



MSS

Manager Self Service





Manager Self-Service Page

- Manager**
- Employee
- Report Output
- Proxy/Group
- Menu

SEC Records

To view and update Separating Employee Clearance records.

- ▶ **SEC records**
View and update SEC records.

Profiles and Proxies

- ▶ **Workflow Profile**
Set up your typical routing profile.
- ▶ **Pick a Proxy**
Designate one or more of your employees to initiate or approve actions on your behalf



HR Connect Help

- ▶ **HR Connect-2-Learn Training Resource Center**
This center offers learning and other helpful resources to support you in completing most HR Connect functions.
If you are unable to find a tool or resource and are interested in training [contact us](#).
- ▶ Have a question? - [eMail us](#)

Welcome to HR Connect - The HR and services portal for Managers. It's easier for you to manage your team with organized tools and resources to do your job better.

People and Positions

View information on employees and positions reporting to you. If information below is incorrect, contact the Human Resources office or send an e-mail using the link in the HR Connect Help box.



To initiate a personnel action request, click on the employee's name.

Manager: HECKLER, BARBARA

Organization: RECEIPT & CONTROL OPERATIONS

Employee Name	Position Title	Sub Org
Johnson, James	Tech Adv	
Smith, Jane	Mgmt/Pg Asst	
John, Kathryn	Dept Mgr	
Roger, David	PRG MGR	
Vacant	PRG MGR	
VACANT-DETAIL	Dept Mgr	

- ▶ **Subordinate Employees**
Search for or initiate an action on an employee not listed as a direct report above.
- ▶ **Detailed Employees**
View employees detailed to your organization processed in HR Connect.

[Expand to see details](#)

Other Employees

Other Bureau Employees

Initiate a position-related or award action on employees outside your immediate

ePerformance

- ▶ **ePerformance**
Create, maintain, and perform routine administrative tasks on your



Learning & Development

The below links will connect you to your organization's learning management system's homepage.

- ▶ [LearnATF](#)
- ▶ [GAO Learning Center](#)
- ▶ [HUD/HVU](#)
- ▶ [Treasury TLMS \(non-IRS\)](#)
- ▶ [Treasury ELMS \(IRS\)](#)



- ▶ **Gov Online**
Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.
- ▶ **Law Enforcement Training**
Obtain skills and knowledge to meet demanding challenges of a Federal law enforcement career.
- ▶ **Treasury Executive Institute**
Offers learning opportunities to meet the needs of the Department's senior executives.
- ▶ **USDA Graduate School**
Provides career-related courses from the Government's continuing



Manager Home Page (cont'd)

Last Login

Your last successful login was APR 19, 2010 06:11 p.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

Positions

Vacant Positions

View vacant positions and begin recruiting.

Establish New Position

Request a new position to be added to your organization.

SEC Worklist

You have no SEC worklist items.

Worklist

To review and approve, click on the personnel action, or to get a more detailed view, click the EXPAND button.

Worklist For XX1234:Heckler,Barbara - IRS01

Personnel Action	Proposed Eff Date	Employee Name
Temporary Promotion	02/01/2010	Roger,David

[Expand to see details](#)

Mass Actions

To initiate the same action for a group of several employees, use the mass action process.

- ▶ **Mass Awards**
Initiate awards for a group of employees.
- ▶ **Mass Furlough**
Initiate a furlough for a group of employees.
- ▶ **Mass Return to Duty**
Initiate a return to duty for a group of employees.
- ▶ **Mass Data Element Change (NOA 903)**
Change Department ID, Building Code, and/or New Manager.

Manager Tools

- ▶ **Workforce Analytics**
Access the Human Resources reporting site to obtain statistics and demographics on the Department of the Treasury's workforce.



- ▶ **Print Position Description**
Access the position description library to search, review, or print Treasury or Bureau specific position descriptions.



