EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

Workflow Government Printing Office

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Workflow Government Printing Office

Introduction and Overview Workflow

Workflow capabilities enable you to efficiently automate the flow of information throughout your enterprise, crossing both application and functional boundaries.

EmpowHR workflow technology consists of a powerful set of tools that enables you to automate time-consuming business processes and deliver the right information to the right people at the right time.

You can merge the activities of multiple users into flexible business processes to increase efficiency, cut costs, and keep up with rapidly changing customer and competitive challenges.

Many of the tasks that you perform througout the day are part of larger tasks that involve several steps and several people. For example, when you hire an employee, you are really initiating an approval process; someone else reviews the hire and either approves or denies it.

If the hire is approved, additional information is sent to the processor. If it is denied, notification is sent back to the person who submitted the original request to hire. The term workflow refers to this larger process.

Using ***EmpowHR*** workflow technology requires you to define, step by step, your **business processes**. The first step in implementing your workflow application is determing the **business rules** of your organization.

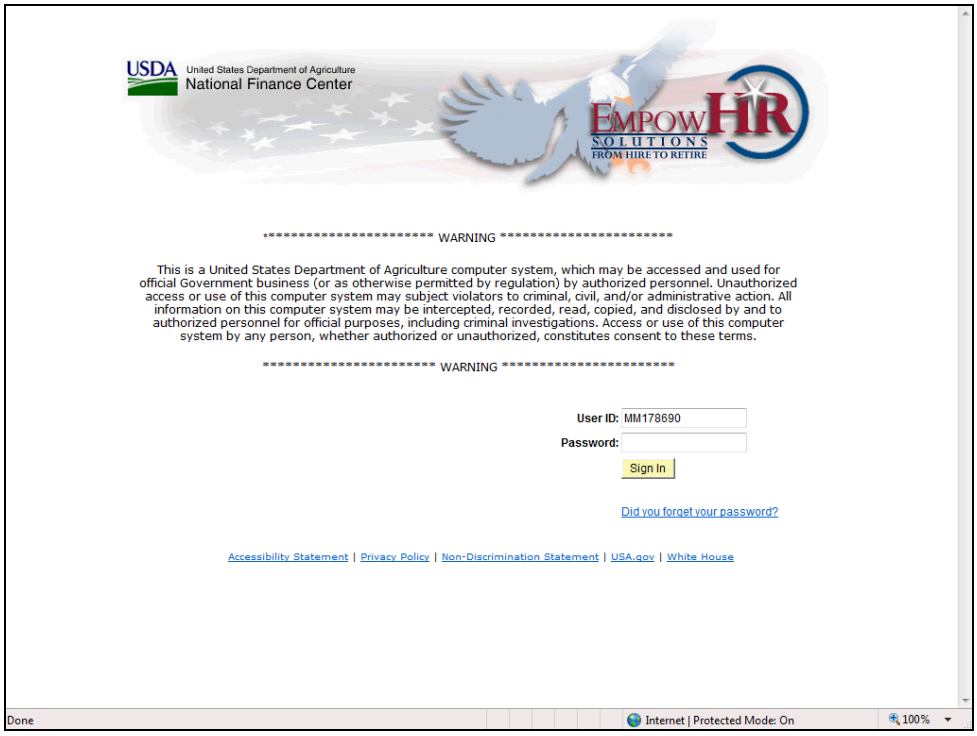
This step involves taking fluid, subtle, and sometimes controversial practices and defining explicit rules of operation. The trick to this step is in walking a tightrope: your business rules must be specific enough to give you a solid understanding of your project goals, but not so specific that they predefine a single solution -- one the might be imporssible to implement, or that does not provide needed flexibility.

Lesson 1: Hire Workflow

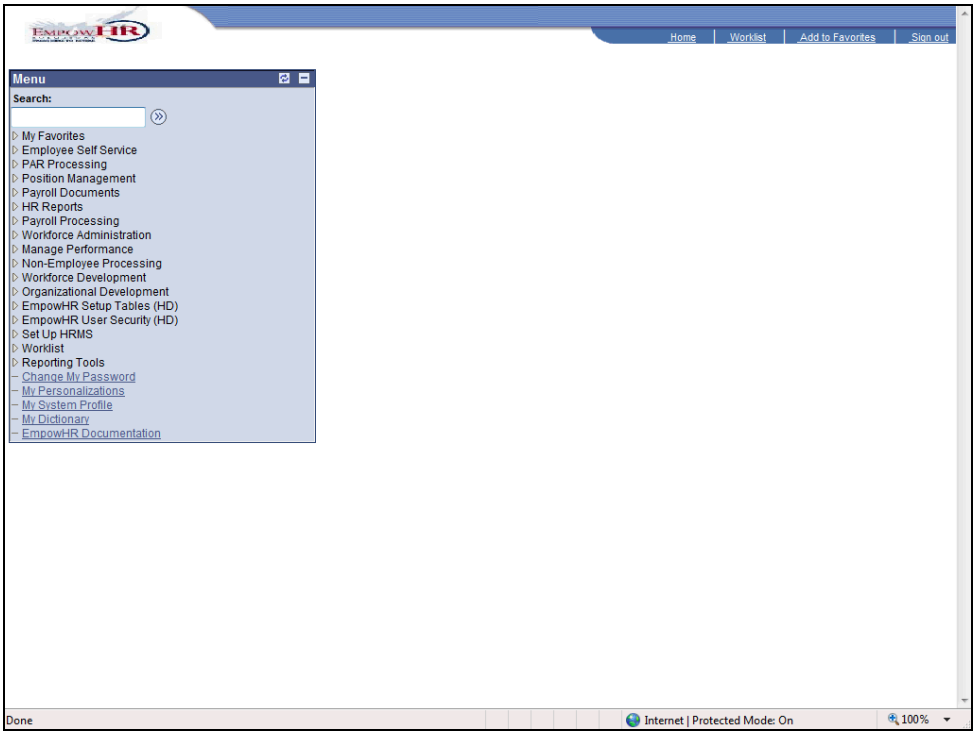
The new hire workflow is used to create a manageable hiring process. Creating workflow for the process of hiring new employees simplifies your procedures. It also enables your staff to monitor their individual workloads, and there is no second guessing your approval process.

Initiator

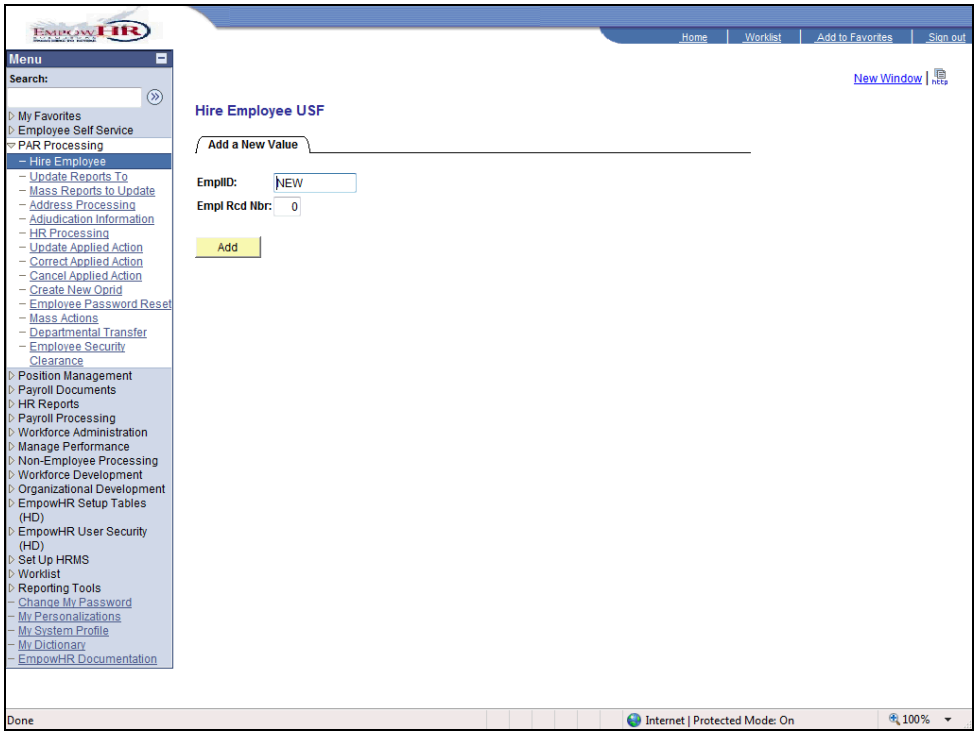
This topic demonstrates the Initiator hiring workflow.



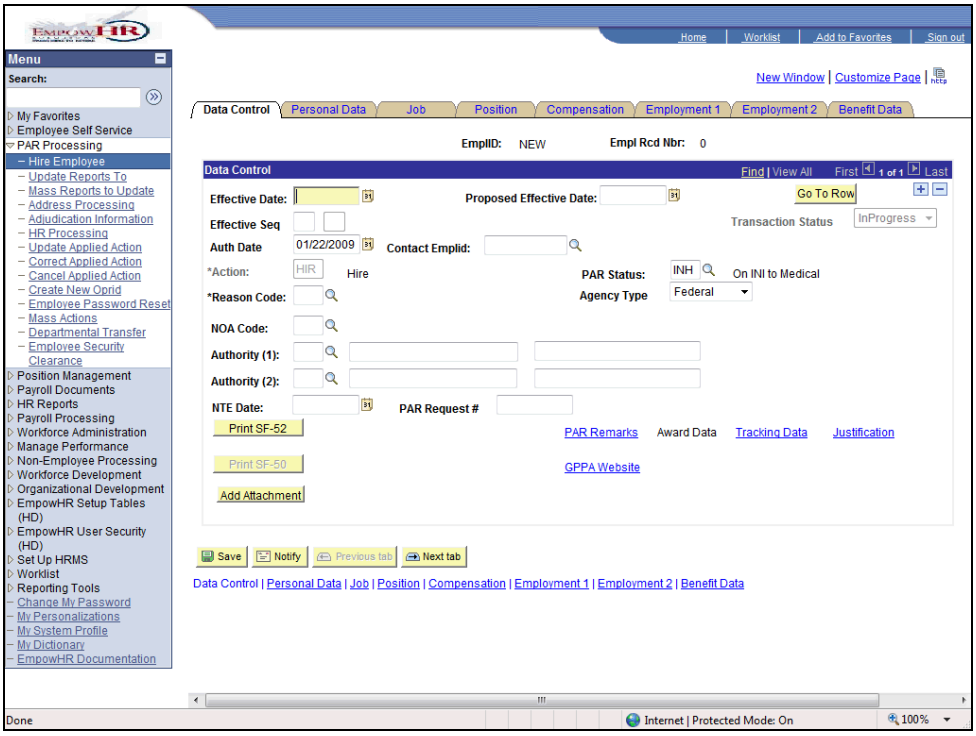
Step	Action
1.	Click the **Sign In** button.
2.	Once you log in your name will appear at the top of the page.



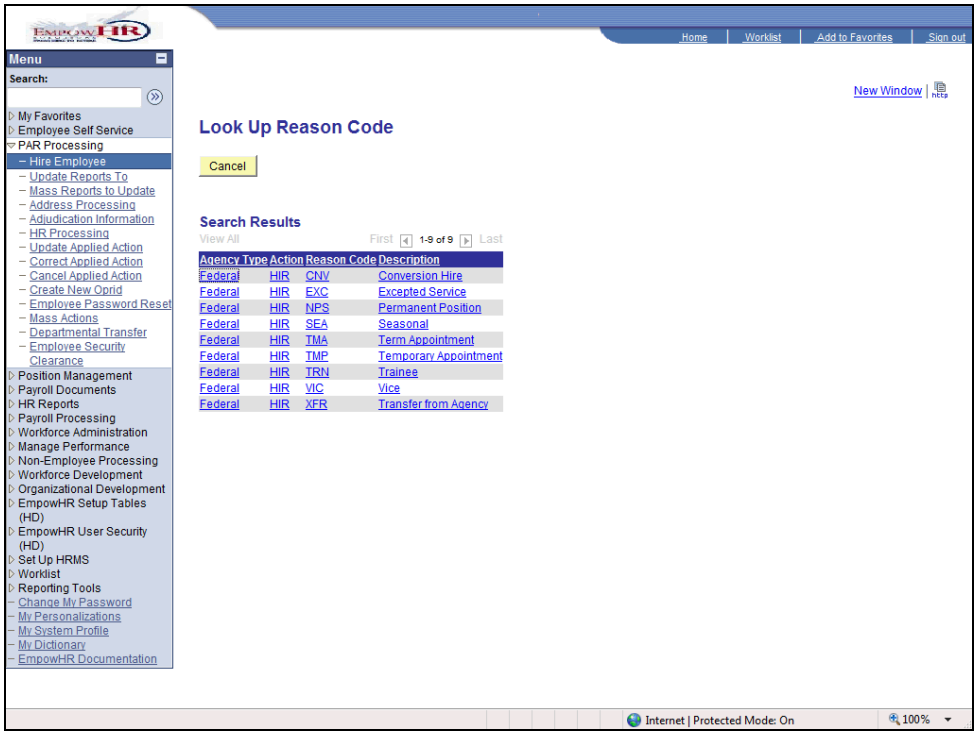
Step	Action
3.	Click the **PAR Processing** link. ▷ PAR Processing
4.	Click the **Hire Employee** link. - Hire Employee



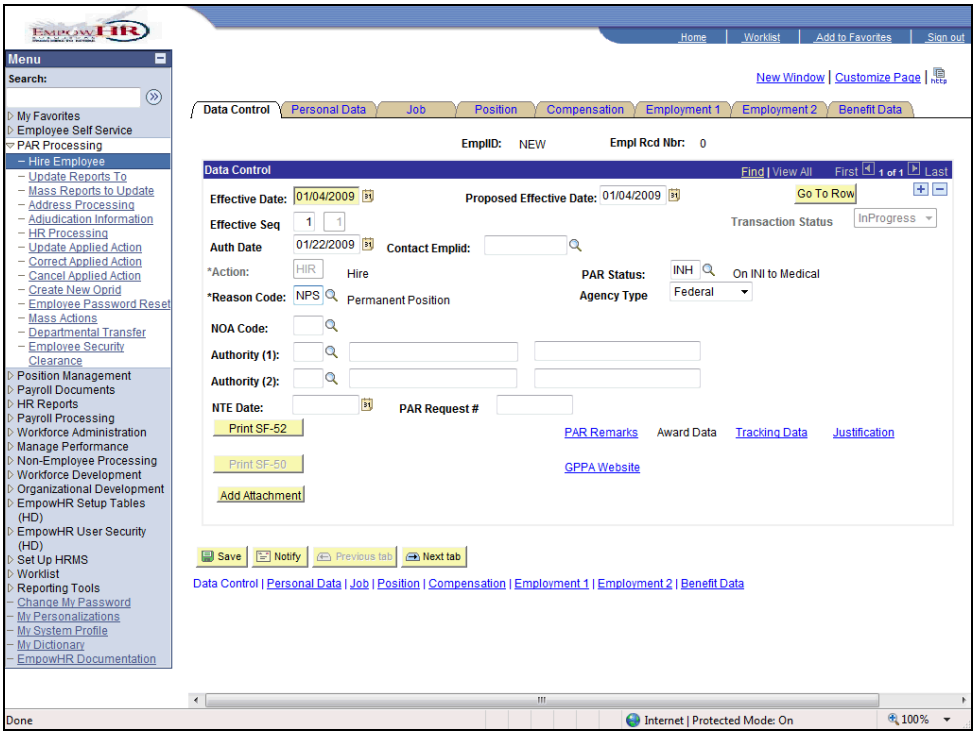
Step	Action
5.	Click the **Add** button. Add



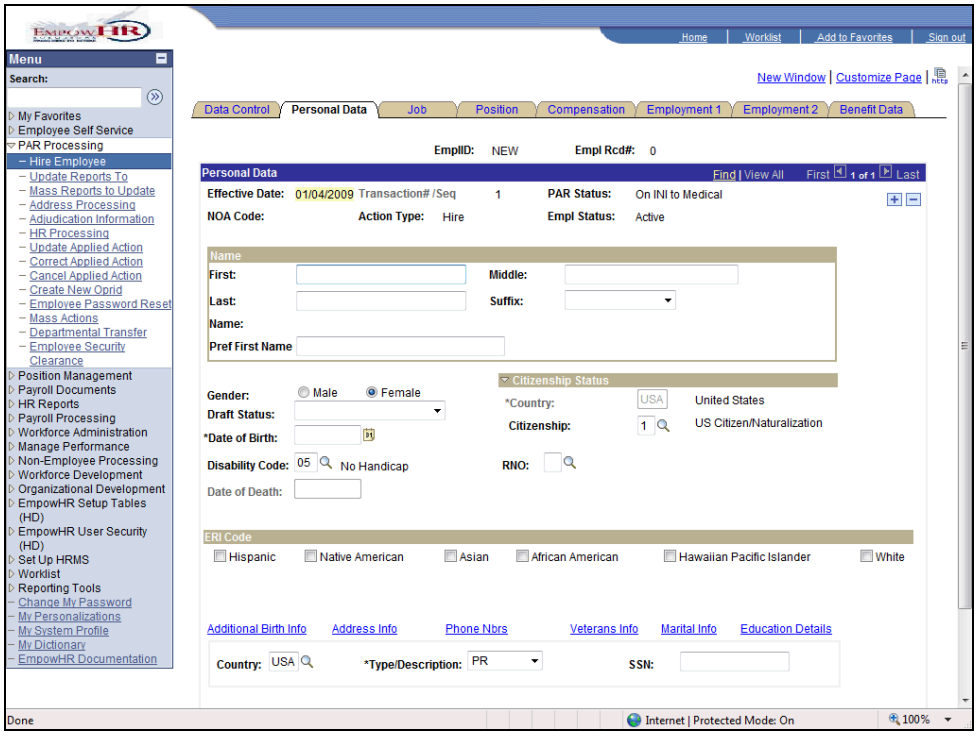
Step	Action
6.	Enter the desired information into the **Effective Date** field. Enter a valid value e.g. "**01042009**".
7.	Press **[Tab]**.
8.	Click the **Look up Reason Code (Alt+5)** button.



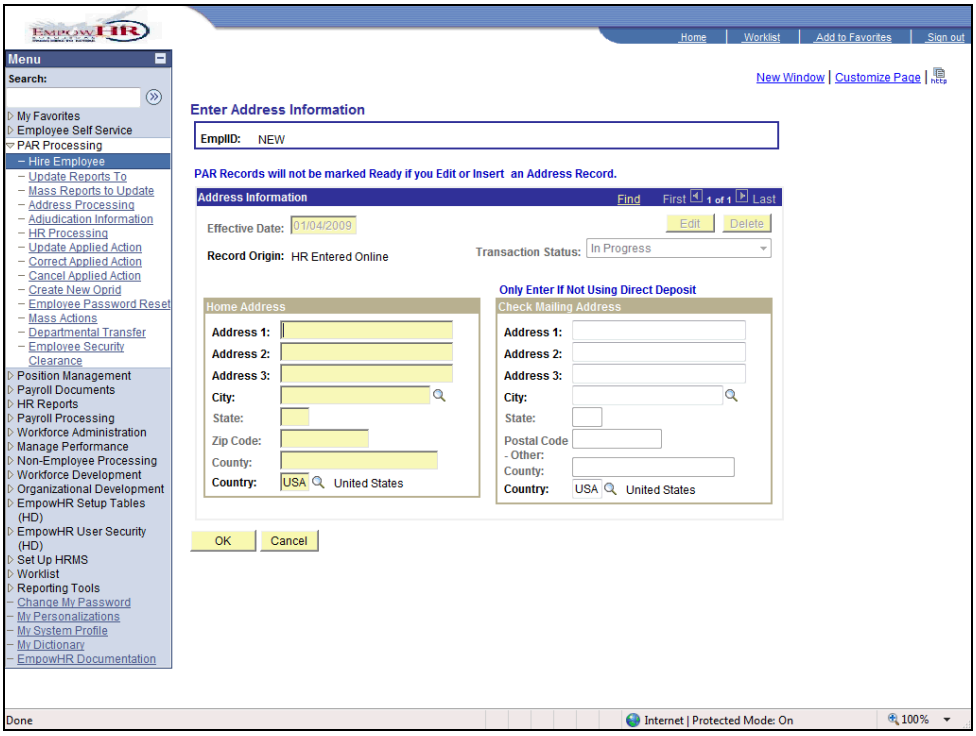
Step	Action
9.	Click the **NPS** link. Federal HIR NPS Permanent Position

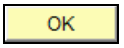


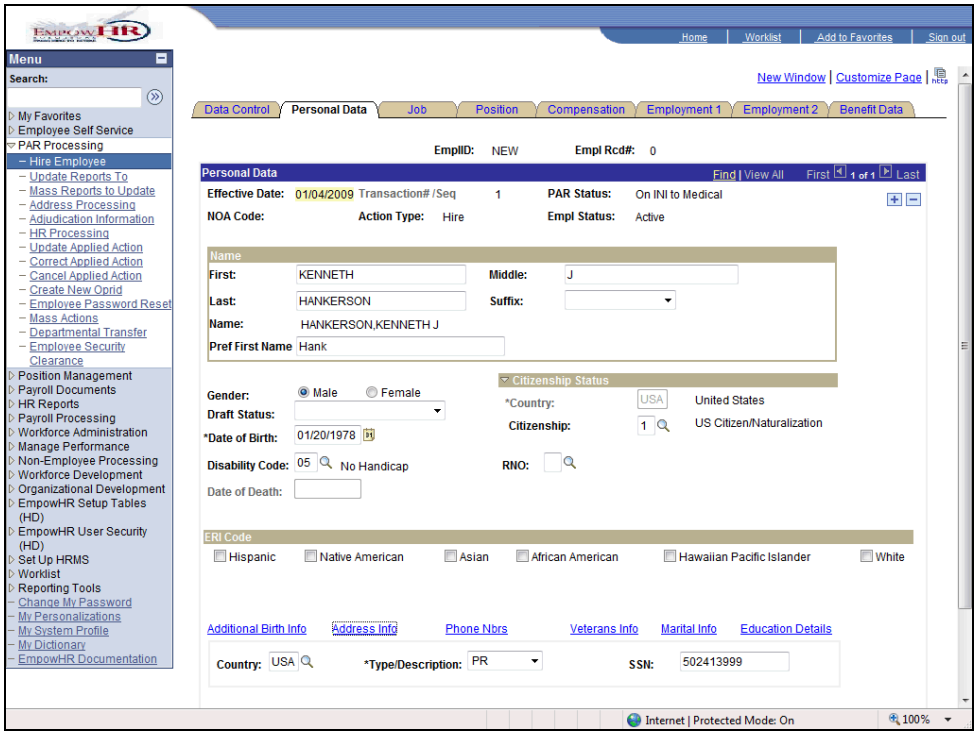
Step	Action
10.	Click the **Personal Data** tab. Personal Data



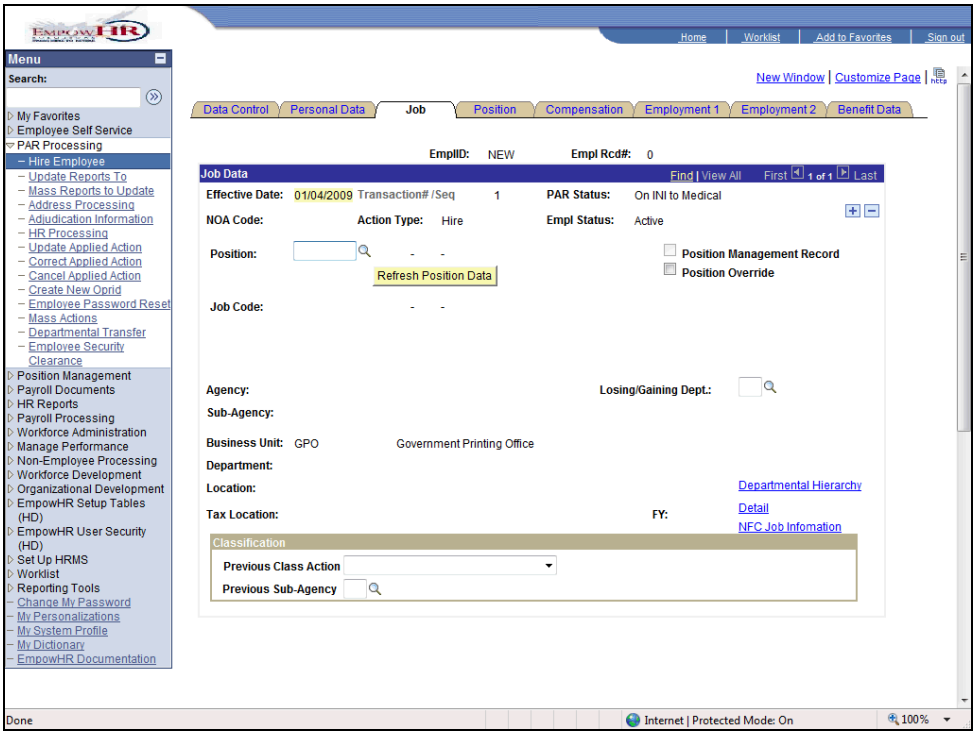
Step	Action
11.	Enter the desired information into the **SSN** field. Enter a valid value e.g. "**502413999**".
12.	Enter the desired information into the **First** field. Enter a valid value e.g. "**Kenneth**".
13.	Enter the desired information into the **Middle** field. Enter a valid value e.g. "**J**".
14.	Enter the desired information into the **Last** field. Enter a valid value e.g. "**Hankerson**".
15.	Enter the desired information into the **Pref First Name** field. Enter a valid value e.g. "**Hank**".
16.	Click the **Male** option. Male
17.	Enter the desired information into the **Date of Birth** field. Enter a valid value e.g. "**01201978**".
18.	Press **[Tab]**.
19.	Click the **Address Info** link. Address Info



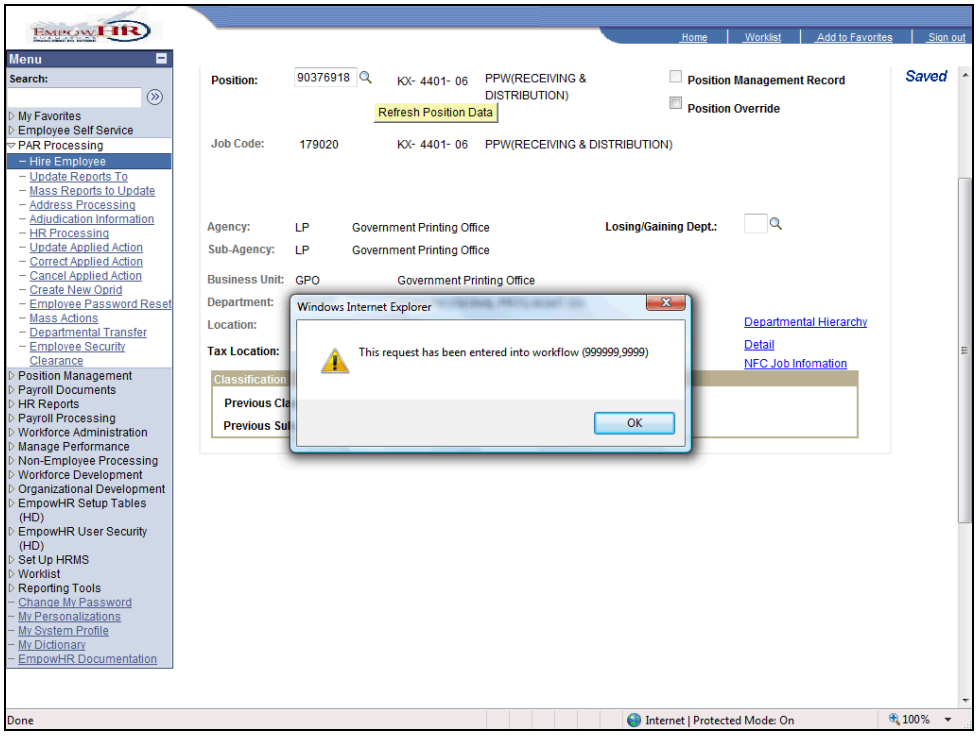
Step	Action
20.	Enter the desired information into the **Address 1** field. Enter a valid value e.g. "**123 Lost Lane**".
21.	Enter the desired information into the **Address 2** field. Enter a valid value e.g. "**Bldg3**".
22.	Press **[Tab]**.
23.	Enter the desired information into the **Address 3** field. Enter a valid value e.g. "**Apt101**".
24.	Enter the desired information into the **City** field. Enter a valid value e.g. "**New Orleans**".
25.	Press **[Tab]**.
26.	Enter the desired information into the **Zip Code** field. Enter a valid value e.g. "**70101**".
27.	Click the **OK** button. 



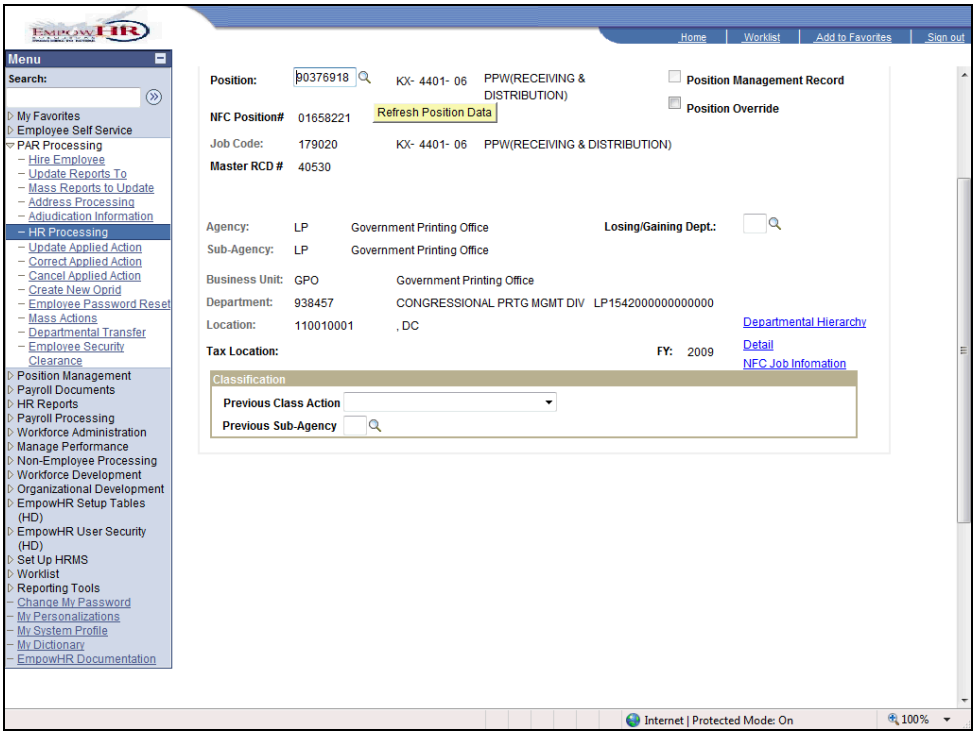
Step	Action
28.	Click the **Job** tab. Job



Step	Action
29.	Enter the desired information into the **Position** field. Enter a valid value e.g. "**90376918**".
30.	Click the **Save** button.



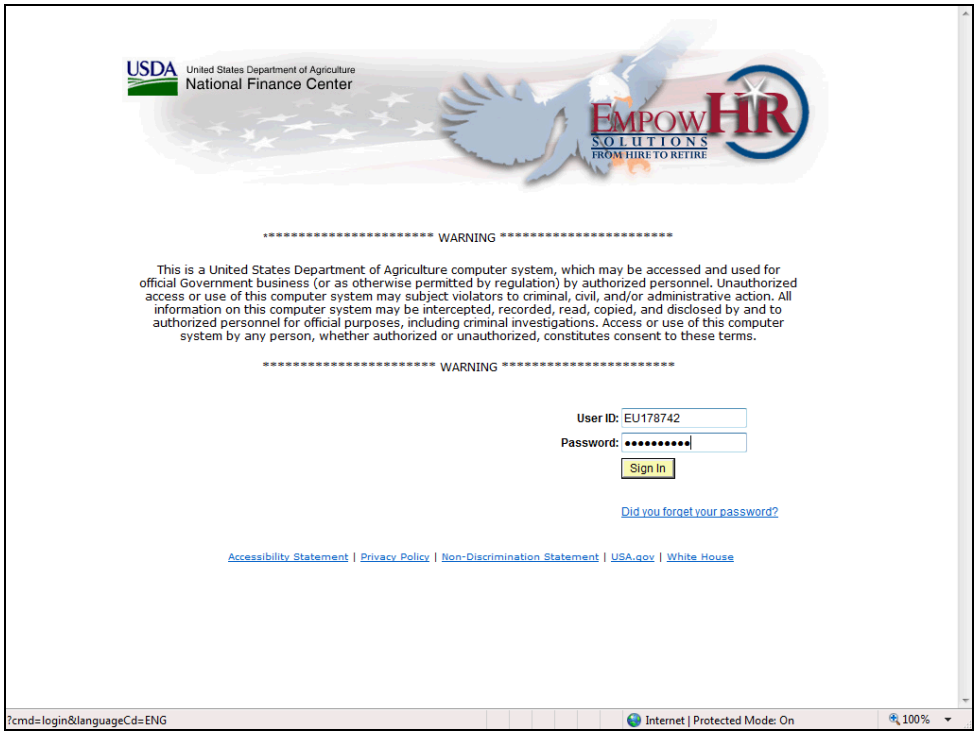
Step	Action
31.	Click the **OK** button. OK
32.	Click the **OK** button. OK



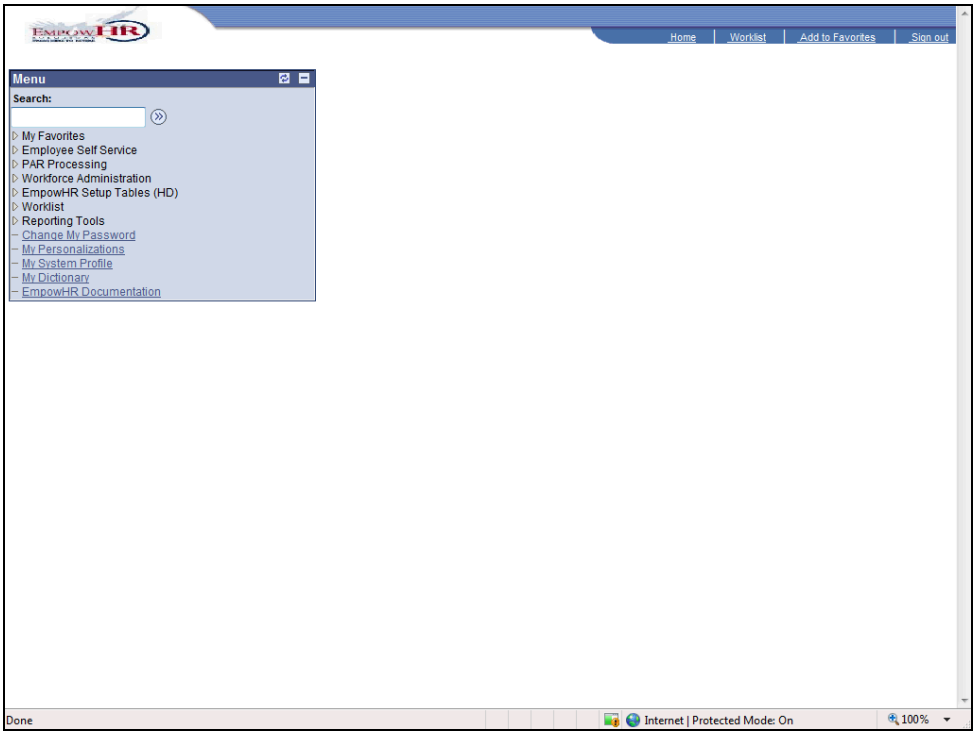
Step	Action
33.	Click the **Sign out** link. Sign out
34.	This completes **Initiator** workflow. **End of Procedure.**

Medical

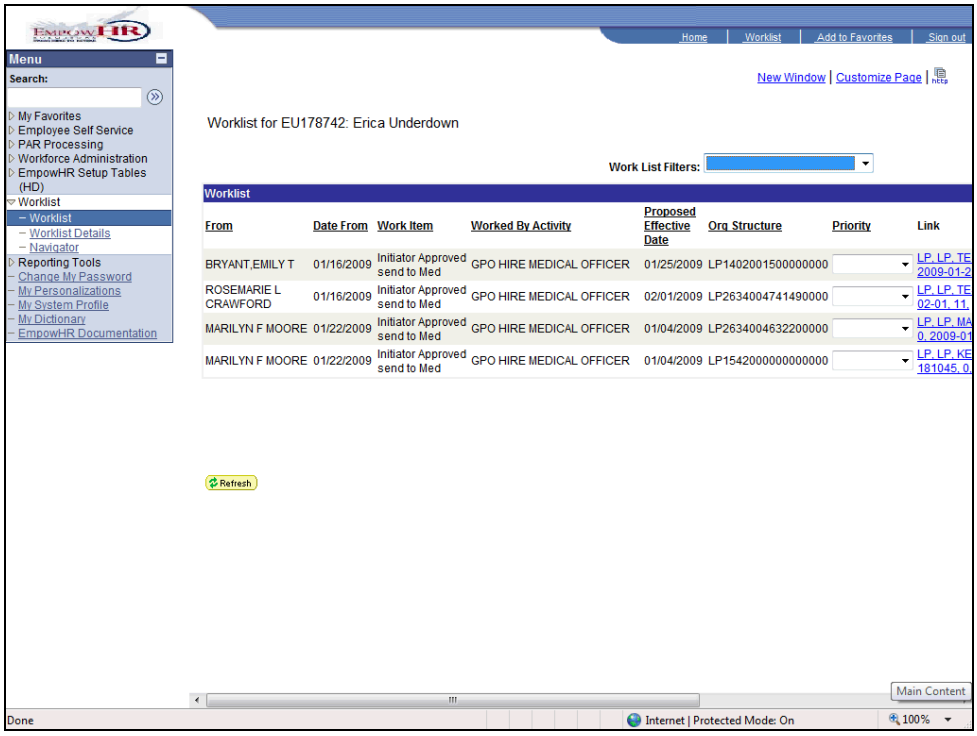
This topic demonstrates medical workflow.



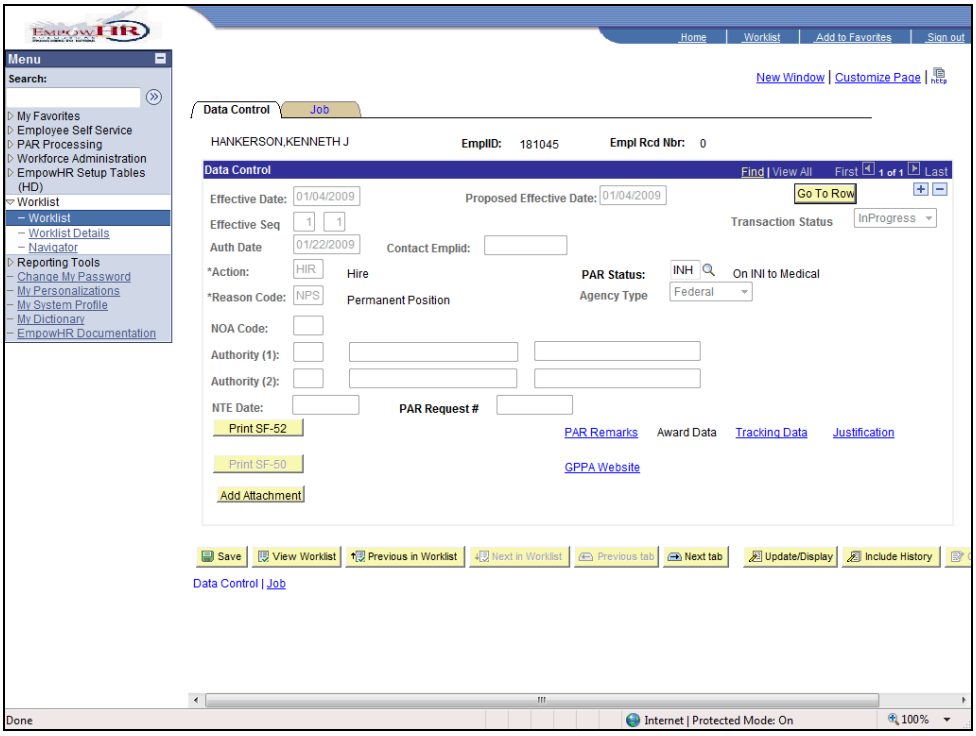
Step	Action
1.	Click the **Sign In** button. Sign In



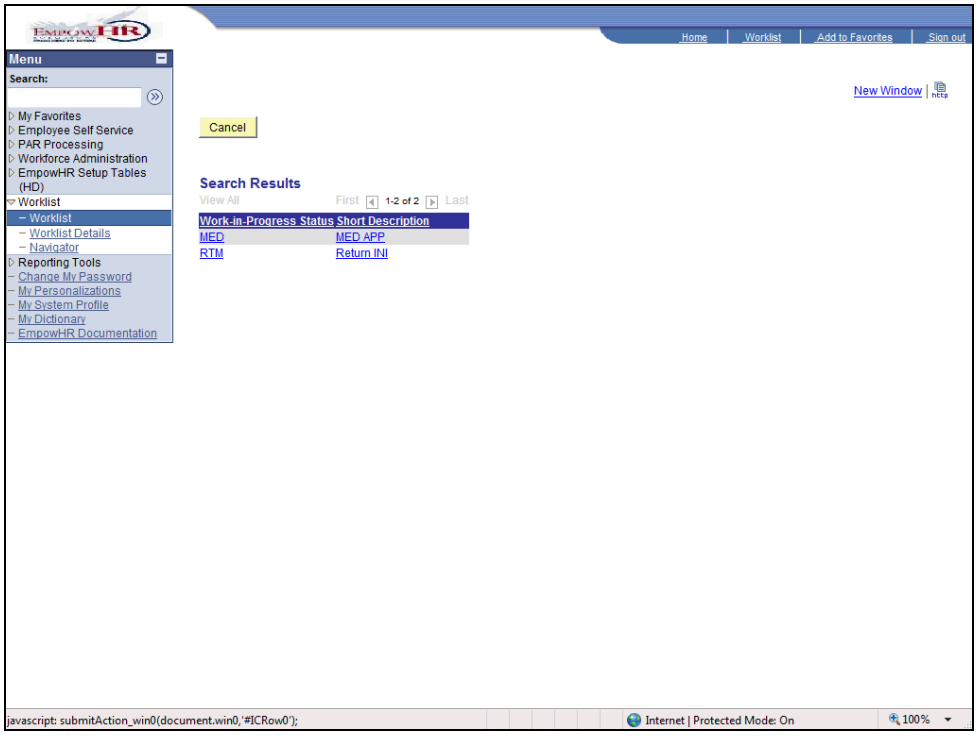
Step	Action
2.	Click the **Worklist** link. Worklist



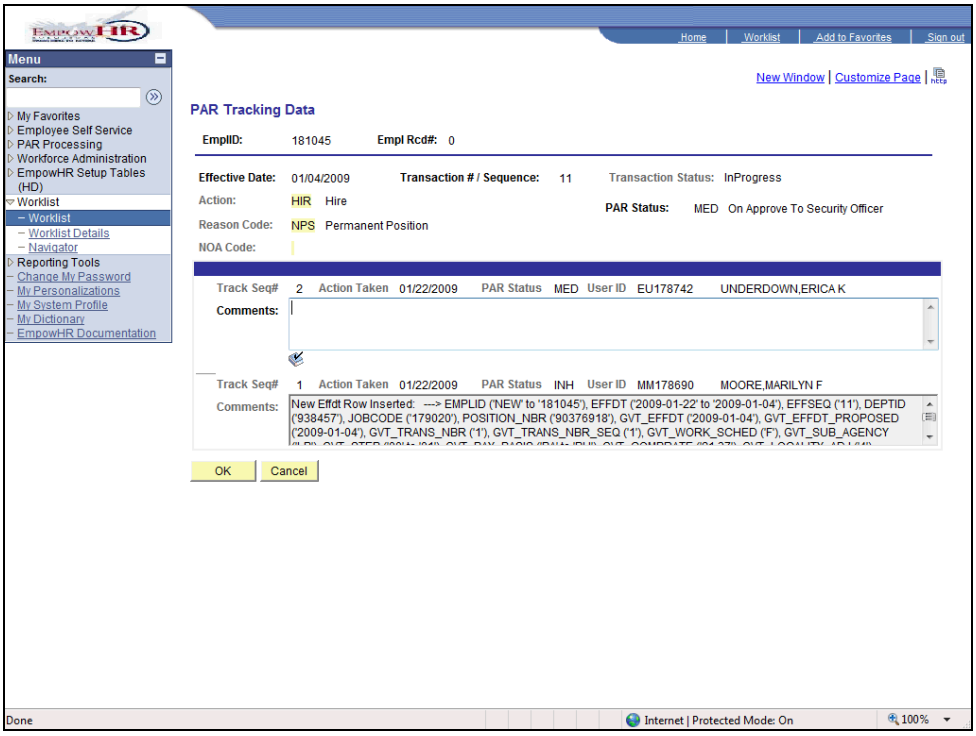
Step	Action
3.	Click the **Scroll Bar**.
4.	Click the **LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11,** link. LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11,

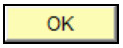


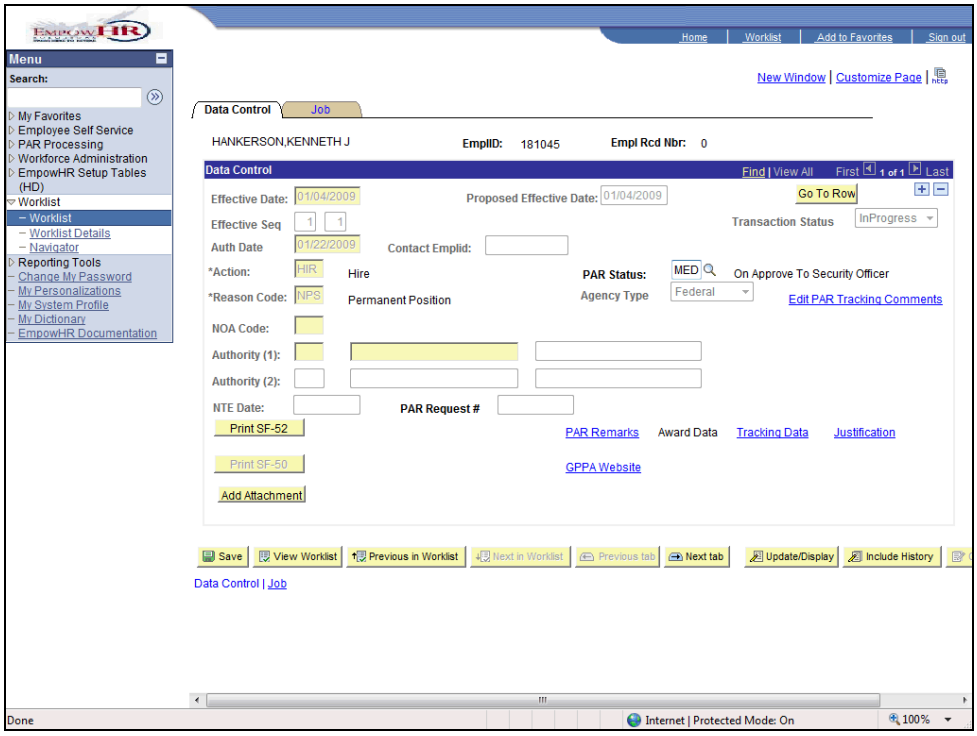
Step	Action
5.	Click the **Look up (Alt+5)** button.



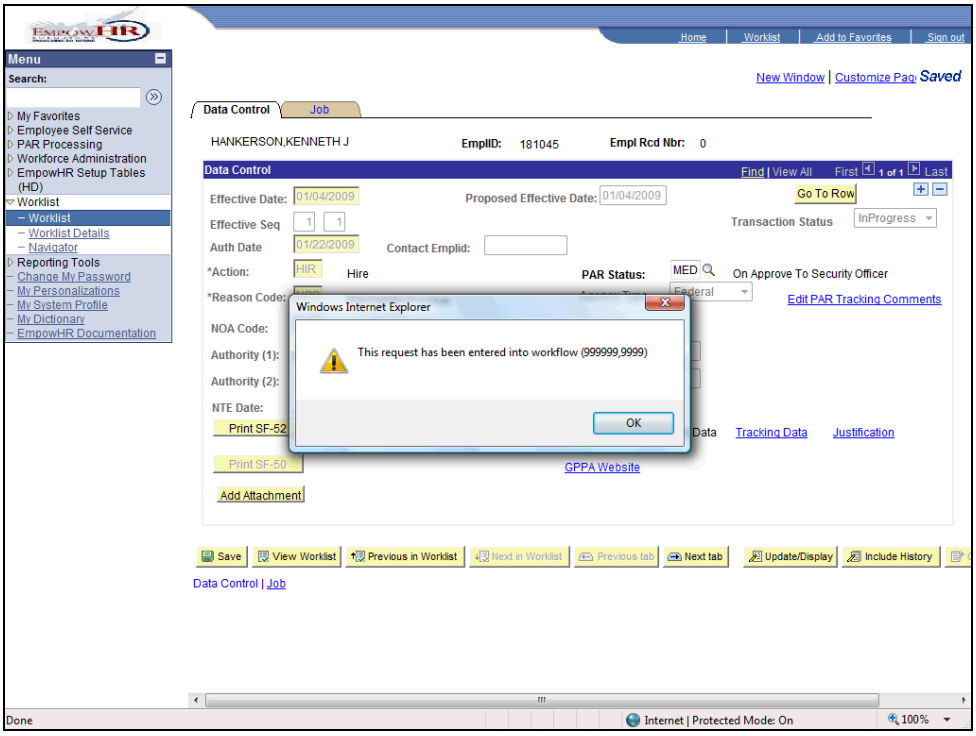
Step	Action
6.	Click the **MED APP** link. MED MED APP



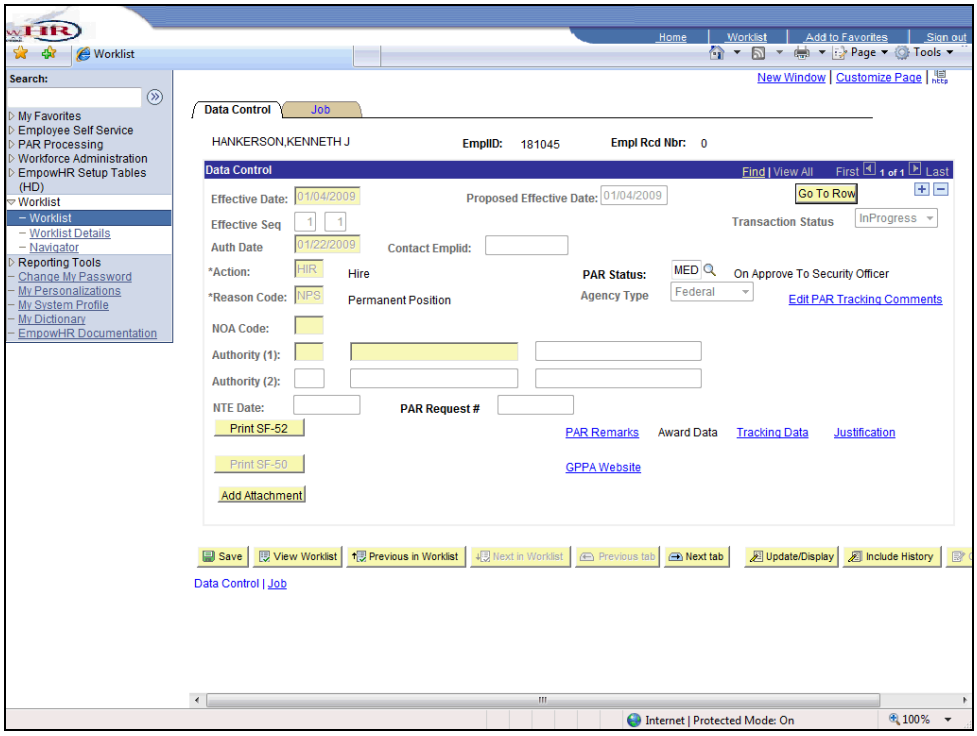
Step	Action
7.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**TEST**".
8.	Click the **OK** button. 



