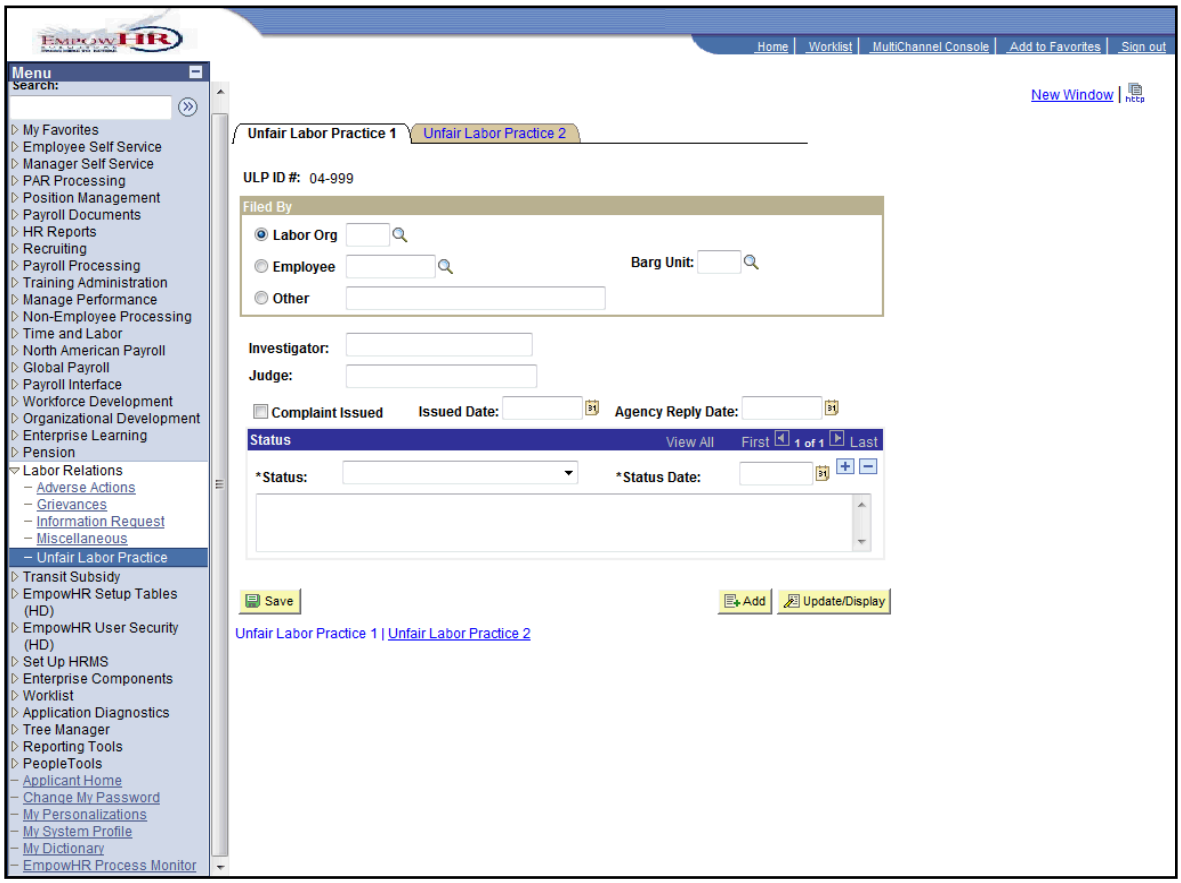


Step	Action
5.	Click the **Add** button. Add

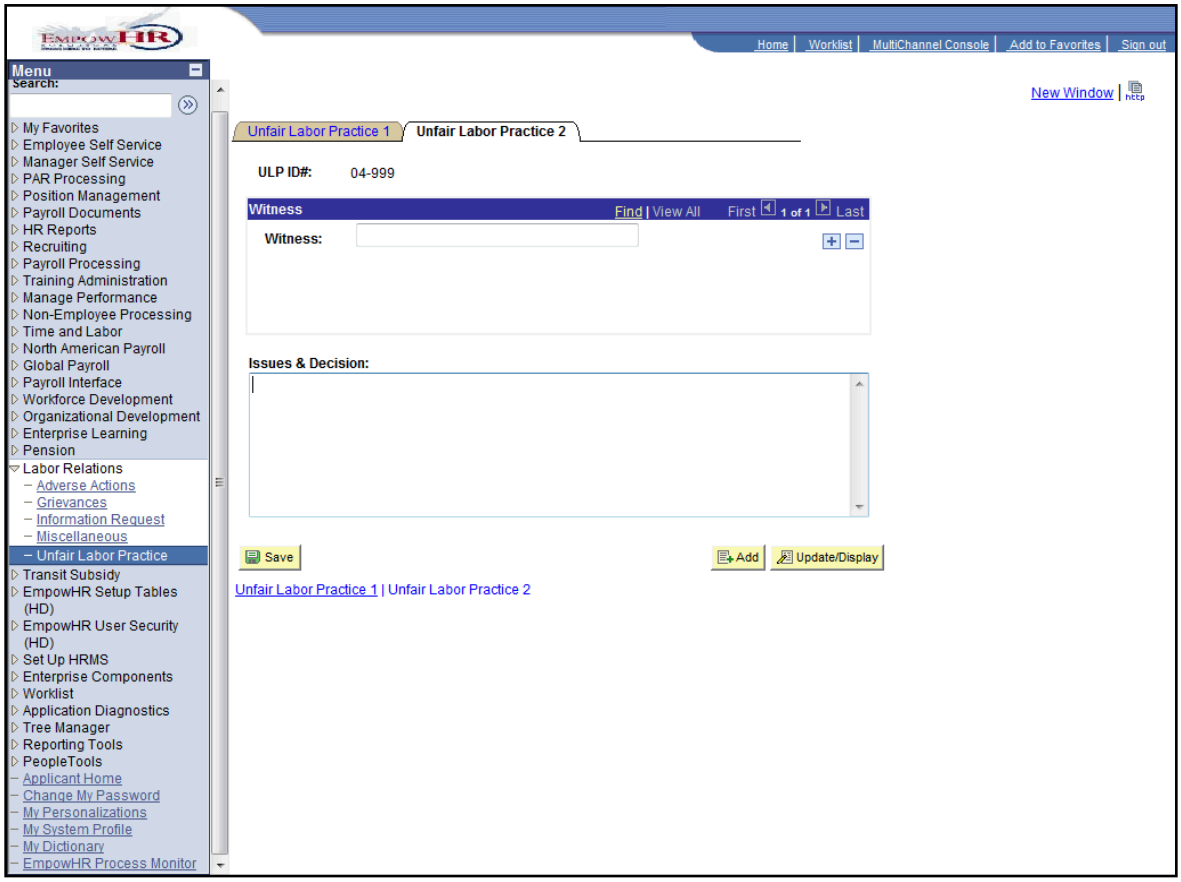


Step	Action
6.	Click the green book icon to see the fields on the **Unfair Labor Practice** page.

Field	Description
ULP ID #	Number is added when adding an unfair labor practice or displays when viewing an existing unfair labor practice.
Filed By Section	Active radio button indicates if the grievance is filed by a labor organization or an employee. Bargaining Unit information displays or is selected when grievance is filed by an employee.
Investigator	Name of individual investigating the unfair labor practice displays or entered.
Judge	Name of judge presiding over the unfair labor practice displays or entered.
Complaint Issued	Checkmark indicates a complaint was issued on the unfair labor practice.
Issued Date	The date the complaint was issued displays or entered.
Agency Reply Date	Date by which an agency must replay to the unfair labor practice.
Status	Status of the unfair labor practice displays or entered. Multiple statuses can be maintained.
Status Date	Date of the unfair labor practice status displays or entered.



Step	Action
7.	Click the Unfair Labor Practice 2 tab. Unfair Labor Practice 2



Step	Action
8.	Click the green book icon to see the fields on the **Unfair Labor Practice 2** page.

Field	Description
Witness	Name of the witness displays or entered. Multiple witnesses can be maintained.
Issues & Decisions	Information pertaining to an unfair labor practices issues and decisions displayed or entered.

Step	Action
9.	This completes Unfair Labor Practice. **End of Procedure.**

Module 7 Summary and Wrap Up

Summary and Wrap Up

Summary and Wrap Up

Summary

At the beginning of the course, objectives were established. Can you now:

•Identify changes to navigation?
•Identify changes to pages?
•Enter transit allowances?
•Enter certifications?
•Enter educational information?
•Locate and be aware of new functionality?
•Enter labor information?

Step	Action
1.	Press **[Enter]**.

Summary and Wrap Up

Questions?

Step	Action
2.	**End of Procedure.**