- ▶ **Safety and Health Information Management**



Reports

- ▶ **Alphabetical Roster**
View a list of employees in your organization.
- ▶ **Birthday Report**
View the Birthdays of employees





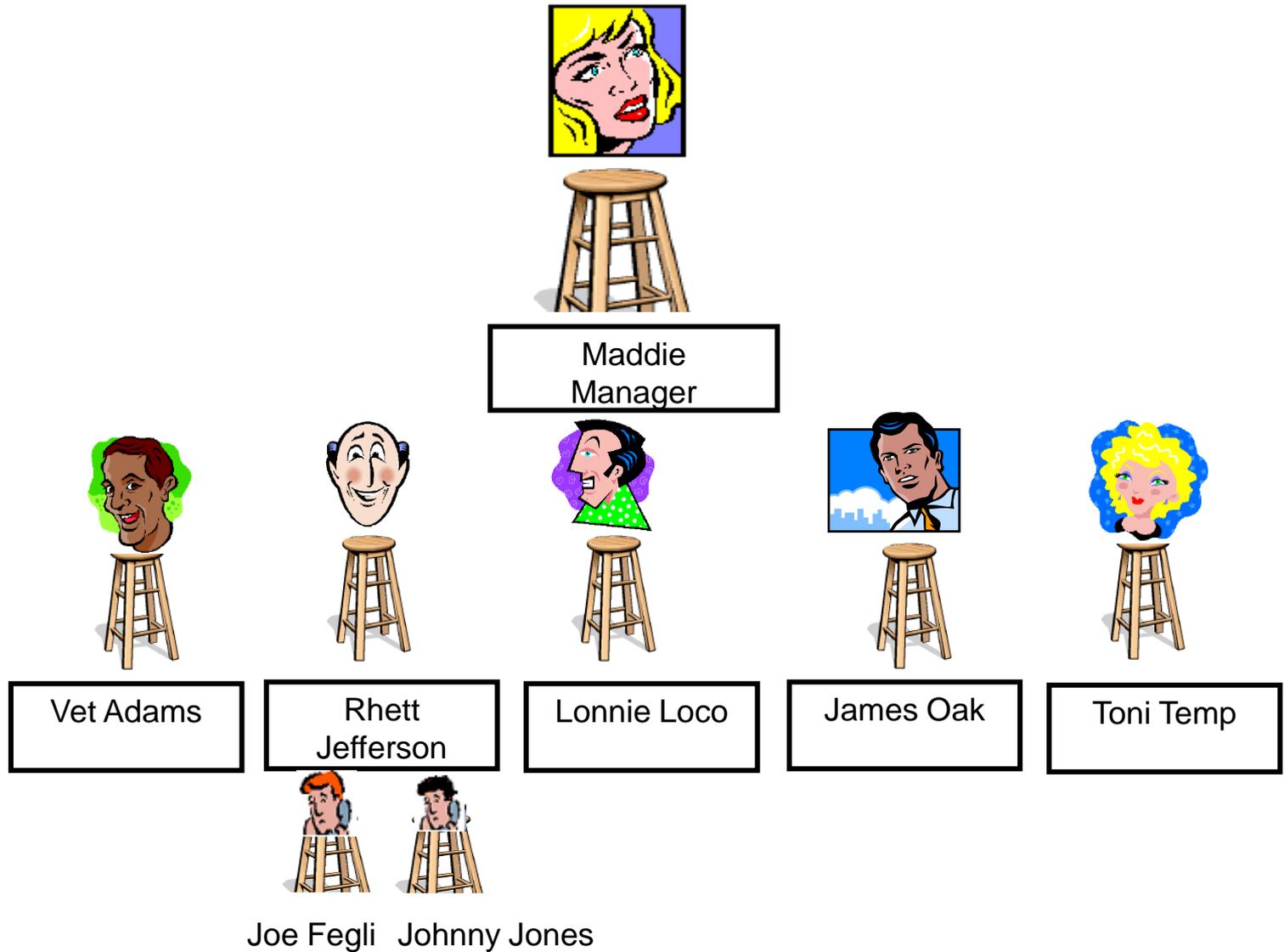
MSS

People and Positions





Organizational Hierarchy





What Links People and Positions?

REPORTS TO!!

People and Positions

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John, Kathryn	Dept Mgr	
Roger, David	PRG MGR	
Vacant	PRG MGR	
VACANT-DETAIL	Dept Mgr	



People and Positions





How is it all related?

STEP 3 –

Hire an employee and assign them to a Position, which holds a Job Code

EMPLOYEE

Salary
Appointment Type
Position

STEP 2 –

Build a position. Then associate a job code with the position

POSITION

Location
Reports To
Competitive Level
Job Code

STEP 1 –

Build a job code

JOB CODE

Occupational Series
Pay Plan
Grade
Duties and Responsibilities



MSS

Workflow





Workflow

Manager Employee Report Output

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Profiles and Proxies

- ▶ **Workflow Profile**
Set up your typical routing profile.
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Designate one or more of your employees to initiate or approve actions on your behalf



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View in reportir contact mail us

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Empl

Johnse

Smith, Jane	Mgmt/Pg Asst	
John, Kathryn	Dept Mgr	
Roger, David	PRG MGR	
Vacant	PRG MGR	
VACANT-DETAIL	Dept Mgr	

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Offers learning opportunities to meet the needs of the Department's senior executives.