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



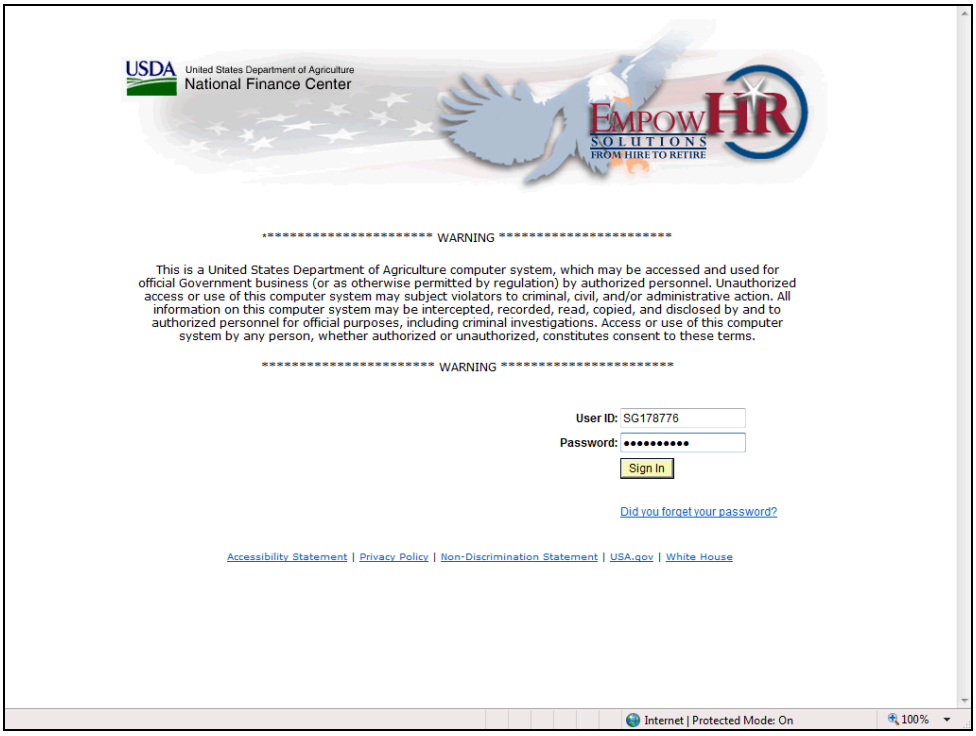
Step	Action
10.	Click the **OK** button. OK
11.	Click the **OK** button. OK



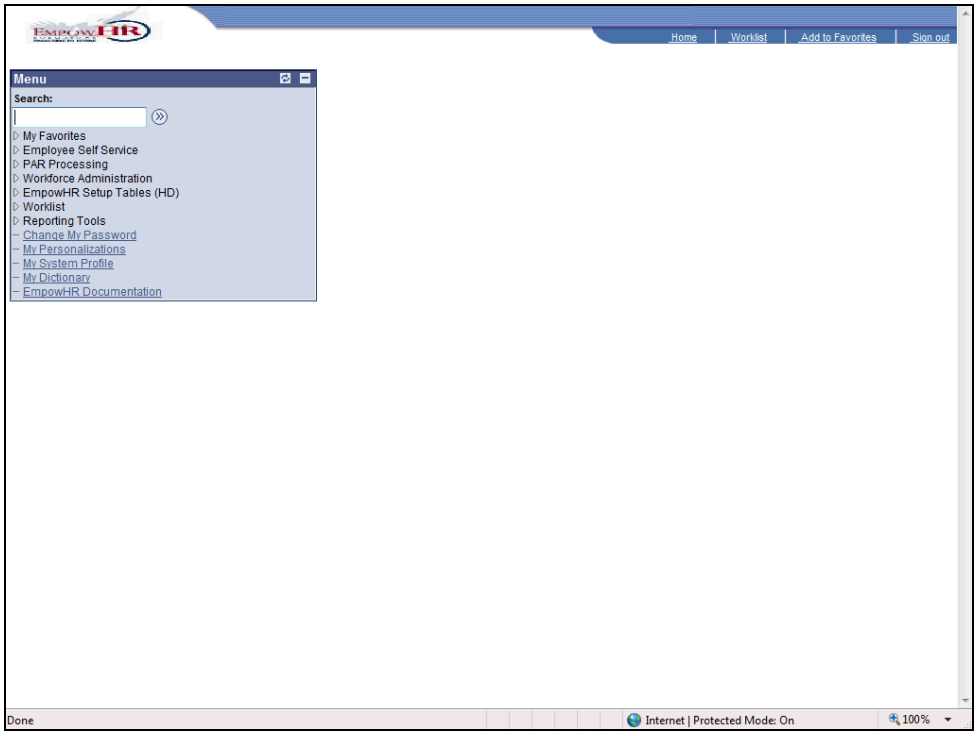
Step	Action
12.	Click the **Sign out** link. Sign out
13.	This completes **Medical** work flow. **End of Procedure.**

Security

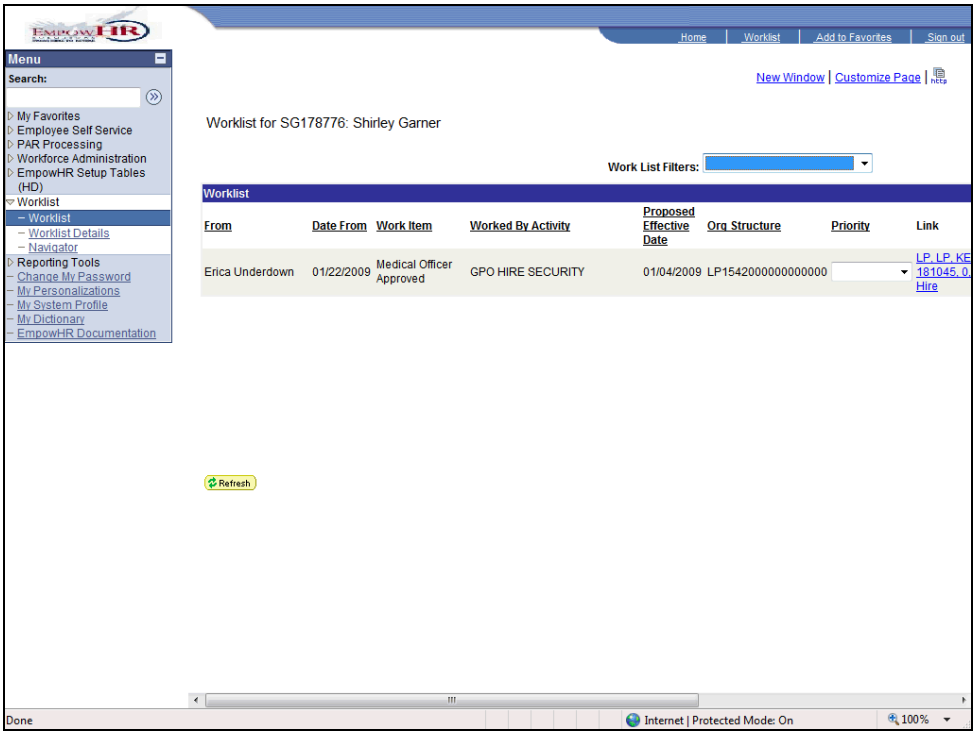
This topic demonstrates security workflow.



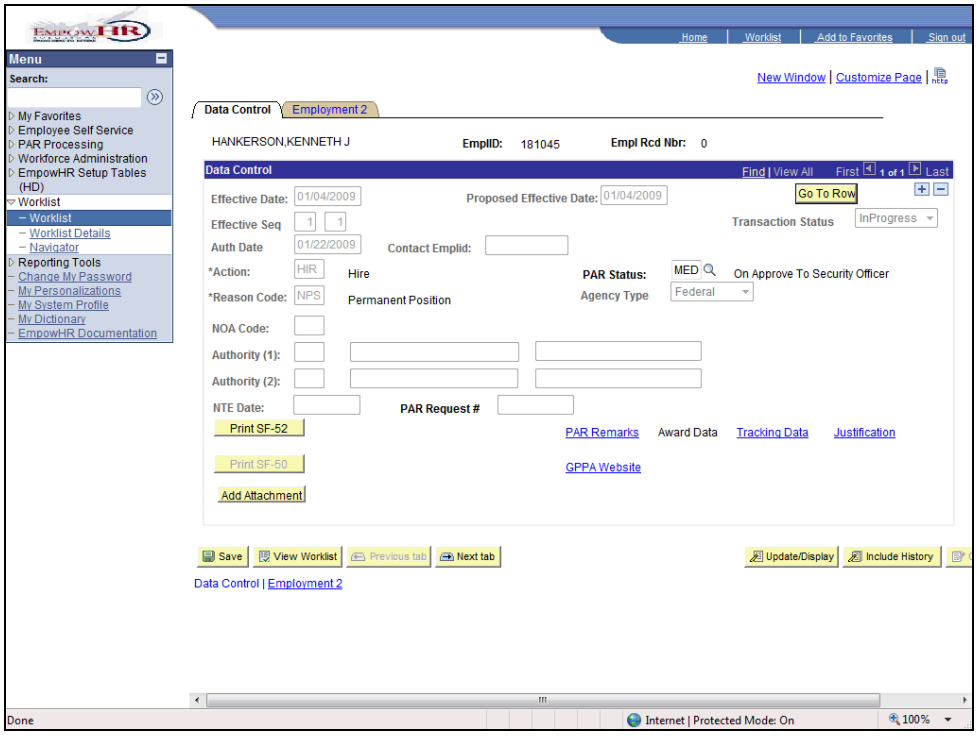
Step	Action
1.	Click the **Sign In** button. Sign In



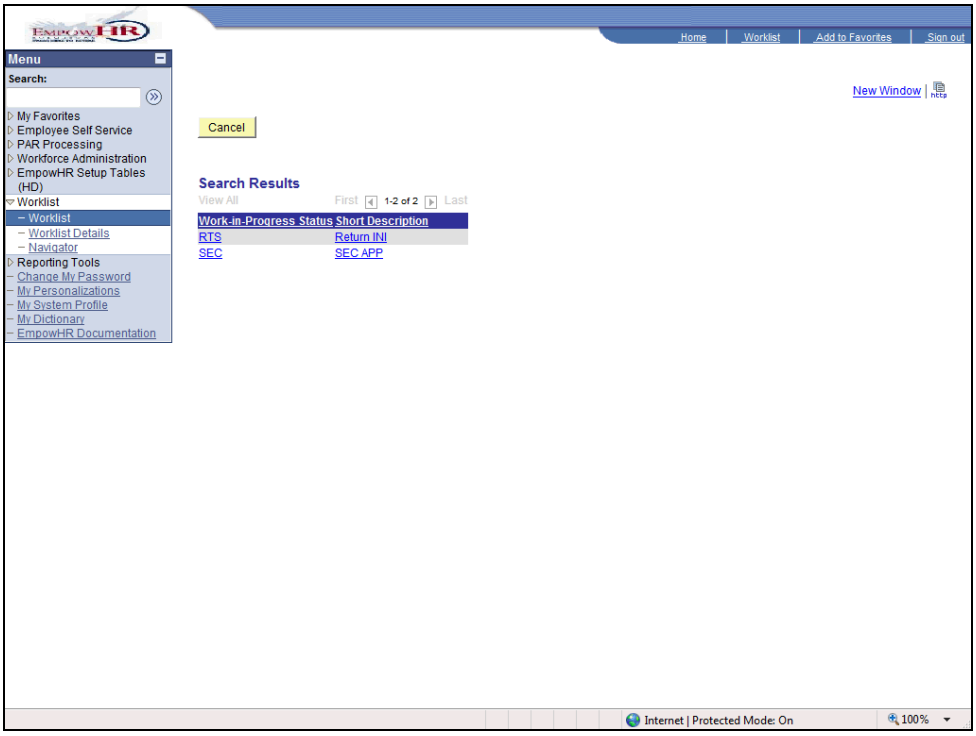
Step	Action
2.	Click the **Worklist** link. ▷ Worklist
3.	Click the **Worklist** link. Worklist



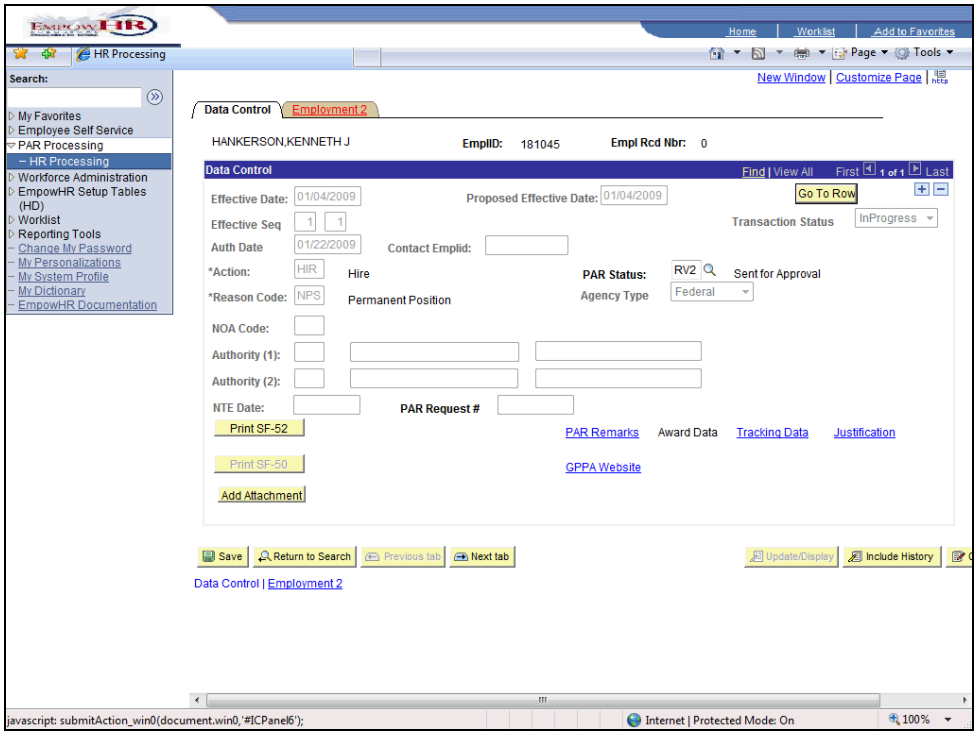
Step	Action
4.	Click the scrollbar.
5.	Click the **LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire** link. LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire



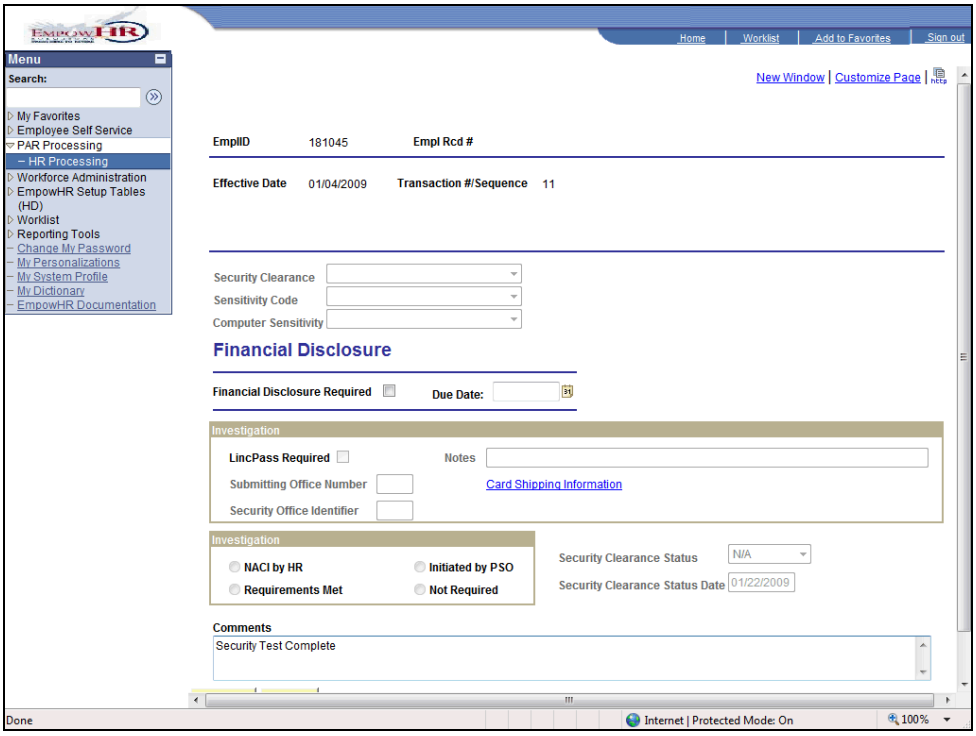
Step	Action
6.	Click the **Look up (Alt+5)** button.



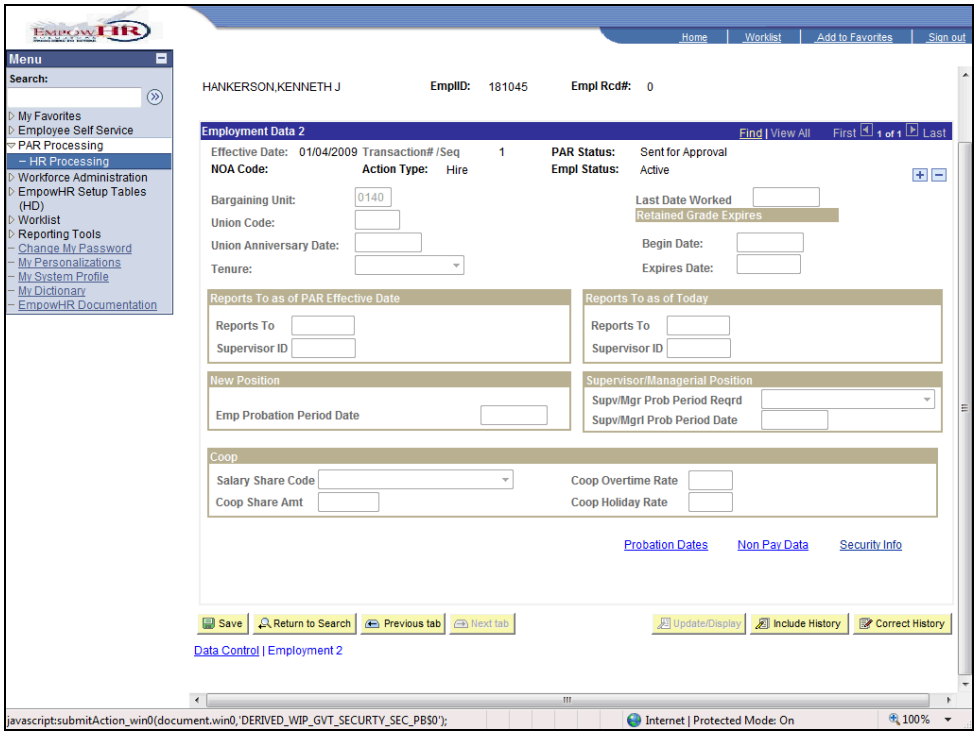
Step	Action
7.	Click the **SEC** link. SEC



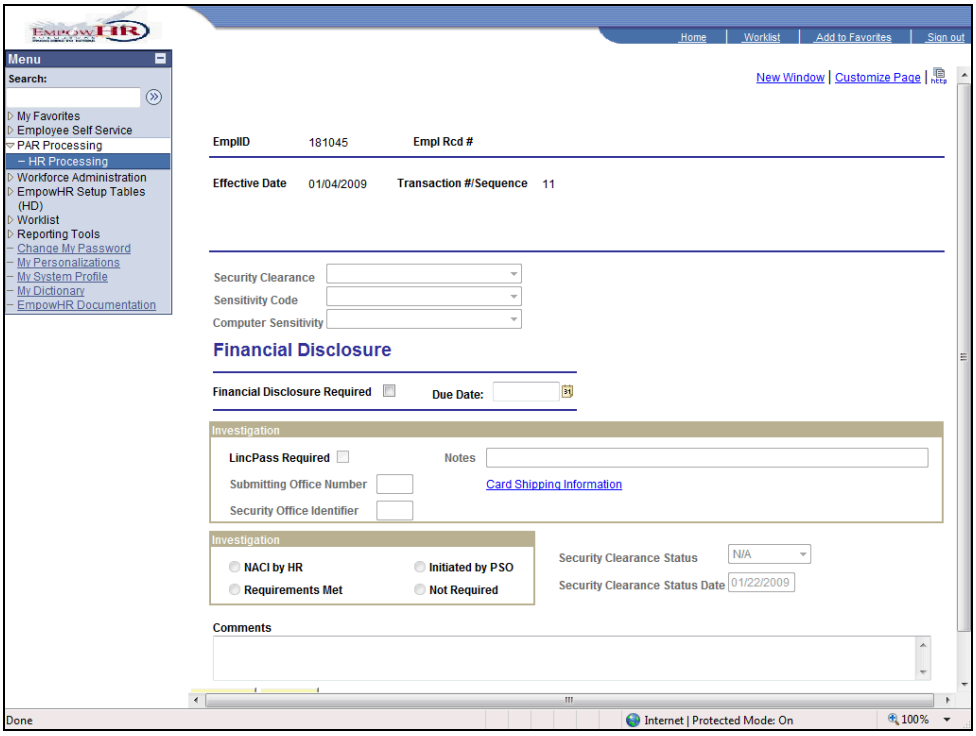
Step	Action
8.	Click the **Employment 2** tab. Employment 2



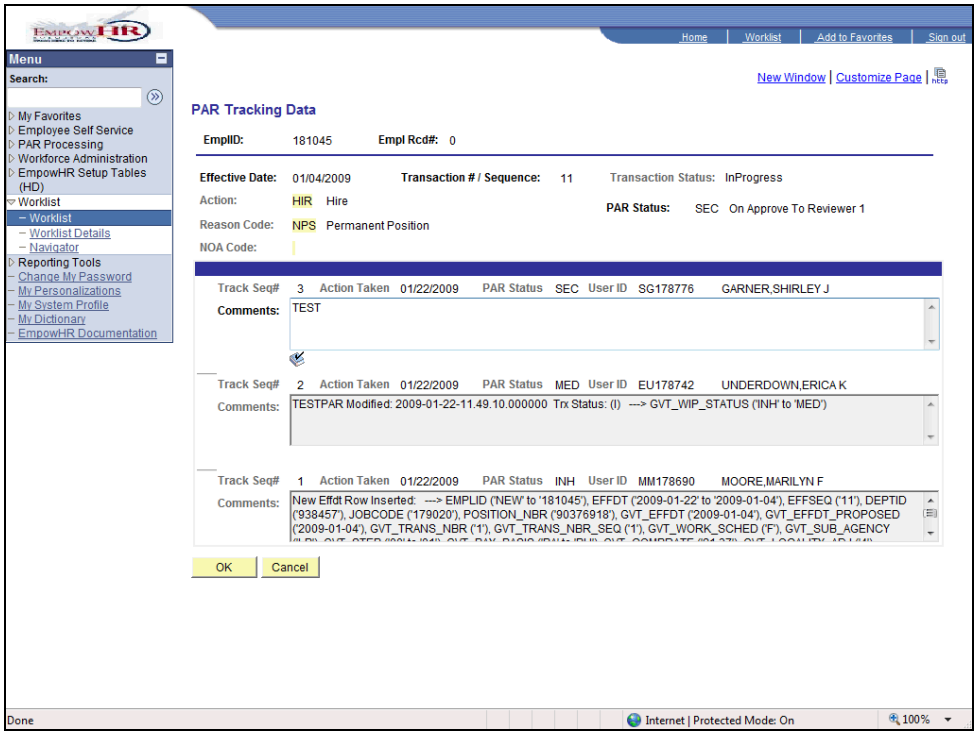
Step	Action
9.	Click the scrollbar.



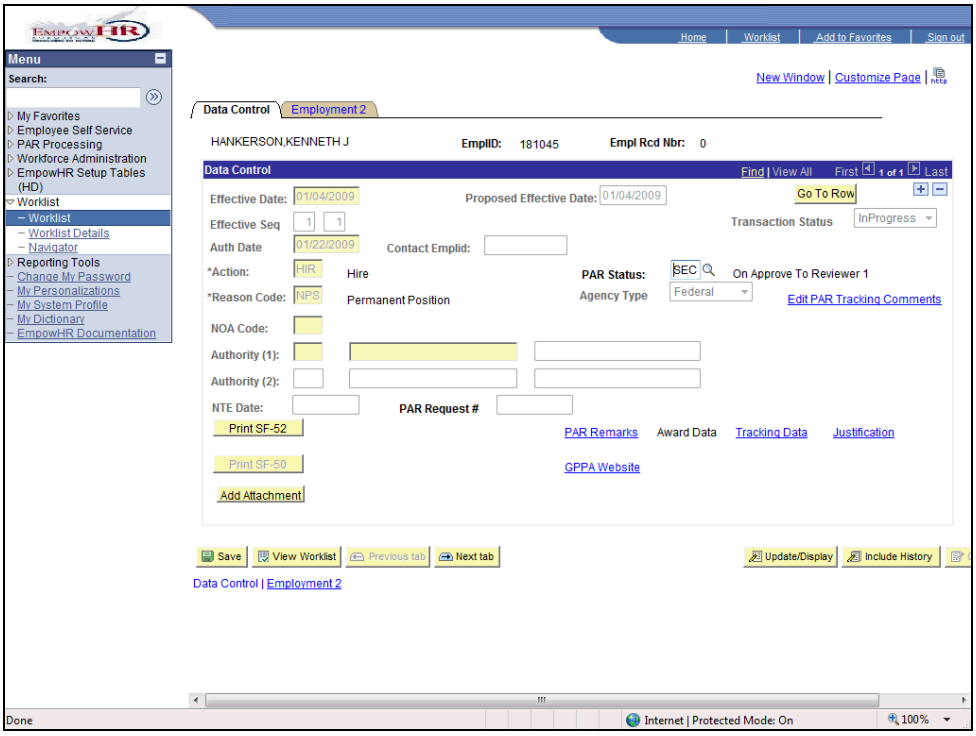
Step	Action
10.	Click the **Security Info** link. Security Info

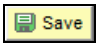


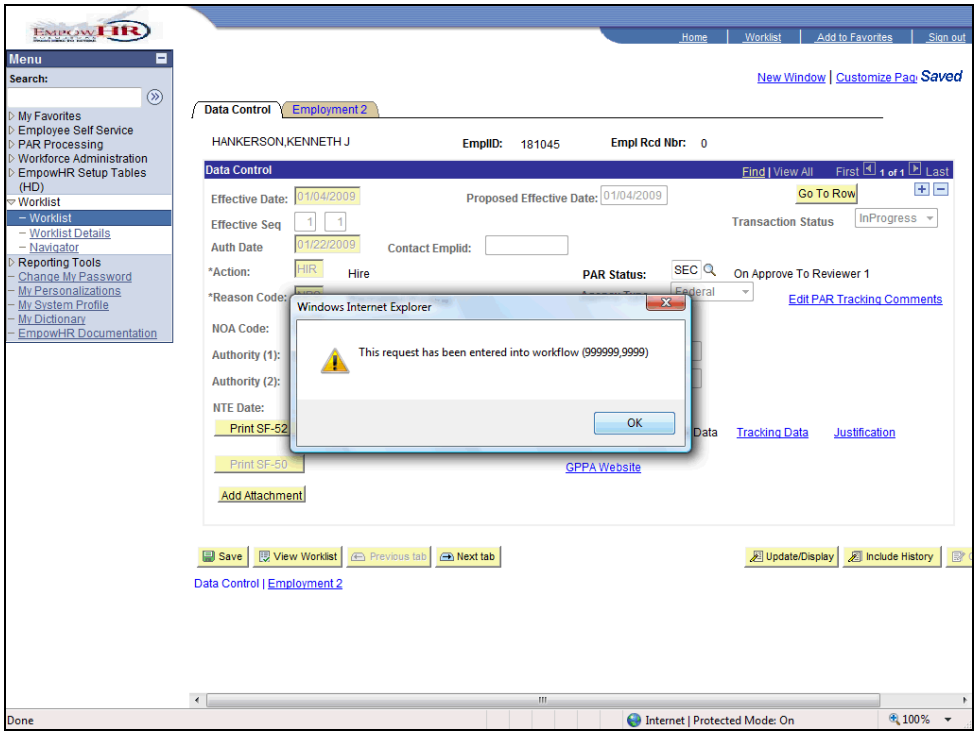
Step	Action
11.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**Security Test Completed**".
12.	Click the scrollbar.



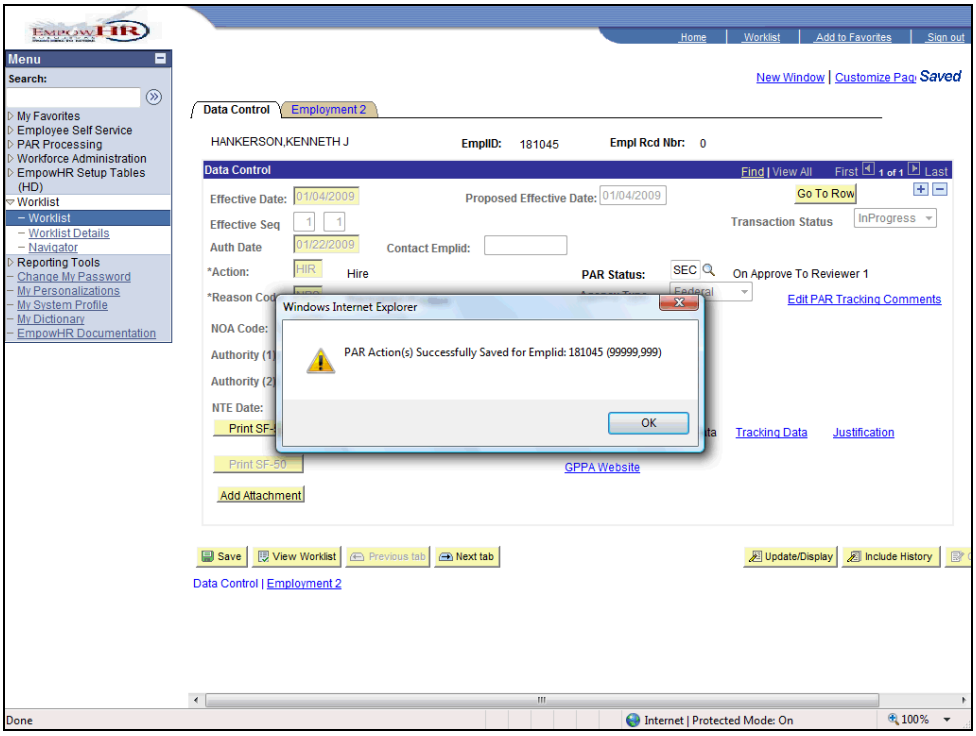
Step	Action
13.	Click the **OK** button. OK



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



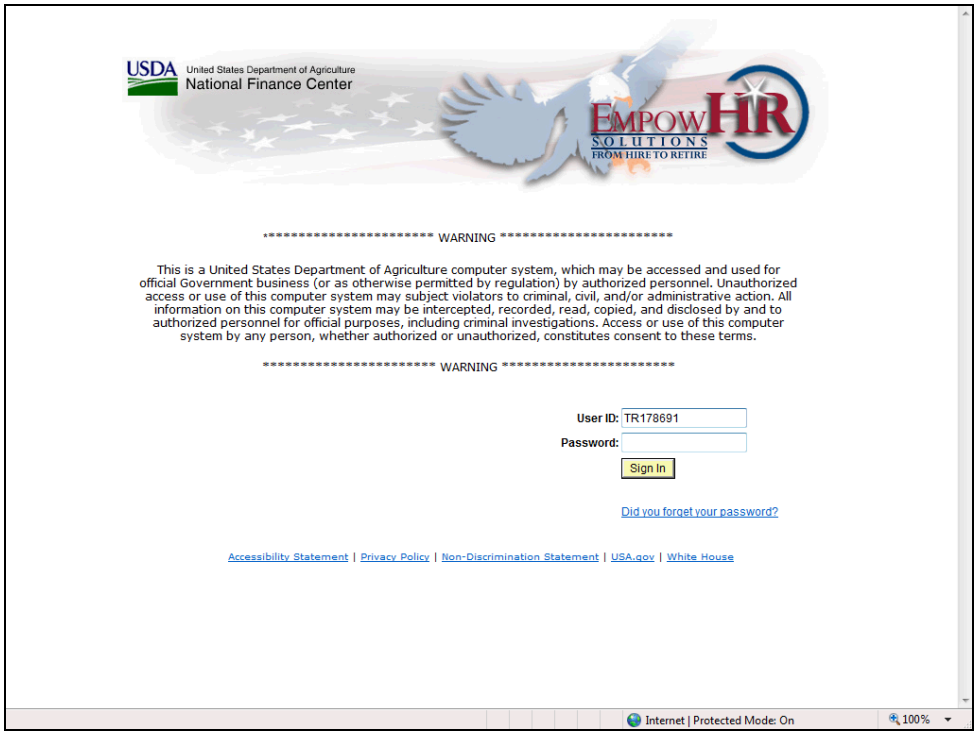
Step	Action
15.	Click the **OK** button. OK



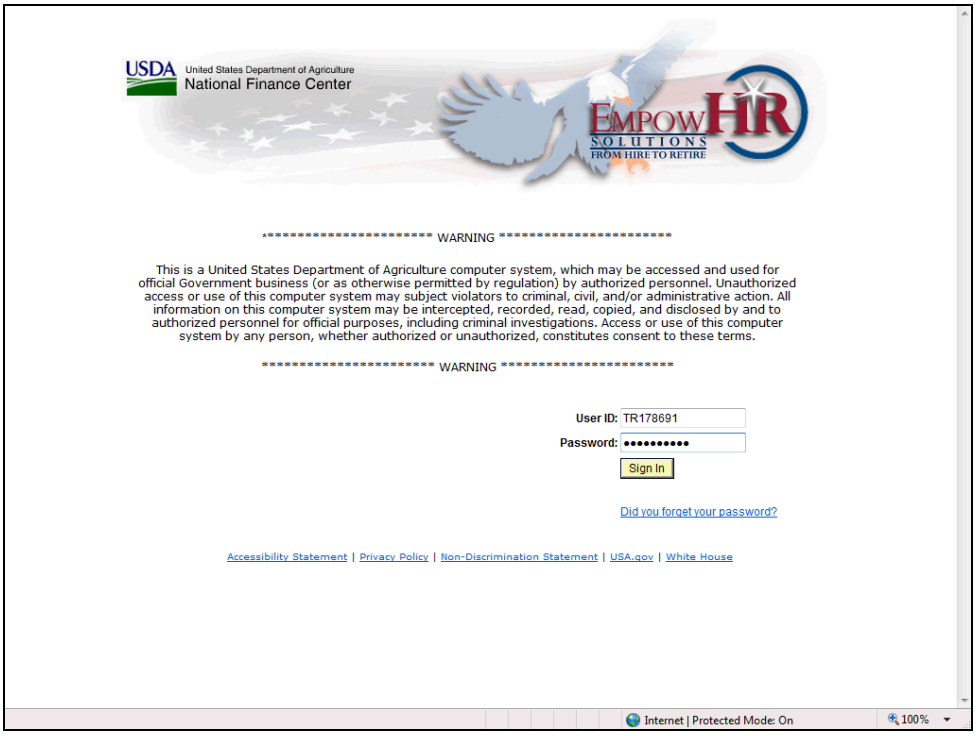
Step	Action
16.	Click **OK** . OK
17.	Click the **Sign out** link. Sign out
18.	This completes **Security** workflow. **End of Procedure.**

Hire Reviewer 1

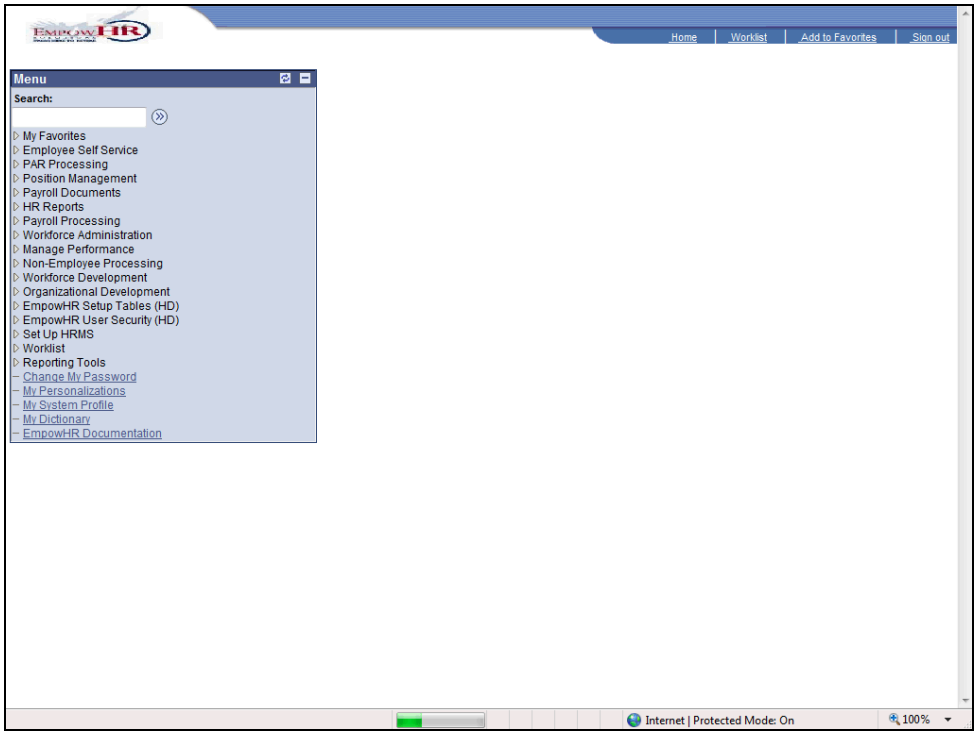
This topic demonstrates the Hire Reviewer 1 workflow.



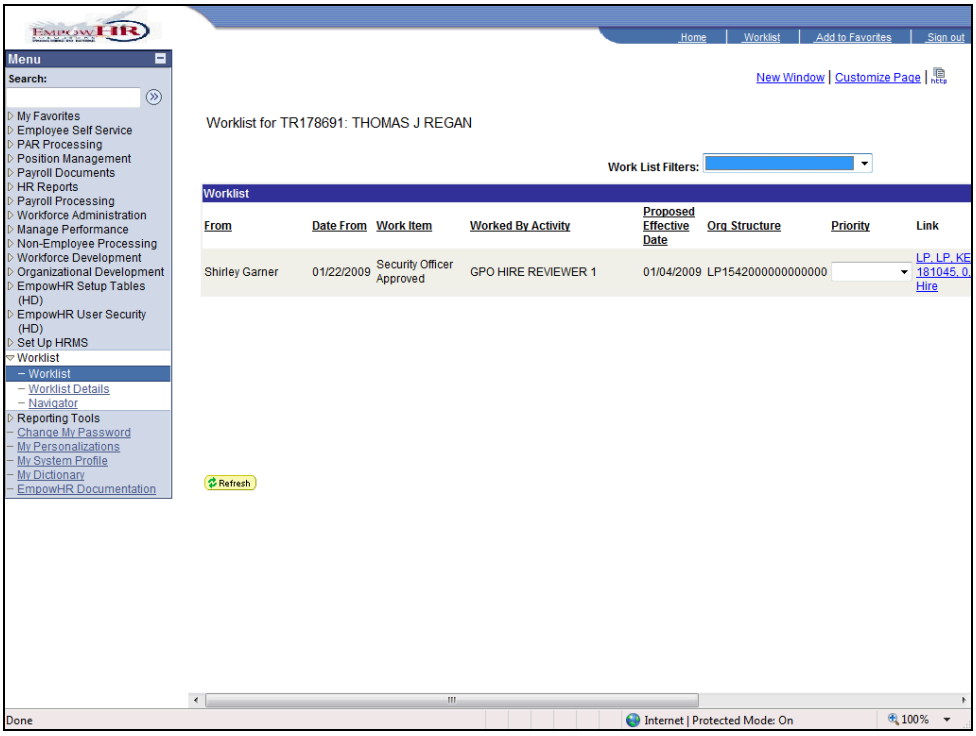
Step	Action
1.	Enter the desired information into the **Password:** field. Enter a valid value e.g. "**BLUEBIRD98**".



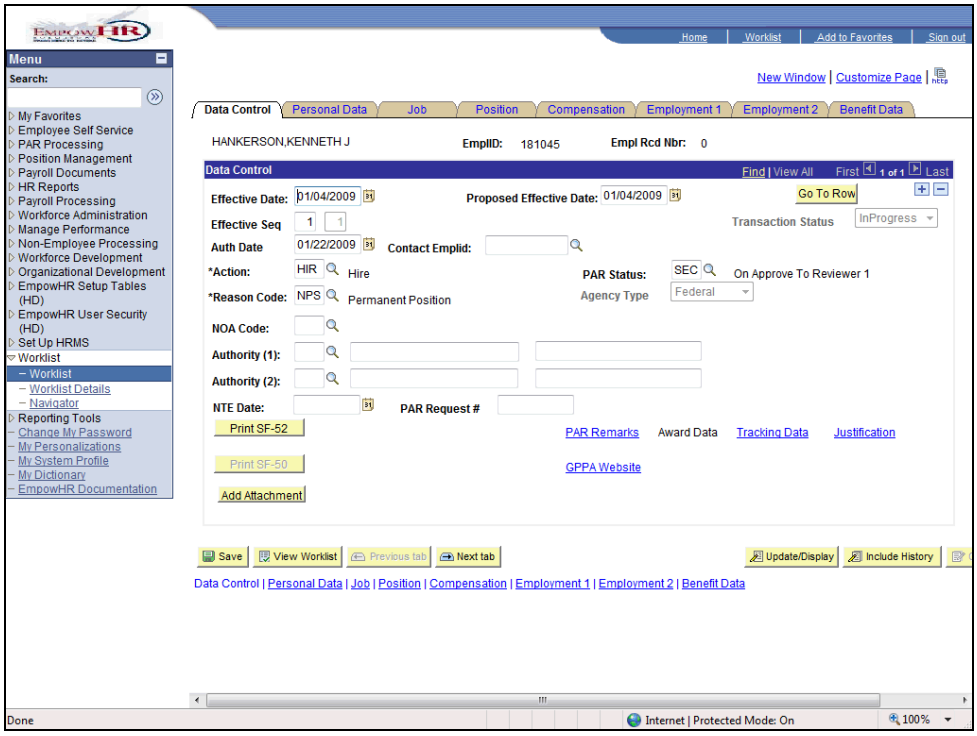
Step	Action
2.	Click **Sign In**. Sign In



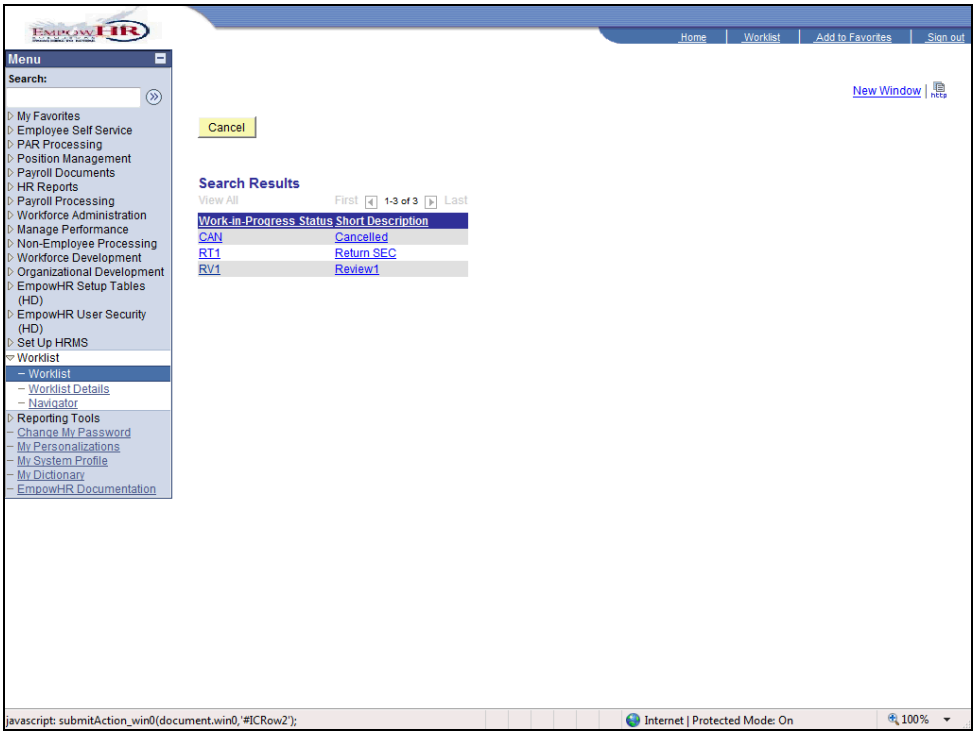
Step	Action
3.	Click the **Worklist** link. Worklist



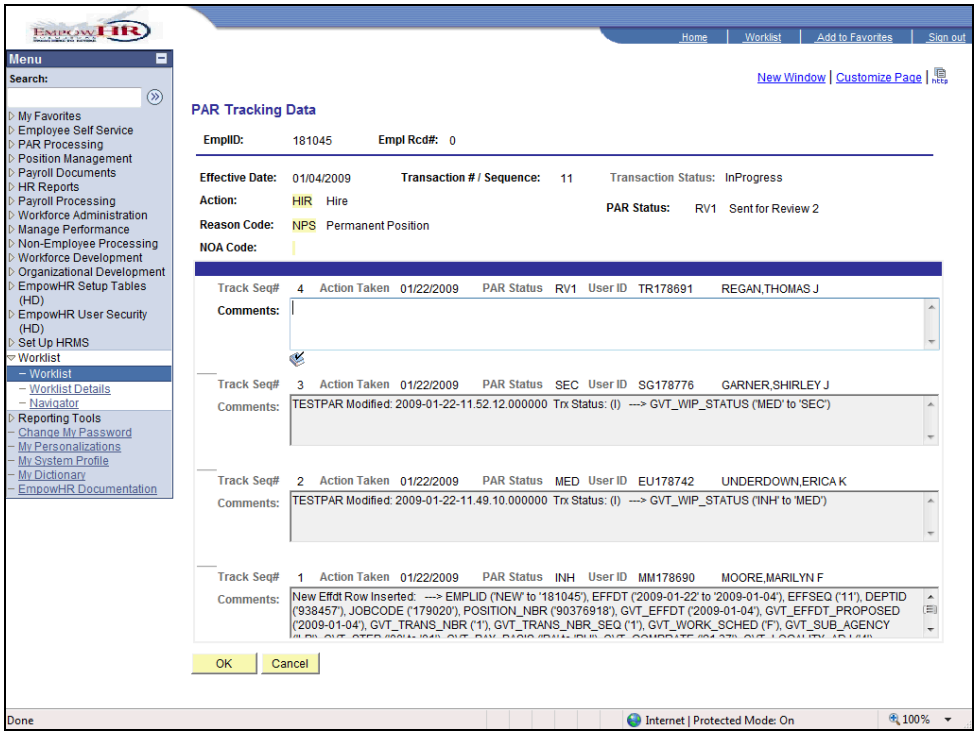
Step	Action
4.	Click the **Scroll Bar**.
5.	Click the **LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire** link. LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire

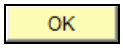


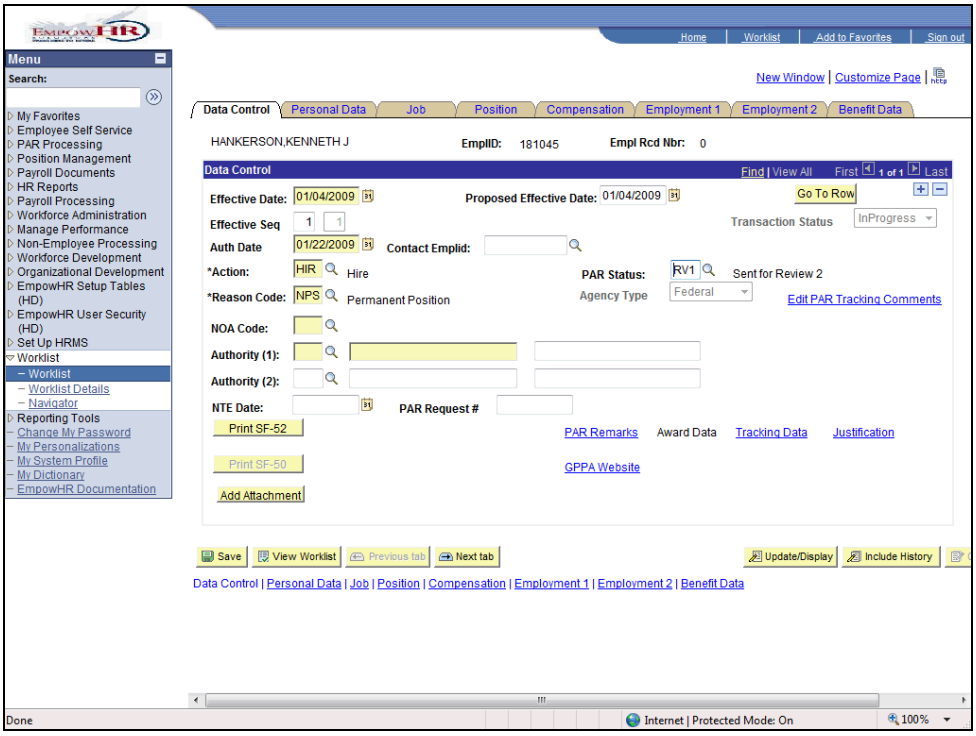
Step	Action
6.	Click the **Look up (Alt+5)** button.