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Provides career-related courses from the Government's continuing education program.



Workflow

Manager

Employee

Report Output

Proxy/Group

Menu

Menu
Search:

▶ My Favorites
▶ ePerformance
▶ Manager Self Service
- Report Output

Workflow Profile

Manager: Heckler,Barbara

Description: RECEIPT & CONTROL OPERATIONS



To set up default routings for each authorization level, select the authorizer's name (person or group) that you typically route actions to for authorization. If you do not see the authorizer's name in the list for the specific level of authorization you wish, contact your HR office.

The system will automatically send you e-mail notifications throughout the routing process. If you prefer **not** to receive any of these e-mails, simply check the e-mail checkbox. Be sure to **SAVE** your profile! Click [Tell Me More](#) for details about your Workflow Profile.

Contact name and phone number for HR:

Turn off my e-mail notification for Personnel Action Requests.

Turn off my e-mail notification for Recruitment Requests.

Role

Employee or Group Name

First Authorizer:

Second Authorizer:

Third Authorizer:

Save

Clear

Cancel



Have a question? Send an [e-mail](#).



Exercise 2

Setting Workflow Profile





Exercise 2

Setting Workflow Profile

Workflow Profile

Manager: Heckler,Barbara

Description: RECEIPT & CONTROL OPERATIONS



To set up default routings for each authorization level, select the authorizer's name (person or group) that you typically route actions to for authorization. If you do not see the authorizer's name in the list for the specific level of authorization you wish, contact your HR office.

The system will automatically send you e-mail notifications throughout the routing process. If you prefer **not** to receive any of these e-mails, simply check the e-mail checkbox. Be sure to **SAVE** your profile! Click [Tell Me More](#) for details about your Workflow Profile.

Contact name and phone number for HR: Contact Barbara Heckler at 123/555-1234

Turn off my e-mail notification for Personnel Action Requests.

Turn off my e-mail notification for Recruitment Requests.

Role	Employee or Group Name
First Authorizer:	<input type="text" value="Kenefic,Kathy"/>
Second Authorizer:	<input type="text" value="Gilcrest,Michele H"/>
Third Authorizer:	<input type="text" value="Genale,Janet R"/>

Save

Clear

Cancel



Have a question? Send an [e-mail](#).



MSS

Pick a Proxy





Pick a Proxy

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Welcome to man...

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View in reportin contact mail us

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Empl

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Setting Up a Proxy

Pick a Proxy

Manager: Heckler, Barbara

Organization: RECEIPT & CONTROL OPERATIONS



Going out-of-town on business, taking leave, or just need help in managing your routine HR work? Pick a Proxy lets you designate someone to initiate and/or approve actions on your behalf. You can assign one or more proxies and determine the length of assignment with Start and End dates. To stop the proxy assignment early, change the End Date. If you want the proxy to have the same capability to select a different approver, then leave the *Routing* check box checked. If unchecked, your proxy will only be able to route to approvers you have designated on your Workflow Profile. Click [Tell Me More](#) for details.

View All First 1-10 of 13 Last

		'Name	'Proxy as (Role)	'Start Date	'End Date	Proxy Can Change Routing	Contact Name/Phone for HR
Add	Delete		Initiator/Approver	12/01/2006	10/31/2010	<input checked="" type="checkbox"/>	Heckler, Barbara 123-555-1234
Add	Delete		ePerf w/o Approval	10/10/2006	10/31/2010	<input checked="" type="checkbox"/>	Heckler, Barbara 123-555-1234

Approver
 Initiator
 Initiator/Approver
 ePerf Approval
 ePerf w/o Approval



MSS

Initiating Personnel Actions





Initiating Personnel Actions

- Two types of Personnel Actions (PARs) initiated by a manager
 - Position Related
 - Non-Position Related
- Position related PARs
 - Affect an employee AND a position
 - Are initiated by the GAINING manager
 - Example: Reassignments and Promotions
- Non-position related PARs only affect the employee
 - Example: Suspension or Award.