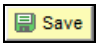


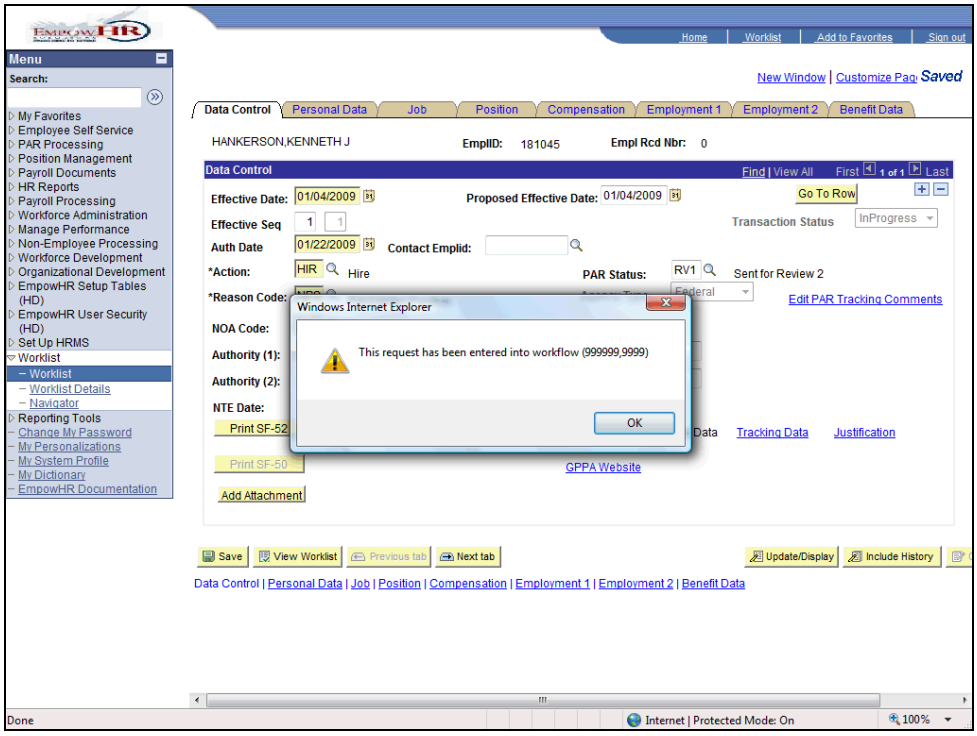
Step	Action
7.	Click the **RV1** link. RV1 Review1



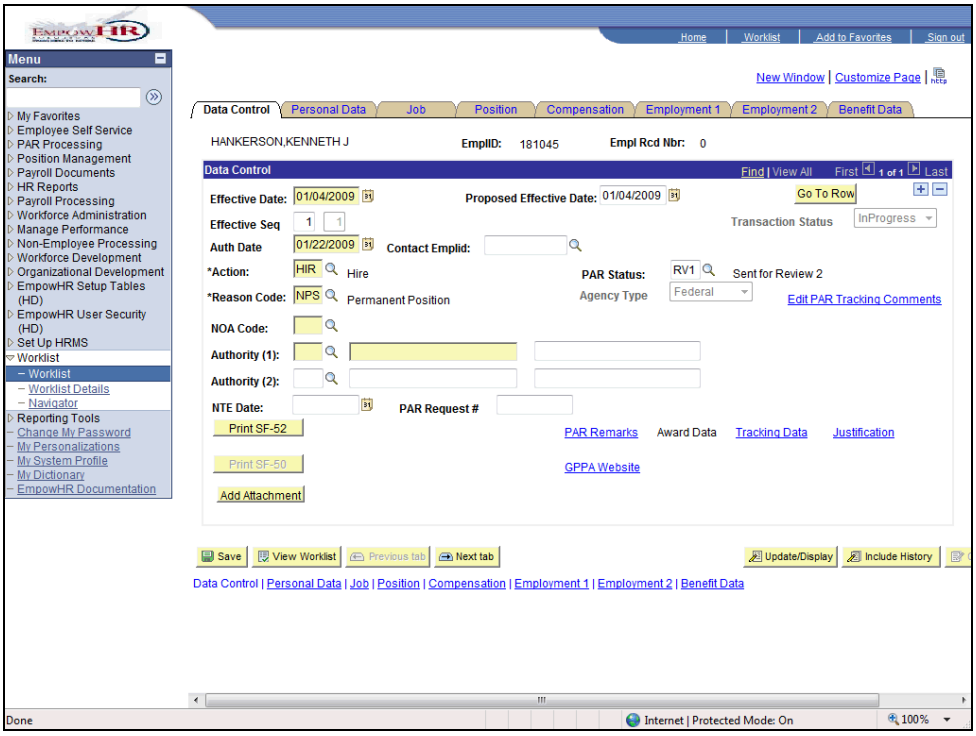
Step	Action
8.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**TEST**".
9.	Click the **OK** button. 



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



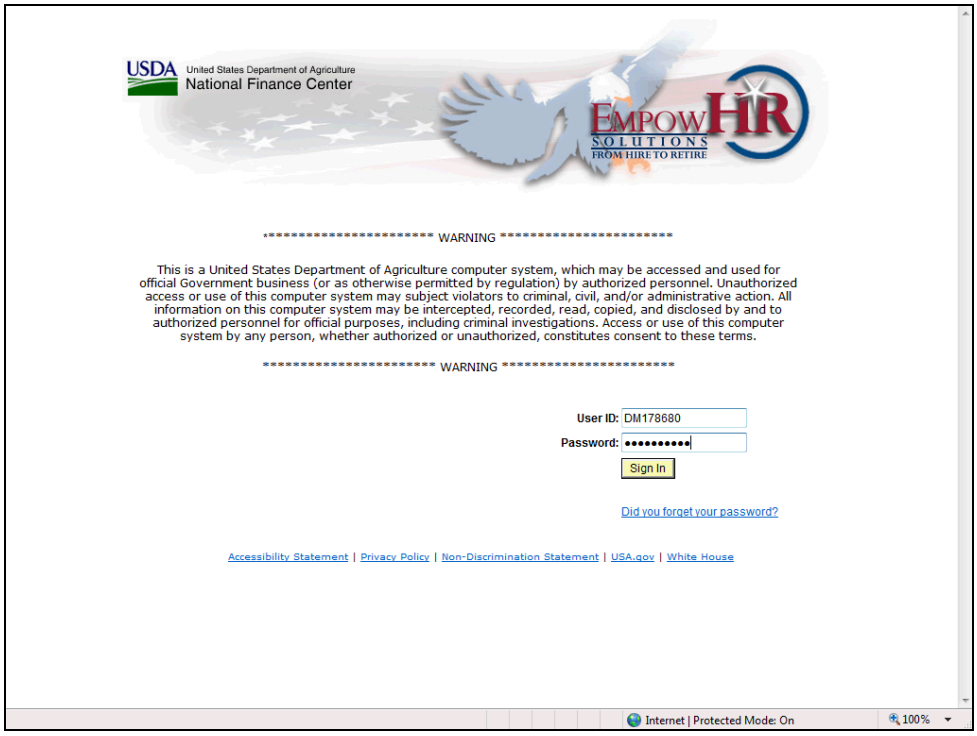
Step	Action
11.	Click the **OK** button. OK
12.	Click the **OK** button. OK



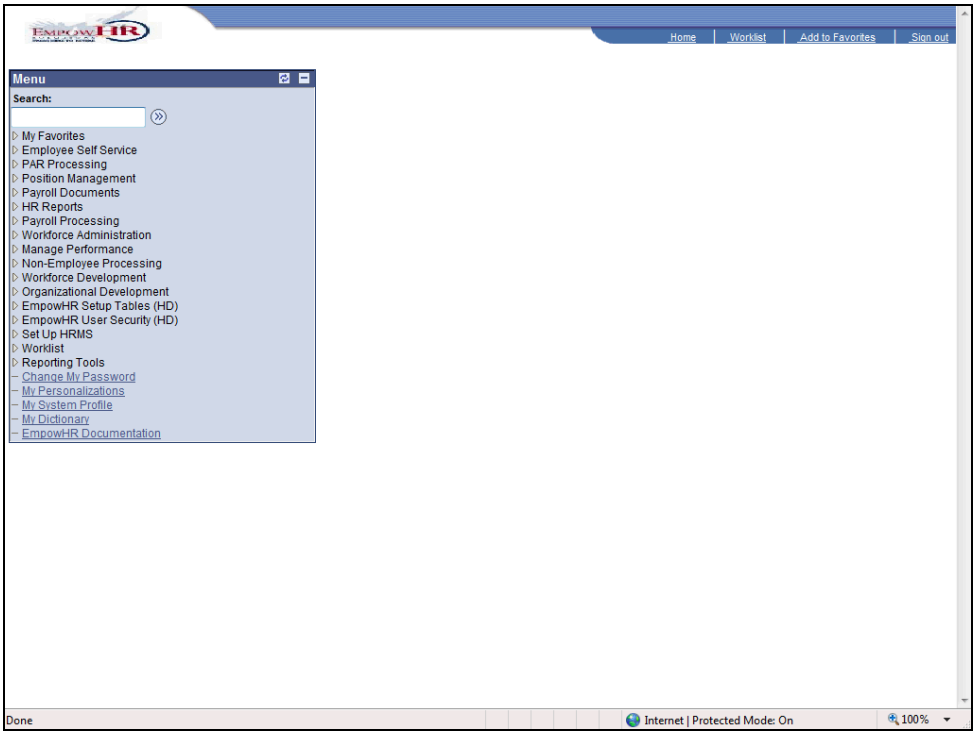
Step	Action
13.	Click the **Sign out** link. Sign out
14.	This completes the **Hire Reviewer 1** workflow **End of Procedure.**

Hire Reviewer 2

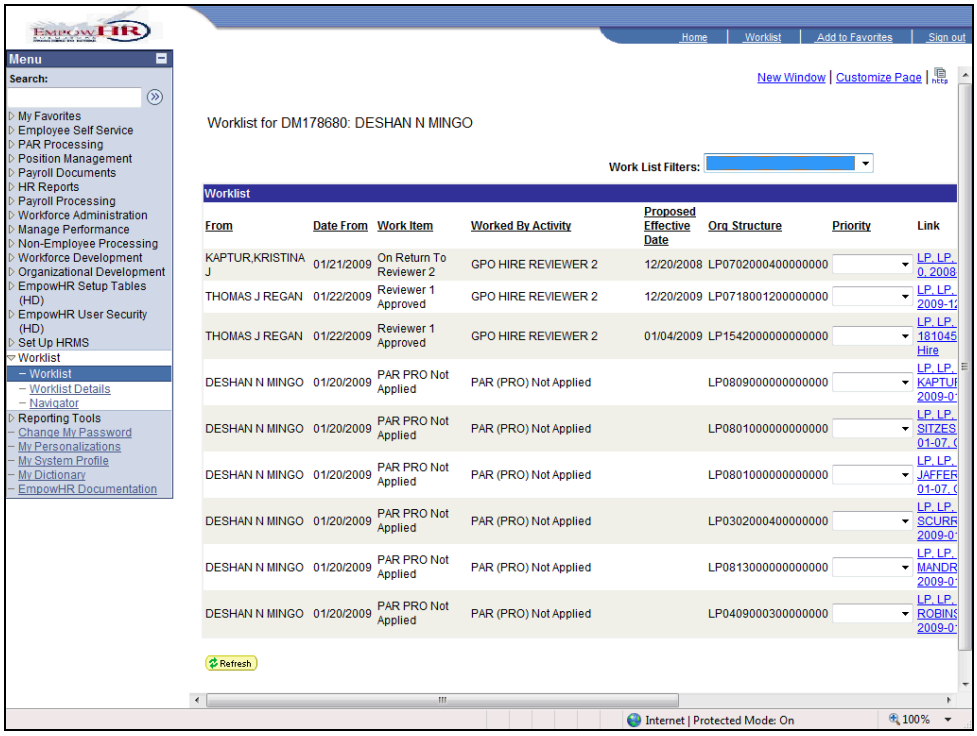
This topic demonstrates the Hire Reviewer 2 workflow.



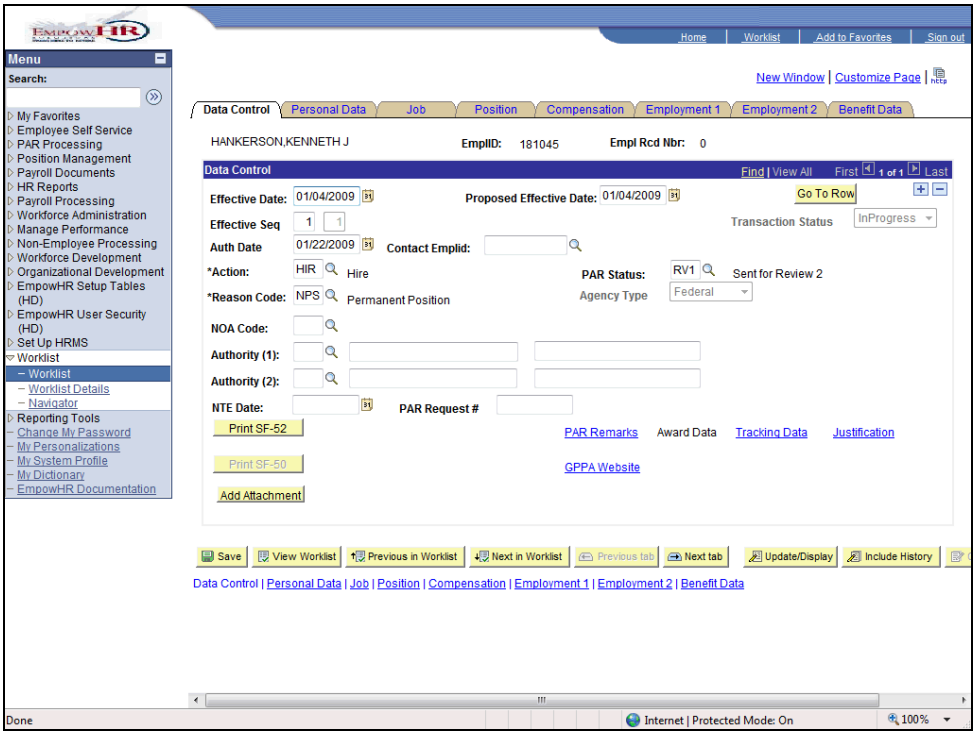
Step	Action
1.	Click the **Sign In** button. Sign In



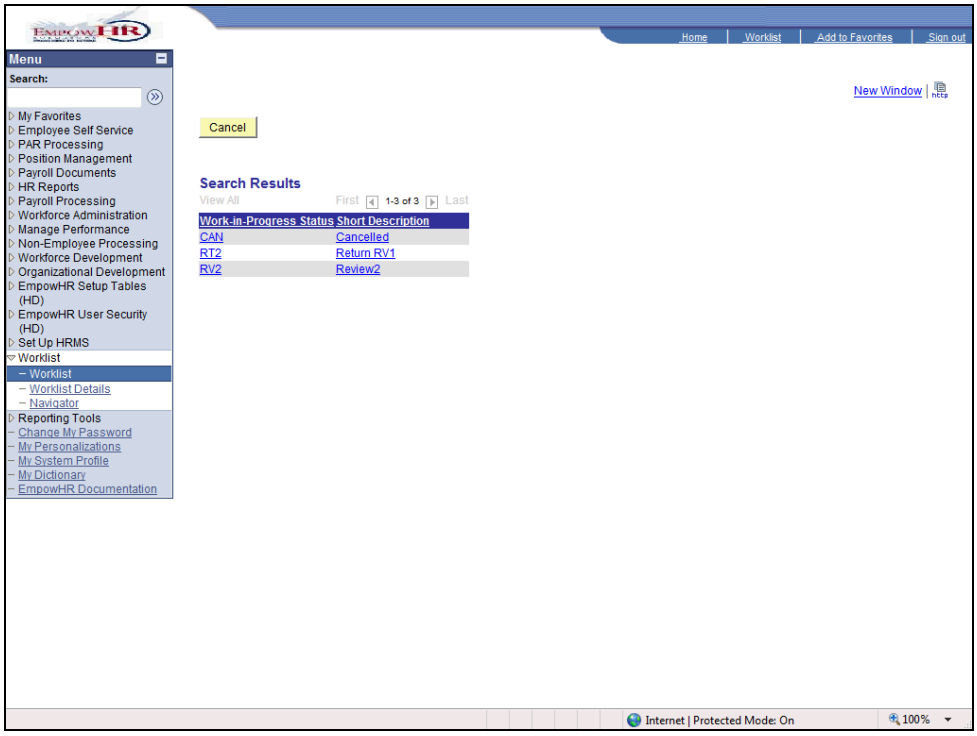
Step	Action
2.	Click the **Worklist** link. Worklist



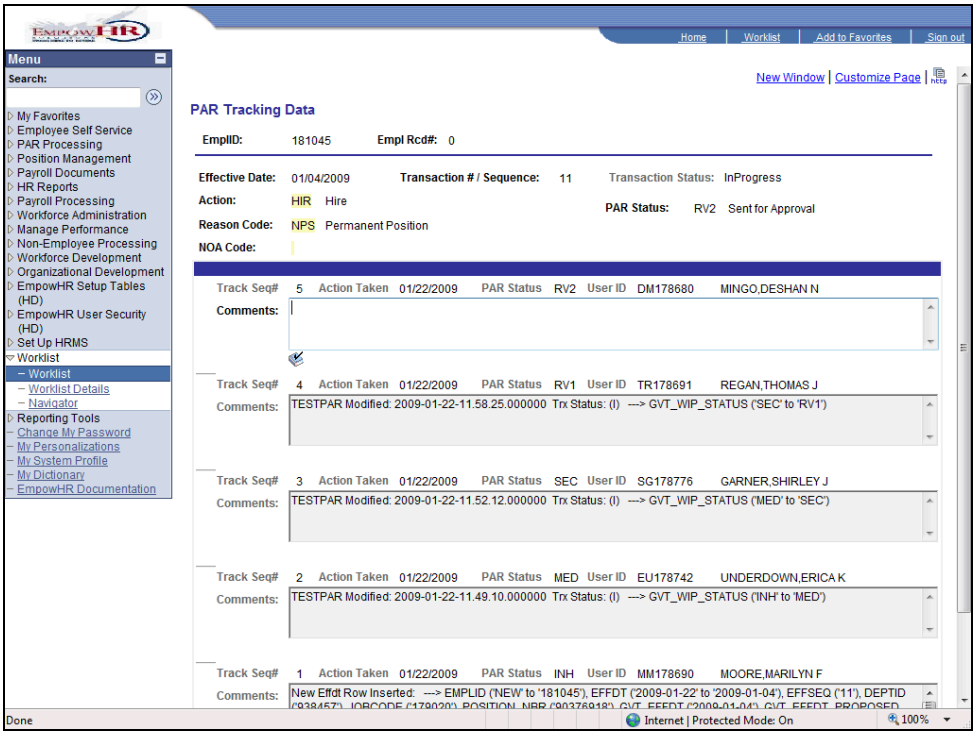
Step	Action
3.	Click the scrollbar.
4.	Click the **LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire** link. LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire

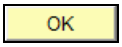


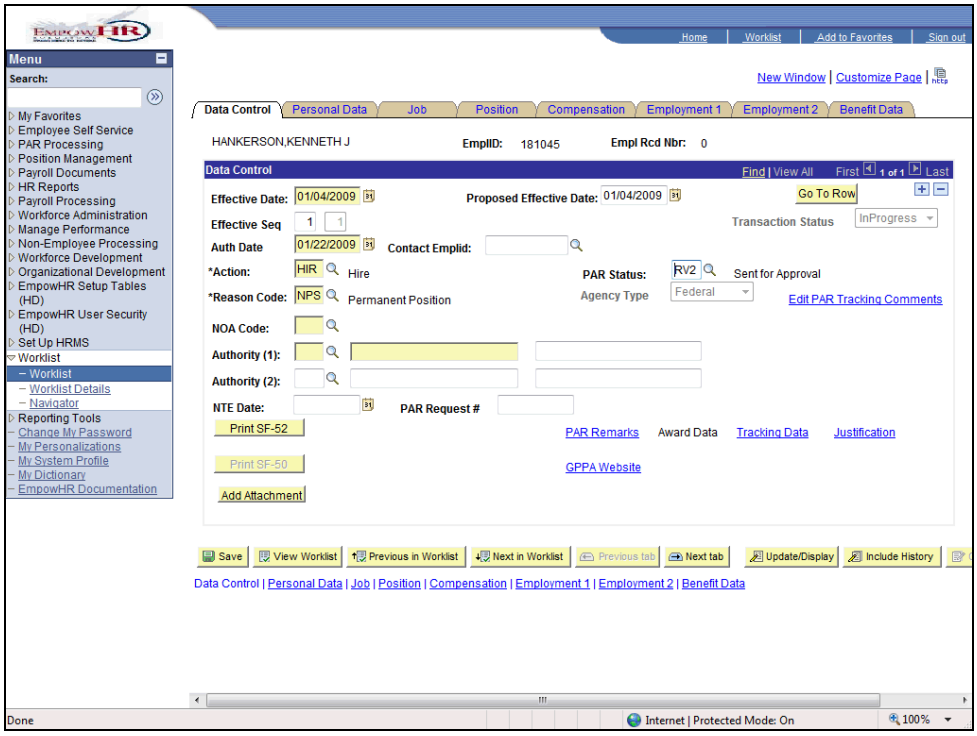
Step	Action
5.	Click the **Look up (Alt+5)** button.



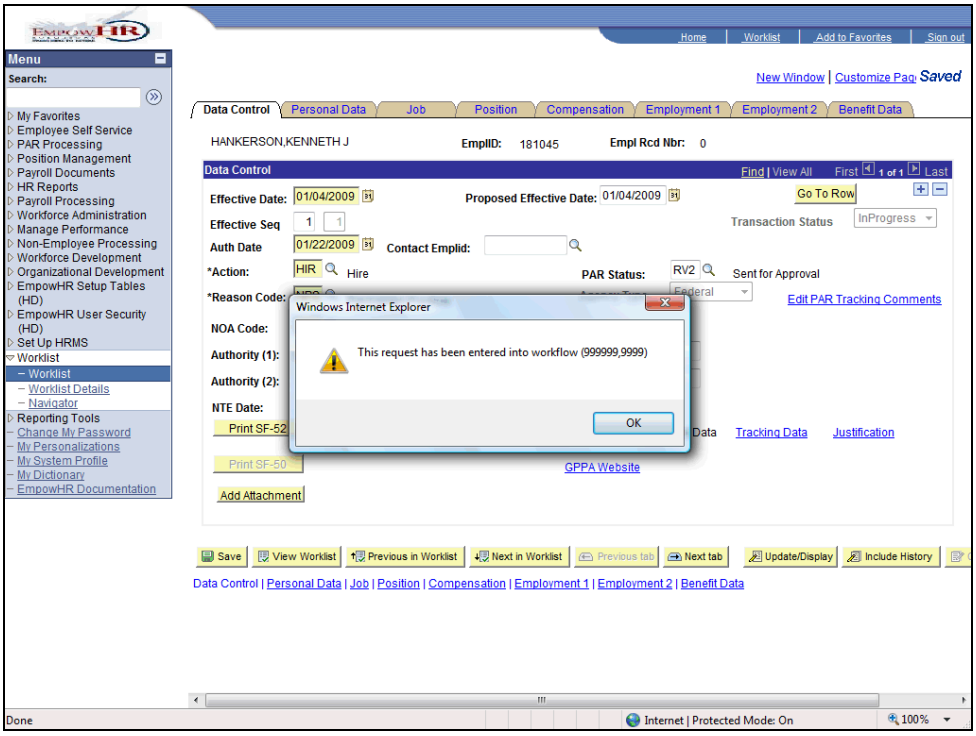
Step	Action
6.	Click the **Review2** link. RV2 Review2



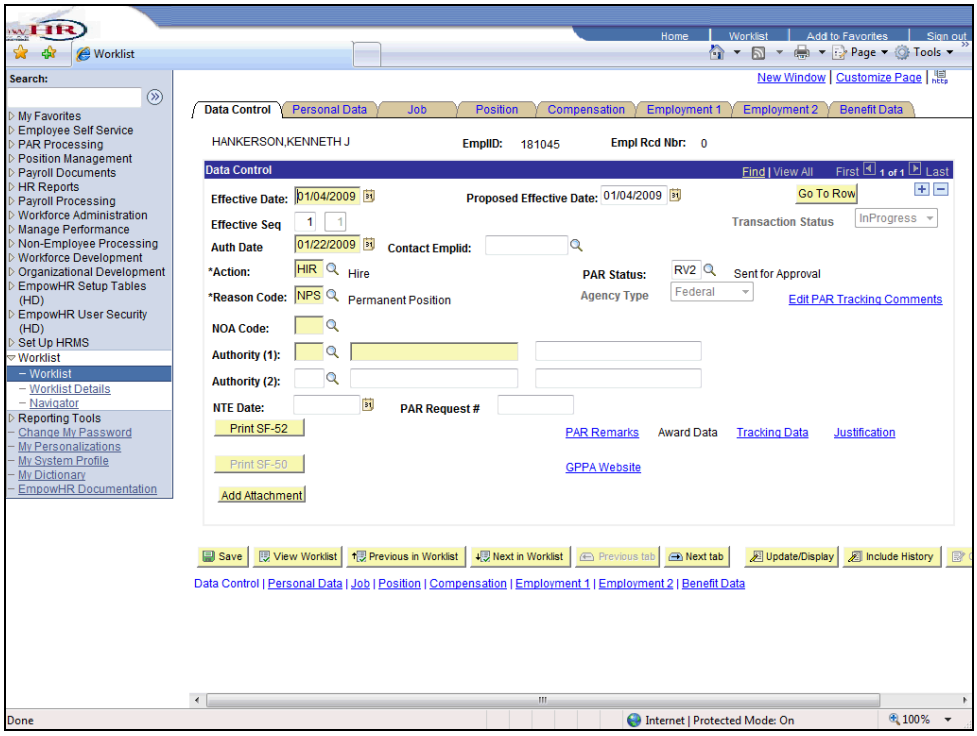
Step	Action
7.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**TEST**".
8.	Click the scrollbar.
9.	Click the **OK** button. 



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



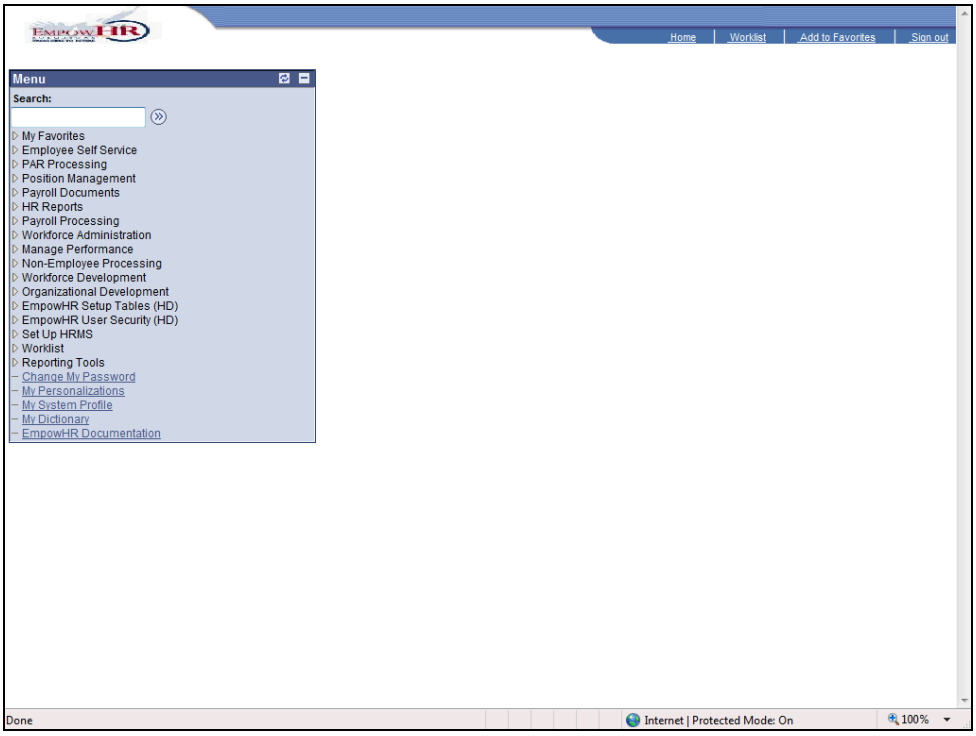
Step	Action
11.	Click the **OK** button. OK
12.	Click the **OK** button. OK



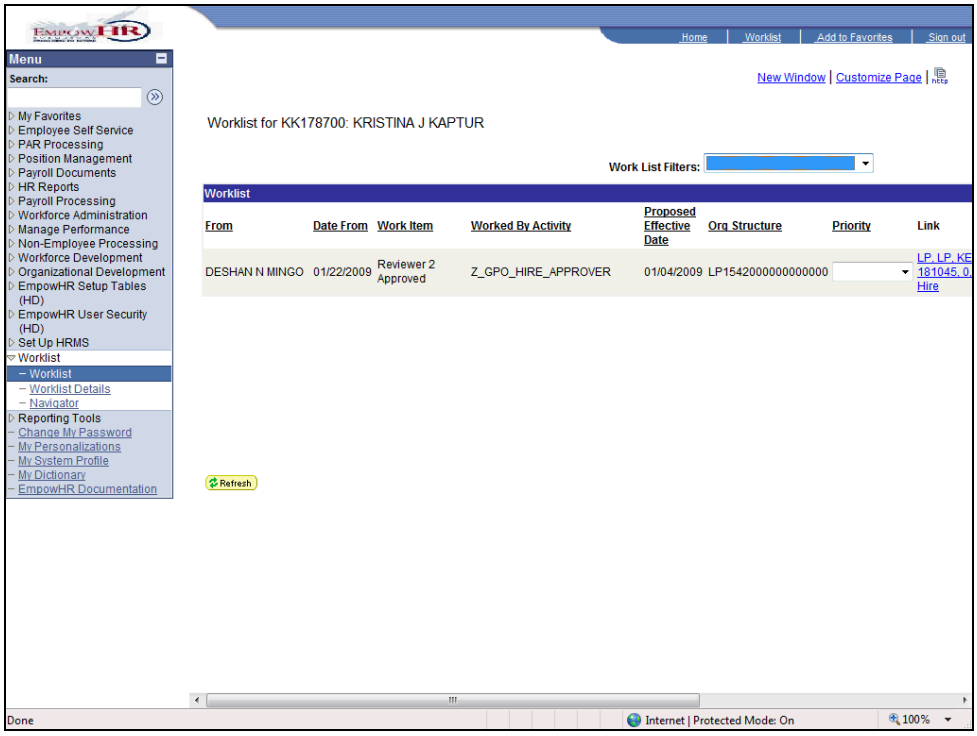
Step	Action
13.	Click the **Sign out** link. Sign out
14.	This completes the **Hire Reviewer 2** workflow. **End of Procedure.**

Approver

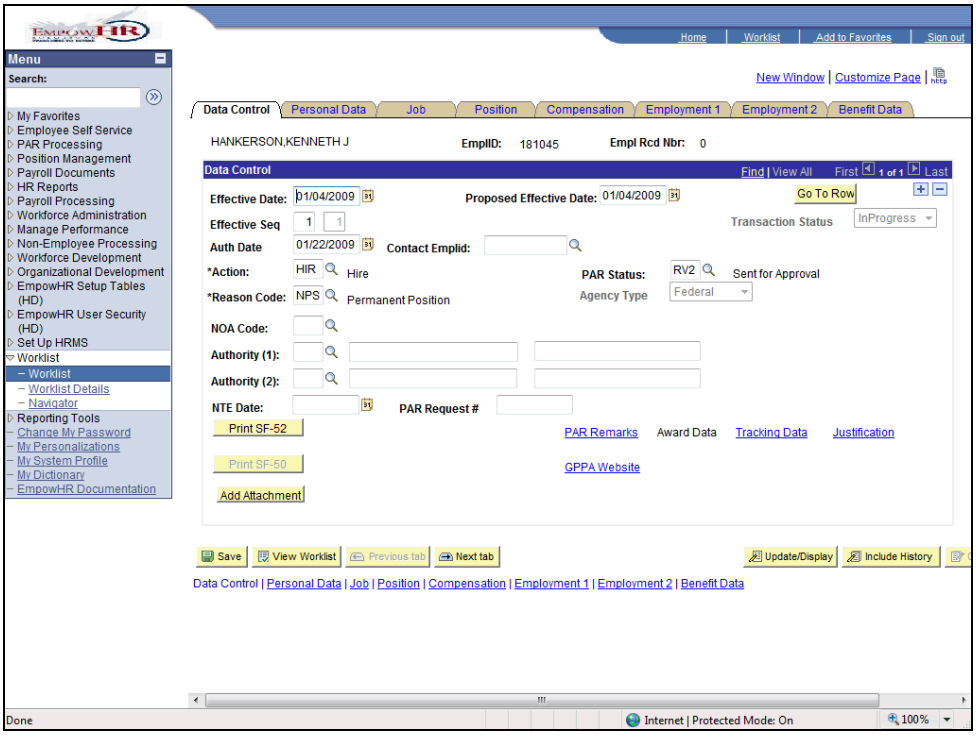
This topic demonstrates the approver workflow.



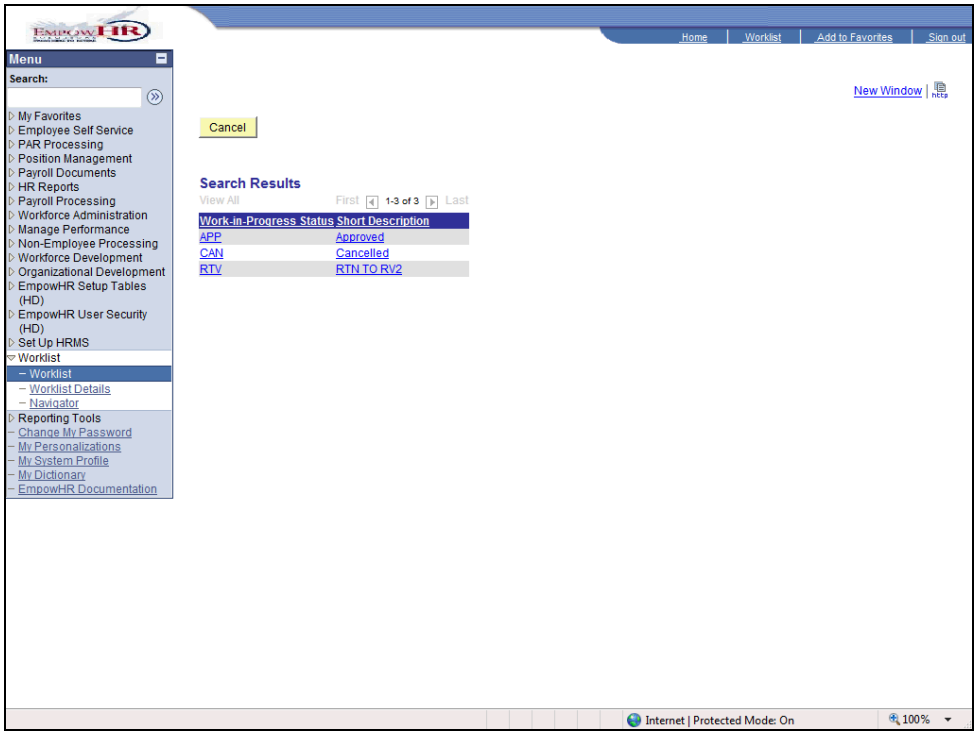
Step	Action
1.	Click the **Worklist** link. Worklist



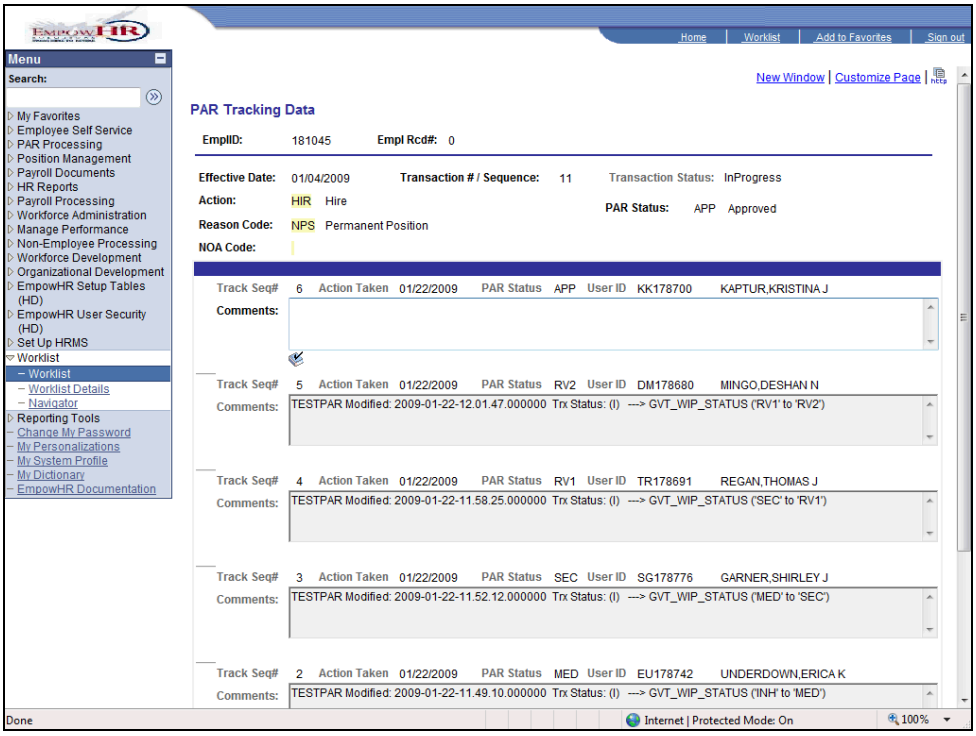
Step	Action
2.	Click the scrollbar.
3.	Click the **LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire** link. LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire



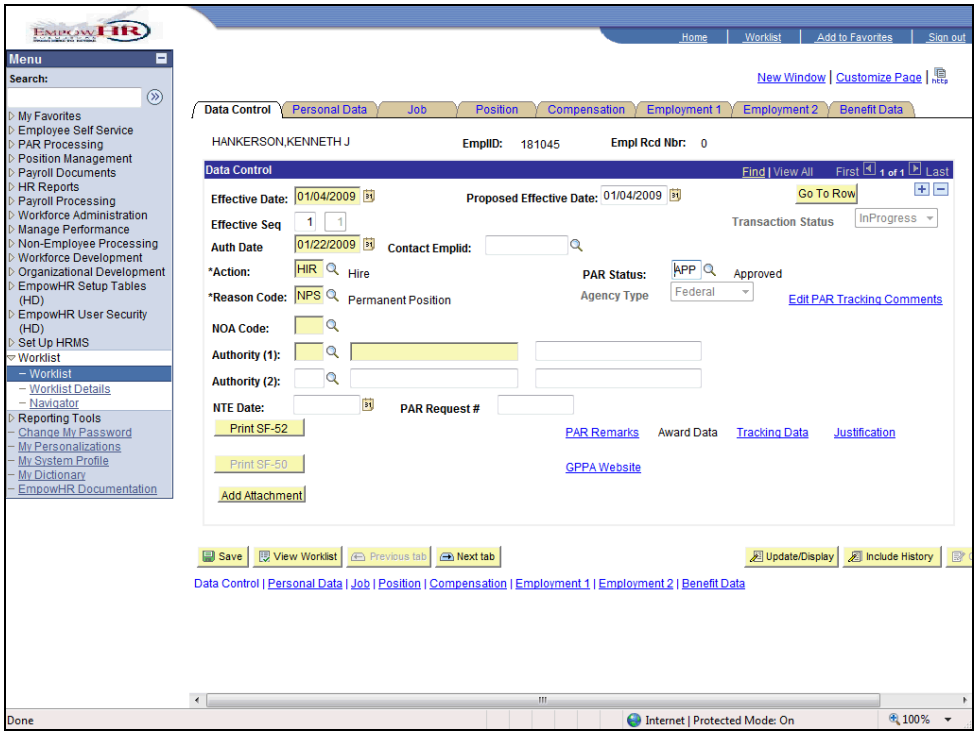
Step	Action
4.	Click the **Look up (Alt+5)** button.



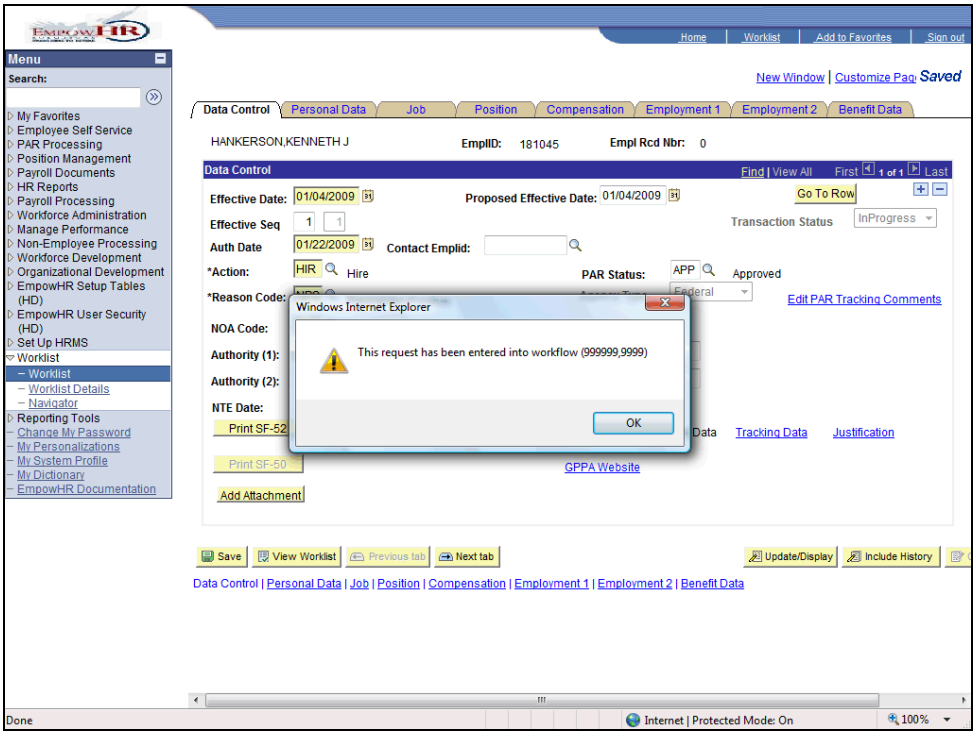
Step	Action
5.	Click the **Approved** link. APP Approved



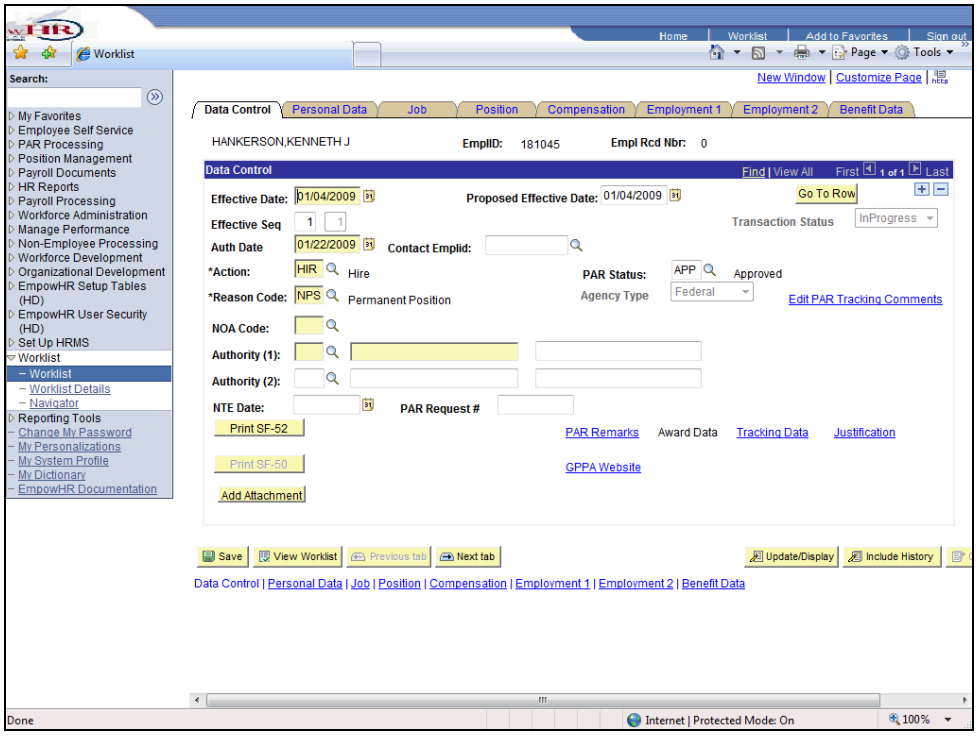
Step	Action
6.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**TEST**".
7.	Click the scrollbar.
8.	Click the **OK** button. OK



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



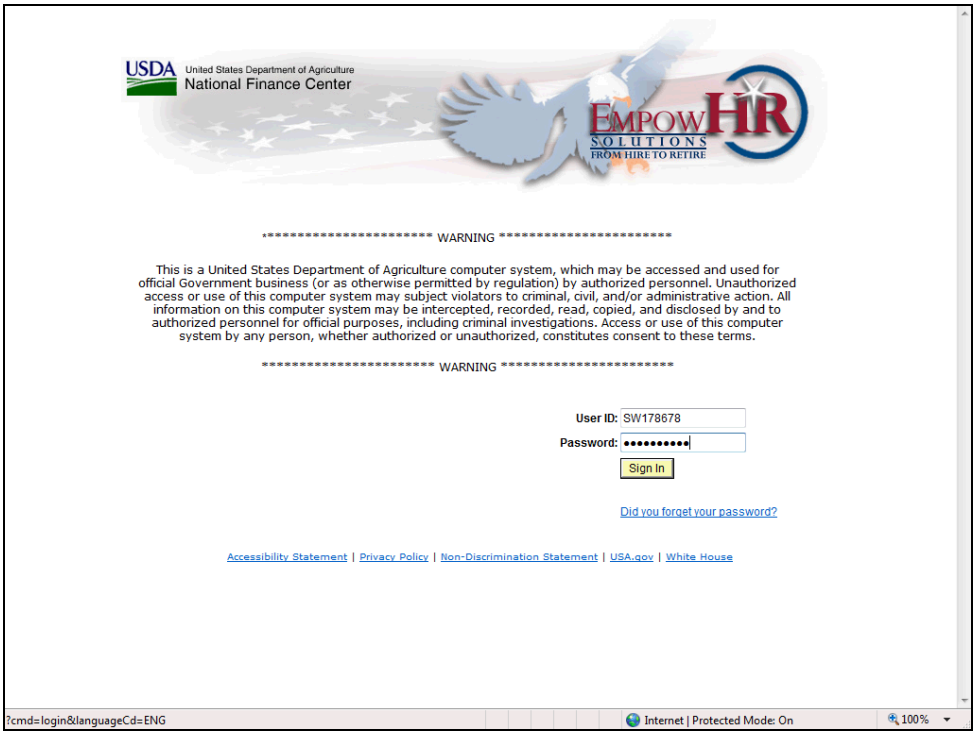
Step	Action
10.	Click the **OK** button. OK
11.	Click the **OK** button. OK



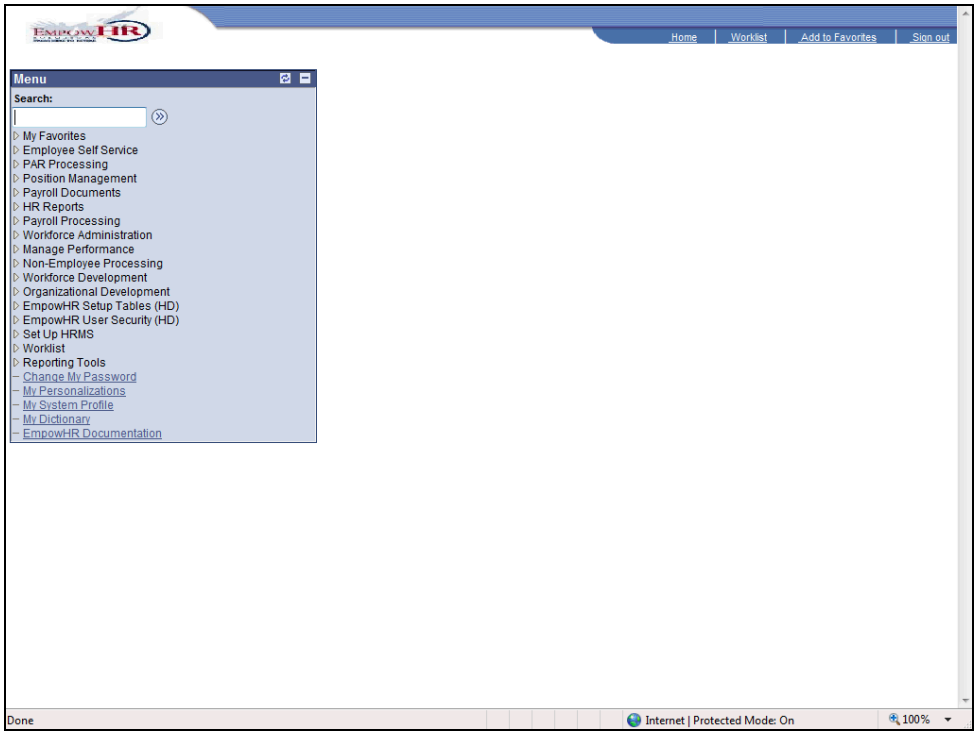
Step	Action
12.	Click the **Sign out** link. Sign out
13.	This completes the **Approver** workflow. **End of Procedure.**

Hire Processor

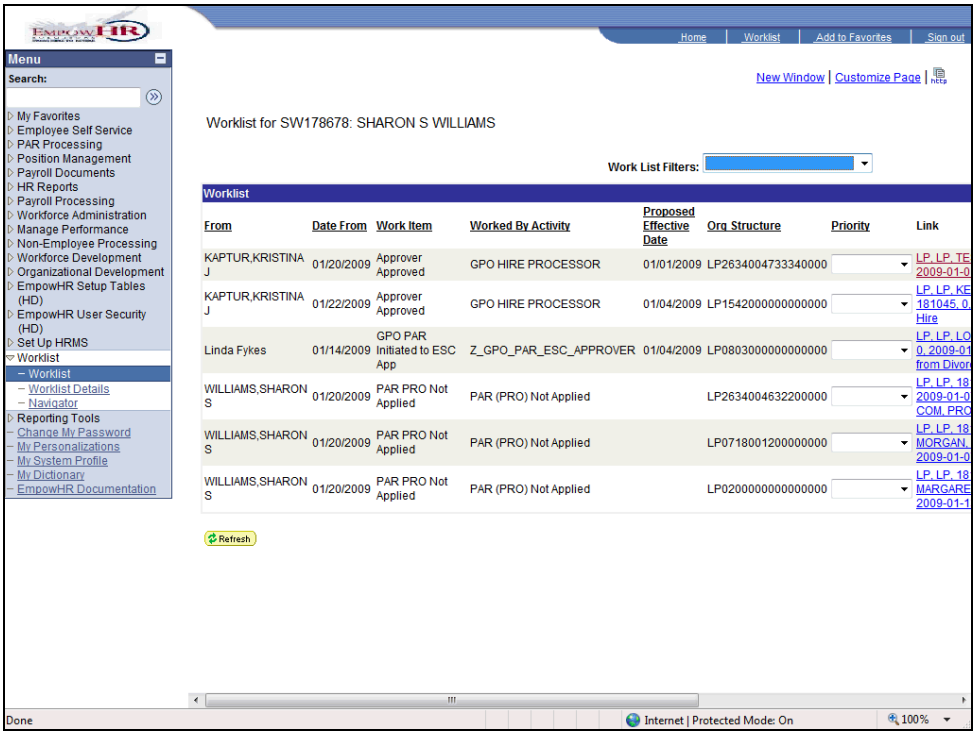
This topic demonstrates the Hire Processor workflow.