Initiating a Position Related PAR

- Select Employee
- Select PAR action
- Do you want to use a Vacant Position?
 - Yes
 - Select vacant position from list
 - Initiate PAR
 - No
 - Select job code from Position Description (PD) Library.
 - HR Connect builds the position.
 - Initiate PAR



Automatic Position Generation

- When a vacant position is not selected, the system automatically generates a position when initiating the following actions:
 - Reassignment
 - Change to Lower Grade
 - Competitive Perm Promotion
 - Temp Promotion
 - Detail
- Positions are not generated by the system when initiating the following actions:
 - Career Ladder Promotion
 - Termination of Temp Promotion



Exercise 3

Manager Initiated PAR

Suspension





Exercise 3 Suspension

Employee Data/Personnel Actions

Name: Johnson, James **PD #:** 94326A
EmplID: 355542
Position Title: Tech Adv **GS-0301-11 / 3**
Position Nbr: 5234236

 This information reflects the most recent entries in HR Connect. If there is a discrepancy with any of the information, please contact us. To view historical information, click on the HISTORY link. To initiate a personnel action request, click on one of the actions links on the right. Check the status of requests by clicking the PENDING ACTION link.

POSITION INFORMATION

Organization Code: 1400013456
Organization Description: RECEIPT & CONTROL OPERATIONS
Supervisor of Record: 10015277 - Program Manager
Position Occupied: Competitive
Manager Level: 8-All Other Positions
Target Grade: 11
FLSA: Exempt
Work Schedule: F-Full Time
Weekly Duty Hours: 40
Tenure: 1-Permanent
Sensitivity Level: 5-Moderate Risk
Bargaining Unit: 8888 - Non-Bargaining Unit
Work Location: IRS SERVICE CENTER - OGDEN
 1160 W 1200 S
 OGDEN, UT 84404-5402

PERSONNEL ACTIONS

- [Promotion](#)
- [Temporary Promotion](#)
- [Termination of Temporary Promotion](#)
- [Change to Lower Grade](#)
- [Change in Duty Location](#)
- [Realignment](#)
- [Reassignment](#)
- [Change in Hours](#)
- [Change in Work Schedule](#)
- [Detail](#)
- [Termination of Detail](#)
- [Leave Without Pay NTE](#)
- [Extension](#)
- [Conversions](#)
- [Return to Duty \(LWOP\)](#)
- [Return to Duty \(Other\)](#)
- [Suspension](#)**
- [Retirement](#)
- [Termination](#)
- [Backfill](#)
- [Emergency Contact](#)

[HISTORY](#)

EMPLOYMENT INFORMATION

Base Pay: \$53,639.00 Excludes Locality
Locality Pay: \$7,595.00 %14.160
Adjusted Base Pay: \$61,234.00

Suspension

Name: Johnson, James **PD #:** 94326A
EmplID: 355542
Description: Technical Advisor **GS-0301-11 / 3**
Position Number: 5234236

Action Reason: Disciplinary Action
Type of Suspension: Suspension NTE
Proposed Effective Date: 06/20/2010 (mm/dd/yyyy)
Proposed Not To Exceed Date: (mm/dd/yyyy)

Comments/Instructions:

Please provide the name and phone number of a person that HR may contact if they have any questions. You may also use this space to provide any additional information.

Contact Barbara Heckler at 123-555-1234

To approve this action, select the next appropriate approver, then click SUBMIT.

- | Role | Employee or Group Name |
|---|--|
| Requesting Manager | Heckler, Barbara |
| <input checked="" type="radio"/> First Authorizer | <input type="text" value="Bauble, Betty S"/> |
| <input type="radio"/> Second Authorizer | <input type="text"/> |
| <input type="radio"/> Third Authorizer | <input type="text"/> |
| <input type="radio"/> Human Resources | |





Exercise 3 – Suspension cont.

Type of Suspension: **Suspension NTE**

- Effective Date: **Use default date**
- Length: **1 Pay Period**
- Comments: **Employee is being suspended because of repeatedly being late for work. For further information, contact – Your Name and Phone No.**
- Routing: **HR**



MSS – Pending Actions

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Organization Description: RECEIPT & CONTROL OPERATIONS
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Manager Level: 8-All Other Positions
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Work Schedule: F-Full Time
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 1160 W 1200 S
 OGDEN, UT 84404-5402

EMPLOYMENT INFORMATION

[Base Pay:](#) \$53,639.00 Excludes Locality
[Locality Pay:](#) \$7,595.00 %14.160
[Adjusted Base Pay:](#) \$61,234.00
[Remaining GEO:](#) \$0.00 0.00 %
[Other Pay:](#) \$0.00 0.000 %
[Total Pay:](#) \$61,234.00

[Conv to Career Due Dt:](#)

Years of Service: 22
[Grade Entry Date:](#) 04/27/2008
[Date Last WGI:](#) 04/26/2009

Promotion NTE Date:

Appointment NTE Date:

First Start Date: 03/18/1987

PERSONNEL ACTIONS

[Promotion](#)
[Temporary Promotion](#)
[Termination of Temporary Promotion](#)
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[Termination](#)
[Backfill](#)
[Emergency Contact](#)
[Recruit/Relocation Incentives](#)
[Phone Updates](#)
[PD Change](#)
Awards
[Individual Cash Award](#)
[Individual Time Off](#)
[Foreign Language \(Law Enforcement\)](#)
[Quality Step Increase](#)
[Travel Savings Incentive \(Gainsharing\)](#)

HISTORY

[Pending Action\(s\)](#)



MSS – Pending Actions

Pending personnel action list for Johnson,James as of 06/04/2010



To withdraw an action, click checkbox next to the action, then click WITHDRAW. You can only withdraw actions with Status of: Requested, 1st Authorized, 2nd Authorized, 3rd Authorized, or Mass Action Authorizer. Use CLEAR to uncheck all actions you have designated to withdraw.

First 1 of 1 Last

<u>Withdraw</u>	<u>Initiated By</u>	<u>Description - Part 1</u>	<u>Effective Date</u>	<u>Assigned To</u>	<u>Department</u>	<u>Action Taken</u>	<u>Description</u>
1 <input type="checkbox"/>	Manager	Suspension NTE	06/20/2010	Ogd Lr1	1400013456	06/04/2010	In HR

Withdraw

Clear

Back

For definitions of the different status values [click here](#)

Work in Progress Status

STATUS	DESCRIPTION
Requested	Action initiated in HR Connect self-service
1st Authorized	Action approved by first level of management in HR Connect self-service and awaiting next level of approval before forwarding to HR
2nd Authorized	Action approved by second level of management in HR Connect self-service and awaiting next level of approval before forwarding to HR
3rd Authorized	Action approved by third level of management in HR Connect self-service and awaiting next level of approval before forwarding to HR
Mass Action Authorizer	Mass Action approved by management and forwarded to HR for review
In HR	The action has been received by HR for review
HR Processed	HR has processed the action

Return



Gaining Manager PARs

- Manager
- HR
- Employee
- Report Output
- Bureau Maintenance
- Proxy/Group
- FAIR Act
- SEC
- Menu

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Manager: Manager, Maggie

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Exercise 4

Gaining Manager Reassignment





Exercise 4

Gaining Manager - Reassignment

Personnel Action Request - Select Employee



To search for a specific employee, type the employee's last name and click SEARCH. Use the other fields to refine your search. When you get the search results, click on a name to select.

When you enter Grade/ Occupational Series alone or one character in the Last/First Name fields, more time to return the results.

Last Name:

First Name:

Pay Plan:

Occupational Series:

Grade:

Organization Name:

Search

Clear

Back

Search Results | View All | First 1 of 1 Last

Employee Last Name	Title	Pay Plan	Series
Cuenca,Darin P	Tec Adv Ent Infrac Co	GS	2210

Personnel Actions Request - Select Type

Action For: Cuenca,Darin P PD #: 94760A
EmpID: 35663
Position Title: Tec Adv Ent Infrac Co GS-2210-14 / 6
Position Nbr: 65395459



Click on one of the links to select the appropriate action.

POSITION-RELATED

[Reassignment - New PD#](#)

[Reassignment - Same PD#](#)

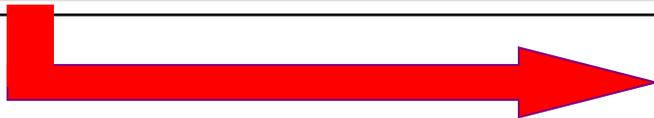
[Realignment](#)

[Promotion](#)

[Temporary Promotion](#)

[Termination of Temporary Promotion](#)

[Change to Lower Grade](#)





Exercise 4 – cont.

Gaining Manager - Reassignment

Vacant Position - Search



The Department ID (DeptID) of the employee's current position is shown in the DeptID field below. If this is not the DeptID where the employee will be assigned, you will be required to enter either a new DeptID OR the Position Number you want the employee to be assigned to. If you do not know the HR Connect DeptID, you can find it by accessing the Org Crosswalk Report at:

<http://persinfo.web.irs.gov/irswf.htm>

The report provides a crosswalk between the HR Connect Department ID, the NFC Org Level Codes, and the TAPS Code.