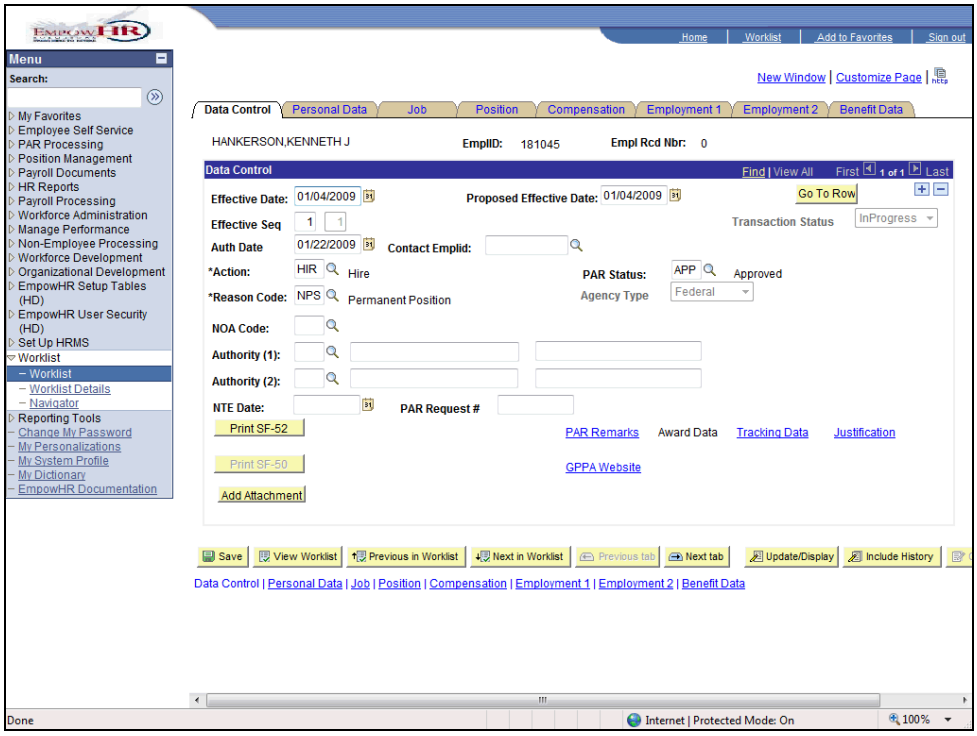
Step	Action
1.	Click the **Sign In** button. Sign In



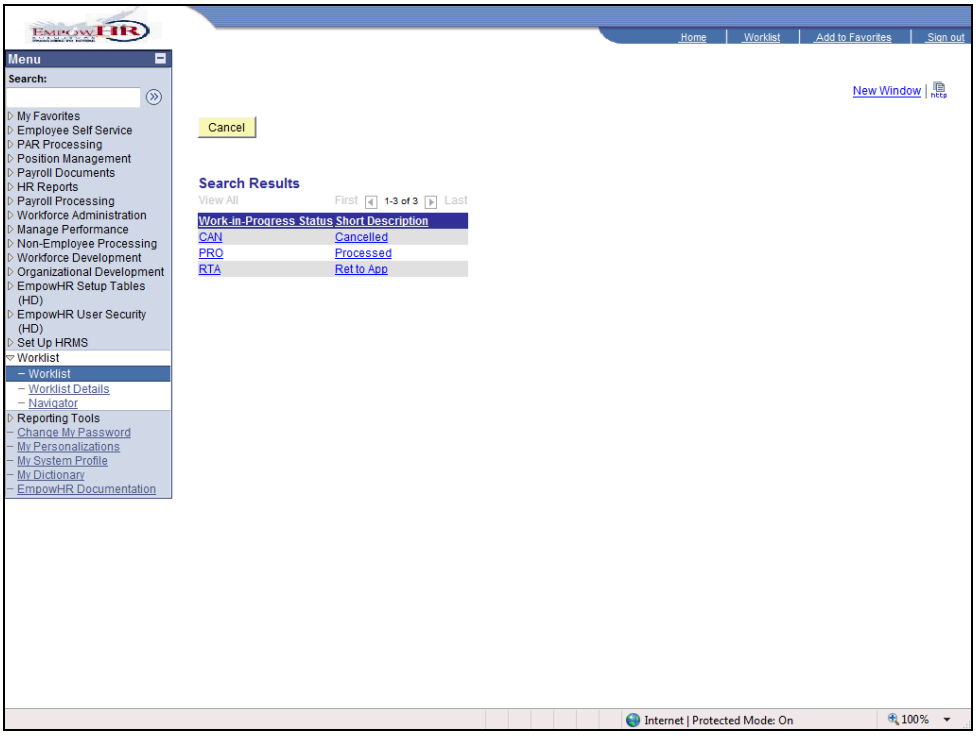
Step	Action
2.	Click the **Worklist** link. Worklist



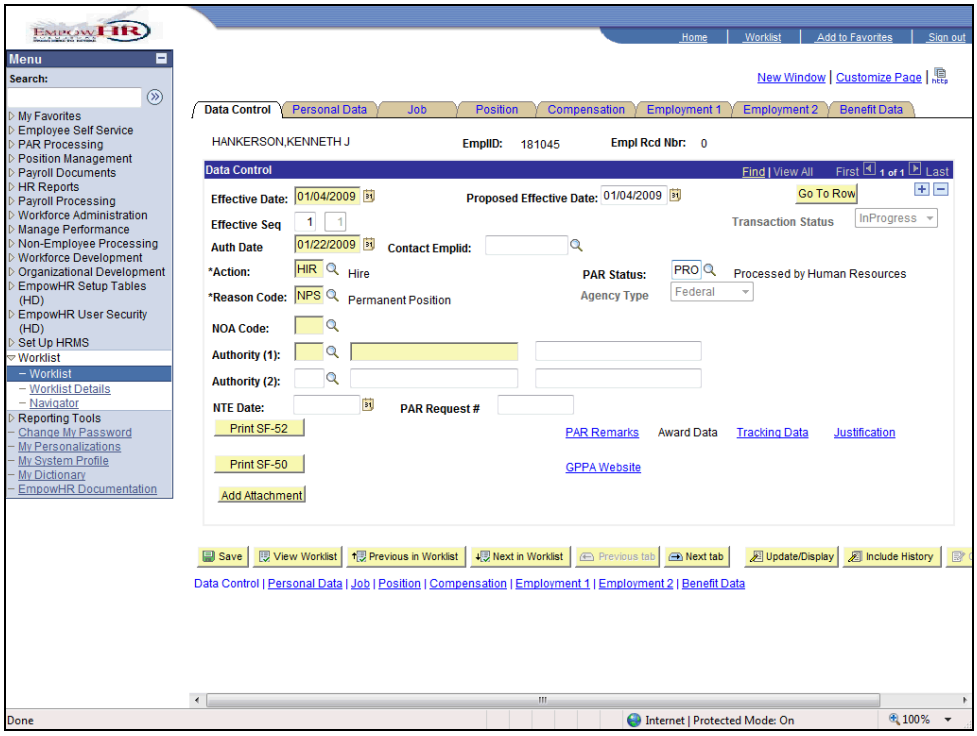
Step	Action
3.	Click the scrollbar.
4.	Click the **LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire** link. LP, LP, KENNETH HANKERSON, 181045, 0, 2009-01-04, 11, New Hire



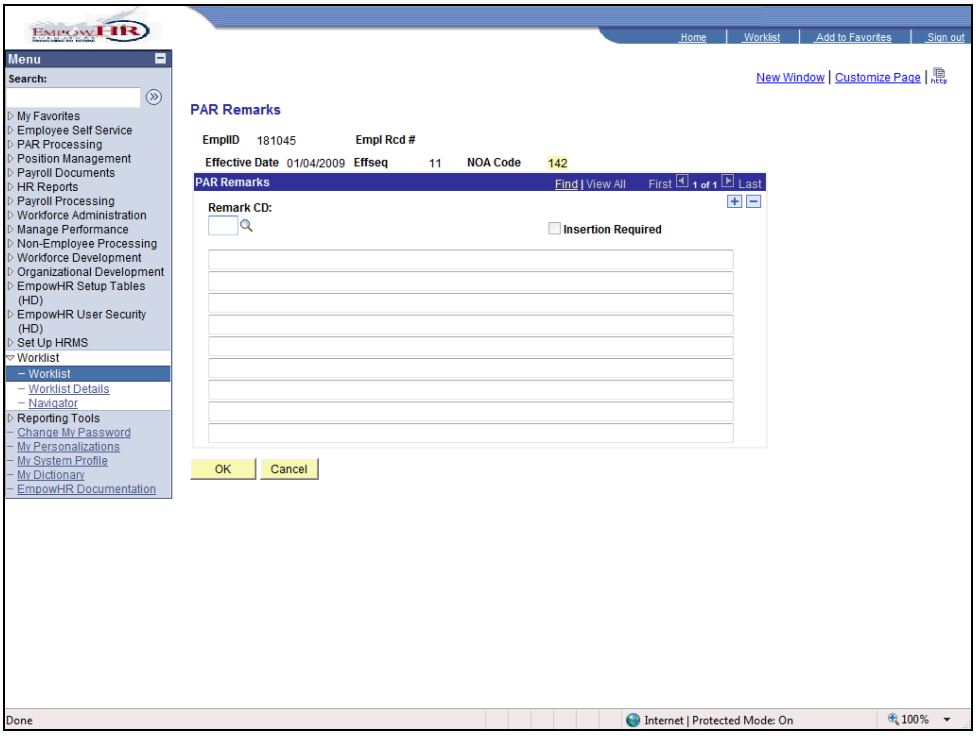
Step	Action
5.	Click the **Look up (Alt+5)** button.



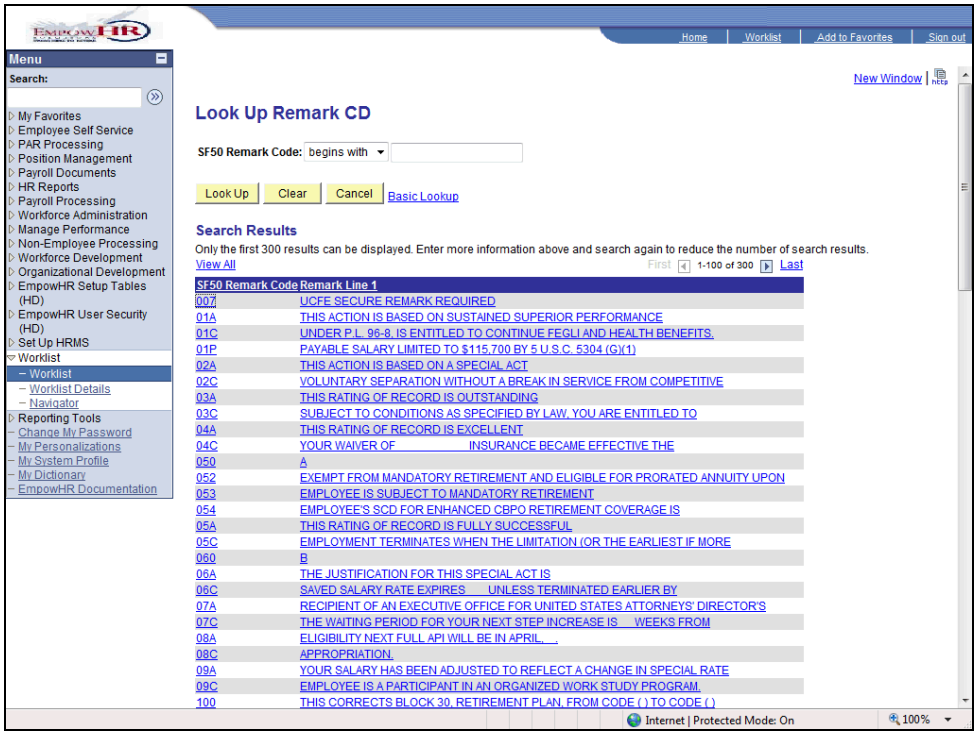
Step	Action
6.	Click the **Processed** link. PRO Processed



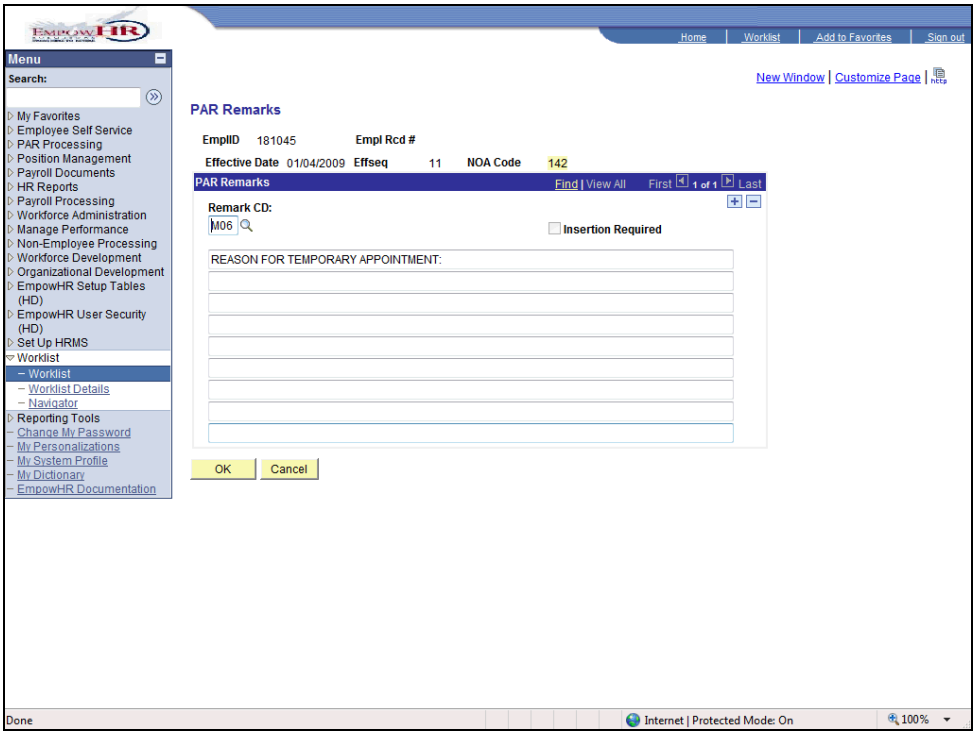
Step	Action
7.	Enter the desired information into the **NOA Code** field. Enter a valid value e.g. "**142**".
8.	Click in the **Authority (1)** field.
9.	Enter the desired information into the **Authority (1)** field. Enter a valid value e.g. "**p3M**".
10.	Press **[Tab]**.
11.	Enter the desired information into the **Authority (2)** field. Enter a valid value e.g. "**A123BE1**".
12.	Click the **PAR Remarks** link. PAR Remarks



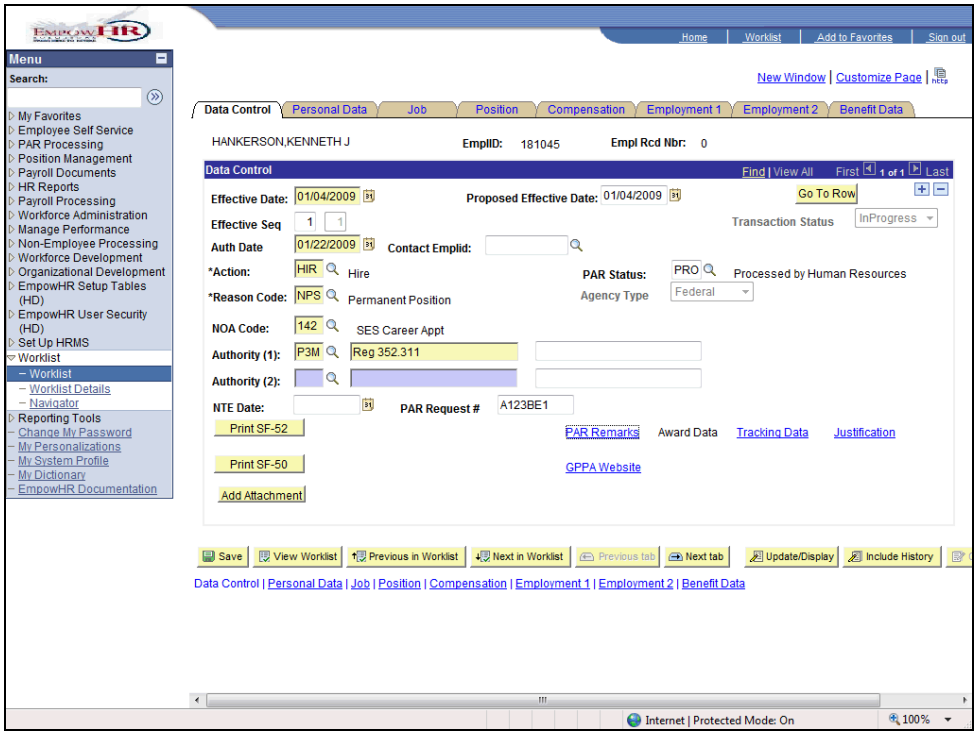
Step	Action
13.	Click the **Look up Remark CD (Alt+5)** button.



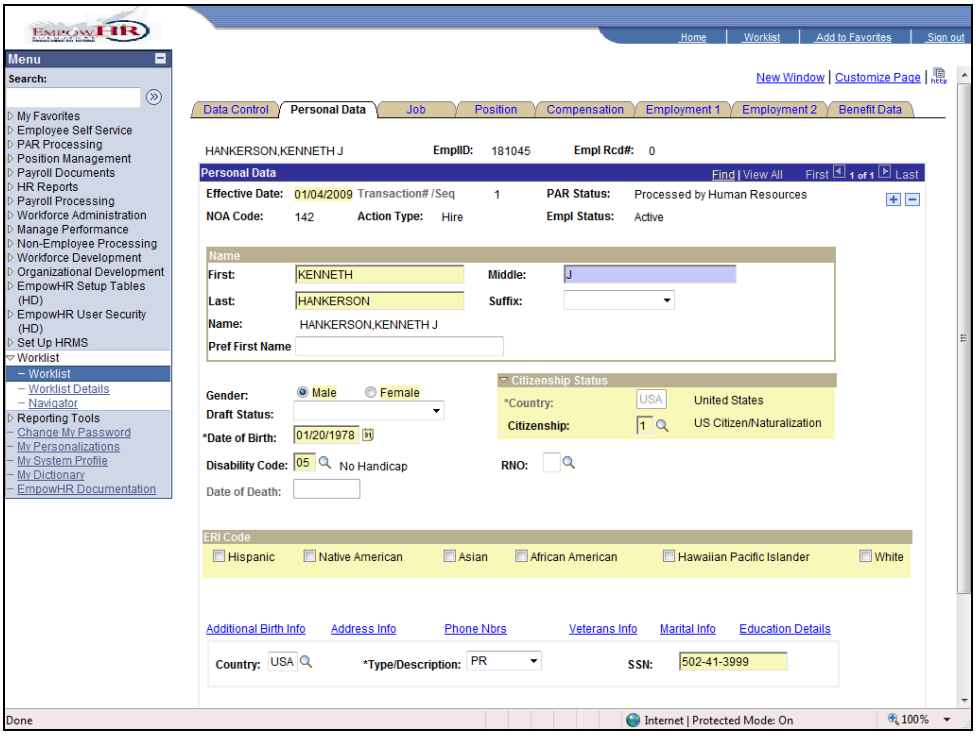
Step	Action
14.	Enter the desired information into the **SF50 Remark Code** field. Enter a valid value e.g. "**M06**".
15.	Click the **Look Up** button. Look Up
16.	Click the **M06** link.



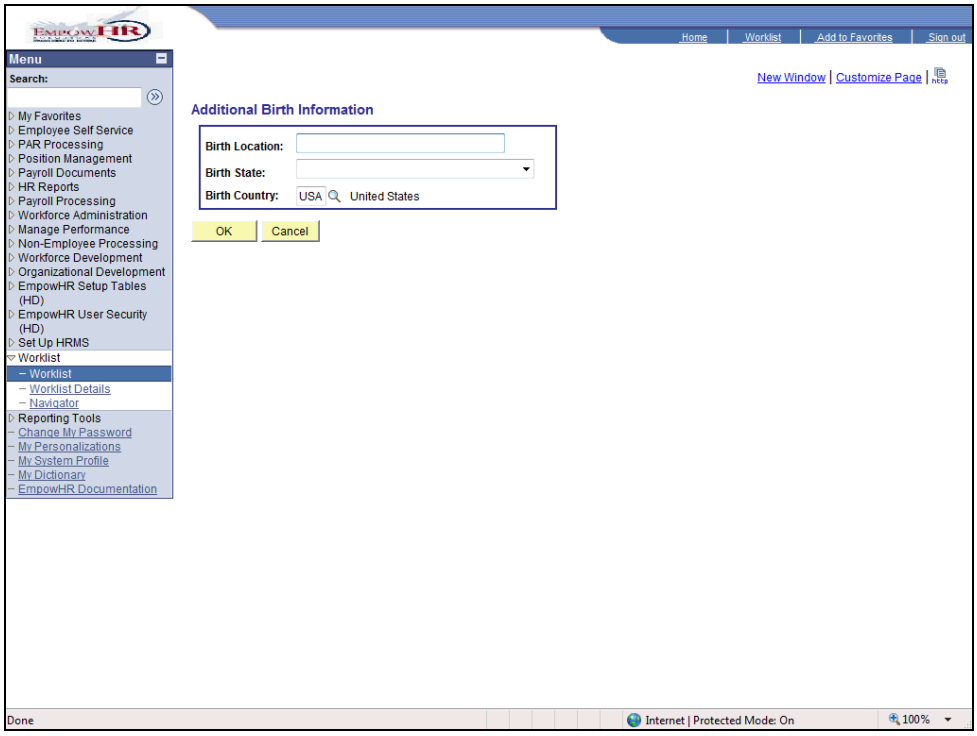
Step	Action
17.	Click the **OK** button. OK



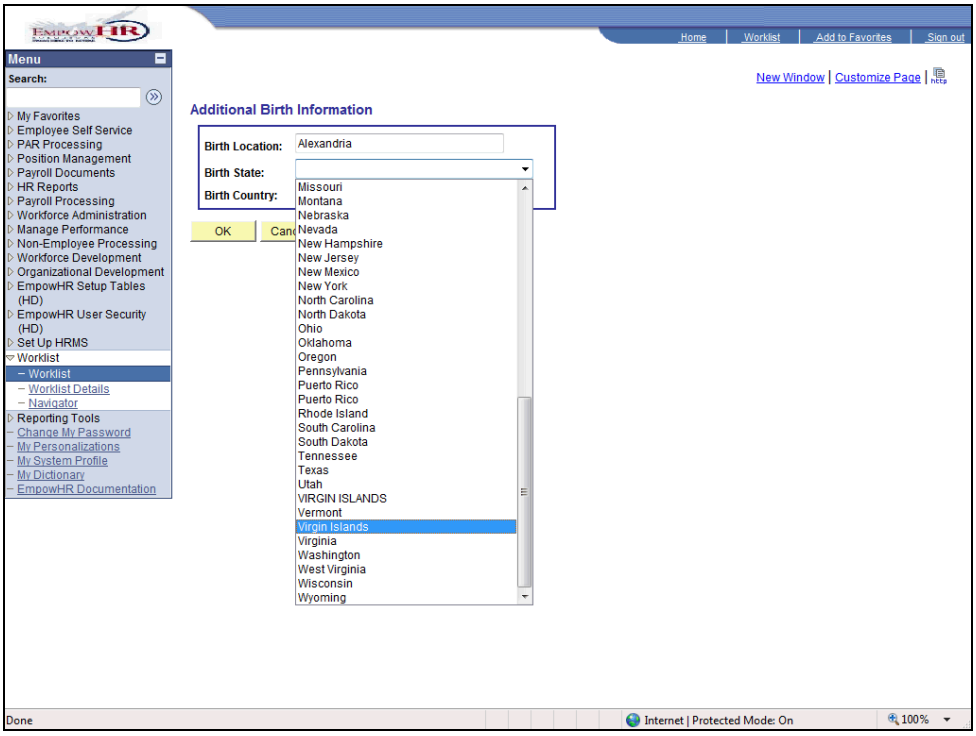
Step	Action
18.	Click the **Personal Data** tab. Personal Data



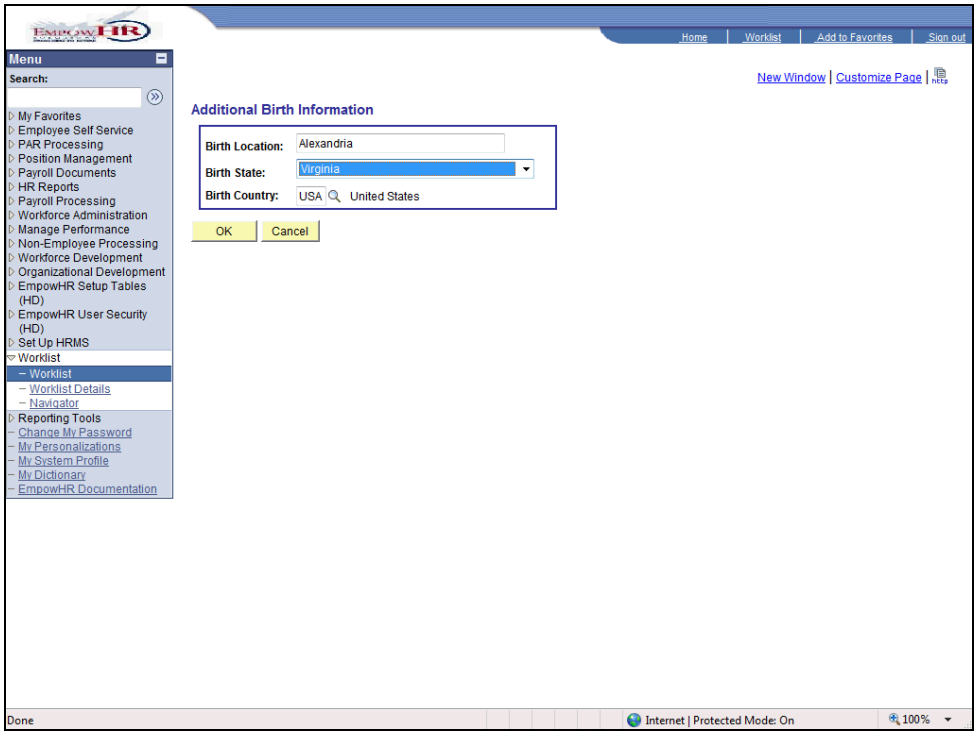
Step	Action
19.	Click the **White** option. White
20.	Click the **Additional Birth Info** link. Additional Birth Info



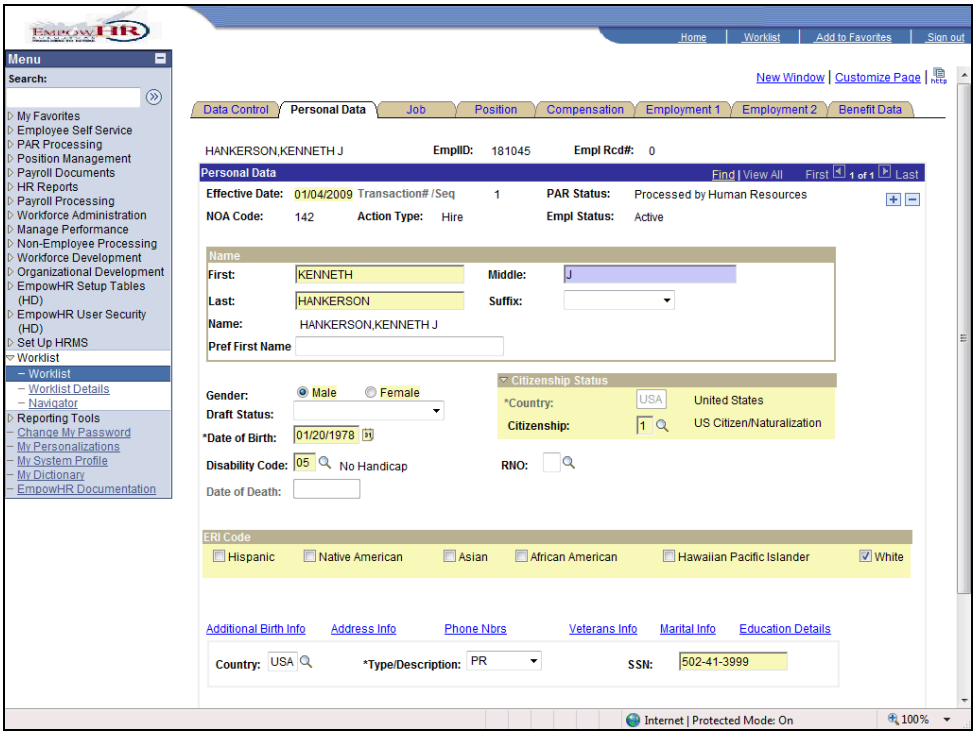
Step	Action
21.	Enter the desired information into the **Birth Location** field. Enter a valid value e.g. "**Alexandria**".
22.	Click the **Birth State** list.
23.	Click the scroll bar.



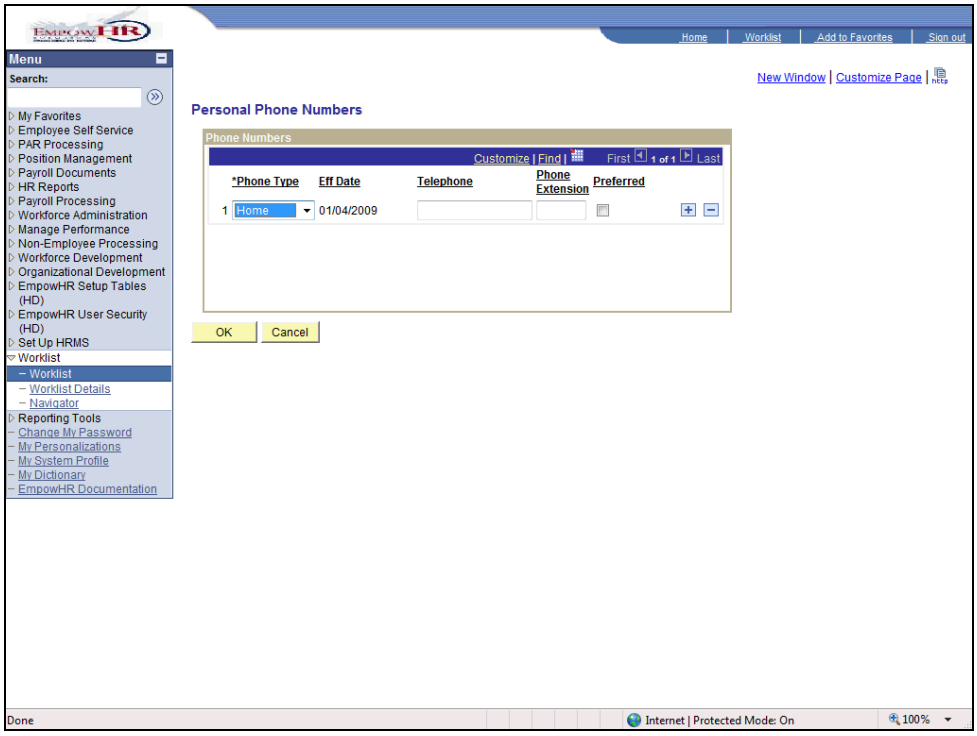
Step	Action
24.	Click the **Virginia** list item. Virginia



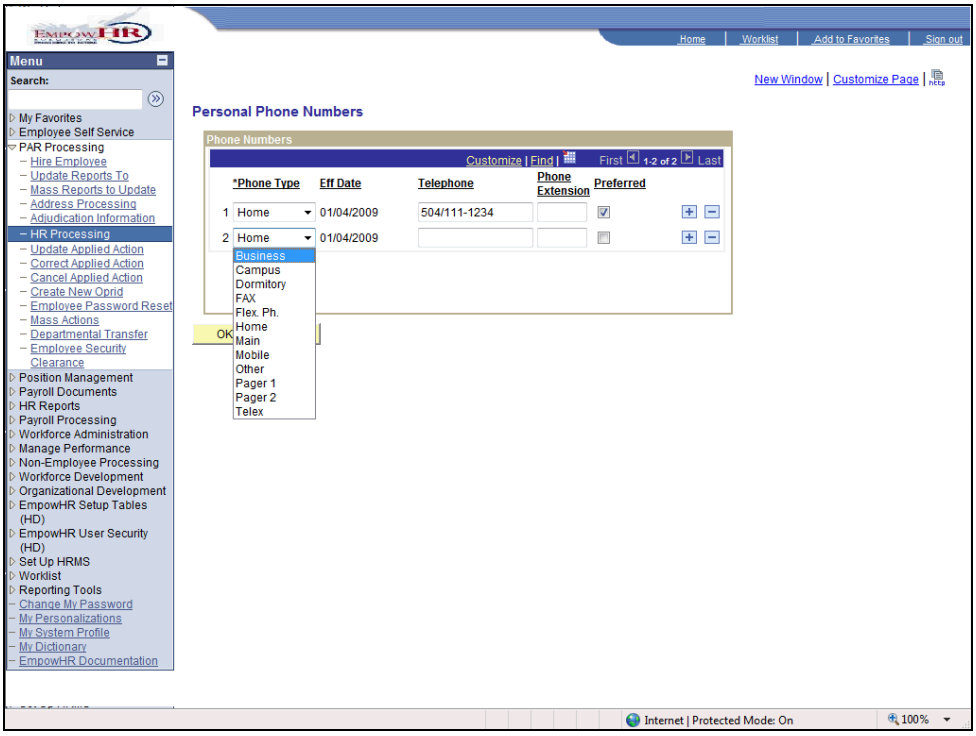
Step	Action
25.	Click the **OK** button. OK



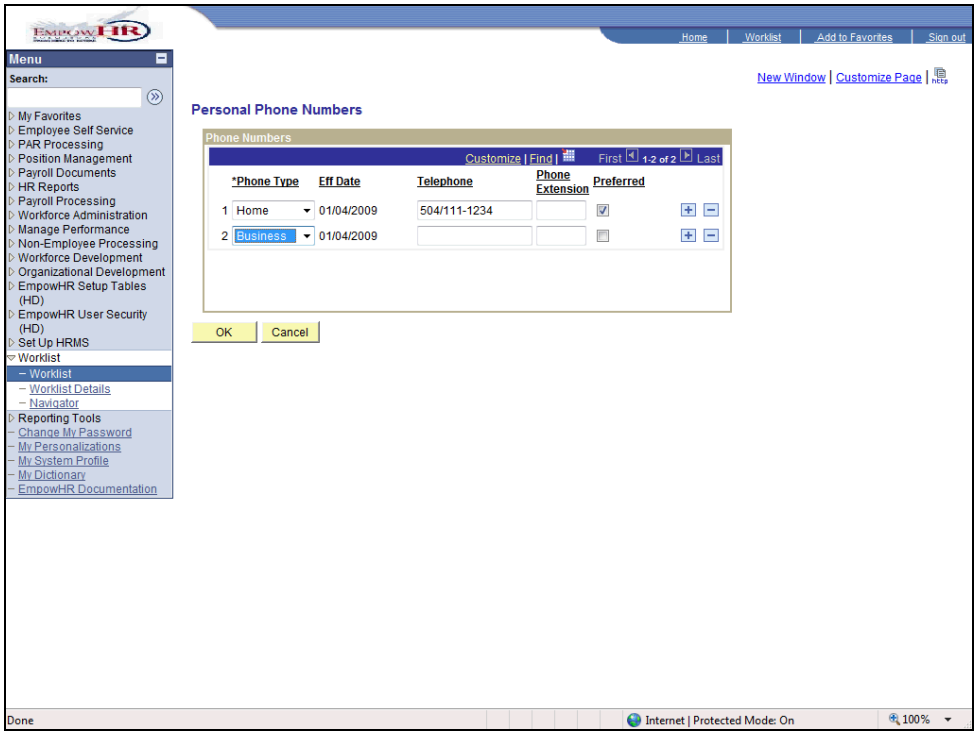
Step	Action
26.	Click the **Phone Nbrs** link. Phone Nbrs



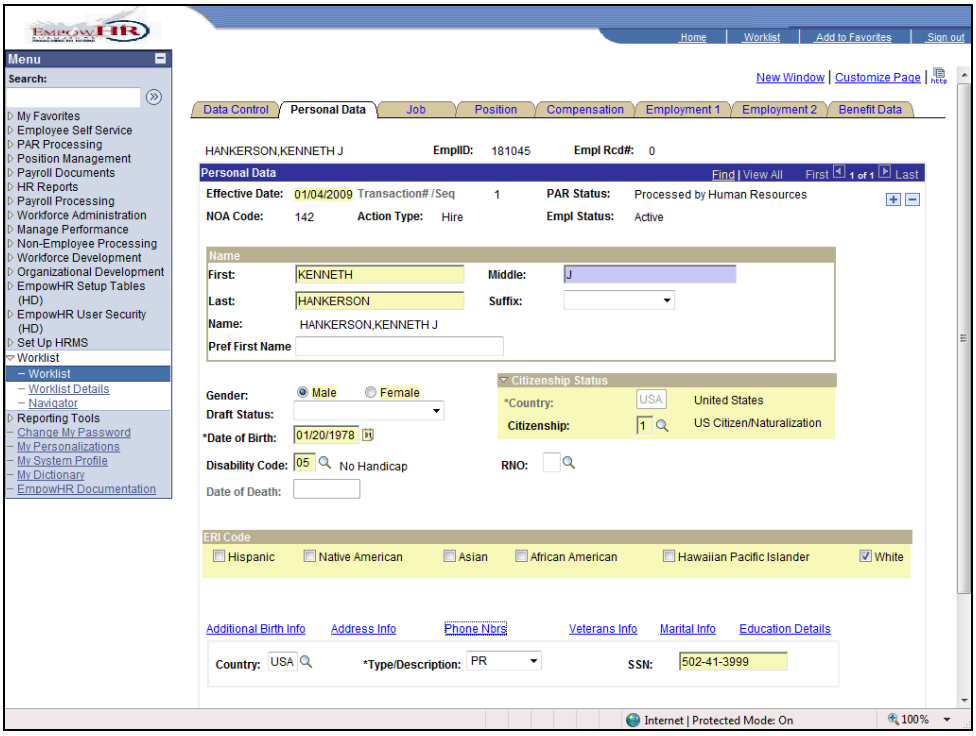
Step	Action
27.	Enter the desired information into the **Telephone** field. Enter a valid value e.g. "**5041111234**".
28.	Click the **Preferred** option.
29.	Click the **Add a new row at row 1 (Alt+7)** button.



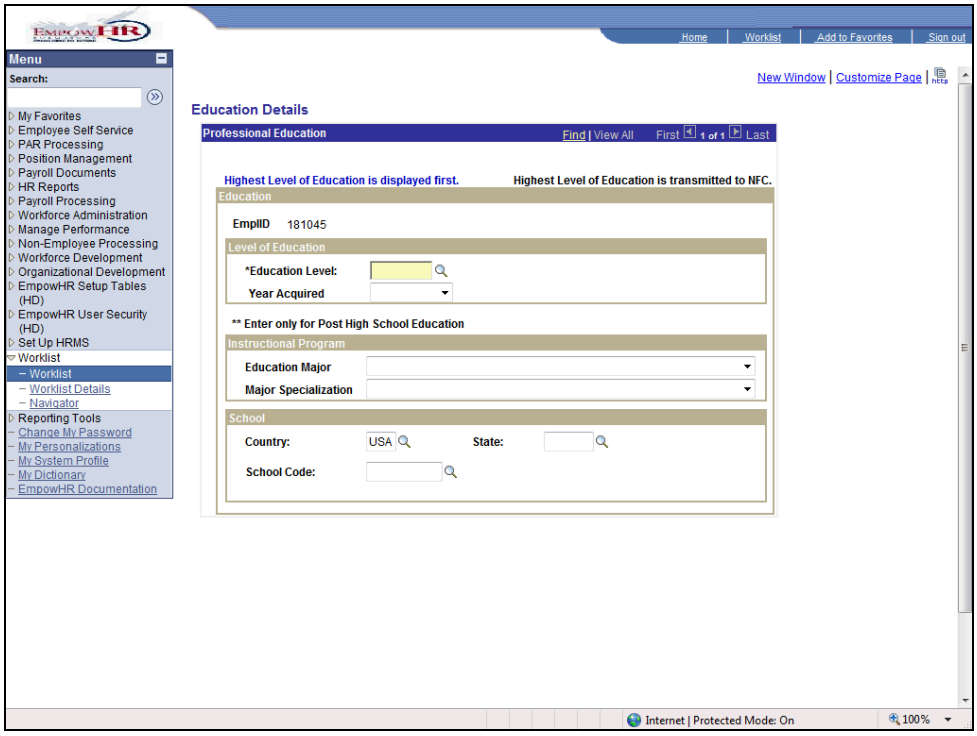
Step	Action
30.	Click the **Business** selection on the drop down box. Business



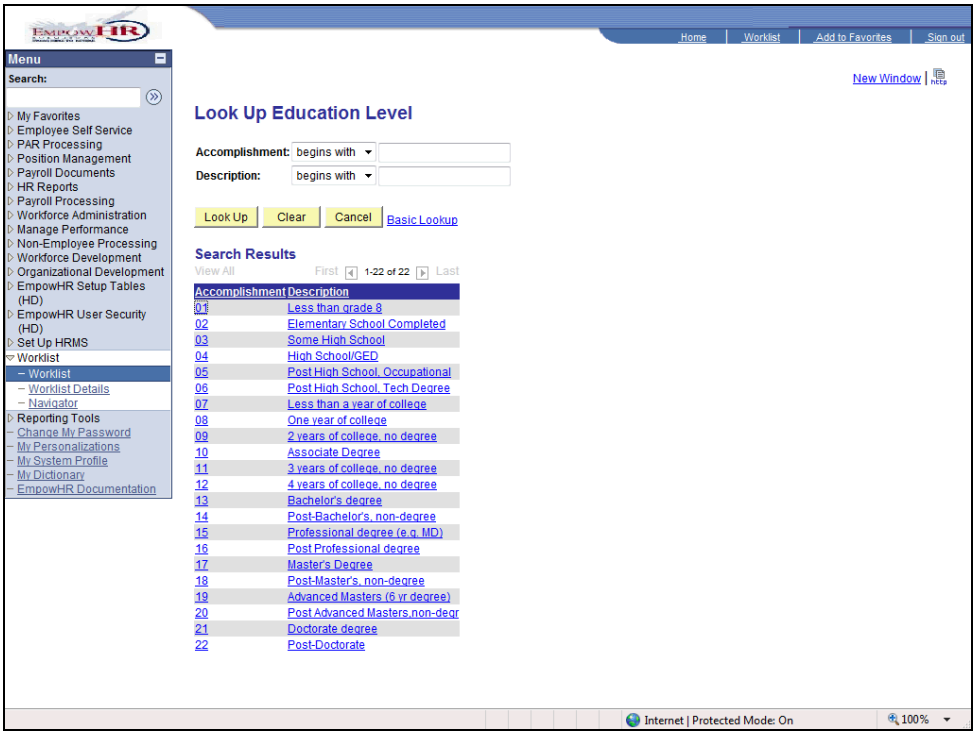
Step	Action
31.	Enter the desired information into the **Telephone** field. Enter a valid value e.g. "**5041121234**".
32.	Press **[Tab]**.
33.	Click the **OK** button. OK



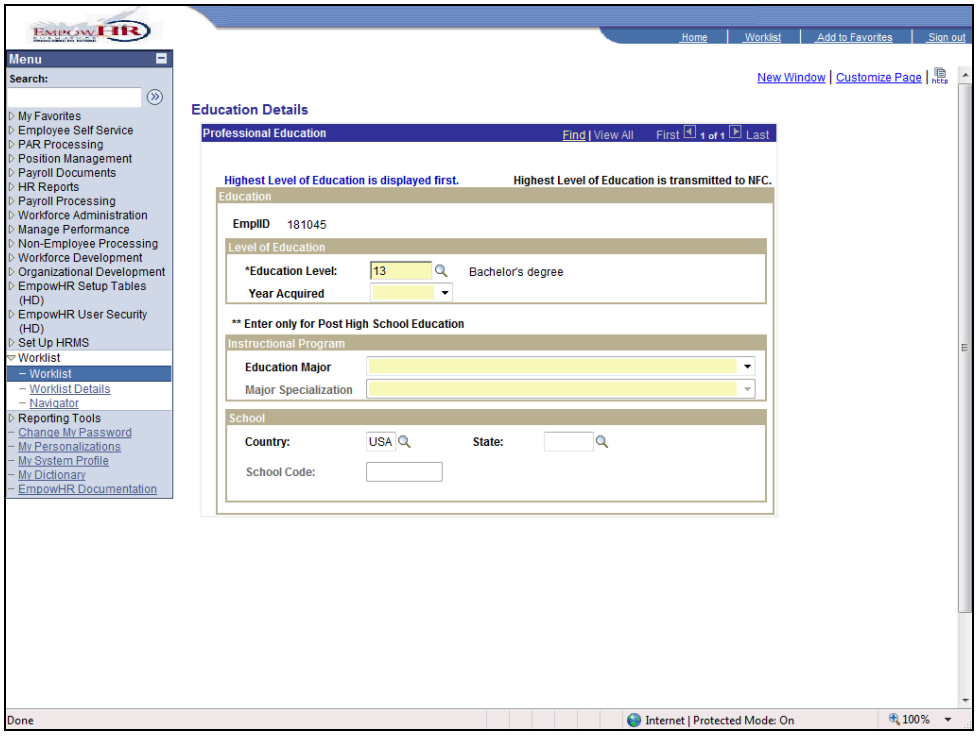
Step	Action
34.	Click the **Education Details** link. Education Details



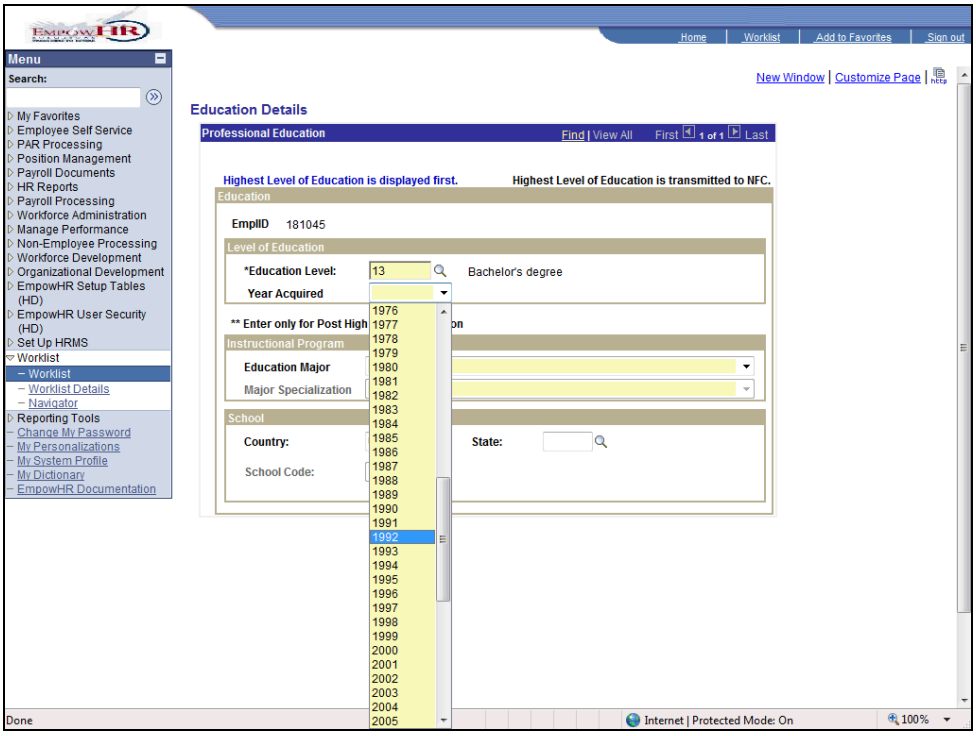
Step	Action
35.	Click the **Look up Education Level (Alt+5)** button.