DeptID: (See note above)

Pay Plan:

Occupational Series:

Grade:

Job Code:

Position Number:

Search

Back

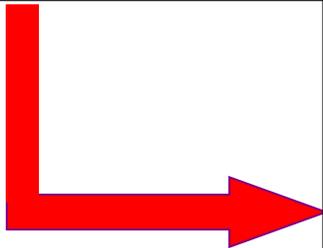
Personnel Actions - Vacant Positions



This page allows you to view your current approved vacancies. Click on the Position # below to perform an action on a vacant position. To see the full text of major duties and responsibilities, click on "View PD". If there is no vacant position that meets your needs, click on the link at the bottom of the page to search the PD library for the appropriate position description.

View All First 1-6 of 6 Last

<u>Position Description #</u>	<u>Position #</u>	<u>Pay Plan/Series/Grade</u>	<u>Position Title</u>	<u>Major Duties</u>
97060A	65601579	GS-0203-05	Employee Account Rep	Organizational Location: Agency-Wide Shared Services, Payroll Office Position Information Barg View PD





Exercise 4 – cont.

Gaining Manager - Reassignment

Reassignment

Name: Cuenca,Darin P **PD #:** 94760A
EmplID: 35663
Description: Information Technology Special GS-2210- 4 / 6
Position Number: 65395459

Action Reason: Manager Request
Proposed Effective Date: 07/18/2010 (mm/dd/yyyy)

Proposed Position Number: 65601579
Proposed Grade: 05
Proposed Position Title: Employee Account Rep
Proposed Department: EAR UNIT 2 - 1100013102
State: UT - Utah
City: OGDEN
Building Location: UT0036 - IRS SERVICE CENTER - OGDEN-1160 W 1200 S

Manager Name: Hana,Dauneen K
Manager Position Number: 65516909 SUPV HUMA

← Top portion

Comments/Instructions:

Please provide the name and phone number of a person that HR may contact if they have any questions. You may also use this space to provide any additional information. Indicate the Position Number that this employee is to occupy if it is known.

Contact Hana,Dauneen K at 123/123-1234.

To approve this action, select the next appropriate approver, then click SUBMIT.

Role	Employee or Group Name
Requesting Manager	Hana,Dauneen K
<input checked="" type="radio"/> First Authorizer	HAVACO
<input type="radio"/> Second Authorizer	PEARSON
<input type="radio"/> Third Authorizer	HANNASTOWN
<input checked="" type="radio"/> Human Resources	

Bottom portion →

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Submit

Back



Have a question? Send an [e-mail](#).

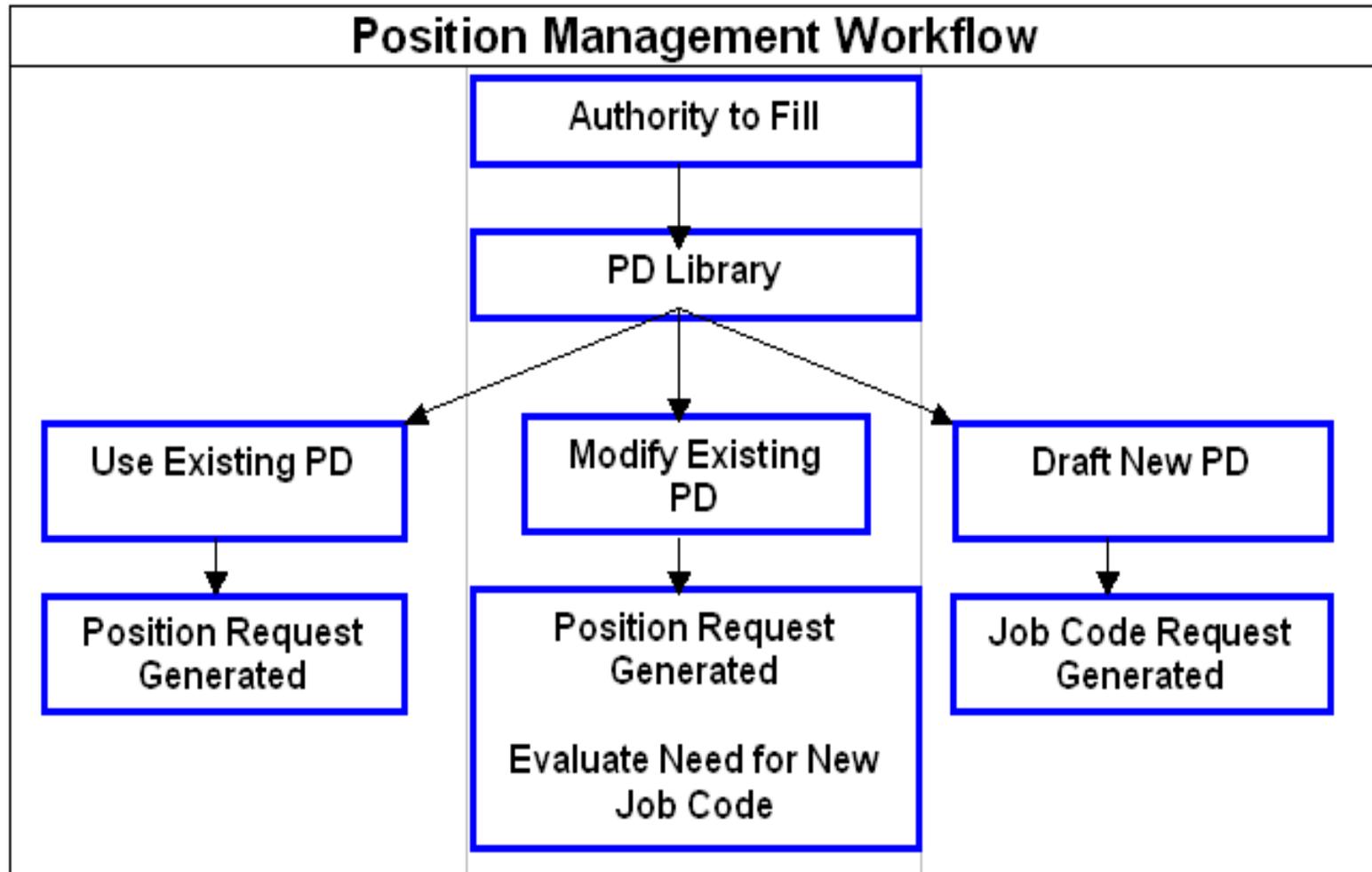


Requesting New Positions and Job Codes

- Managers can use HR Connect to
 - Initiate classification requests, which is the establishment of a new position description (PD)/Job Code.
 - In HR Connect, position descriptions (PD) are referred to as Job Codes.
 - In NFC, Job Codes are called Master Records.
 - Request the establishment of individual positions.
 - Initiate recruitment actions for new or existing vacancies.



MSS Position Management Flow Chart





DEMO

Job Code Request





Job Code Request

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To initiate a personnel action request, click on the employee's name.

Manager: Hana, Dauneen K

Organization: EAR UNIT 2

Employee Name	Position Title	Sub
Bagdad, Lisa A	Hr Res Asst	
Dinuba, Julie I	Hr Res Asst	

Subordinate Employees

Search for or initiate an action on an employee not listed as a direct report above.

Detailed Employees

View employees detailed to your organization processed in HR Connect.

[Expand to see details](#)

Other Employees

Other Bureau Employees

Initiate a position-related or award action on employees outside your immediate organization.

Positions

Vacant Positions

View vacant positions and begin recruiting.

Establish New Position

Request a new position to be added to your organization.

Position Description - Search



Use HR Connect's Position Description (PD) Library to save time! The library contains hundreds of officially classified position descriptions that can be used for a variety of personnel actions, including recruitment and promotions.

This screen will allow you to search for Treasury-wide standard, classified PDs and bureau-specific positions that contain text descriptions of major duties available for review in HR Connect. Certain bureau positions will not have the text available and may require that you contact your HR office to verify the duties.

To begin your search, verify the checkboxes for the Position Library designated, enter one or more of the elements below, and click SEARCH. If you already know the Position Description #, enter the number, select all checkboxes under Position Library and click SEARCH.

Position Library: Treasury Bureau - with text Bureau - without text

Pay Plan:

Occupational Series:

Grade:

Position Title:

Position Description #:

Keywords:



Job Code Request

Position Description Library - Results



Click on the position title to select the position to be used. To see the full text of major duties and responsibilities, click on "View PD". Position Descriptions identified as "Treasury" are standardized positions that can be used in any Treasury bureau.

Up to 25 entries at a time are displayed. If there are more than 25, click VIEW ALL or use the search results arrows on the title bar.