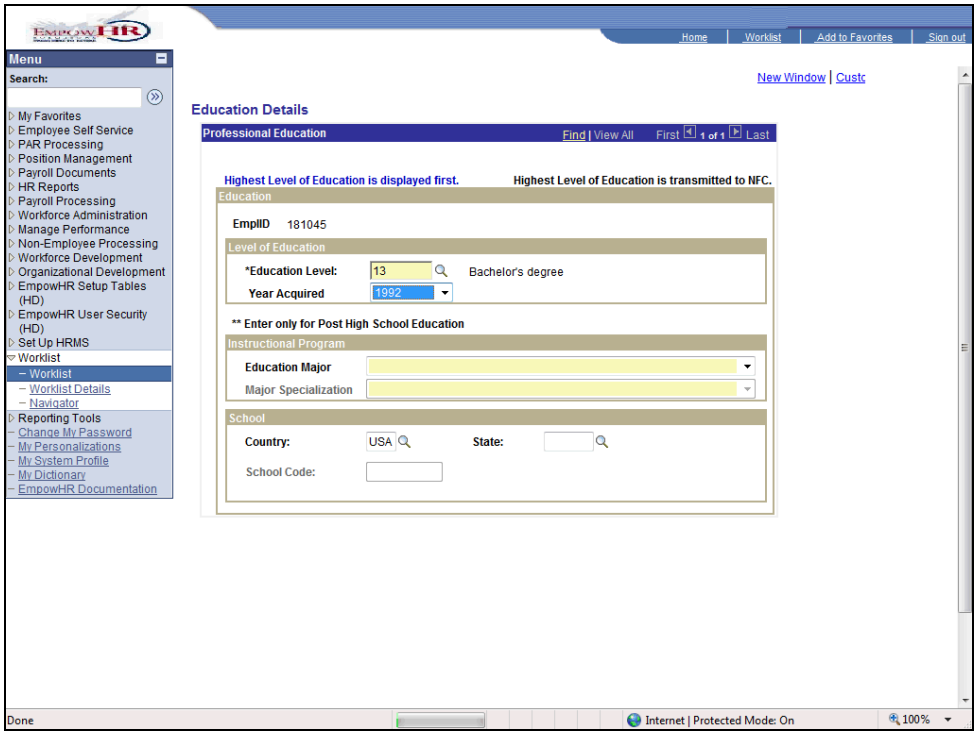
Step	Action
36.	Click the **Bachelor's degree** link. 13 Bachelor's degree



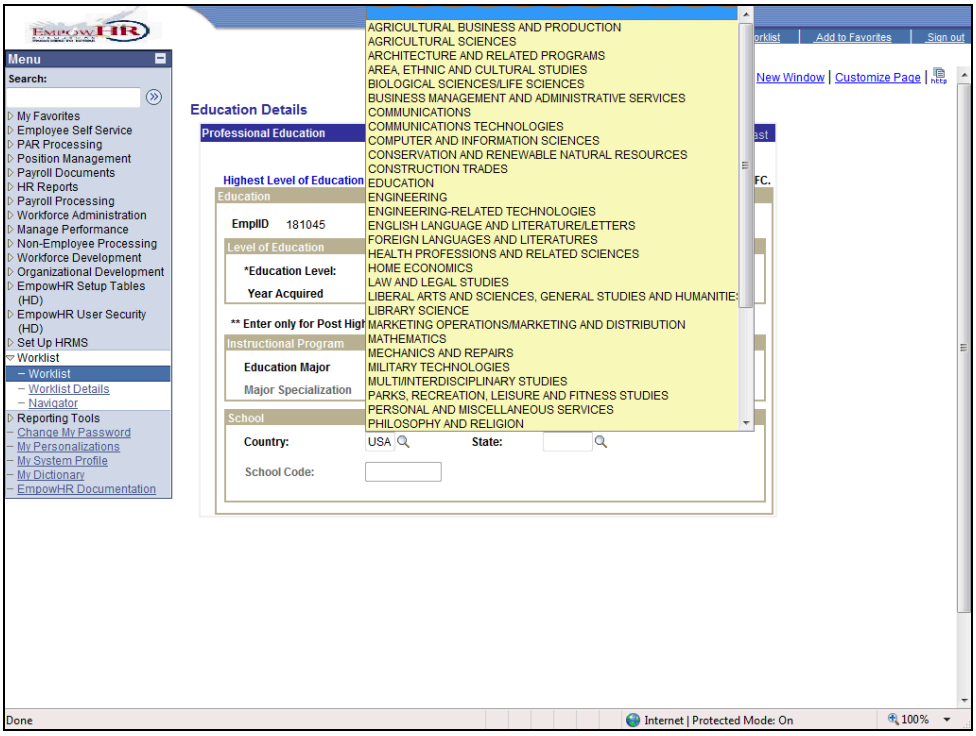
Step	Action
37.	Click the **Year Acquired** list.
38.	Click the scroll bar.



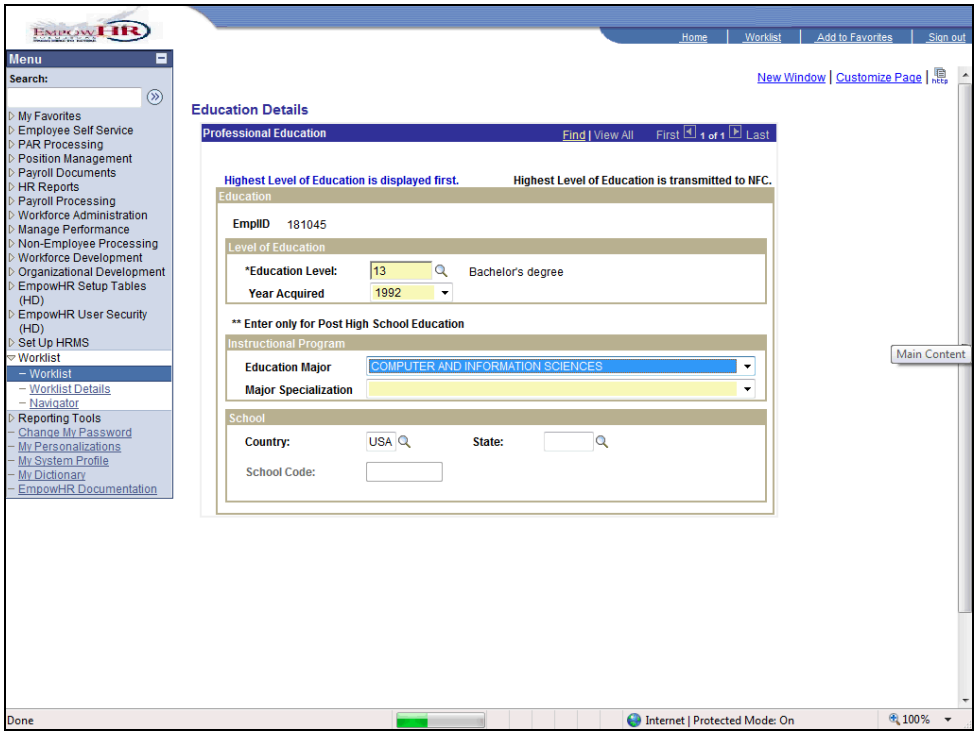
Step	Action
39.	Click the **1992** list item. 1992



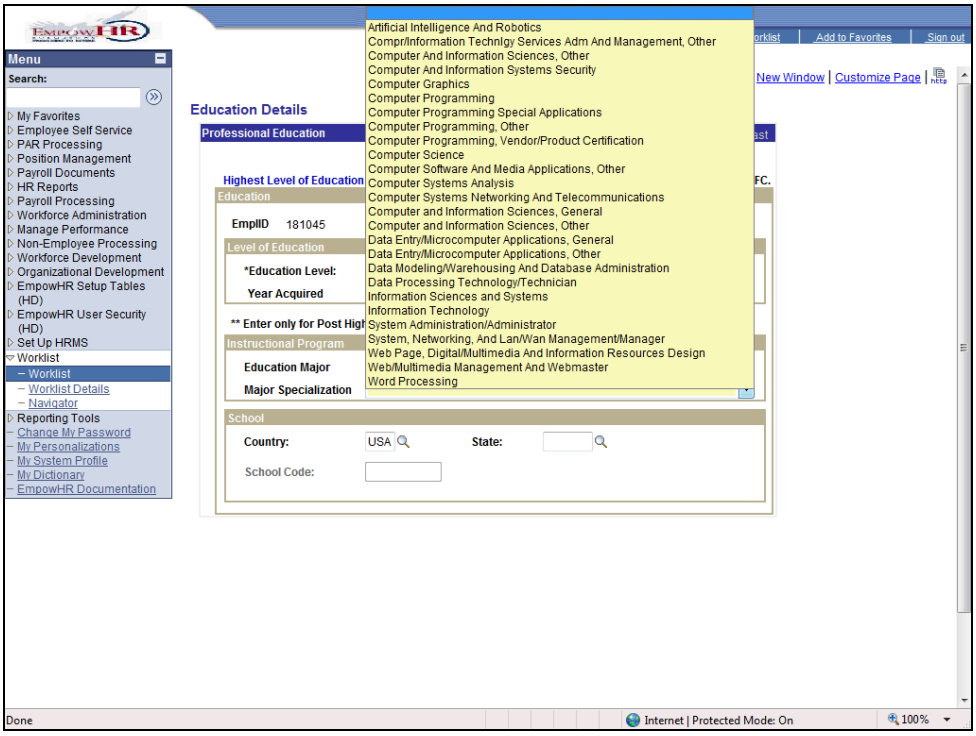
Step	Action
40.	Click the **Education Major** list.



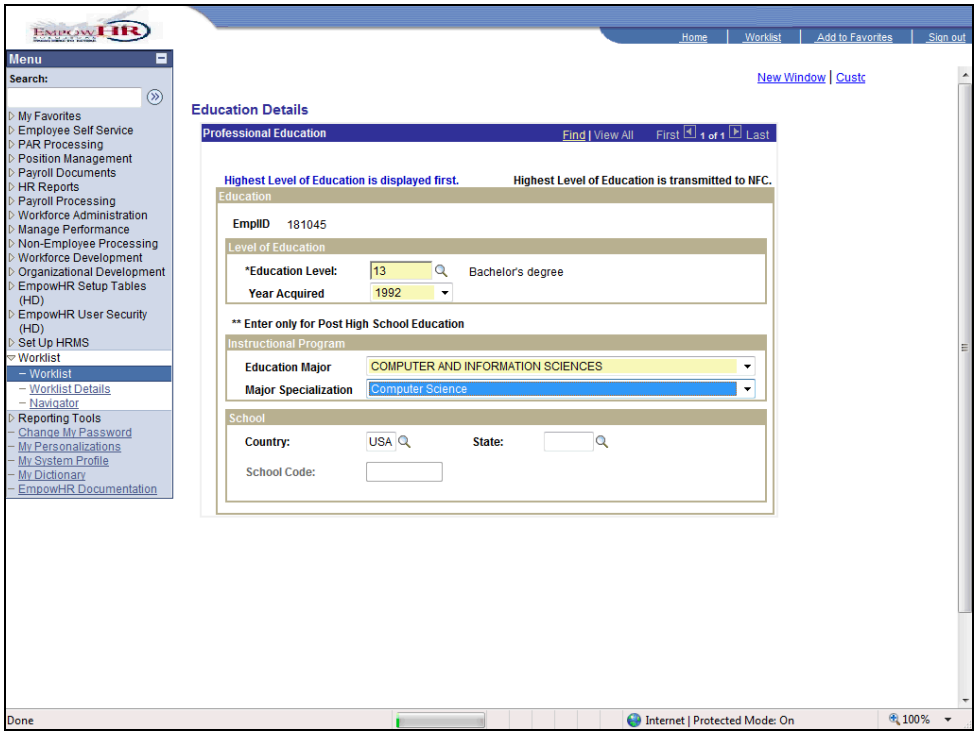
Step	Action
41.	Click the **COMPUTER AND INFORMATION SCIENCES** list item.



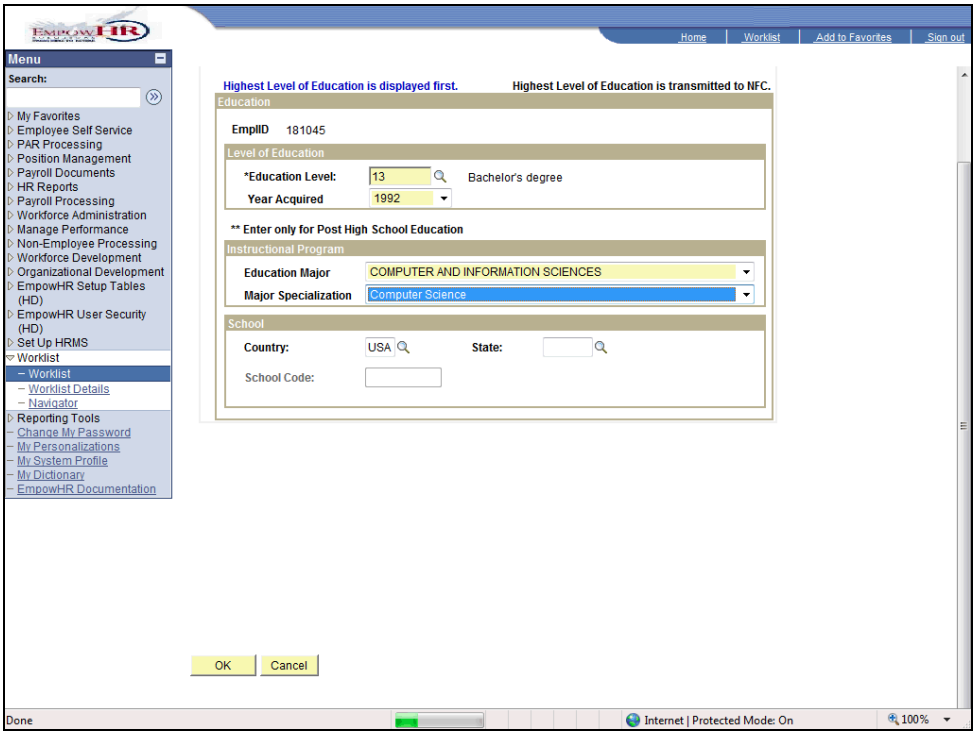
Step	Action
42.	Click the **Major Specialization** list.



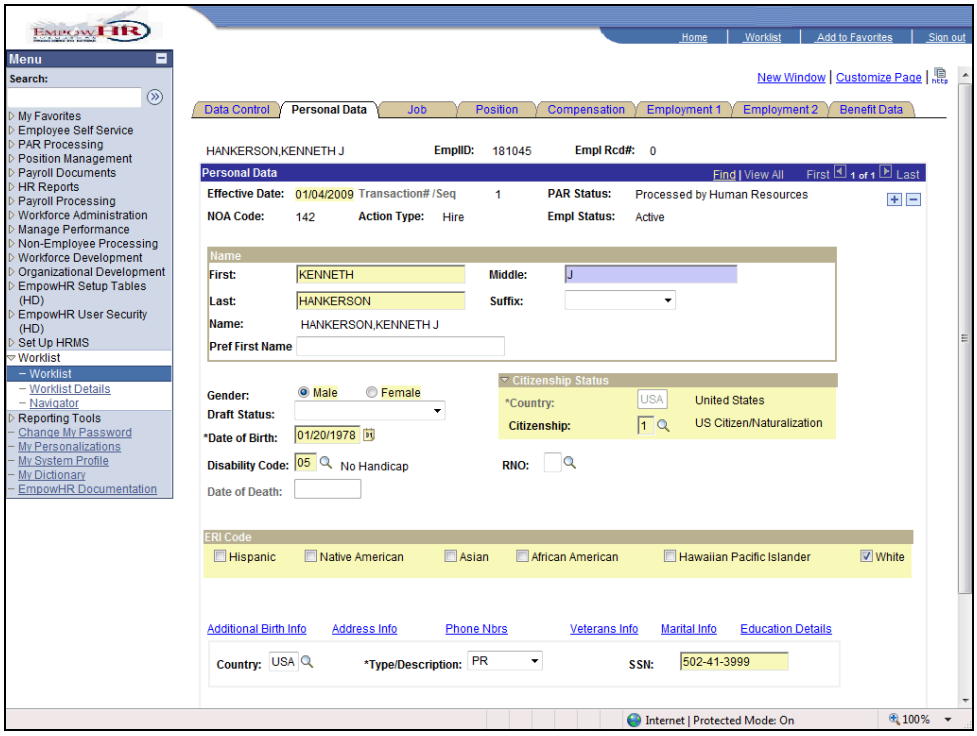
Step	Action
43.	Click the **Computer Science** list item.



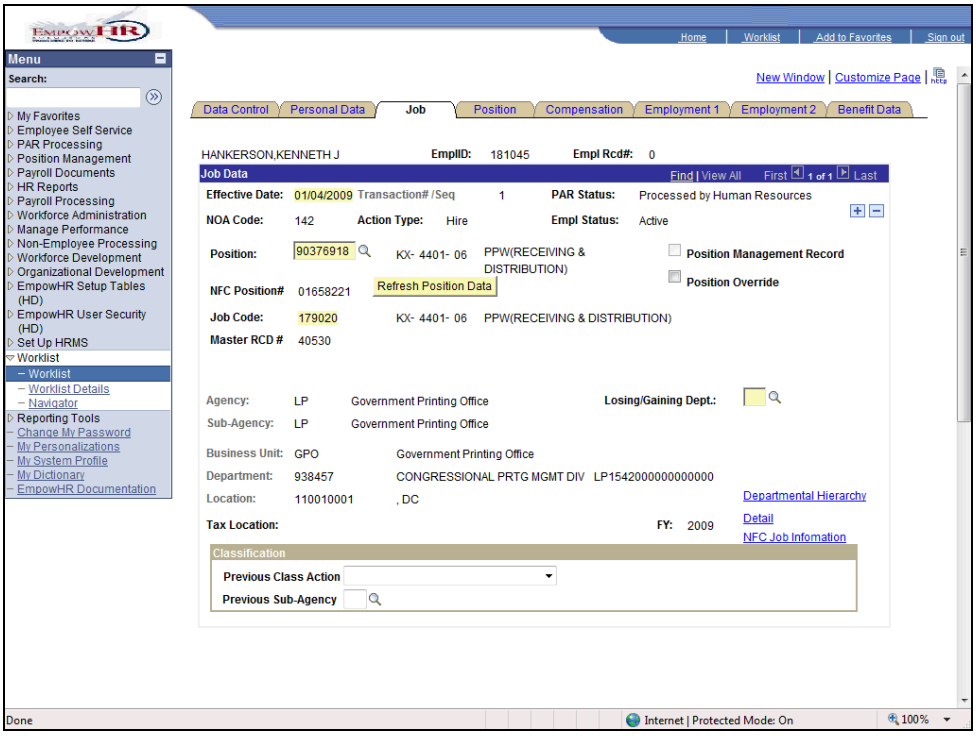
Step	Action
44.	Click the **Scroll Bar**.



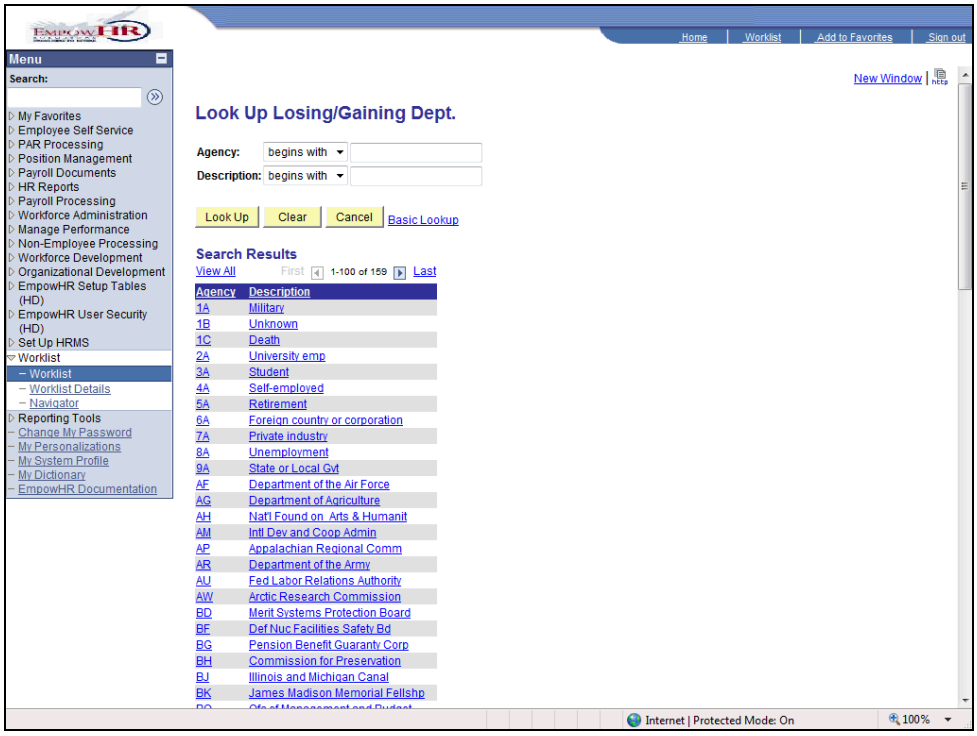
Step	Action
45.	Click the **OK** button. OK



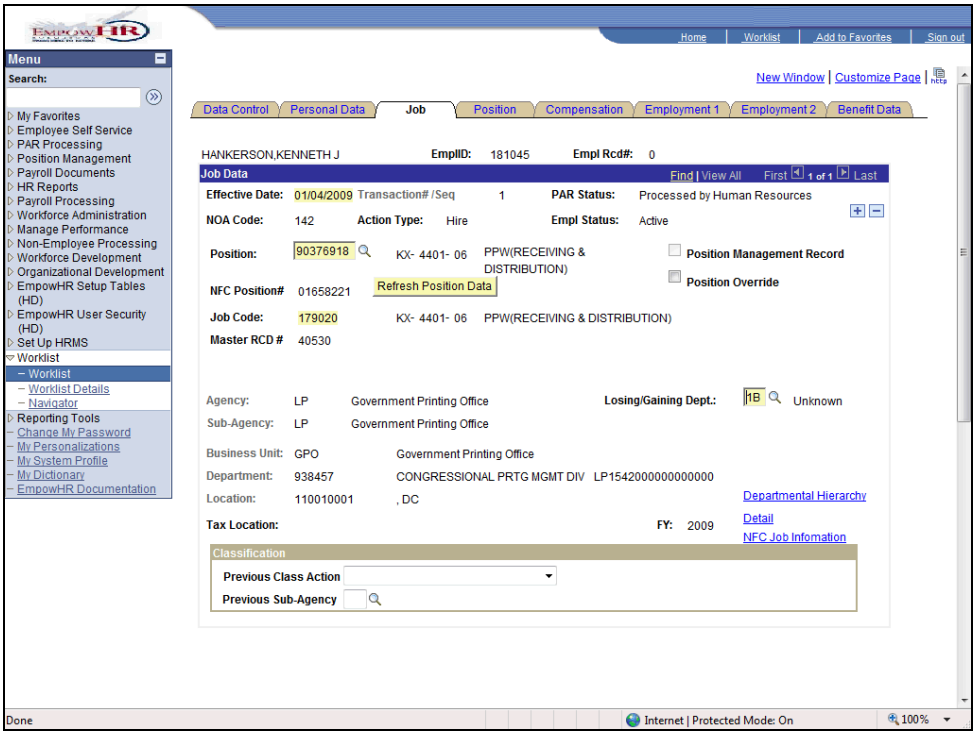
Step	Action
46.	Click the **Job** tab. Job



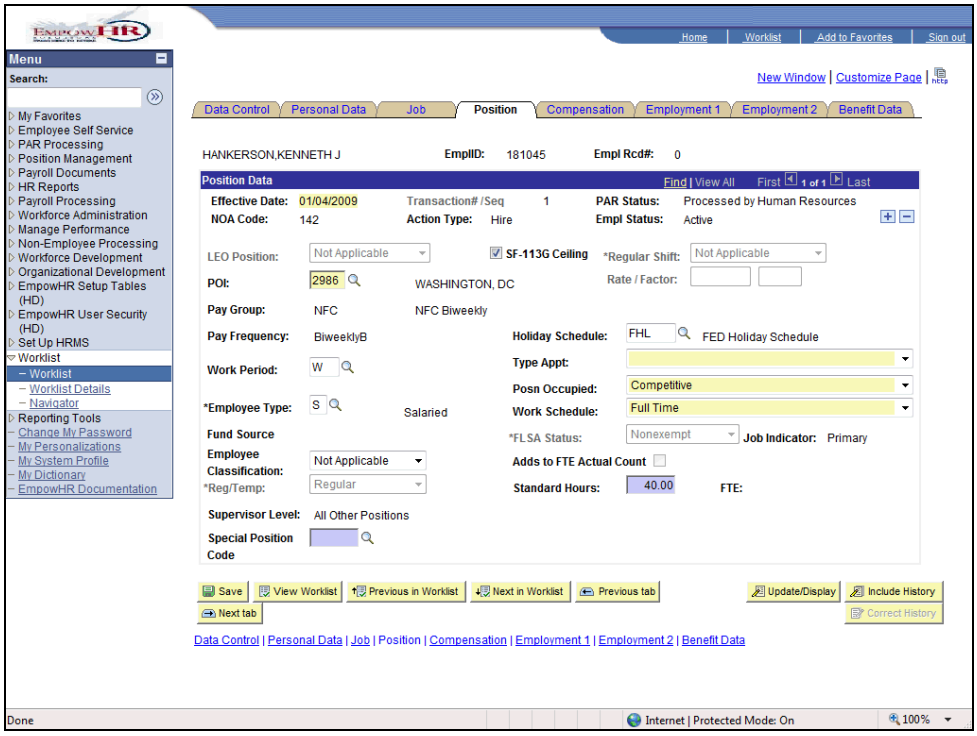
Step	Action
47.	Click the **Look up Losing/Gaining Dept. (Alt+5)** button.



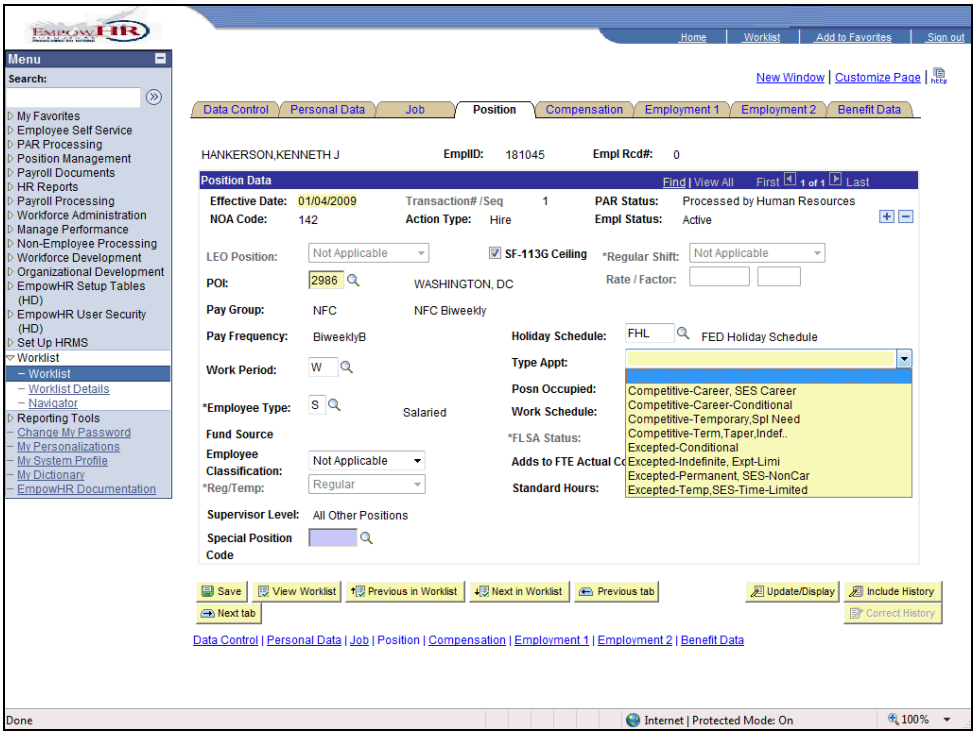
Step	Action
48.	Click the **Unknown** link. 1B Unknown



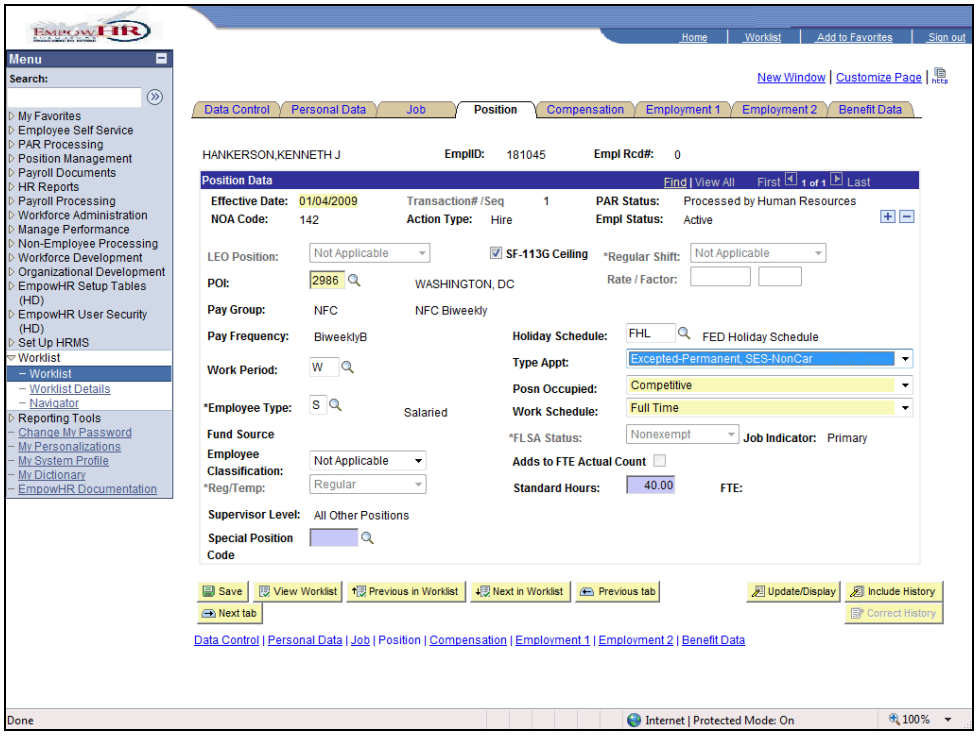
Step	Action
49.	Click the **Position** tab. Position



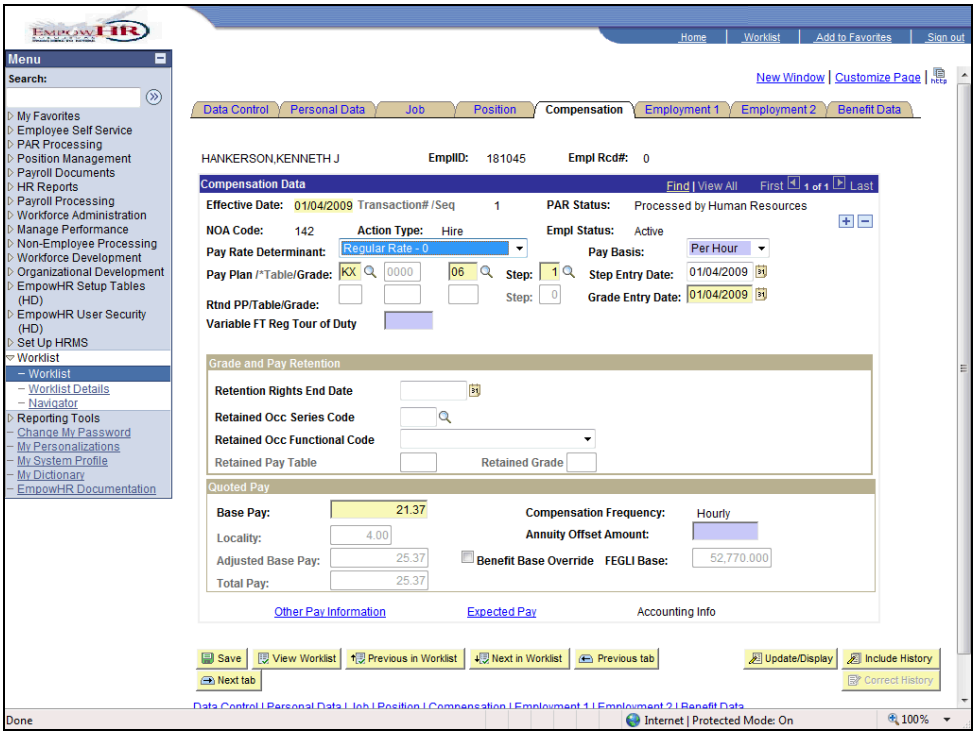
Step	Action
50.	Click the **Type Appt** list.



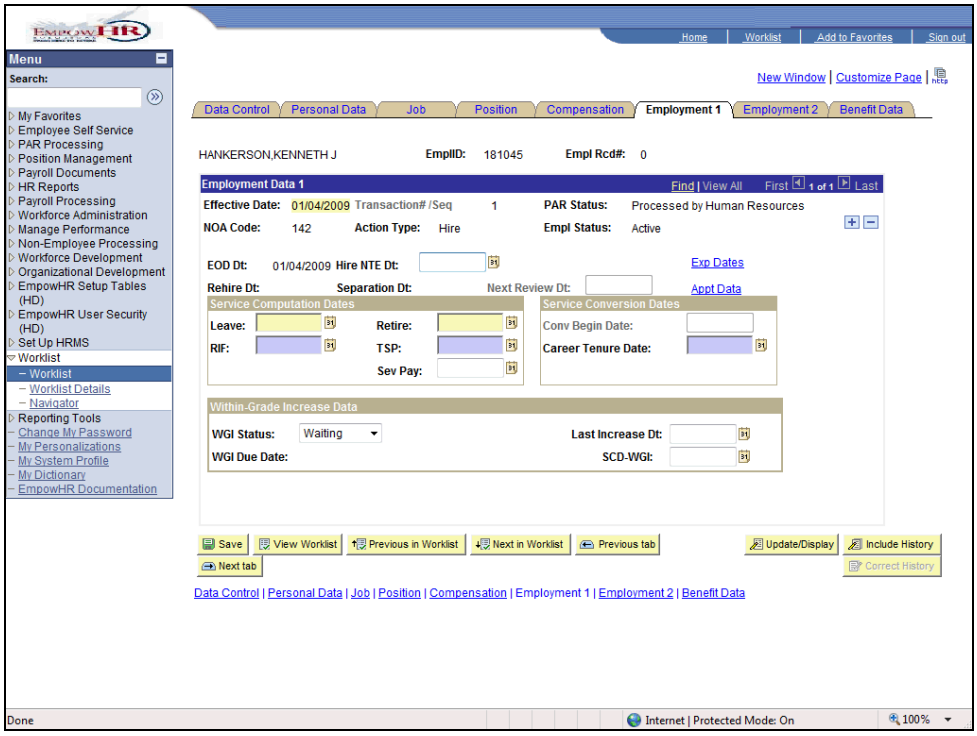
Step	Action
51.	Click the **Excepted-Permanent, SES-NonCar** list item. Excepted-Permanent, SES-NonCar



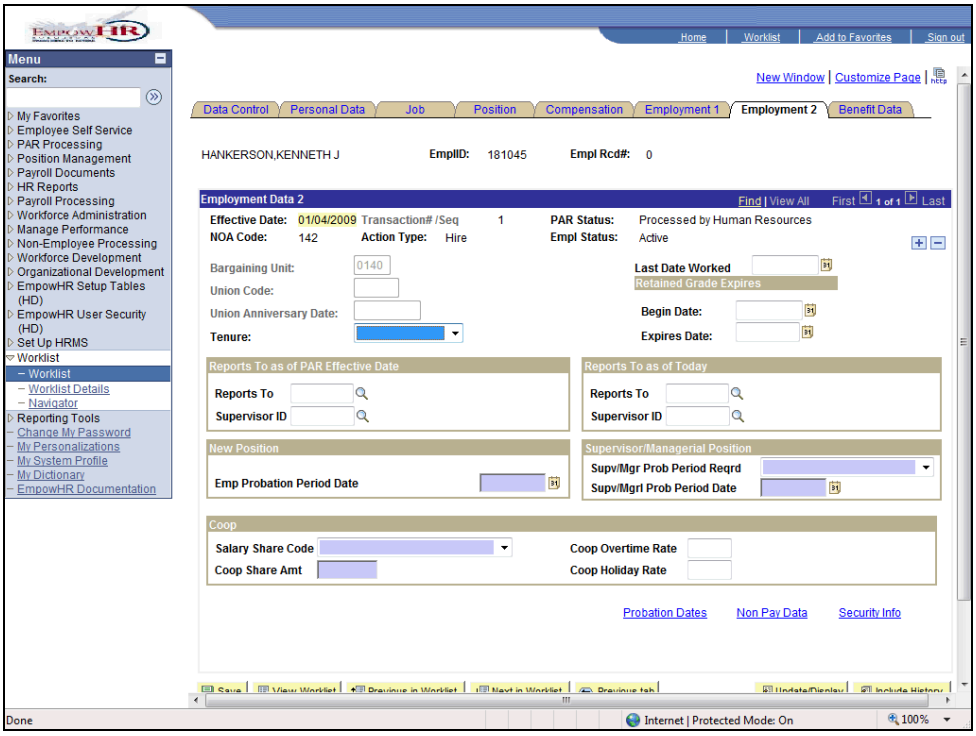
Step	Action
52.	Click the **Compensation** tab. Compensation



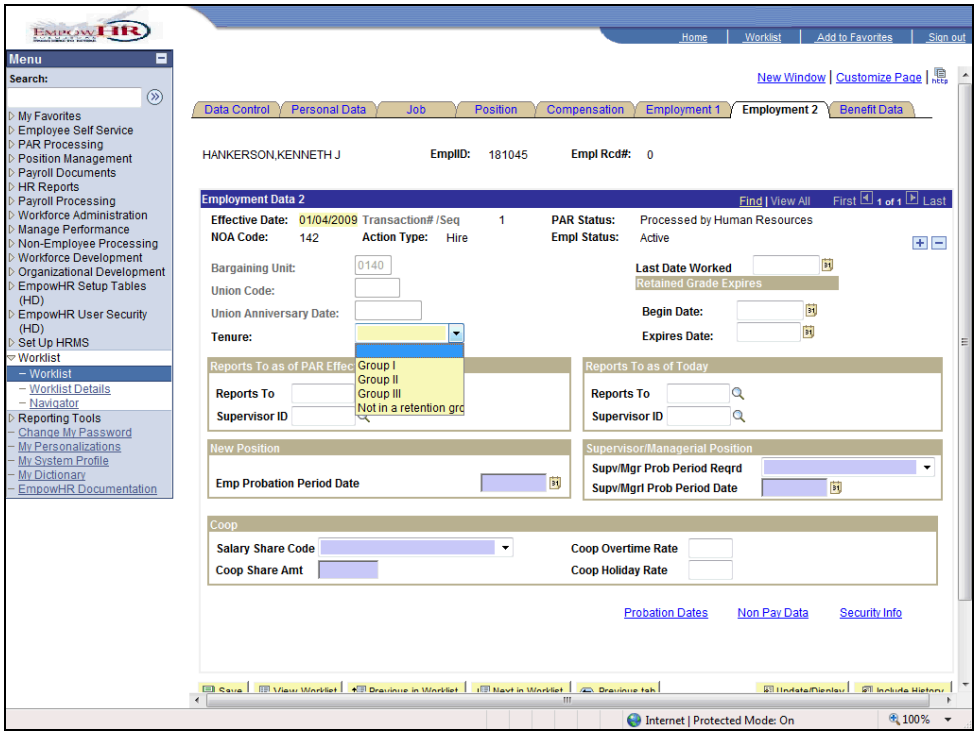
Step	Action
53.	Click the **Employment 1** tab. Employment 1



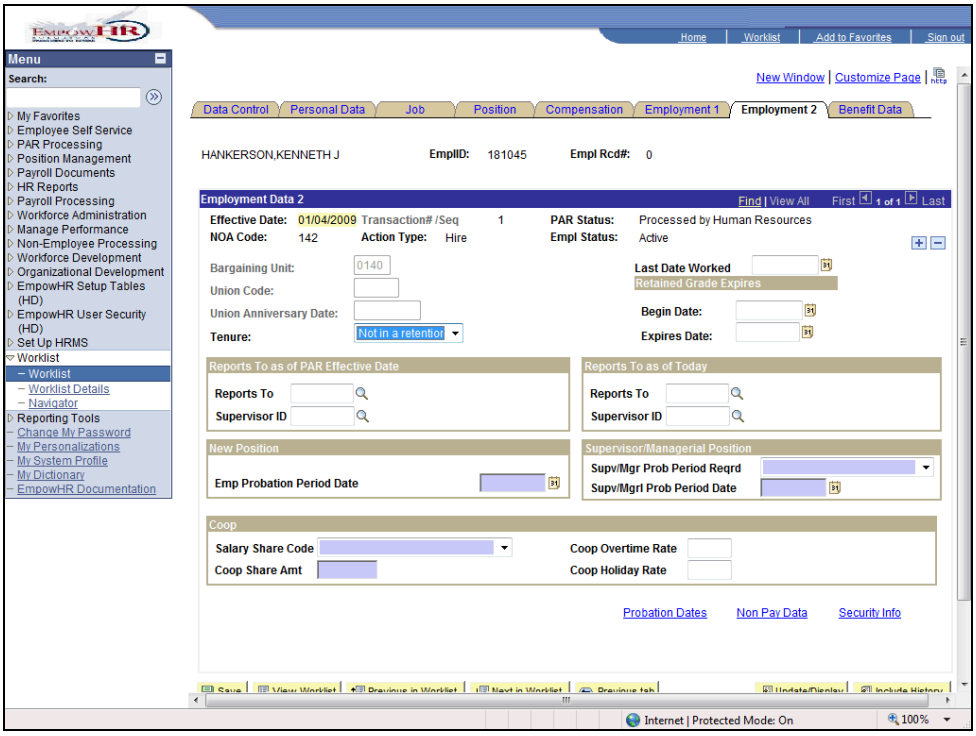
Step	Action
54.	Enter the desired information into the **Leave** field. Enter a valid value e.g. "**01042009**".
55.	Press **[Tab]**.
56.	Enter the desired information into the **RIF** field. Enter a valid value e.g. "**01042009**".
57.	Enter the desired information into the **TSP** field. Enter a valid value e.g. "**01042009**".
58.	Enter the desired information into the **Career Tenure Date** field. Enter a valid value e.g. "**01042009**".
59.	Click the **Employment 2** tab. Employment 2



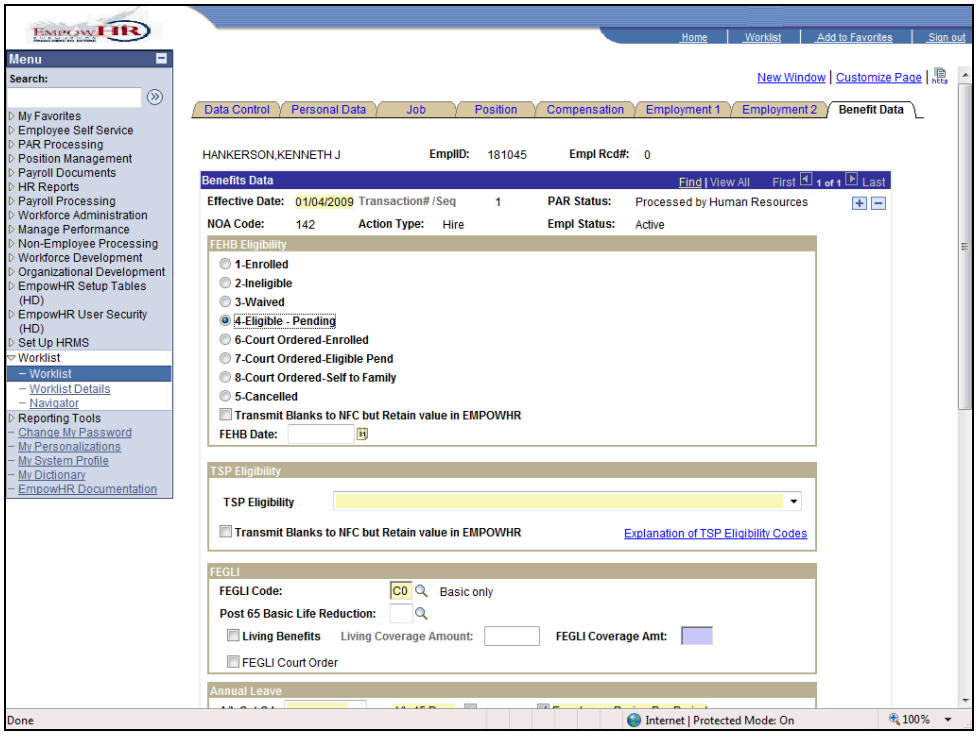
Step	Action
60.	Click the **Tenure:** list.



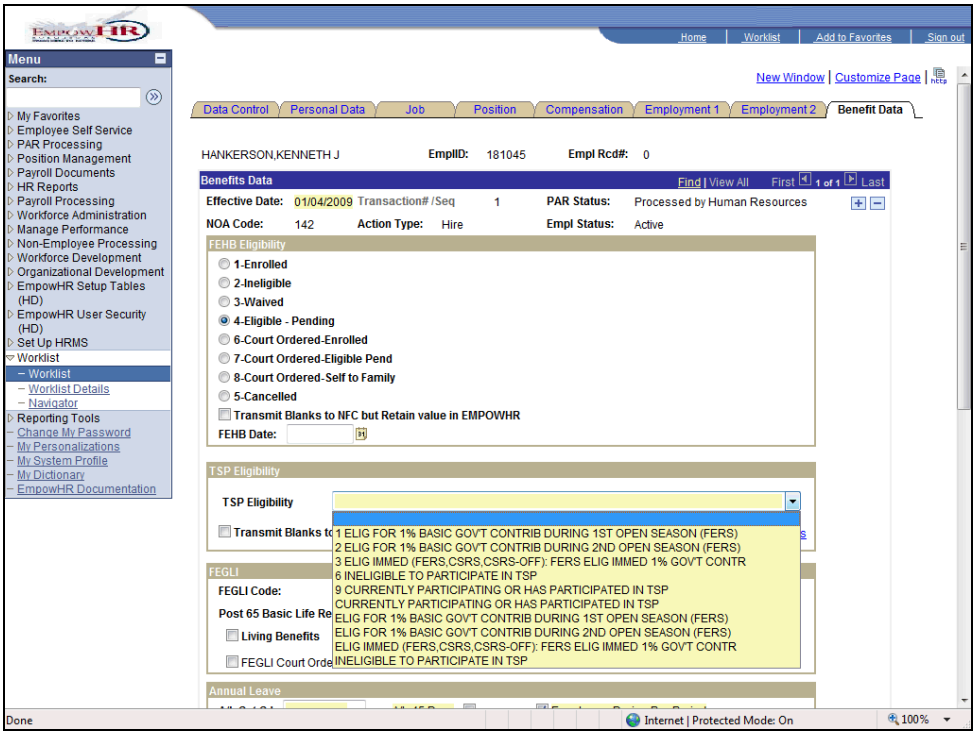
Step	Action
61.	Click the **Not in a retention group** list item. Not in a retention grc



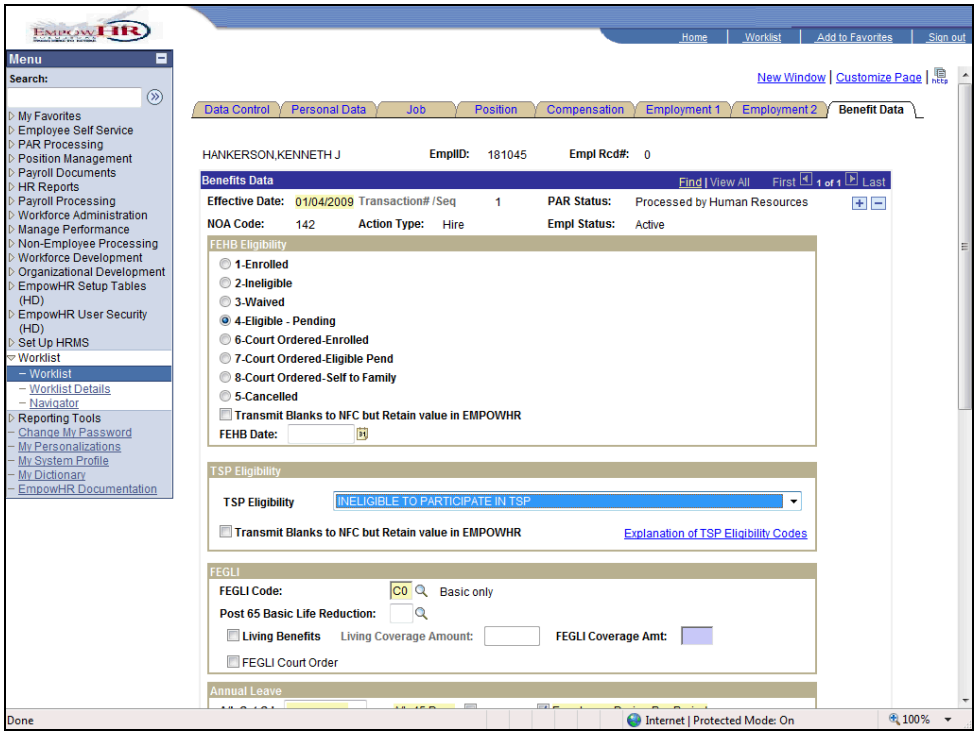
Step	Action
62.	Click the **Benefit Data** tab. Benefit Data



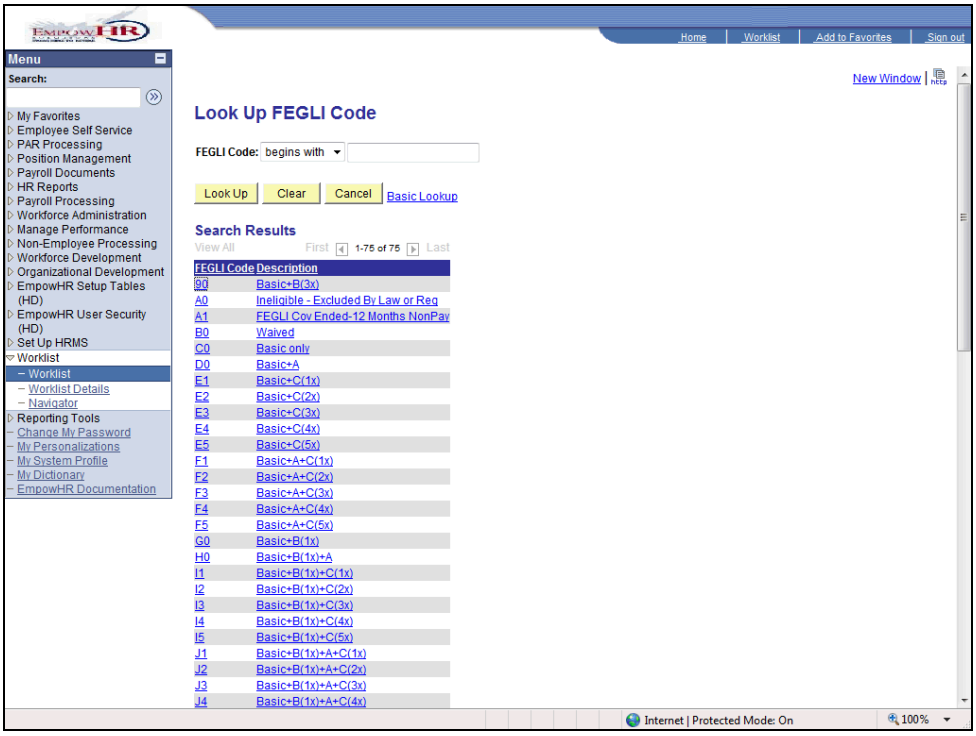
Step	Action
63.	Click the **4-Eligible - Pending** option. 4-Eligible - Pending
64.	Click the **TSP Eligibility** list.



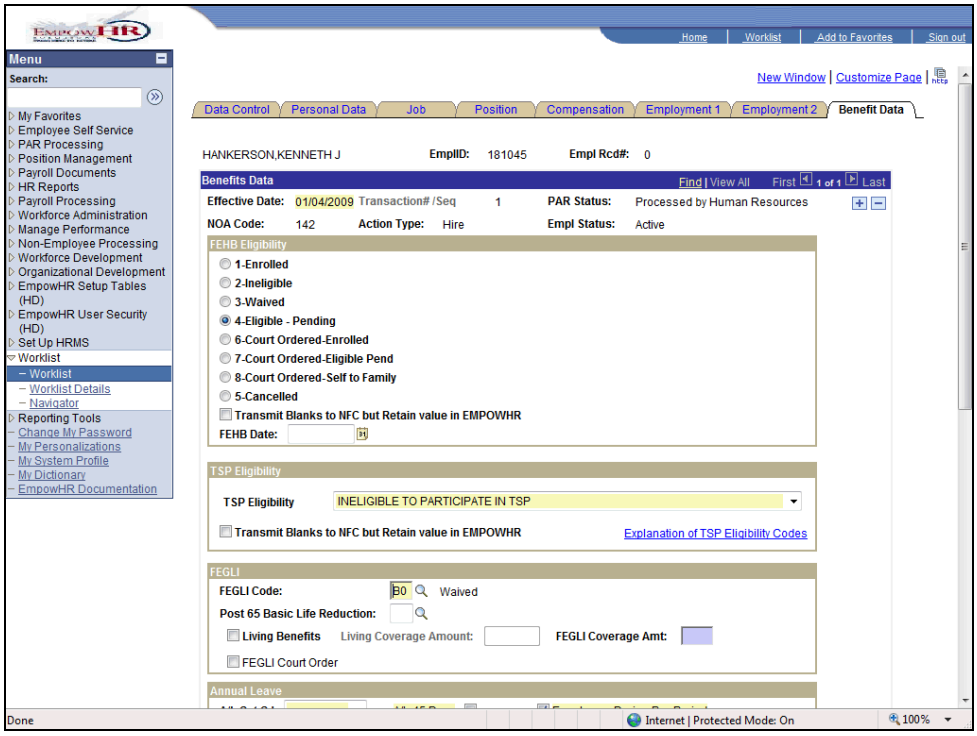
Step	Action
65.	Click the **INELIGIBLE TO PARTICIPATE IN TSP** list item.



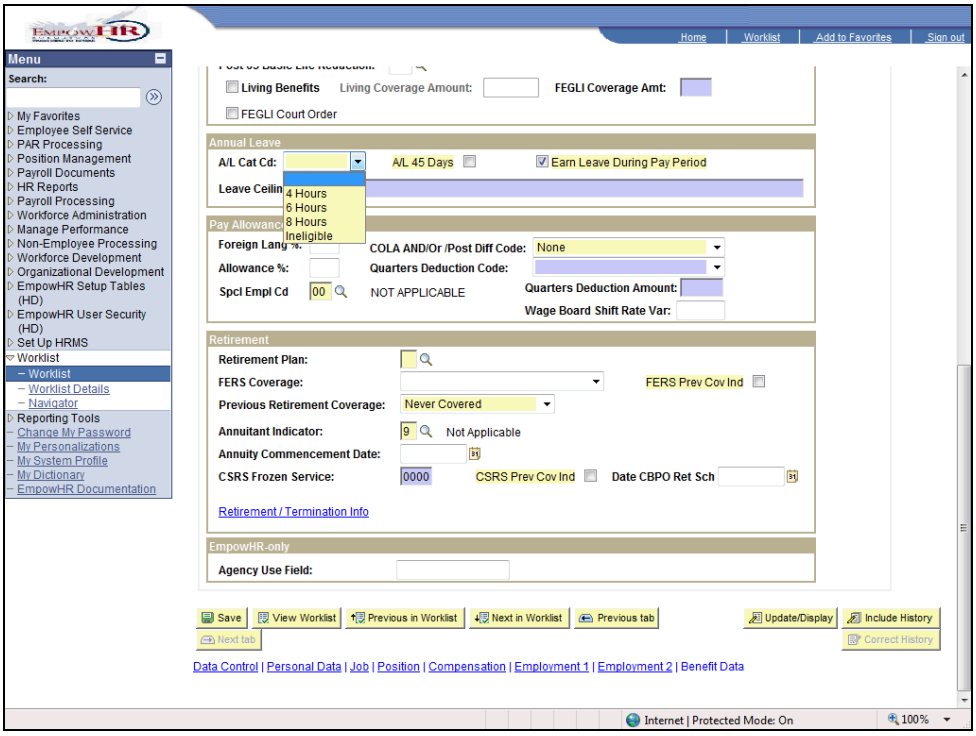
Step	Action
66.	Click the **Look up FEGLI Code (Alt+5)** button.



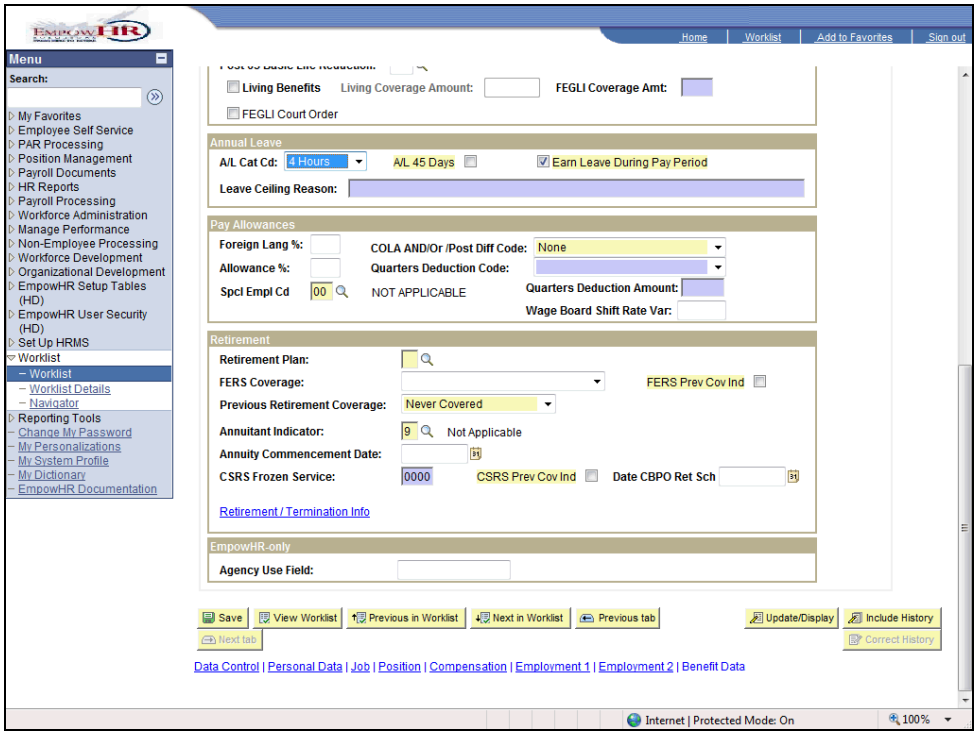
Step	Action
67.	Click the **B0** link. B0 Waived



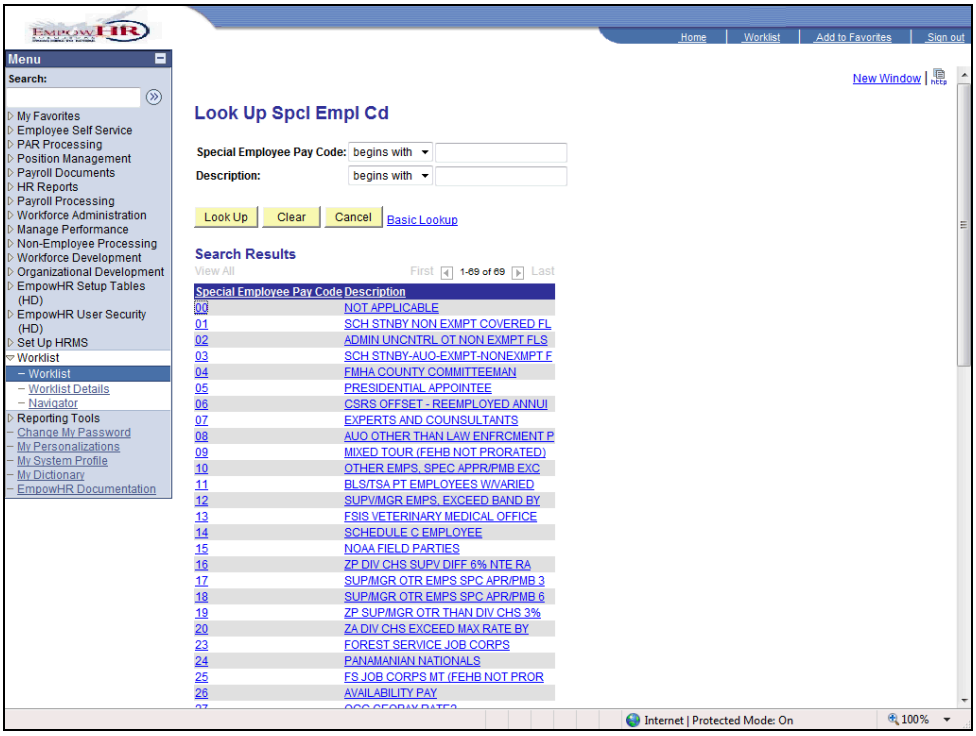
Step	Action
68.	Click the scrollbar.
69.	Click the **A/L Cat Cd** list.



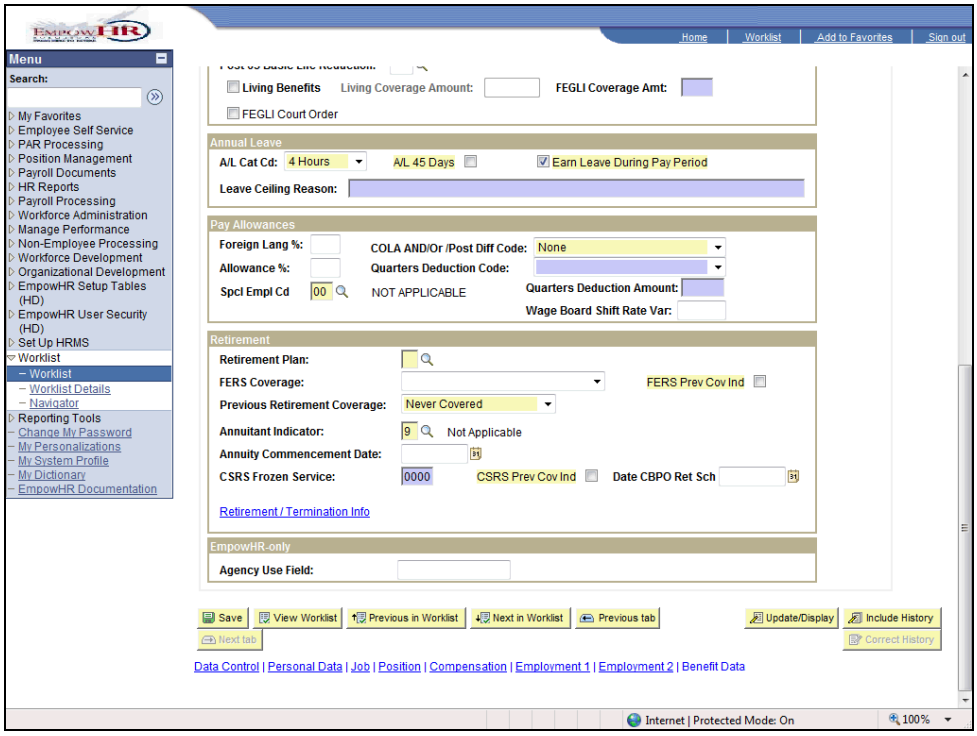
Step	Action
70.	Click the **4 Hours** list item. 4 Hours

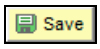


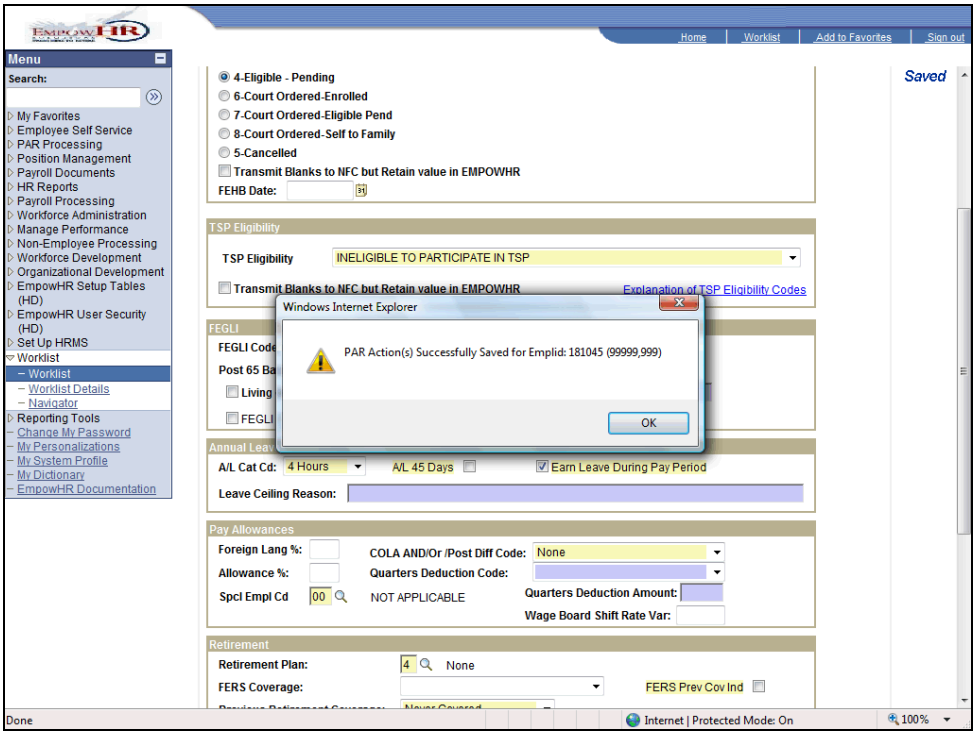
Step	Action
71.	Click the **Look up Spcl Empl Cd (Alt+5)** button.



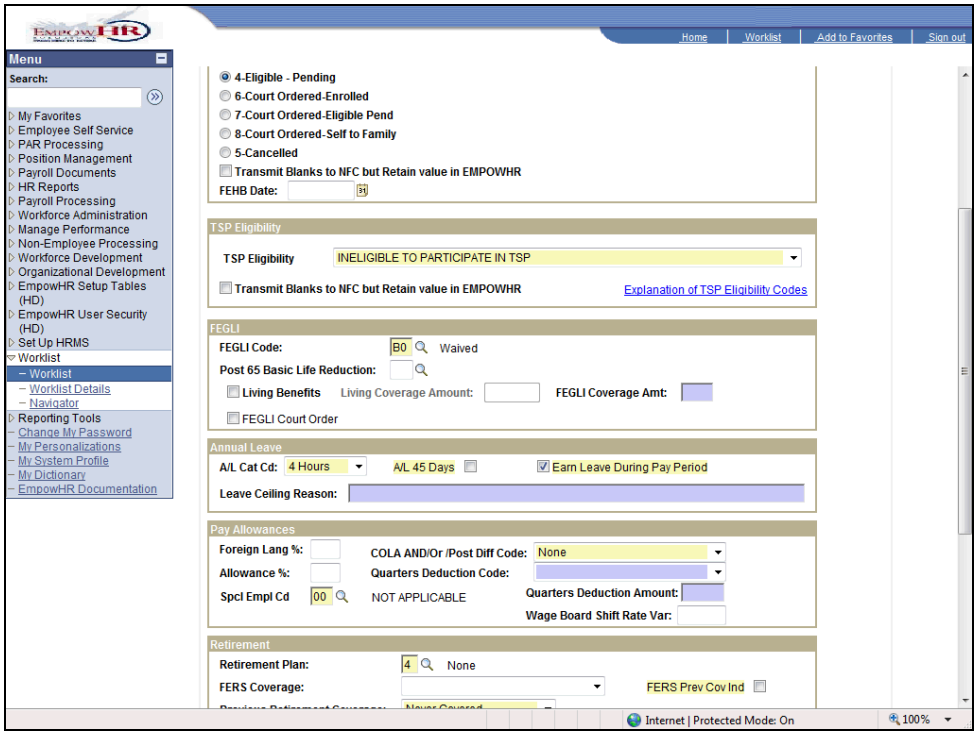
Step	Action
72.	Click the "**Not Applicable**".



Step	Action
73.	Enter the desired information into the **Retirement Plan** field. Enter a valid value e.g. "**4**".
74.	Press **[Tab]**.
75.	Click the **Save** button. 



Step	Action
76.	Click the **OK** button. OK
77.	Click the **OK** button. OK

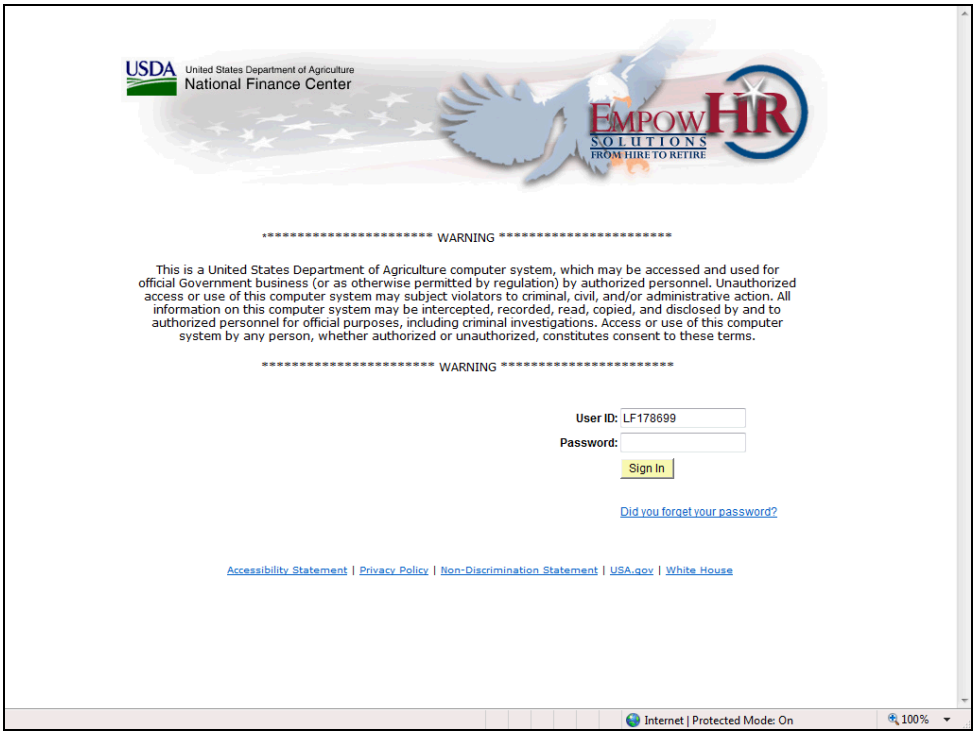


Step	Action
78.	Click the **Sign out** link. Sign out
79.	This completes the **Hire Processor** workflow. **End of Procedure.**

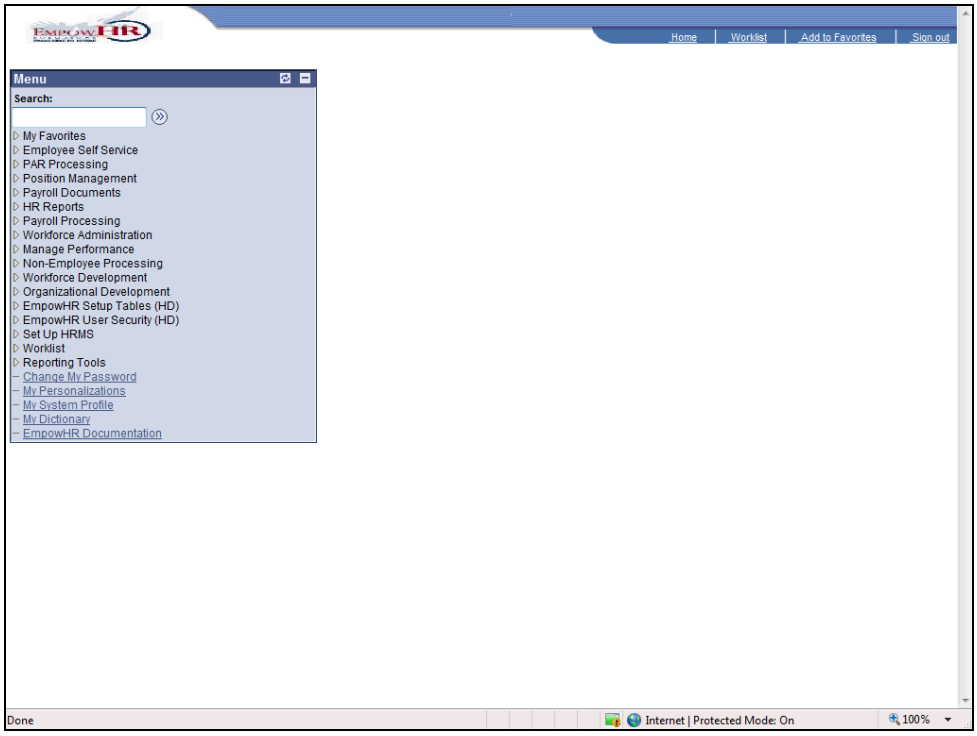
Lesson 2: ESC Bonus Workflow

Initiating a Bonus

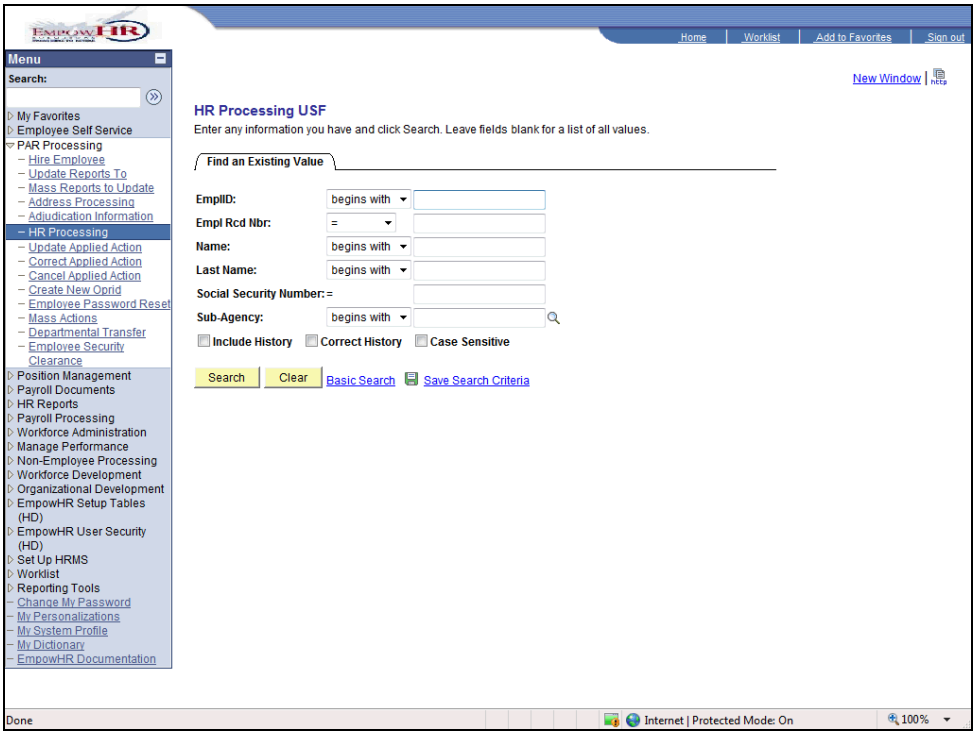
This topic demonstrates initiating a bonus in workflow.



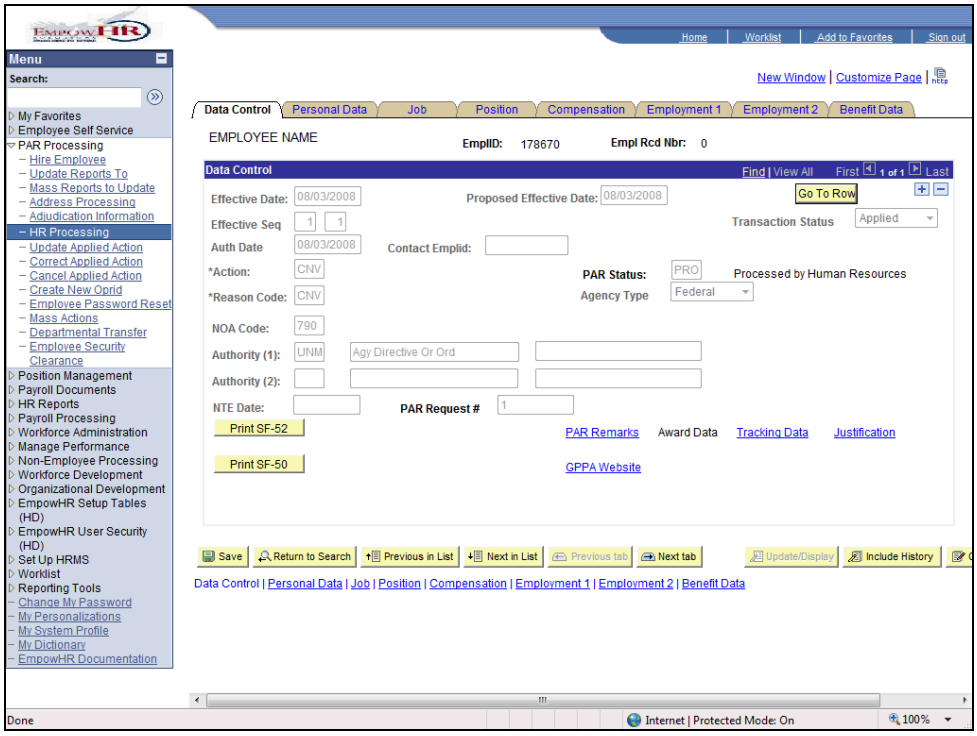
Step	Action
1.	Enter the desired information into the **Password:** field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button.



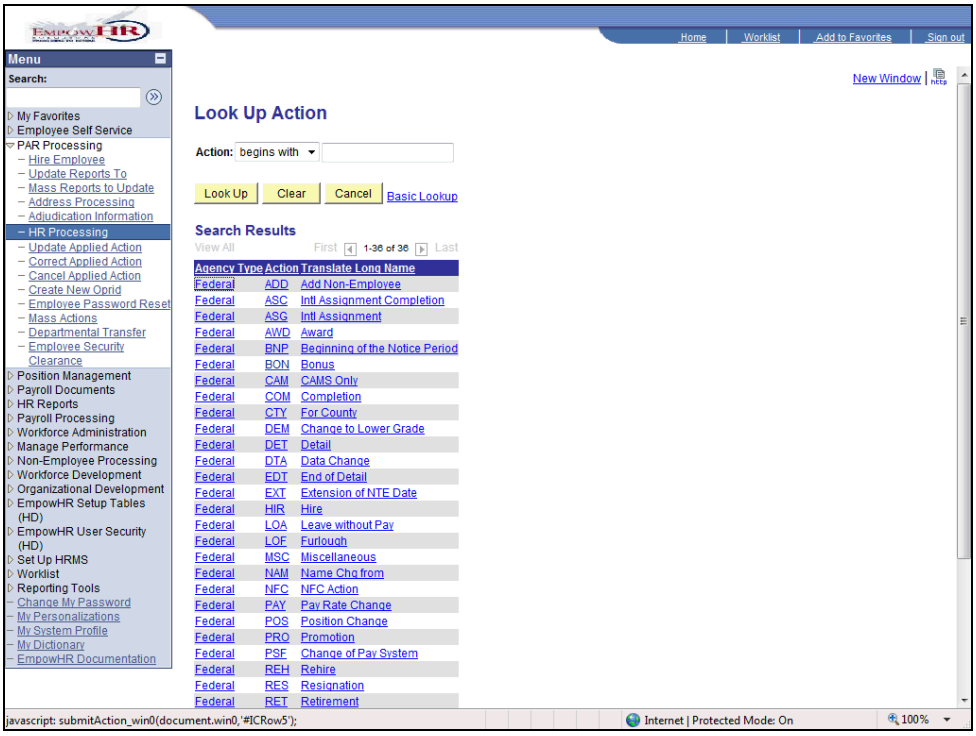
Step	Action
3.	Click the **PAR Processing** link. ▷ PAR Processing
4.	Click the **HR Processing** link. HR Processing



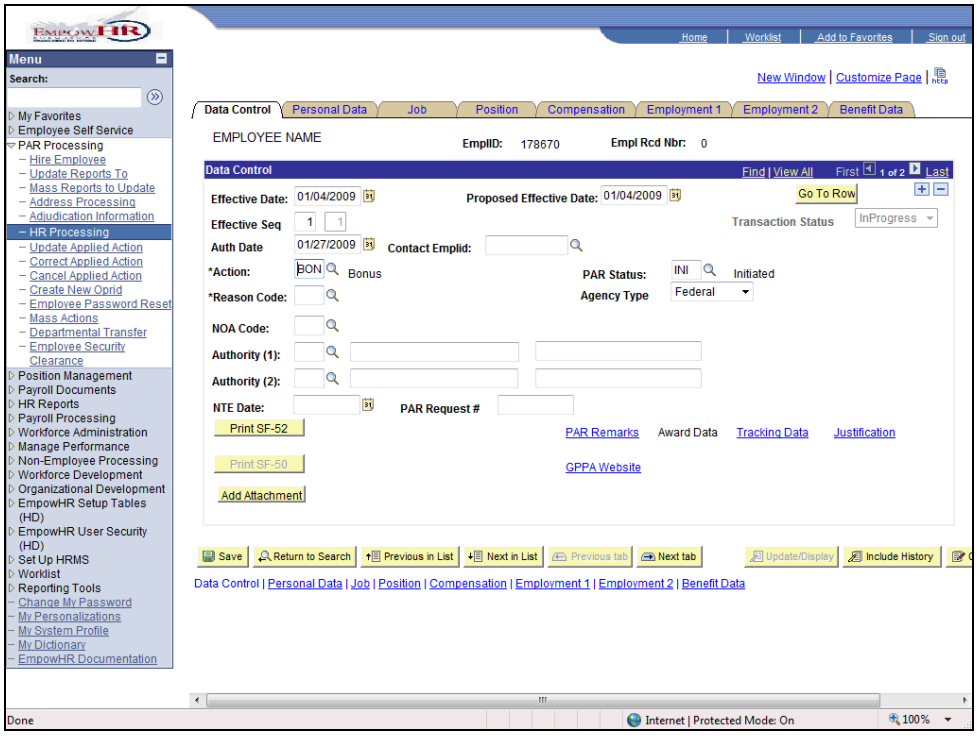
Step	Action
5.	Click the **Search** button. Search
6.	Click the **Scroll Bar**.
7.	Click the **EMPLOYEE NAME** link.



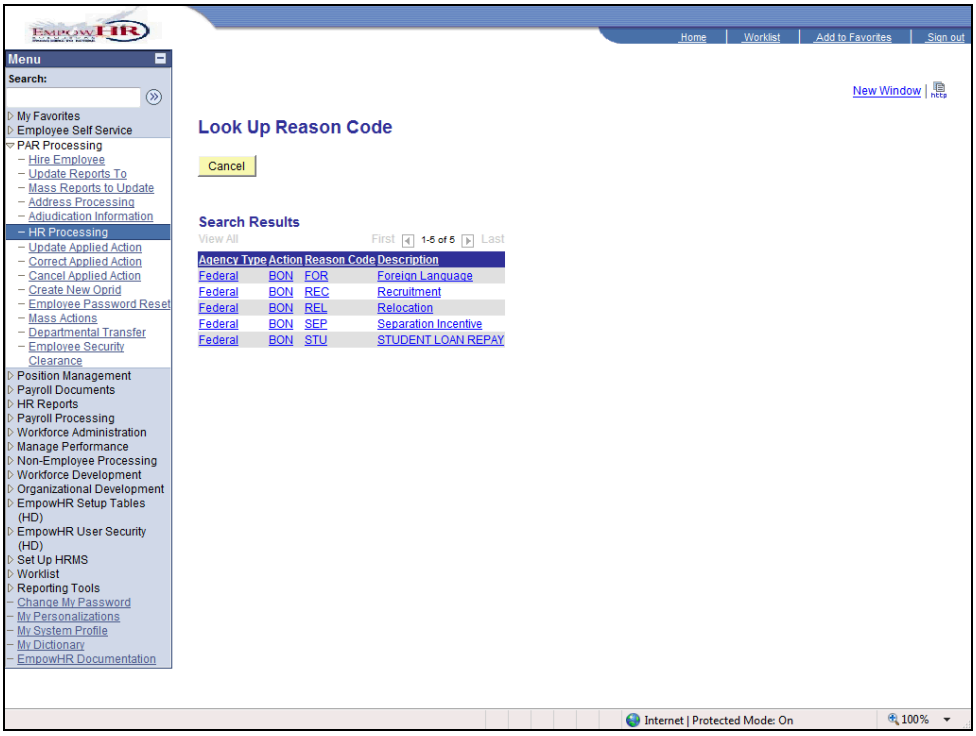
Step	Action
8.	Click the **Add a new row at row 1 (Alt+7)** button.
9.	Enter the desired information into the **Effective Date** field. Enter a valid value e.g. "**01042009**".
10.	Press **[Tab]**.
11.	Click the **Look up Action (Alt+5)** button.



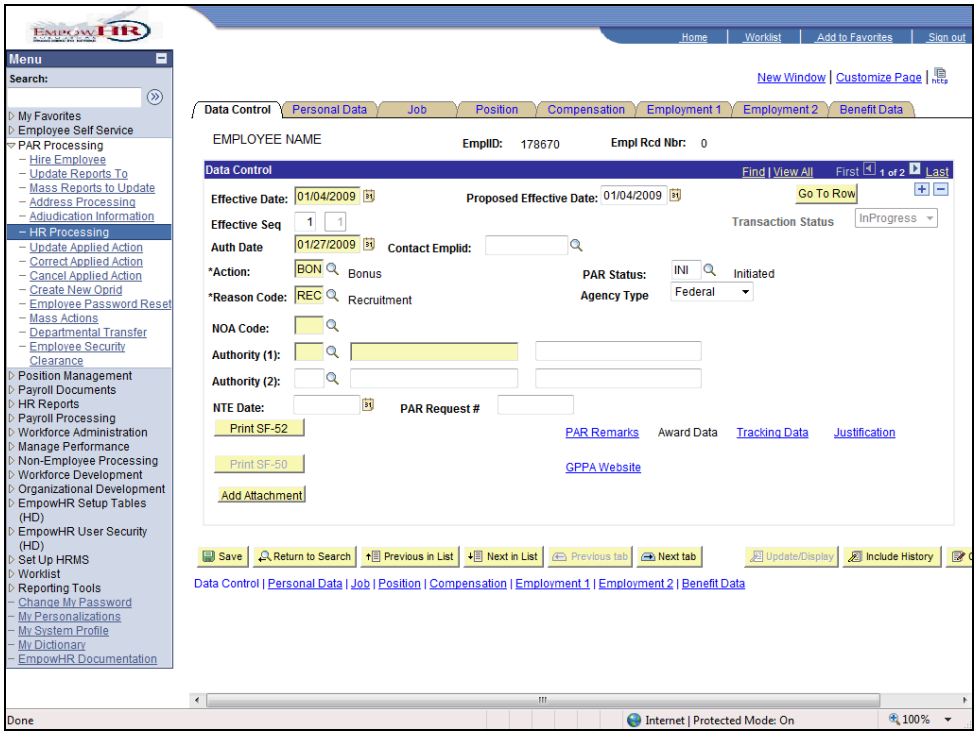
Step	Action
12.	Click the **BON** link. Federal BON Bonus



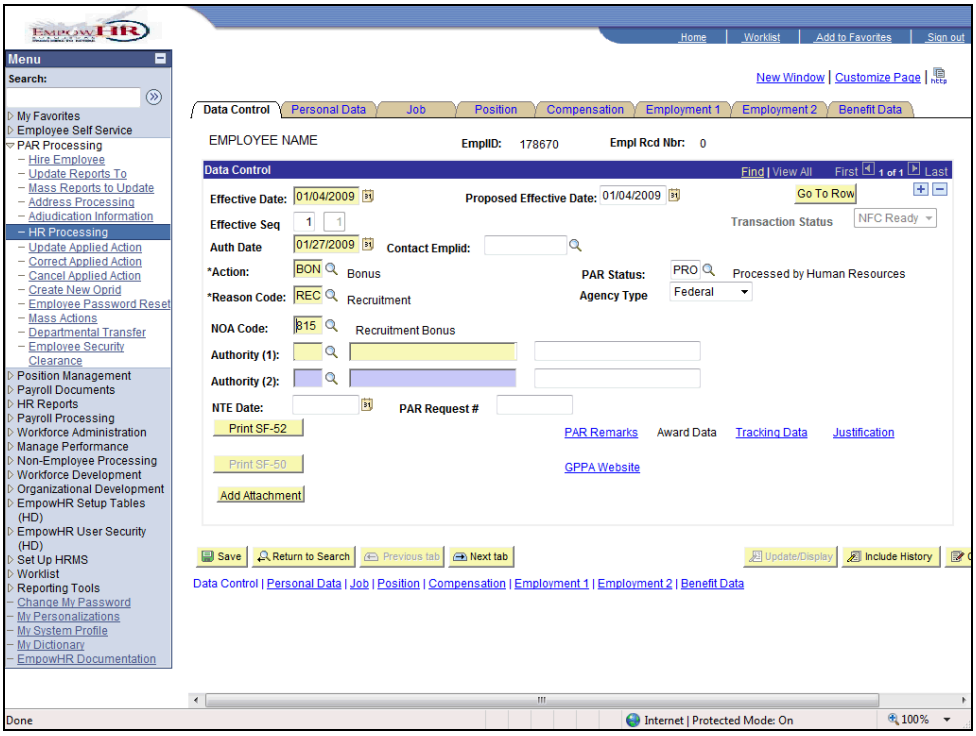
Step	Action
13.	Click the **Look up Reason Code (Alt+5)** button.



Step	Action
14.	Click the **REC** link. Federal BON REC Recruitment

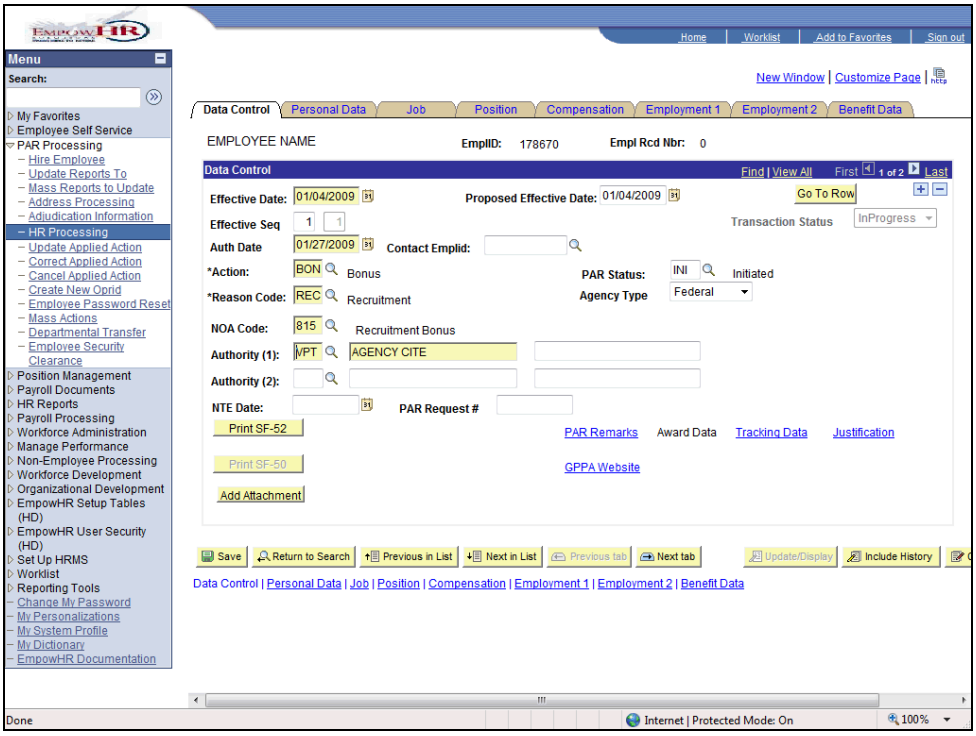


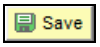
Step	Action
15.	Click the **NOA Code** link.
16.	Click the **815** link.

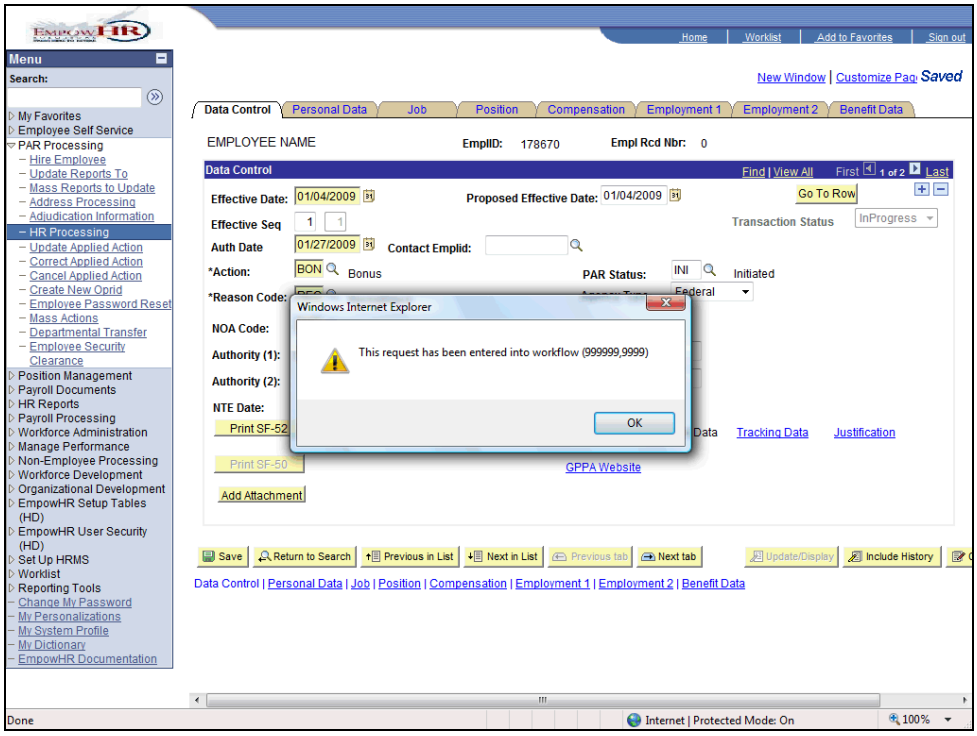


Step	Action
17.	Click the **Look up Authority (1) (Alt+5)** button.

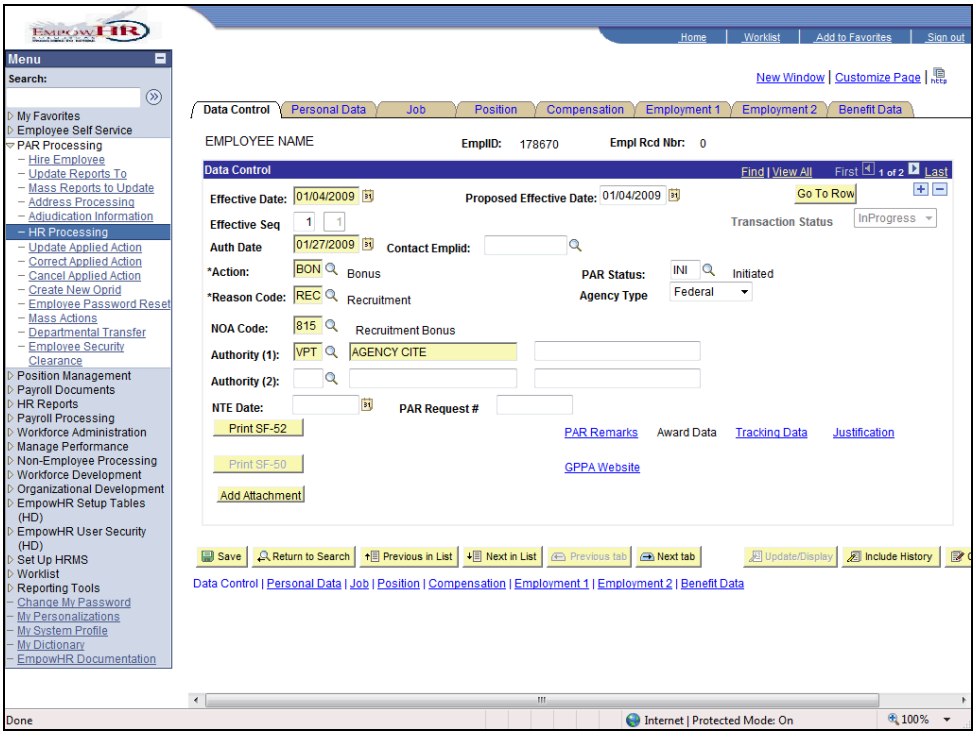
Step	Action
18.	Click the **VPT** link.



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



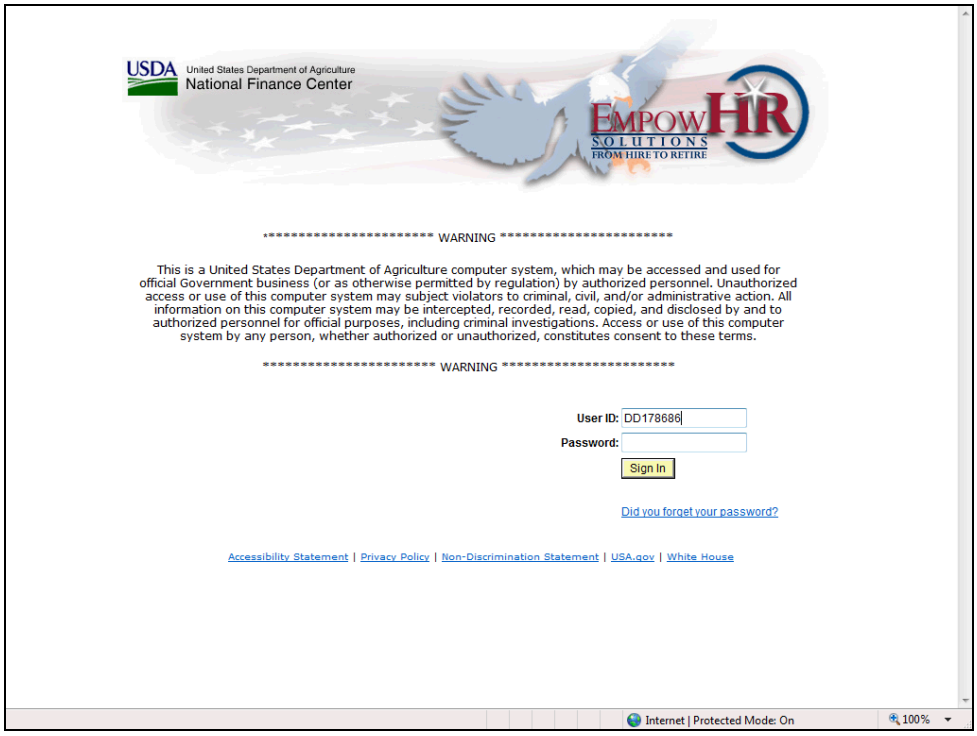
Step	Action
20.	Click the **OK** button. OK
21.	Click the **OK** button. OK



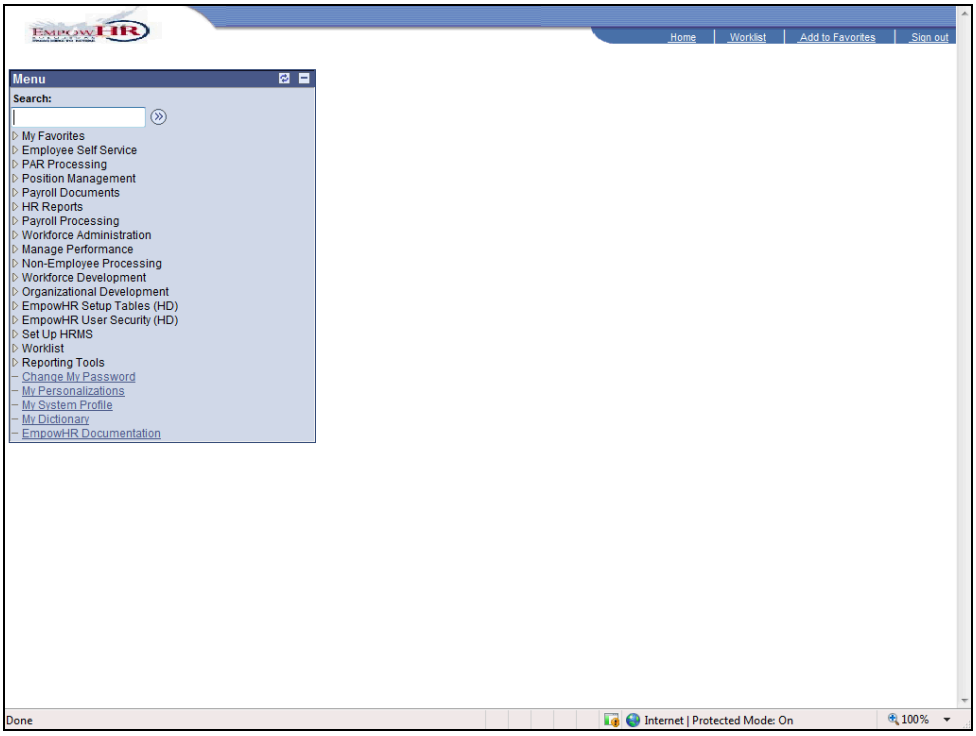
Step	Action
22.	Click the **Sign out** link. Sign out
23.	This completes **Initiating a Bonus** in workflow **End of Procedure.**

Approving a Bonus

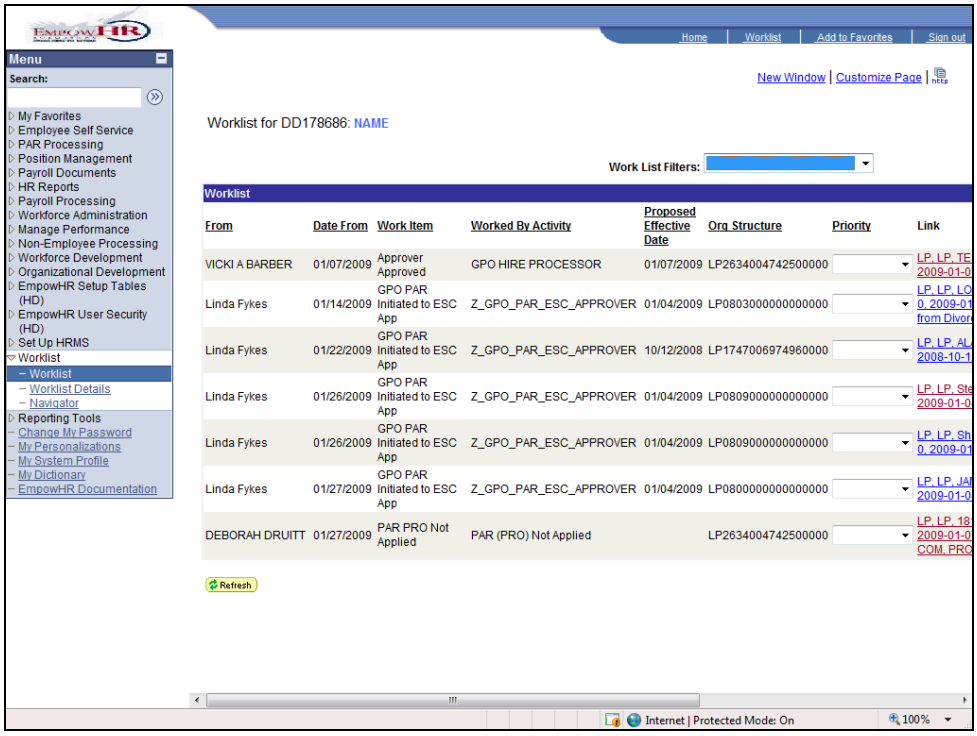
This topic demonstrates approving a bonus.



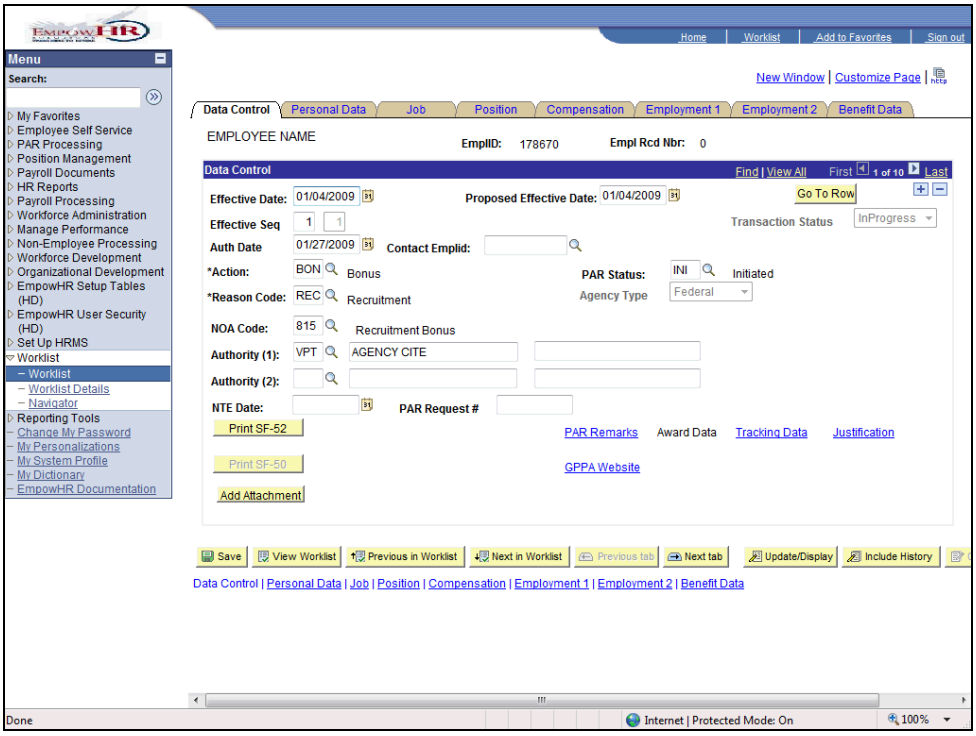
Step	Action
1.	Enter the desired information into the **Password:** field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button.



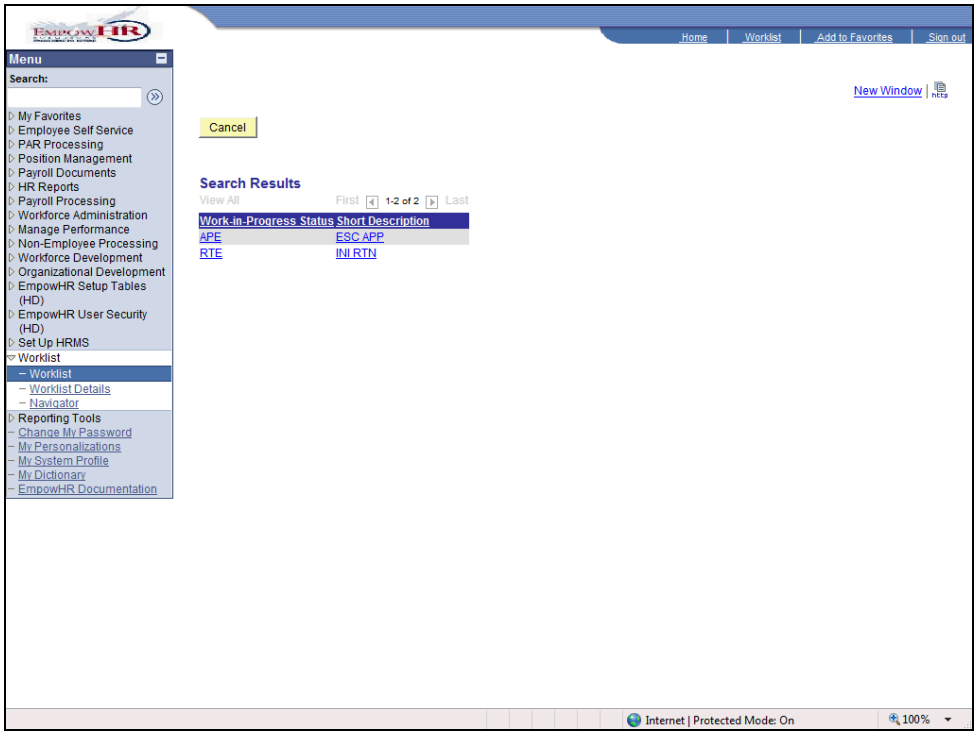
Step	Action
3.	Click the **Worklist** link. Worklist



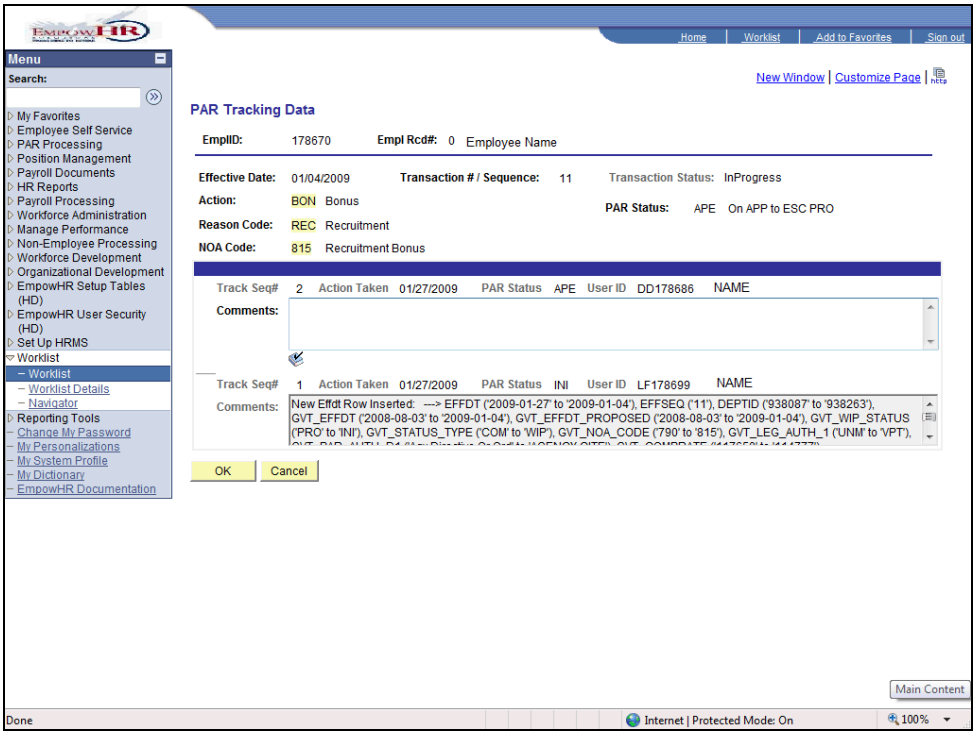
Step	Action
4.	Click the scrollbar.
5.	Click the **LP, LP, EMPLOYEE NAME, 178670, 0, 2009-01-04, 11,** link. LP, LP, EMPLOYEE NAME 178670, 0, 2009-01-04, 11,

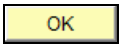


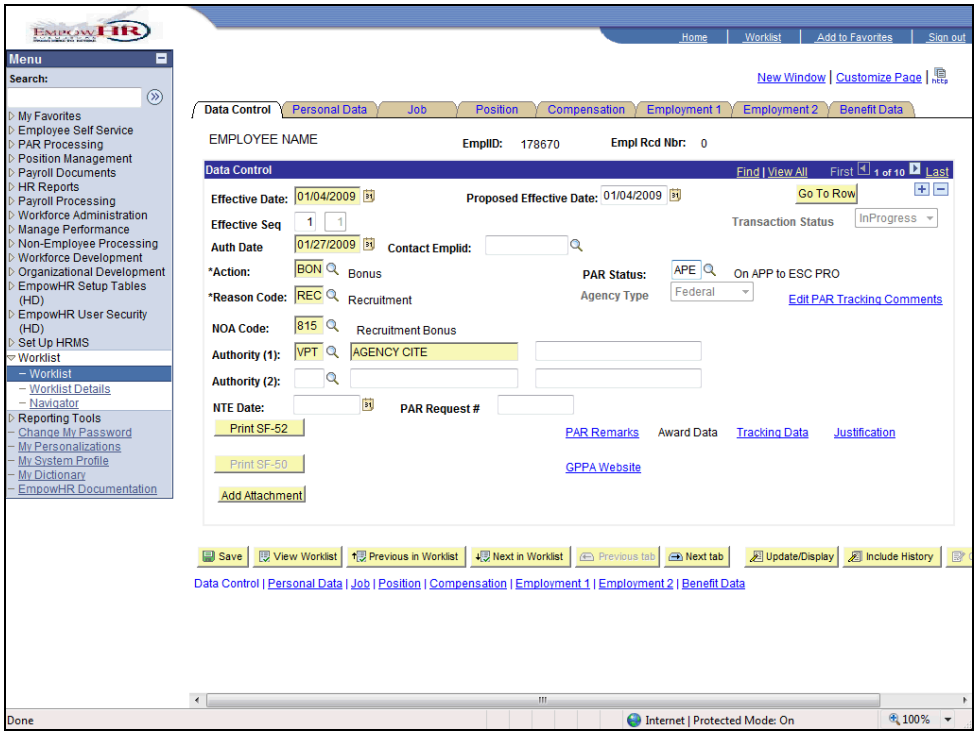
Step	Action
6.	Click the **Look up (Alt+5)** button.



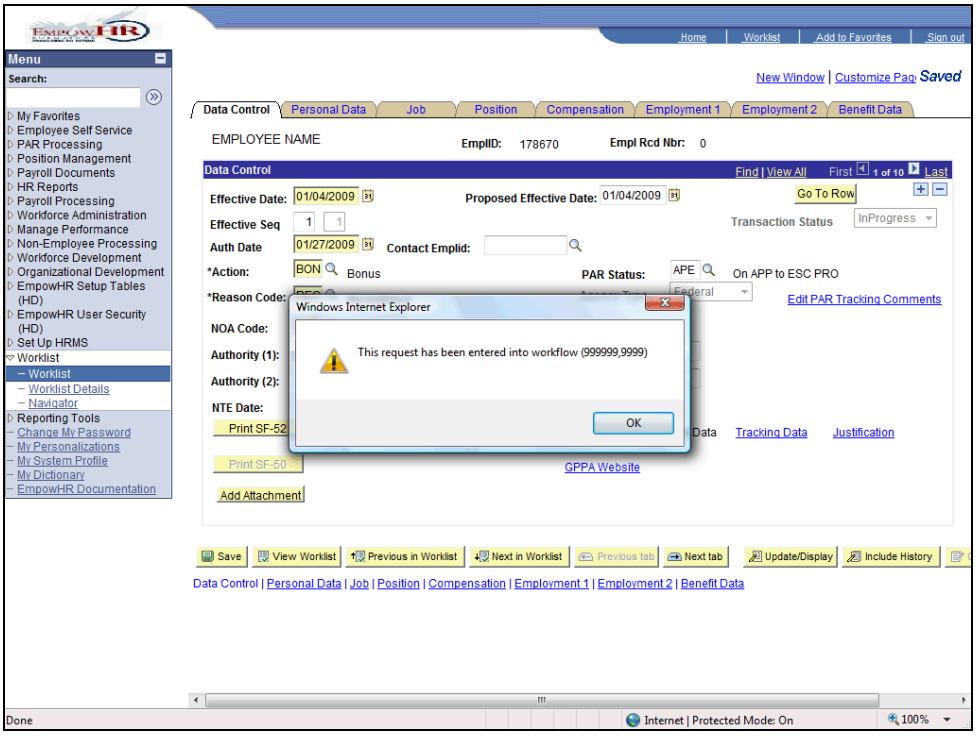
Step	Action
7.	Click the **APE** link. APE ESC APP



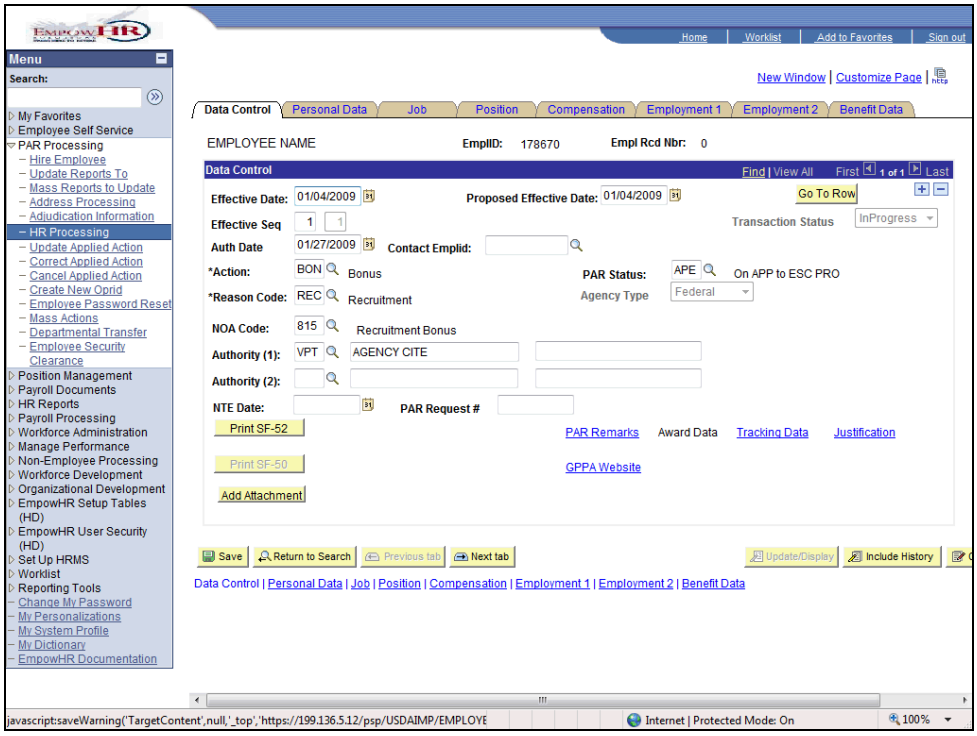
Step	Action
8.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**TEST**".
9.	Click the **OK** button. 



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



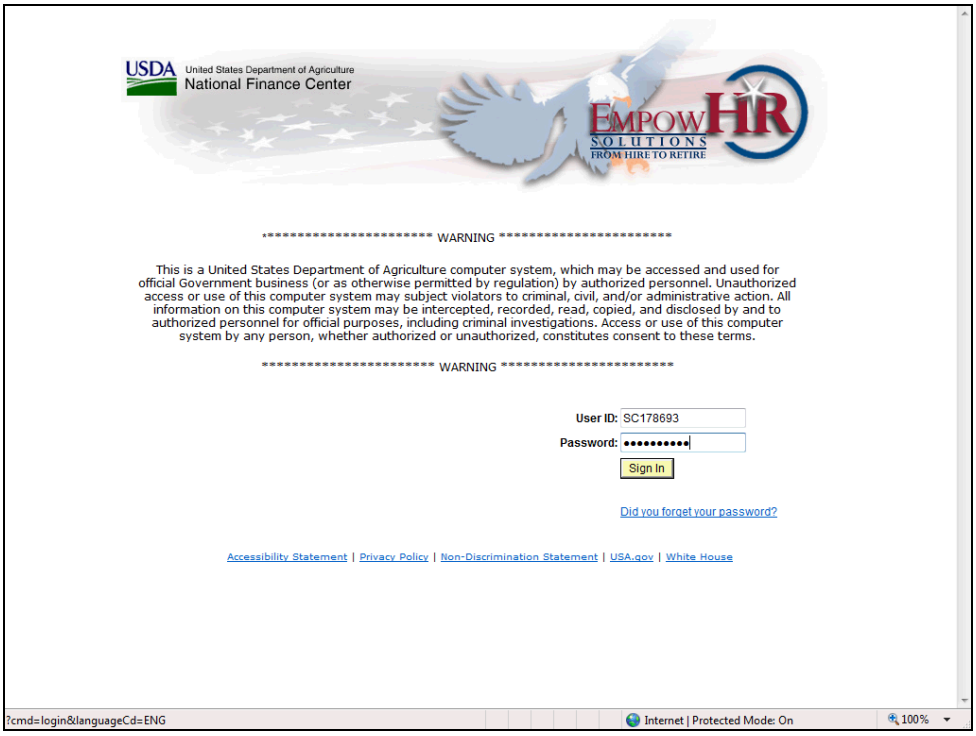
Step	Action
11.	Click the **OK** button. OK
12.	Click the **OK** button. OK



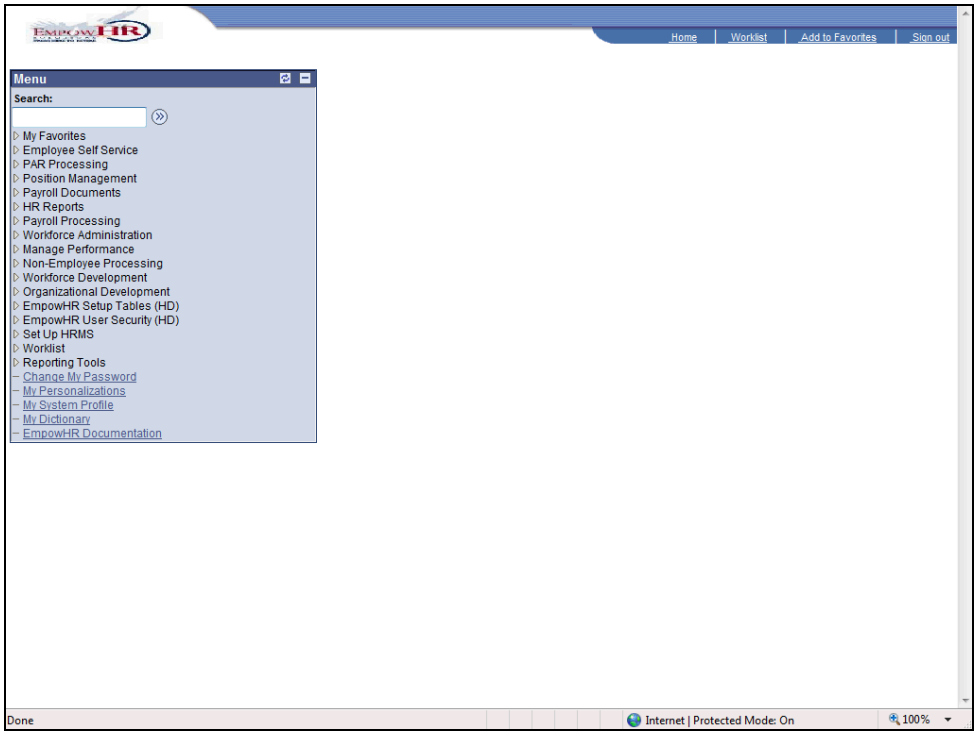
Step	Action
13.	Click the **Sign out** link. Sign out
14.	This completes **Approving a Bonus**. **End of Procedure.**

Processing a Bonus

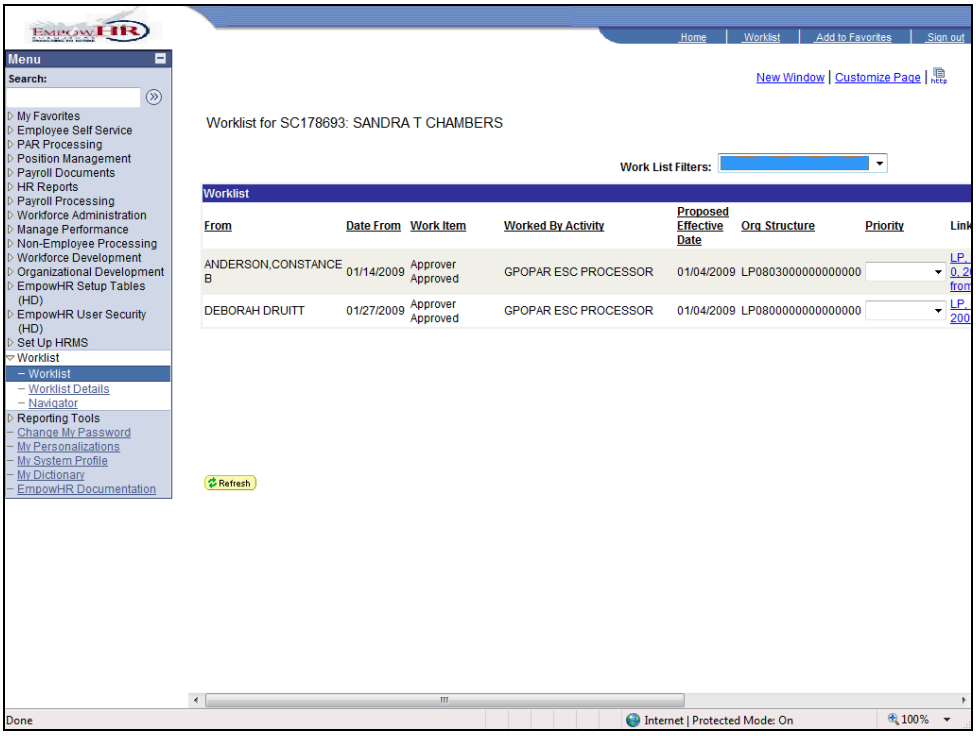
This topic demonstrates processing a bonus.



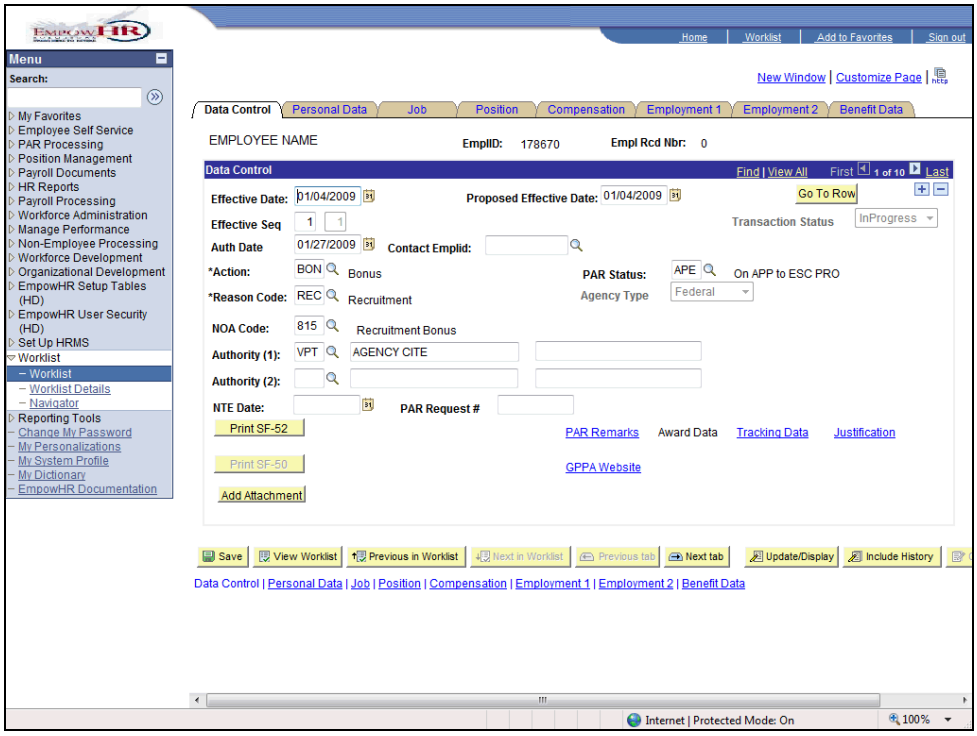
Step	Action
1.	Click the **Sign In** button. Sign In



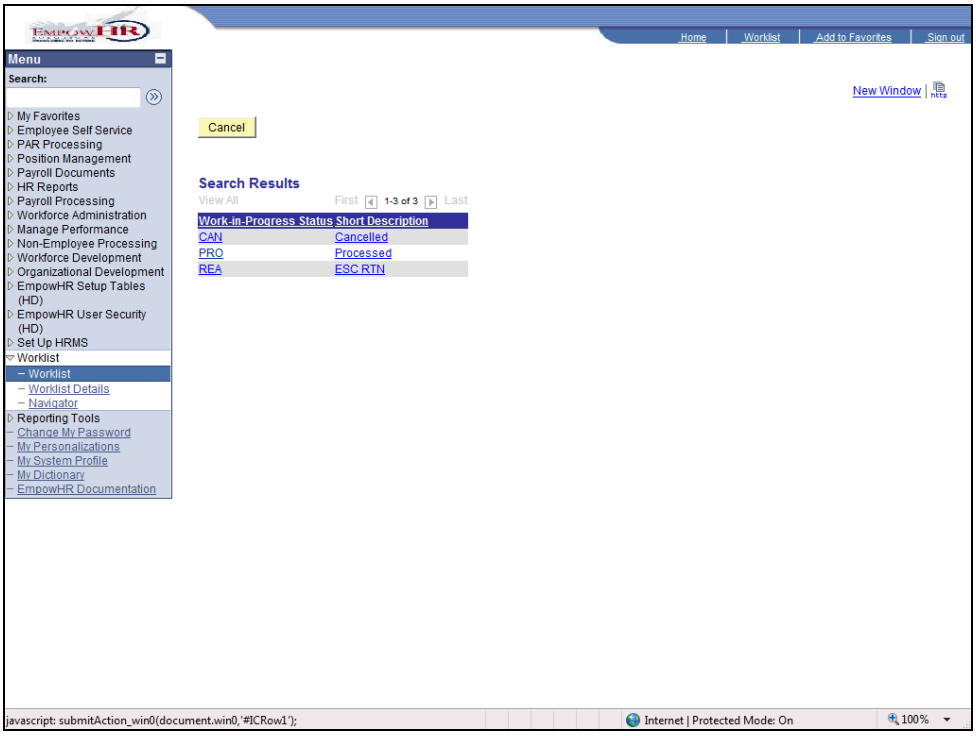
Step	Action
2.	Click the **Worklist** link. Worklist



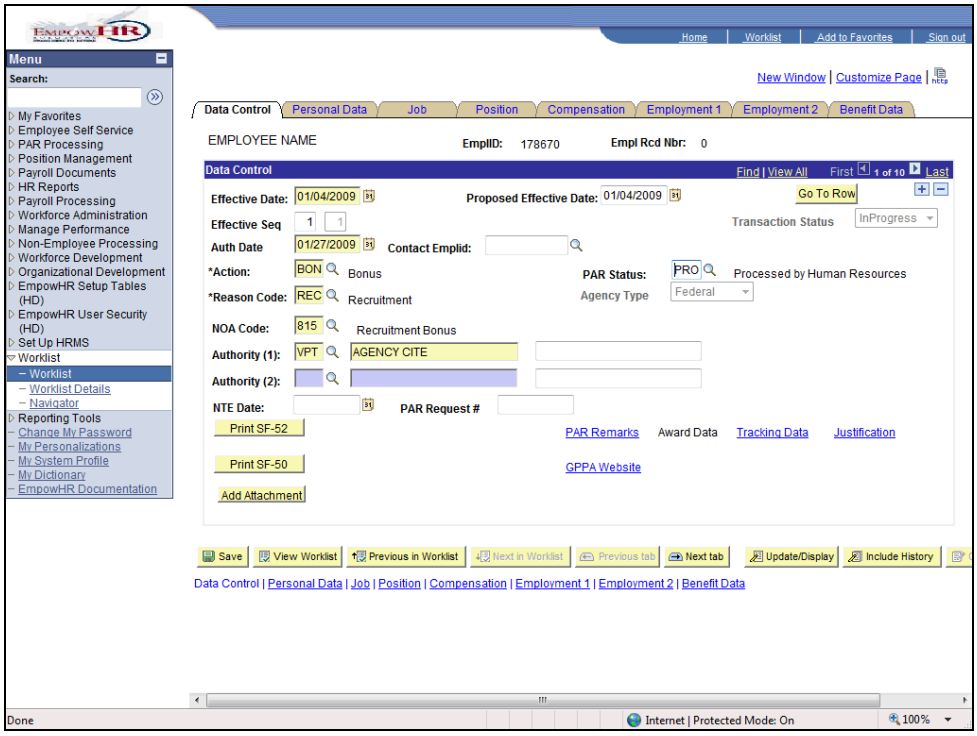
Step	Action
3.	Click the scrollbar.
4.	Click the **LP, LP, EMPLOYEE NAME, 178670, 0, 2009-01-04, 11, Recruitment** link. LP, LP, EMPLOYEE NAME 178670, 0, 2009-01-04, 11, Recruitment



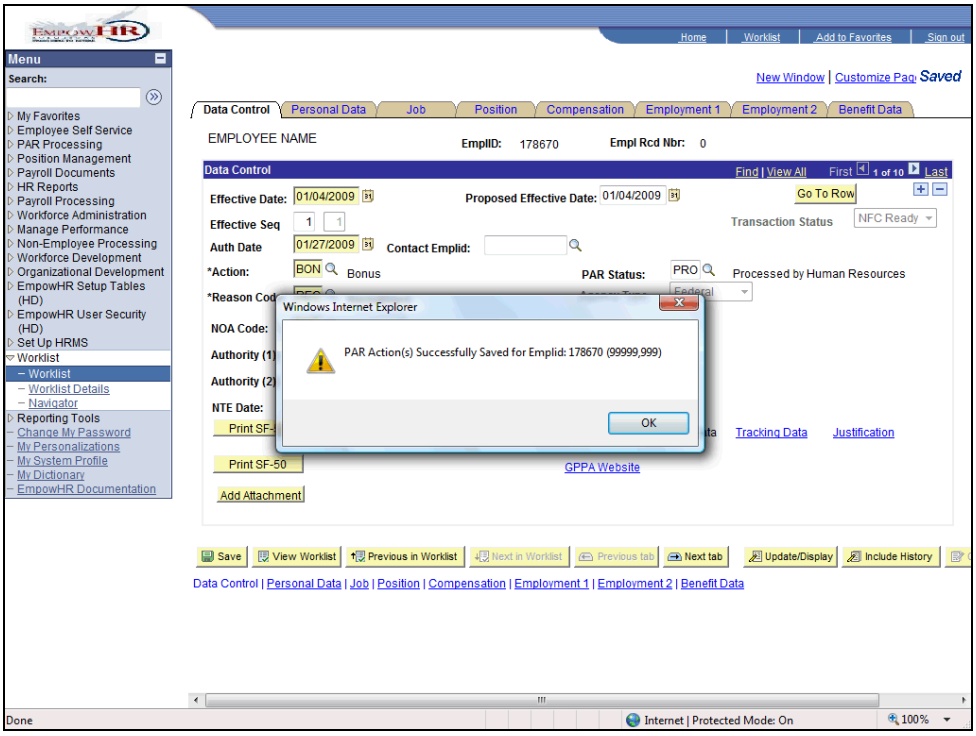
Step	Action
5.	Click the **Look up (Alt+5)** button.



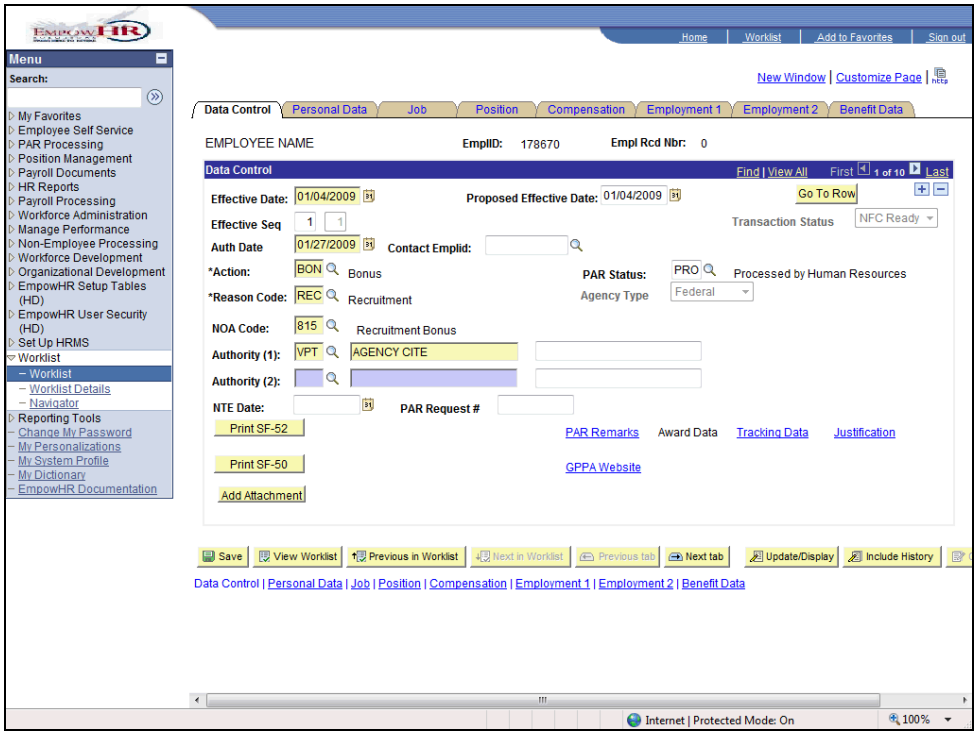
Step	Action
6.	Click the **PRO** link. PRO Processed



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



Step	Action
8.	Click the **OK** button. OK
9.	Click the **OK** button. OK



Step	Action
10.	Click the **Sign out** link. Sign out
11.	This completes **Processing a Bonus**. **End of Procedure.**

Lesson 3: ESC FEGLI Workflow

Initiating a FEGLI

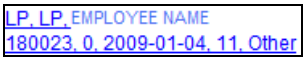
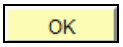
This topic demonstrates initiating a FEGLI in workflow.

Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button. Sign In
3.	Click the **PAR Processing** link. PAR Processing
4.	Click the **HR Processing** link. HR Processing
5.	Enter the desired information into the **EMPLID** field. Enter "**180023**".
6.	Click the **Search** button. Search
7.	Click the **Add a new row at row 1 (Alt+7)** graphic.
8.	Enter the desired information into the field. Enter a valid value e.g. "**01042009**".
9.	Press **[Tab]**.
10.	Click the **Look up Action (Alt+5)** graphic.
11.	Click the **DTA** link. Federal DTA Data Change

Step	Action
12.	Click the **Look up Reason Code (Alt+5)** graphic.
13.	Click the **FEC** link.
14.	Click the **Look up NOA Code (Alt+5)** graphic.
15.	Click the **FEGLI Change** link.
16.	Click the **Look up Authority (1) (Alt+5)** graphic.
17.	Click the **5 U.S.C. CHAPTER 87** link.
18.	Click the **Benefit Data** link. Benefit Data
19.	Click the **Look up FEGLI Code (Alt+5)** graphic.
20.	Click the **Basic+A** link. D0 Basic+A
21.	Click the **Scroll Bar**.
22.	Click the **Save** button. Save
23.	Click the **OK** button. OK
24.	Click the **OK** button. OK
25.	Click the **Sign out** link. Sign out
26.	This completes initiating a **FEGLI** in workflow. **End of Procedure.**

Approving a FEGLI

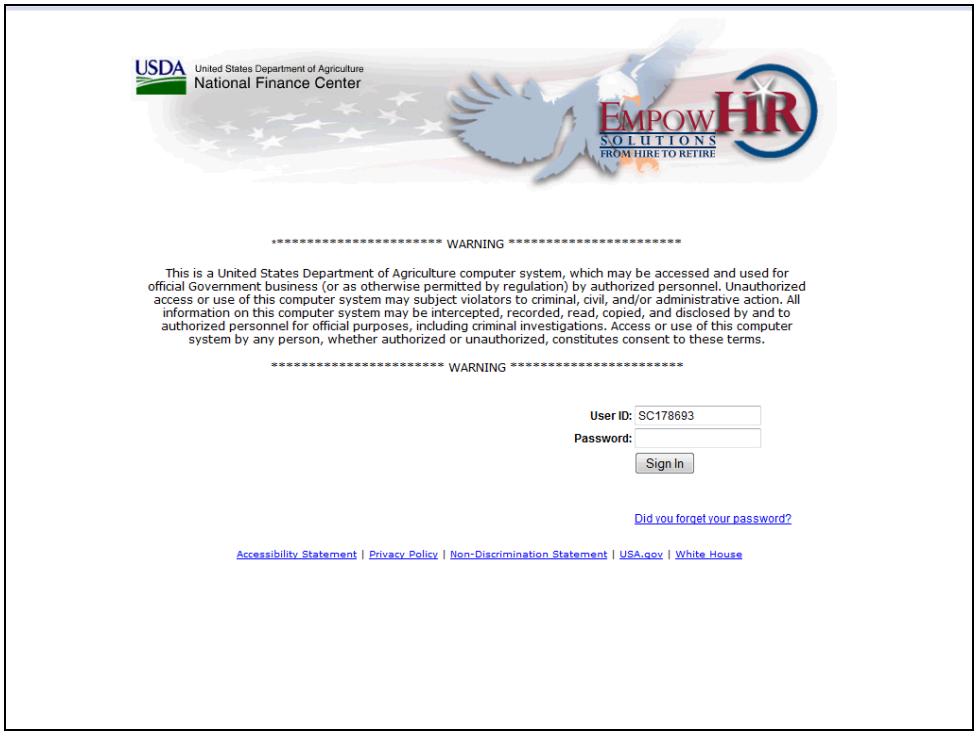
This topic demonstrates approving a FEGLI.

Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button.
3.	Click the **Worklist** link.
4.	Click the **Scroll Bar**.
5.	Click the **LP, LP, EMPLOYEE NAME , 180023, 0, 2009-01-04, 11, Other** link. 
6.	Click the **Look up (Alt+5)** graphic.
7.	Click the **ESC APP** link.
8.	Enter the desired information into the **Main Content** field. Enter a valid value e.g. "**TEST**".
9.	Click the **OK** button. 

Step	Action
10.	Click the **Save** button. Save
11.	Click the **OK** button. OK
12.	Click the **OK** button. OK
13.	**Sign Out**.
14.	This completes Approving a **FEGLI**. **End of Procedure.**

Processing a FEGLI

This topic demonstrates processing a FEGLI.

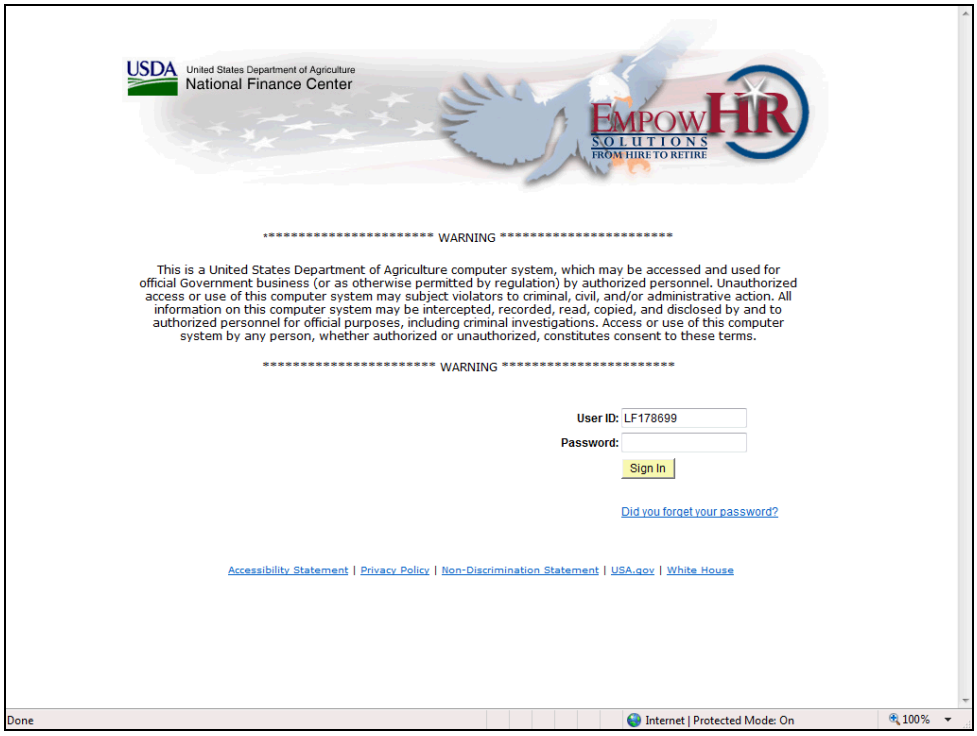


Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button. Sign In
3.	Click the **Worklist** link. Worklist
4.	Click the **Scroll Bar**.
5.	Click the **LP, LP, EMPLOYEE NAME, 180023, 0, 2009-01-04, 11, FEGLI Chg** link. LP, LP,EMPLOYEE NAME 2009-01-04, 11, FEGLI Chg
6.	Click the **Look up (Alt+5)** graphic.
7.	Click the **Processed** link. PRO Processed
8.	Click the **Save** button. Save
9.	Click the **OK** button. OK
10.	Click the **OK** button. OK
11.	Click the **Sign out** link. Sign out
12.	This completes **Processing a FEGLI.** **End of Procedure.**

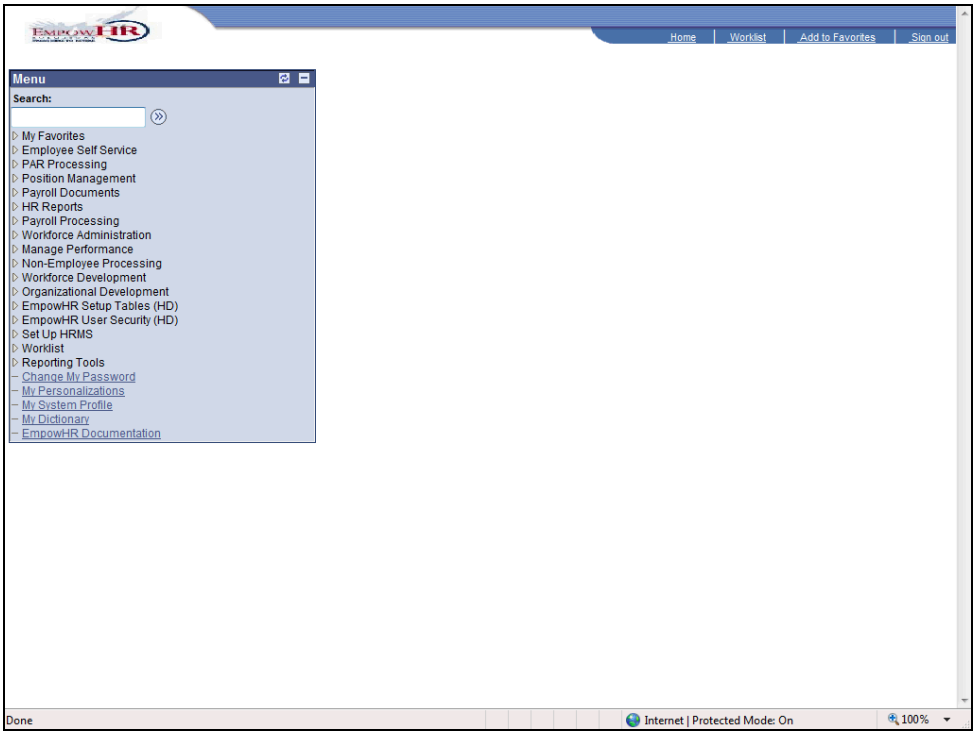
Lesson 4: CON Suspension Workflow

Initiating a Suspension

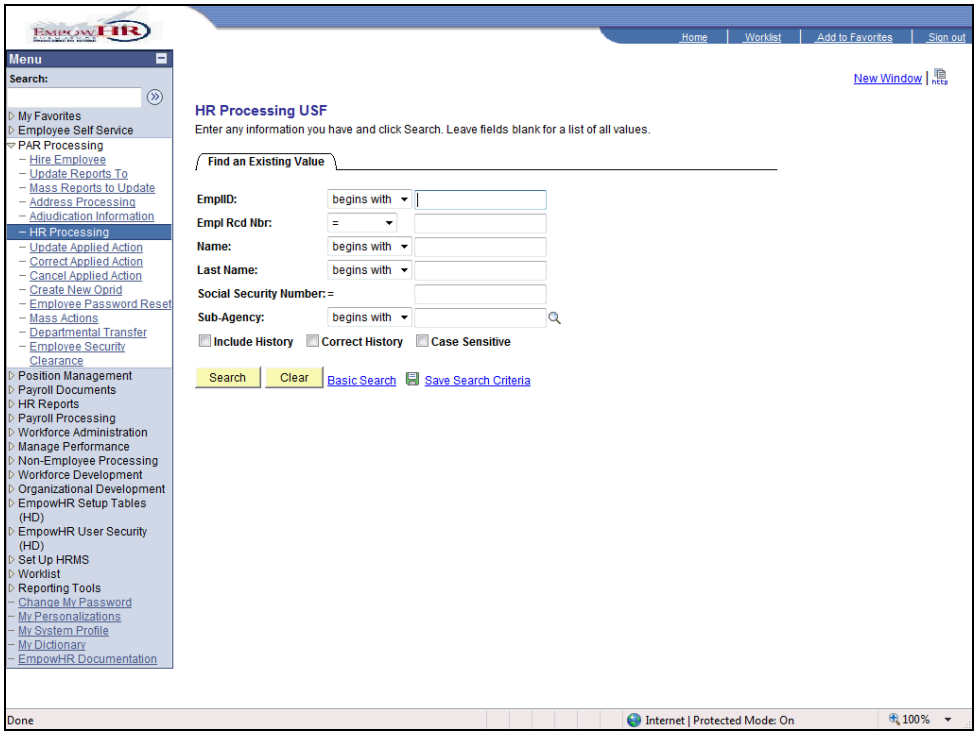
This topic demonstrates initiating a suspension.



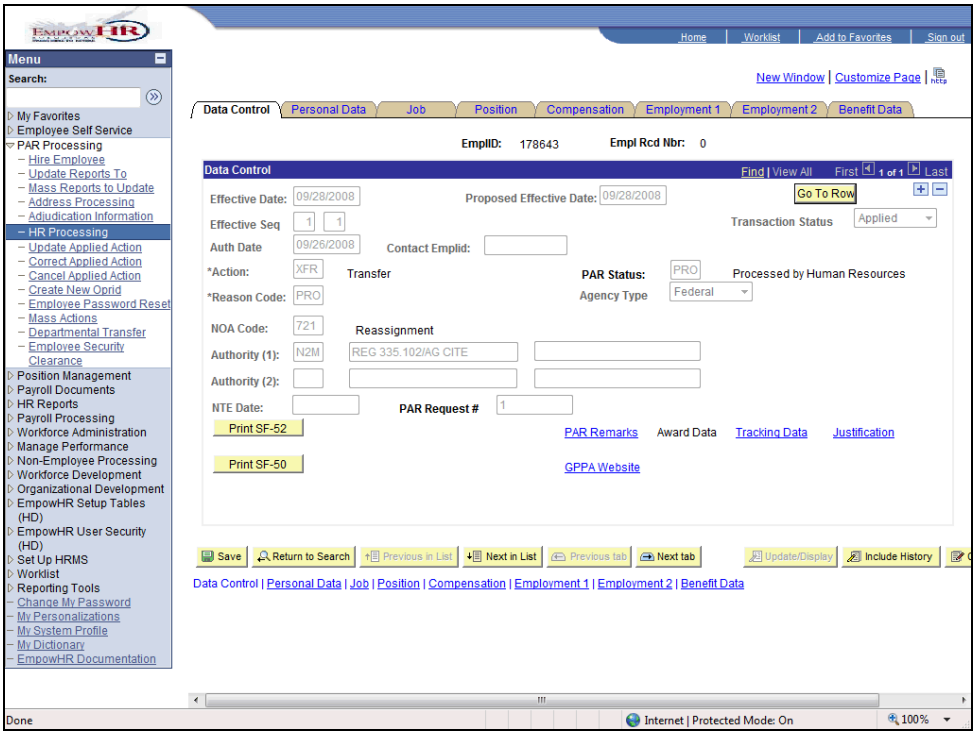
Step	Action
1.	Click the **Sign In** button. Sign In



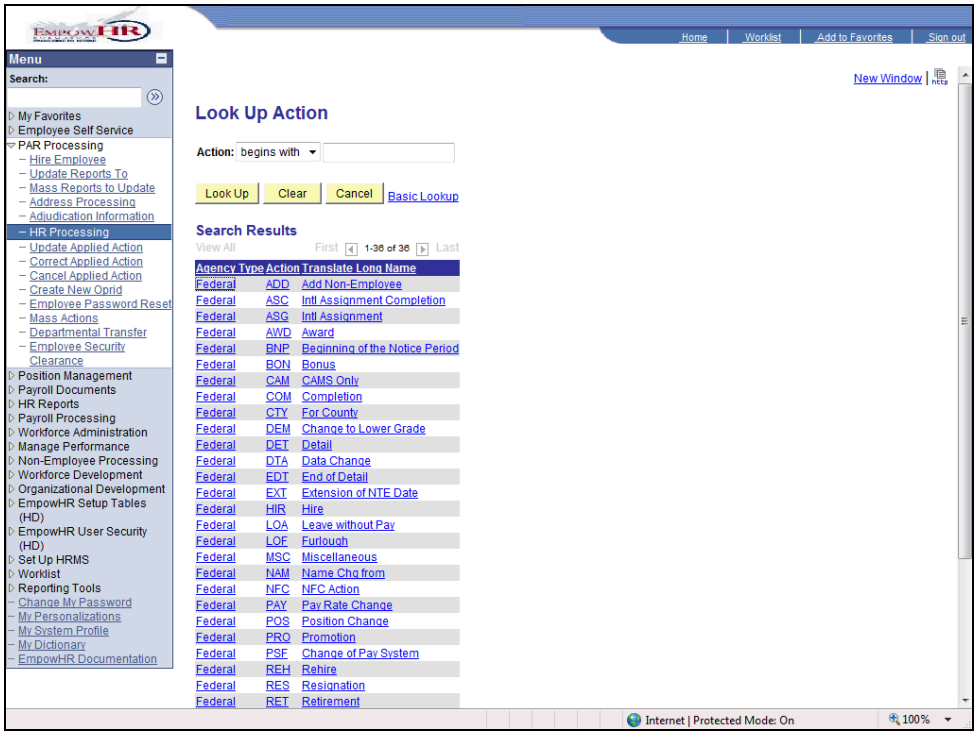
Step	Action
2.	Click the **PAR Processing** link. ▷ PAR Processing
3.	Click the **HR Processing** link. HR Processing



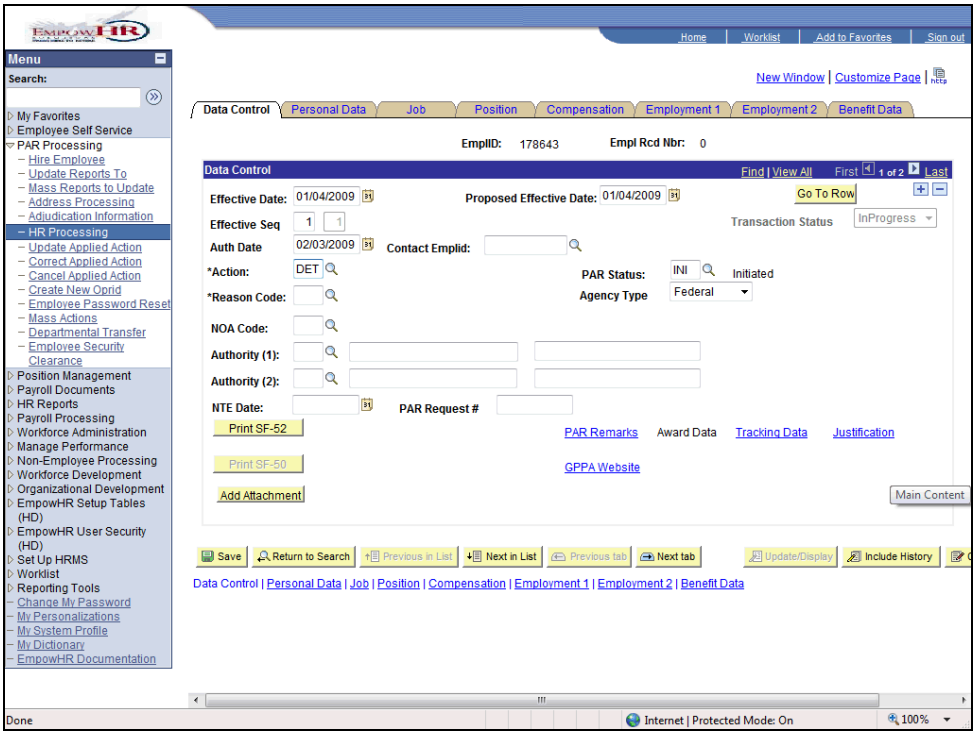
Step	Action
4.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**McKen**".
5.	Click the **Search** button. Search
6.	Click the **DONNE MCKENZIE** link.



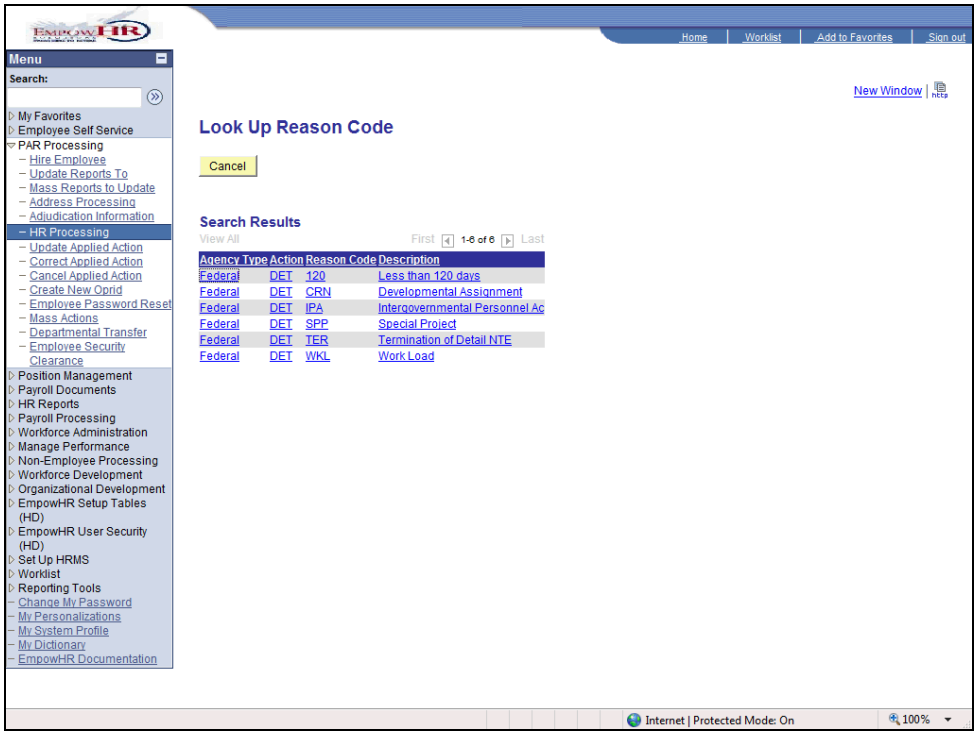
Step	Action
7.	Click the **Add a new row at row 1 (Alt+7)** button.
8.	Employee Name will appear in this location on all pages.
9.	Enter the desired information into the **Effective Date** field. Enter a valid value e.g. "**01042009**".
10.	Press **[Tab]**.
11.	Click the **Look up Action (Alt+5)** button.



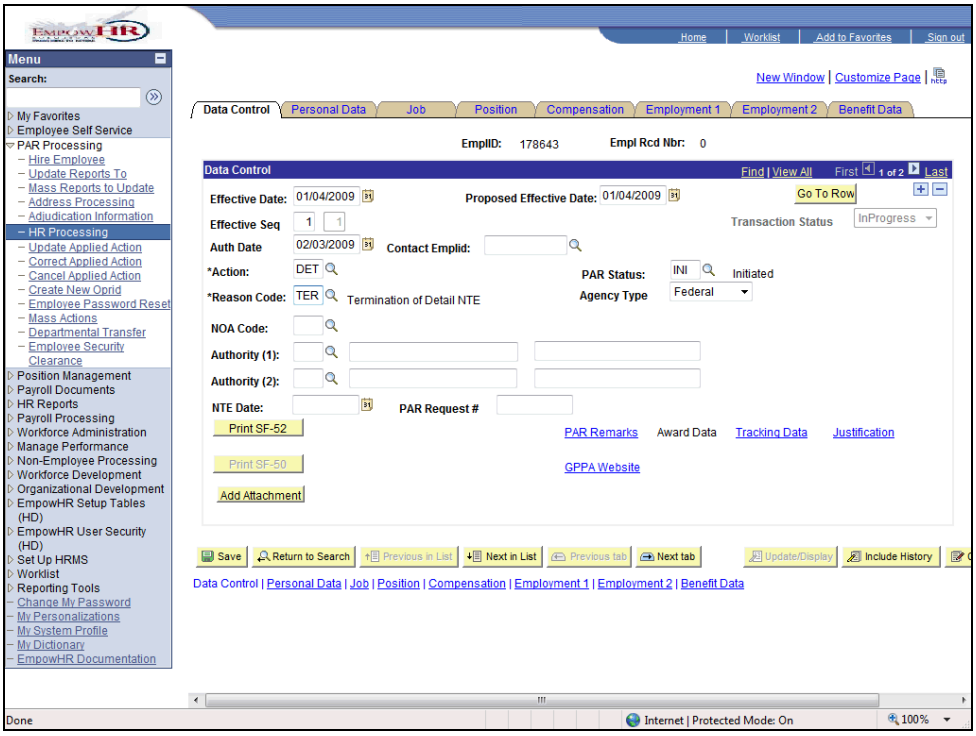
Step	Action
12.	Click the **DET** link. Federal DET Detail



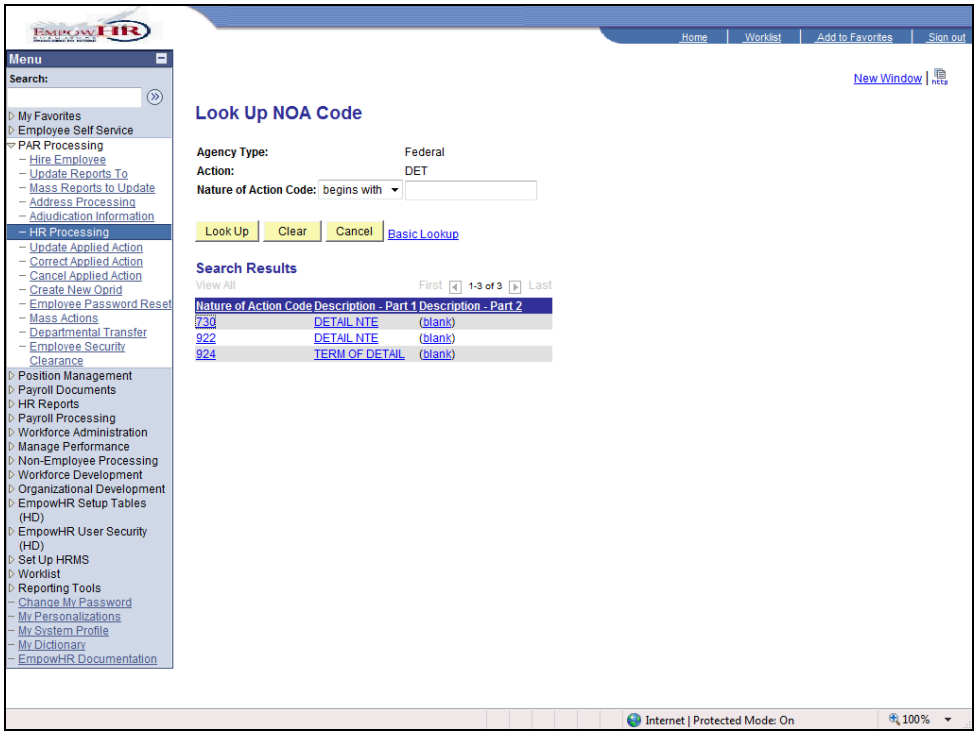
Step	Action
13.	Click the **Look up Reason Code (Alt+5)** button.



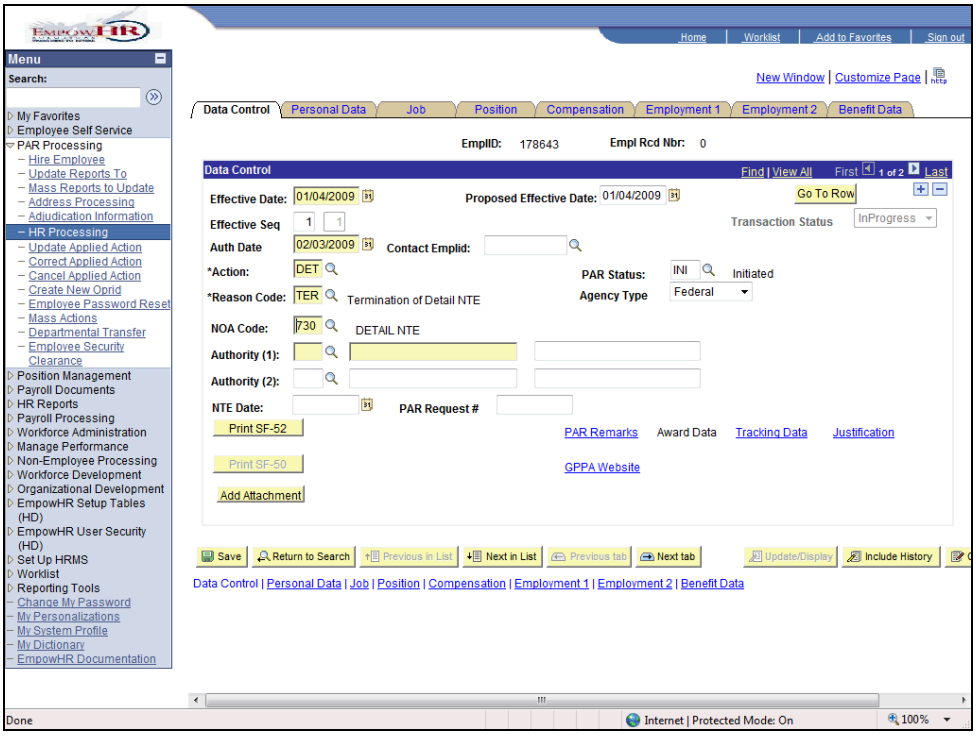
Step	Action
14.	Click the **DET** link.



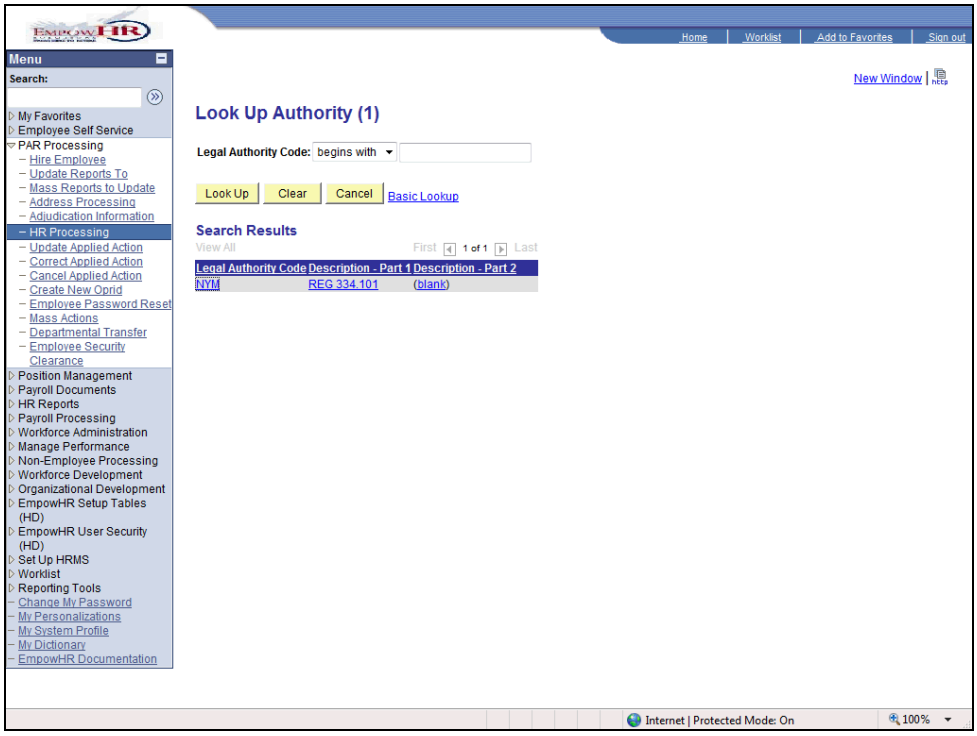
Step	Action
15.	Click the **Look up NOA Code (Alt+5)** button.



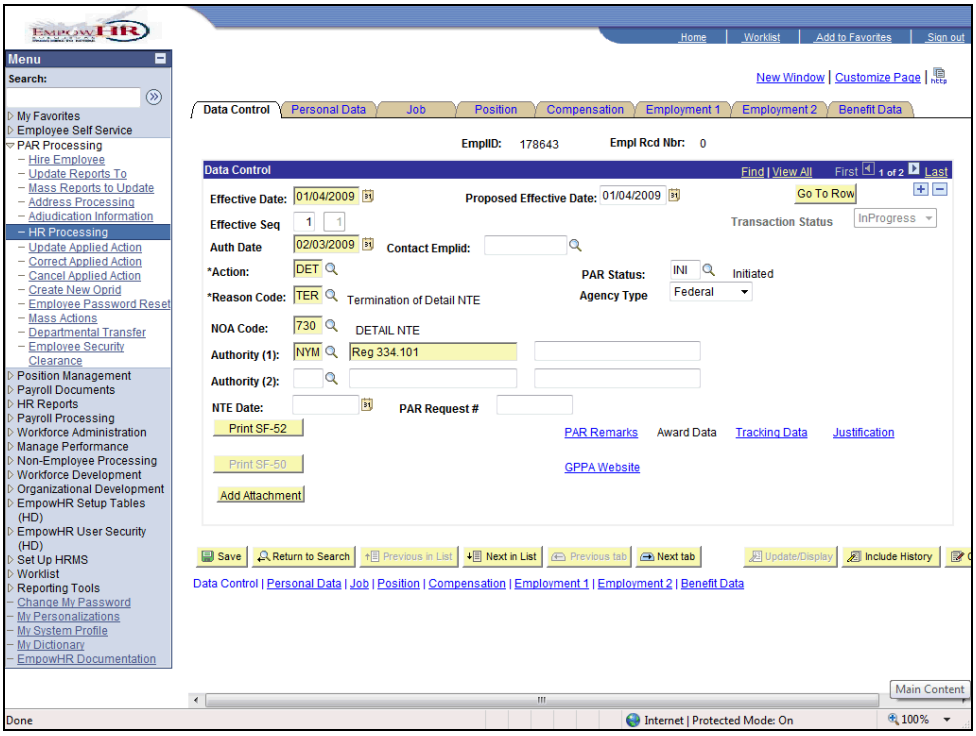
Step	Action
16.	Click the **730** link.

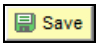


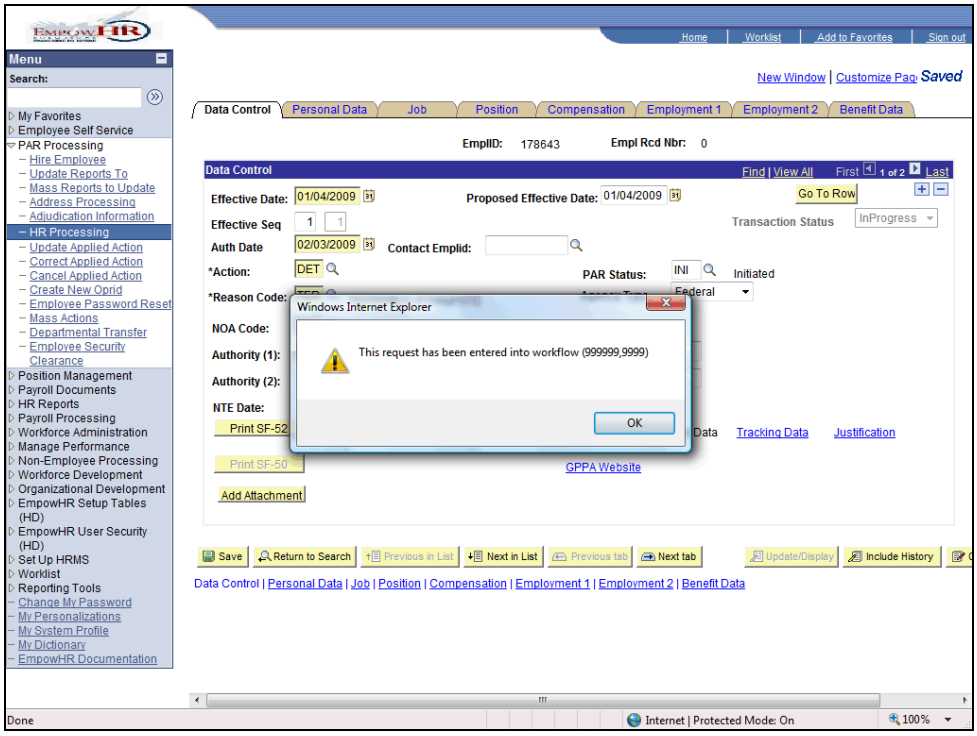
Step	Action
17.	Click the **Look up Authority (1) (Alt+5)** button.



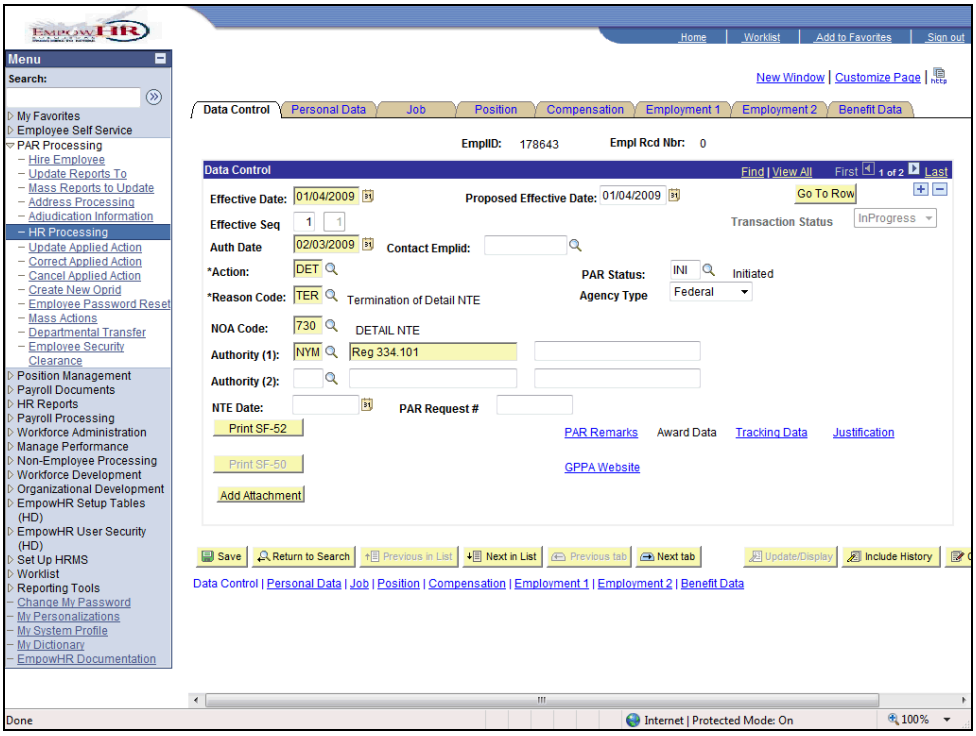
Step	Action
18.	Click the **NYM** link.



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



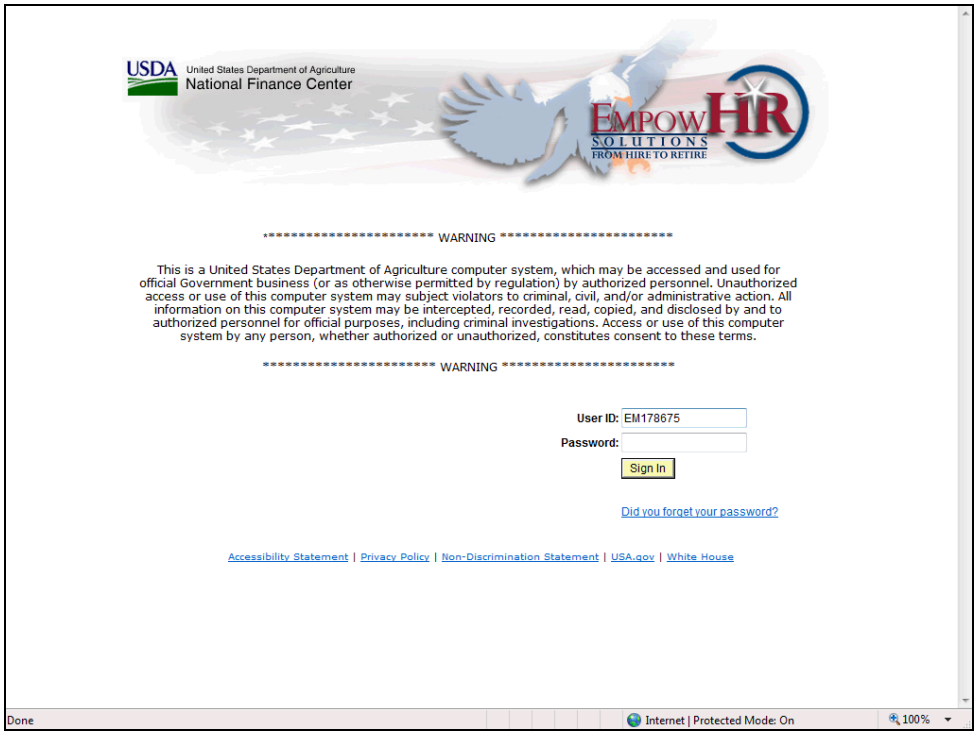
Step	Action
20.	Click the **OK** button. OK
21.	Click the **OK** button. OK



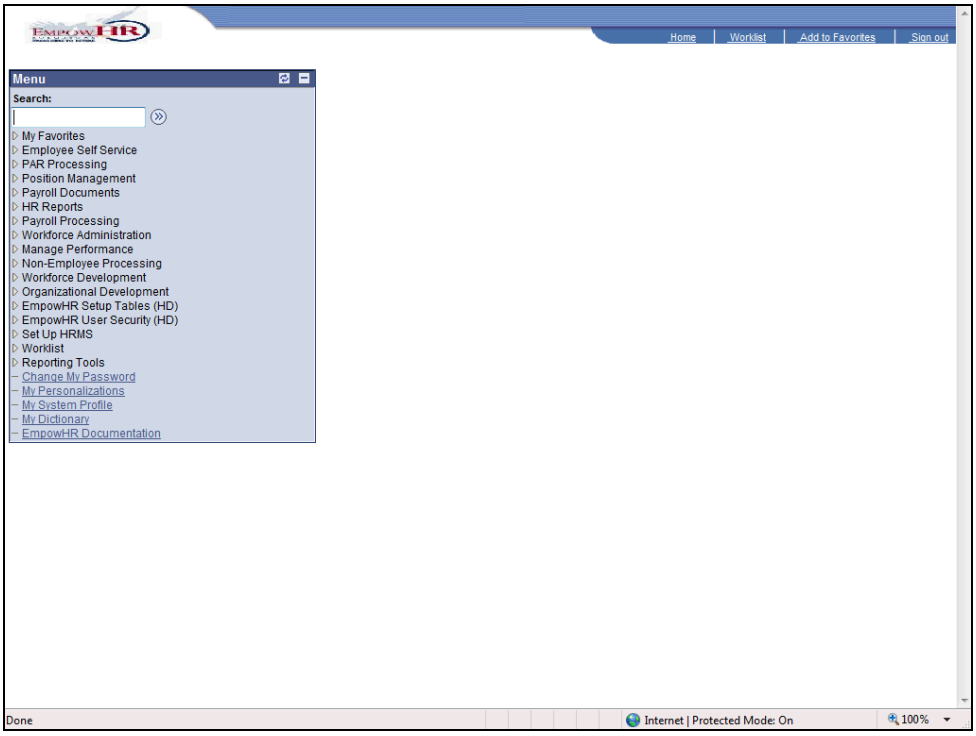
Step	Action
22.	Click the **Sign out** link. Sign out
23.	This completes **Initiating a** Suspension. **End of Procedure.**

Approving a Suspension

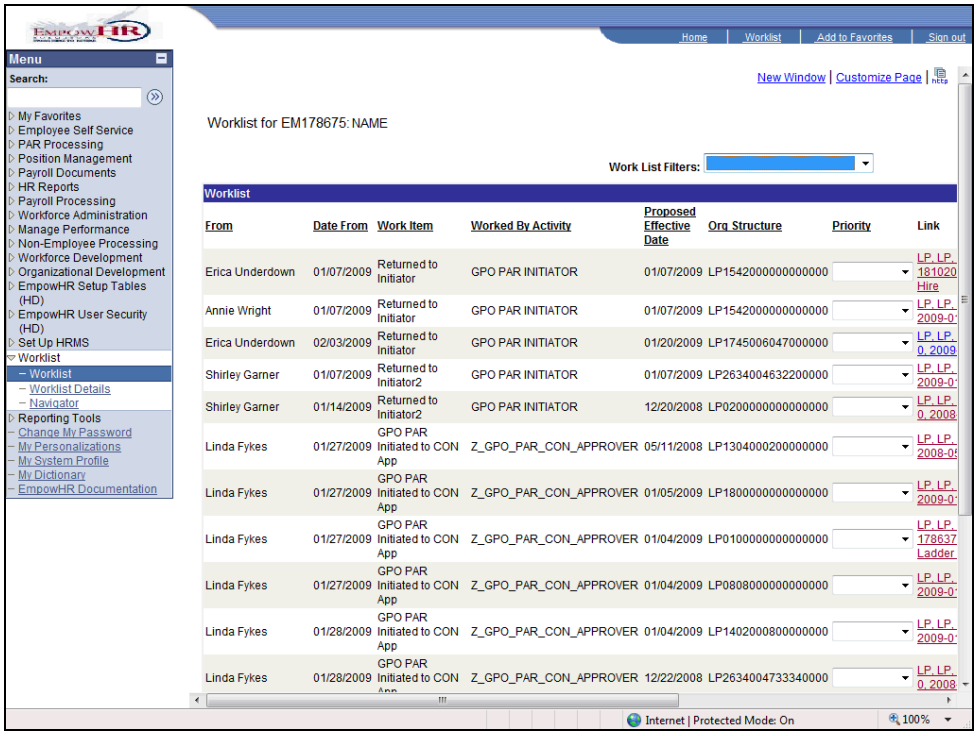
This topic demonstrates approving a suspension.

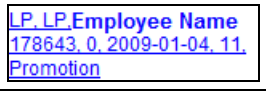


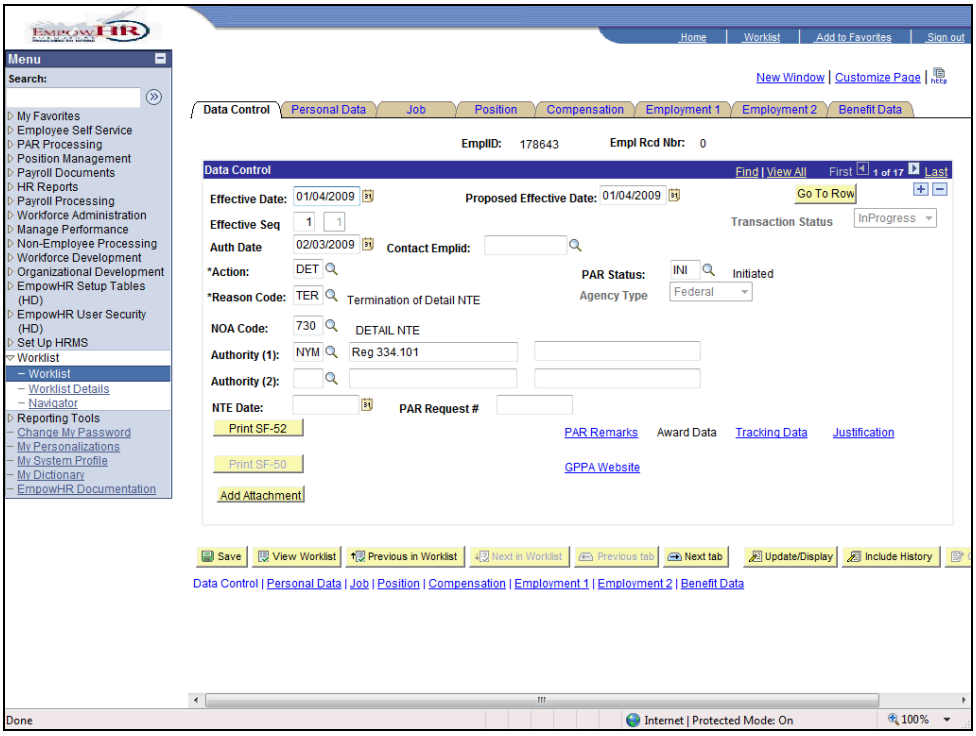
Step	Action
1.	Enter the desired information into the **Password:** field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button.



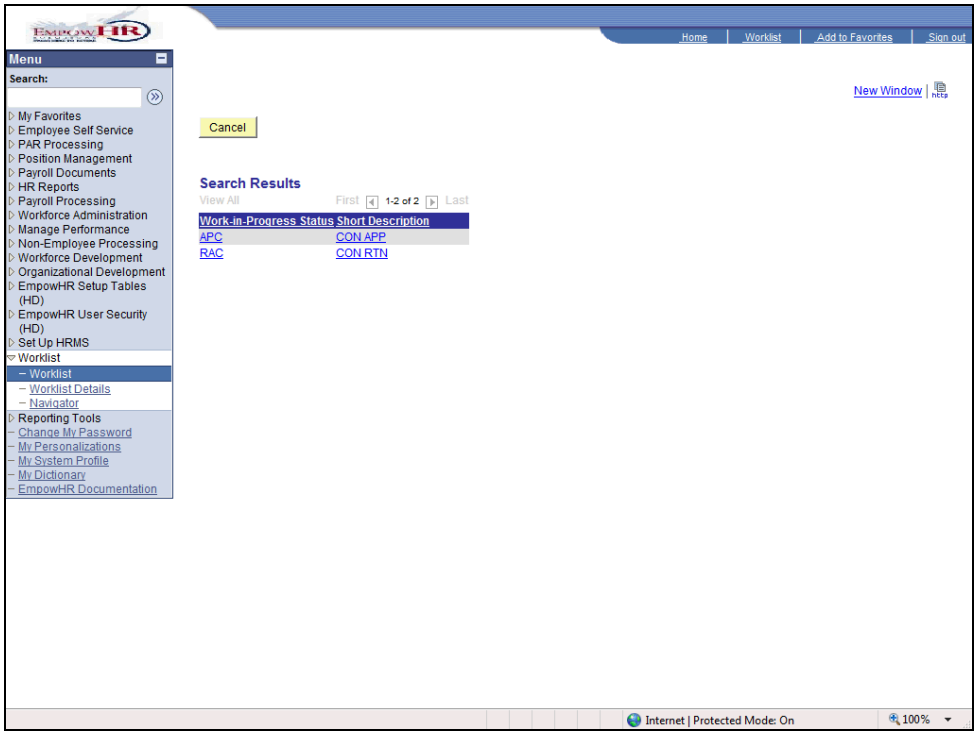
Step	Action
3.	Click the **Worklist** link. Worklist



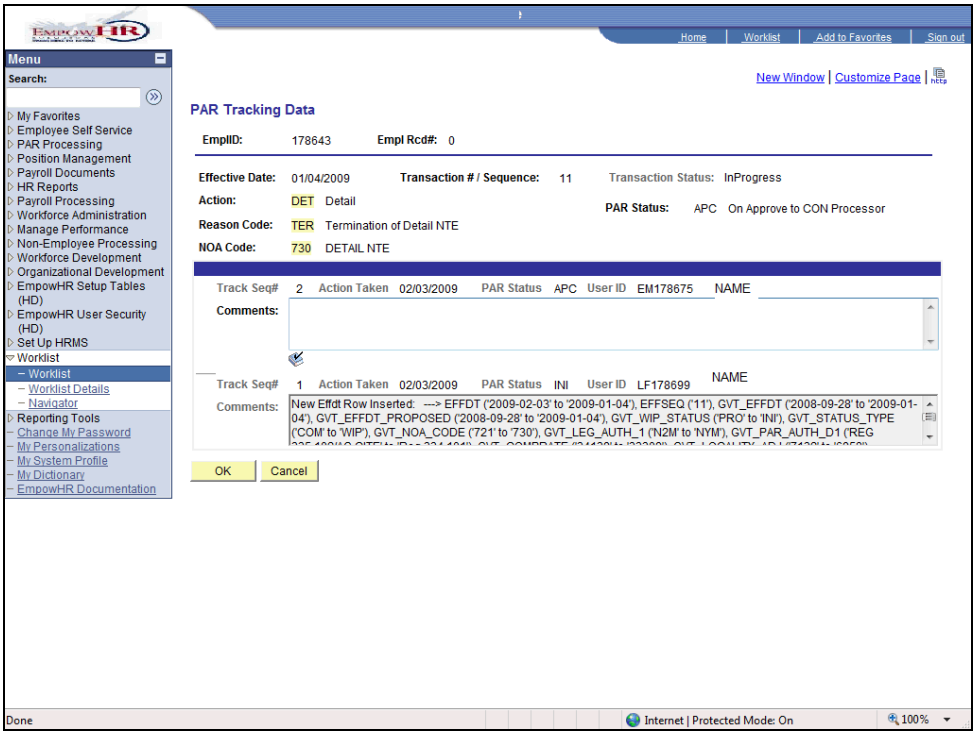
Step	Action
4.	Click the scrollbar.
5.	Click the scrollbar.
6.	Click the **LP, LP, EMPLOYEE NAME, 178643, 0, 2009-01-04, 11, Promotion** link. 

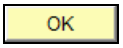


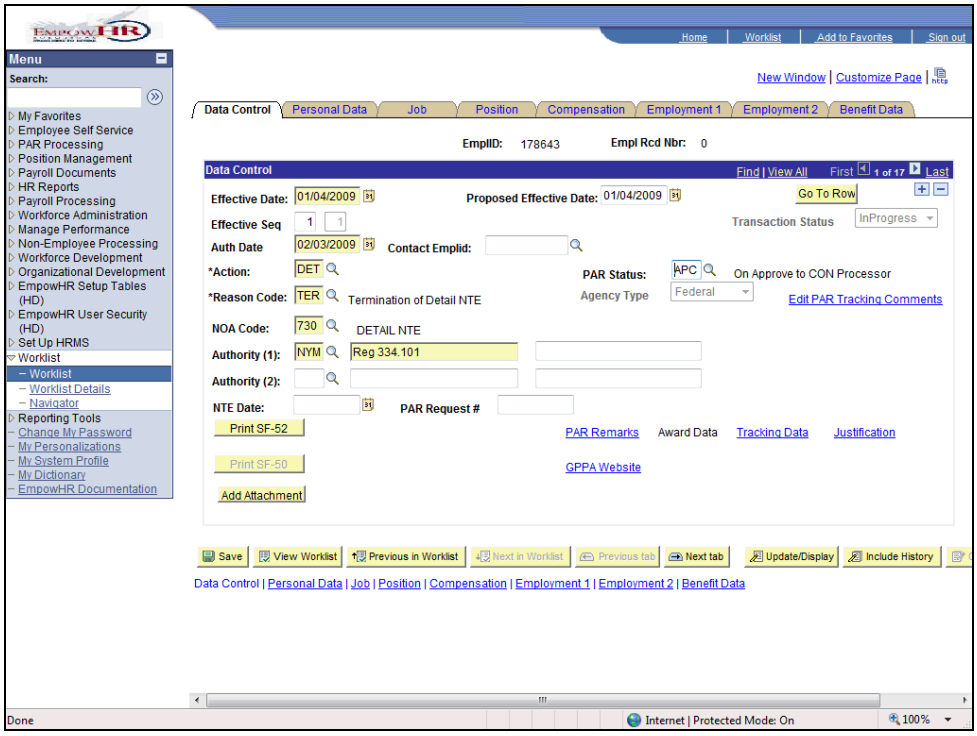
Step	Action
7.	Click the **Look up (Alt+5)** button.



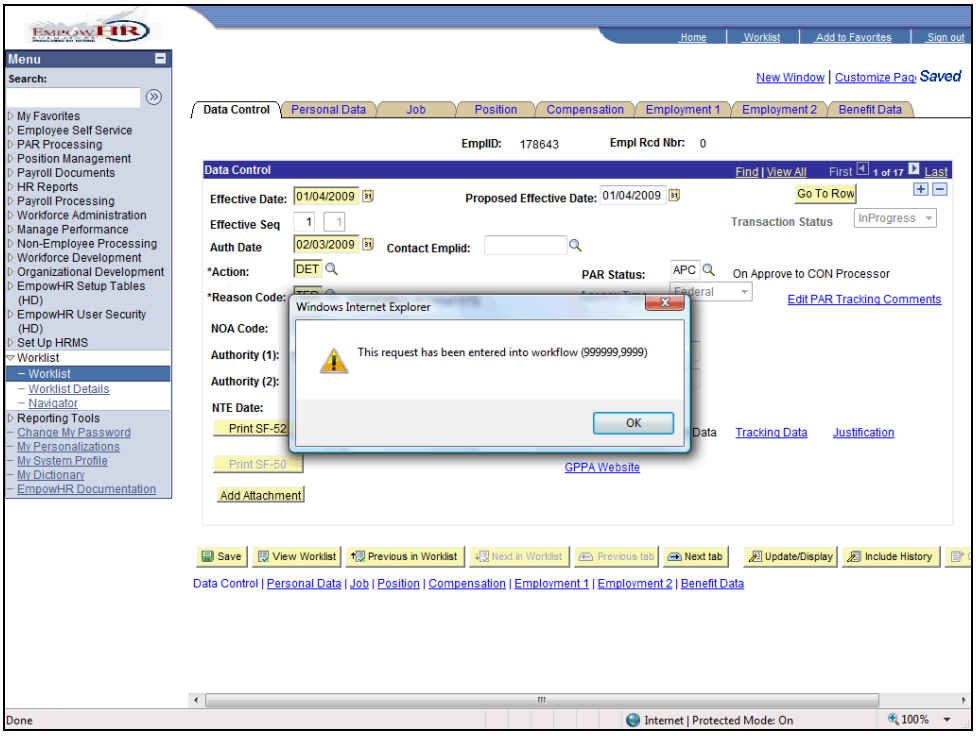
Step	Action
8.	Click the **APC** link. APC CON APP



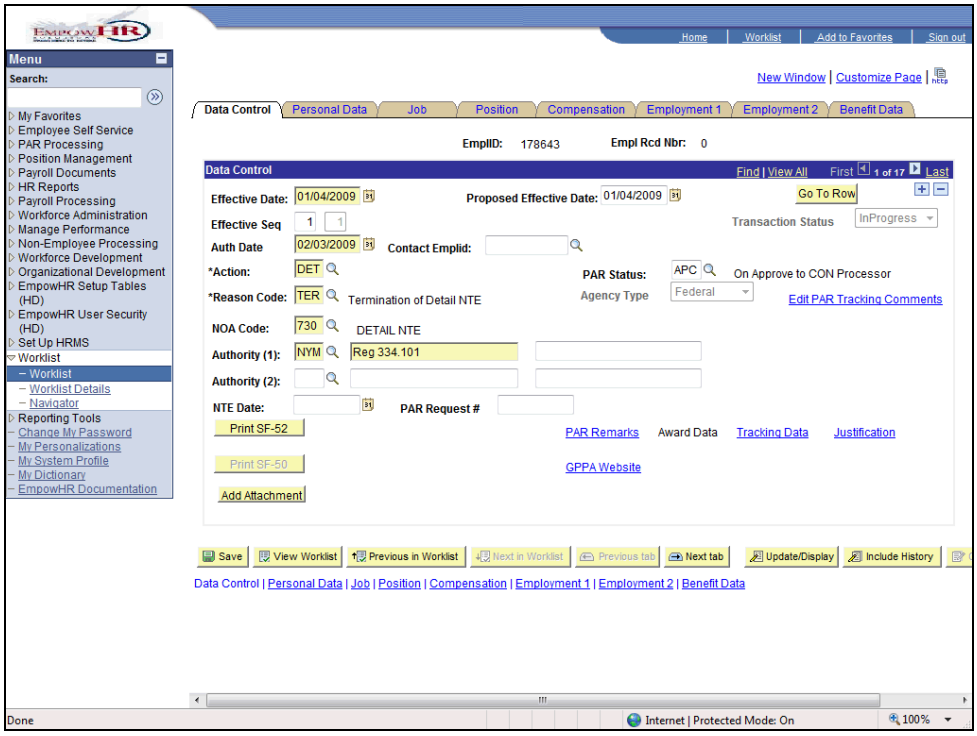
Step	Action
9.	Enter the desired information into the **Comments** field. Enter a valid value e.g. "**TEST**".
10.	Click the **OK** button. 



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



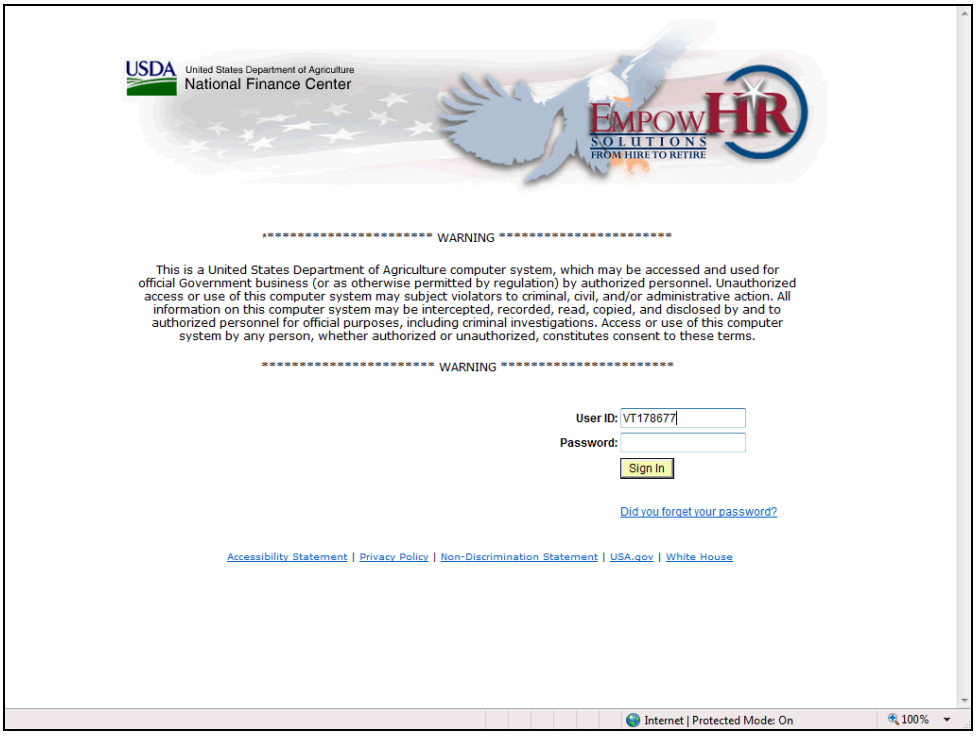
Step	Action
12.	Click the **OK** button. OK
13.	Click the **OK** button. OK



Step	Action
14.	Click the **Sign out** link. Sign out
15.	This topic completes **Approving a Suspension**. **End of Procedure.**

Processing a Suspension

This topic demonstrates processing a suspension.



Step	Action
1.	Enter the desired information into the field. Enter a valid value e.g. "**BLUEBIRD98**".
2.	Click the **Sign In** button. Sign In
3.	Click the **Worklist** link. Worklist
4.	Click the **Scroll Bar**.
5.	Click the **LP, LP, EMPLOYEE NAME, 178643, 0, 2009-01-04, 11, Termination o** link. LP, LP, Employee Name 178643, 0, 2009-01-04, 11, Termination of Detail NTE
6.	Click the **Look up (Alt+5)** graphic.
7.	Click the **PRO** link. PRO Processed
8.	Click the **Save** button. Save
9.	Click the **OK button**. OK

Step	Action
10.	Click the **3** link. 3
11.	Click the **Save** button. Save
12.	Click the **OK** button. OK
13.	Click the **OK** button. OK
14.	Click the **Sign out** link. Sign out
15.	This completes **Processing a Suspension**. **End of Procedure.**