There are no matching Position Descriptions. Please modify your search or [click here](#) to establish a new position.

[Back to Search](#)



Job Code Request

Position Description Library - Request Position Description

To create a new position description for use in your organization, complete the information below. Your new position description must be reviewed and classified by an HR Specialist. Not using a pre-classified standard position from the Position Description Library will significantly increase the time it will take to finalize the classification and to fill the position. You may cut and paste text into Proposed Major Duties and Competencies. Once your HR office has approved the position description, you will be notified by e-mail to recruit for this position.

Position Title:

Pay Plan:

Occupational Series:  Fingerprint identification

Grade:

Proposed Major Duties and Competencies:

Comments and additional instructions for HR:

E-Mail Notification:

Enter your supervisor(s) e-mail address to notify them of your new request.
Separate multiple e-mail addresses with a comma.



Job Code Request

Microsoft Internet Explorer



Thank you for using HR Connect. Your Jobcode Request has been forwarded to HR for review. Your request number is 10780.

OK



Exercise 5

Position Request/Recruit Request





Exercise 5

Position Request/Recruit Request

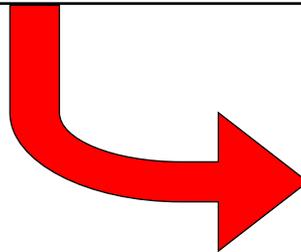
Positions

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Position Description - Search



Use HR Connect's Position Description (PD) Library to save time! The library contains hundreds of officially classified position descriptions that can be used for a variety of personnel actions, including recruitment and promotions.

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To begin your search, verify the checkboxes for the Position Library designated, enter one or more of the elements below, and click SEARCH. If you already know the Position Description #, enter the number, select all checkboxes under Position Library and click SEARCH.

Position Library: Treasury Bureau - with text Bureau - without text

Pay Plan:

Occupational Series:

Grade:

Position Title:

Position Description #:

Keywords:



Exercise 5 - cont.

Position Request/Recruit Request

Position Description Library - Results



Click on the position title to select the position to be used. To see the full text of major duties and responsibilities, click on "View PD". Position Descriptions identified as "Treasury" are standardized positions that can be used in any Treasury bureau.

Up to 25 entries at a time are displayed. If there are more than 25, click VIEW ALL or use the search results arrows on the title bar.

View All First 1-19 of 19 Last

	<u>Official Position Title</u>	<u>Pay Plan</u>	<u>Series</u>	<u>Grade</u>	<u>Major Duties & Responsibilities</u>
1	Hr Res Asst	GS	0203	06	Organizational Title: Employee Account Representative Organizational Location Agency-Wide Shared Services, Payroll Office Transactional Processing B
2	HRA (Fingerprinting)	GS	0203	06	Organizational Location: Servicewide Remarks: Incumbent must maintain fingerprint certification under Homeland Security Presidential Order #12. 11/
3	Hr Asst (Oa)	GS	0203	06	INTRODUCTION The position is established to provide clerical, administrative, and limited technical support to personnel engaged in recruitment & plac



Exercise 5 – cont.

Position Request/Recruit Request

- Use this Position Description for my new position.
- Modify this Position Description for my new position.

The Position Description I need is not here...click [here](#).

Next

Back

Cancel

- Add this Position and recruit now.
- Forward my request to human resources, return to my MANAGER HOMEPAGE, and recruit later.

Submit

Back

Cancel



Exercise 5 – cont.

Position Request/Recruit Request

Power Recruiting

Effective Date: 07/18/2010



Welcome to HR Connect's job requisition site. By using the job request wizard, you will provide your HR specialist with the ability to take your recruiting efforts to a higher level and find the talent you need to fill your job. Most fields are not required; however, keep in mind that the more information you provide to HR at this time, the more efficiently they will be able to meet your needs. Once you submit your recruitment request, you will not be able to modify or review it at a later date.

Please use this wizard only for positions that you are authorized to recruit.



Position Title: Human Res Asst

Pay Plan-Series-Grade: GS-0203-06

Request #: 121371

Choose Advertising Area:

Division Department/Agency Open to Everyone
Bureau Federal Government

Commuting Area:

Local Nationwide

Choose Advertising Duration:

Normal Extended Unknown

Appointment:

Regular Temporary Length of temporary appointment:

Work Schedule:

F-Full Time

Shift Work?:

Yes No

Additional shift information:

Moving Expenses:

Will Be Paid Will Not Be Paid

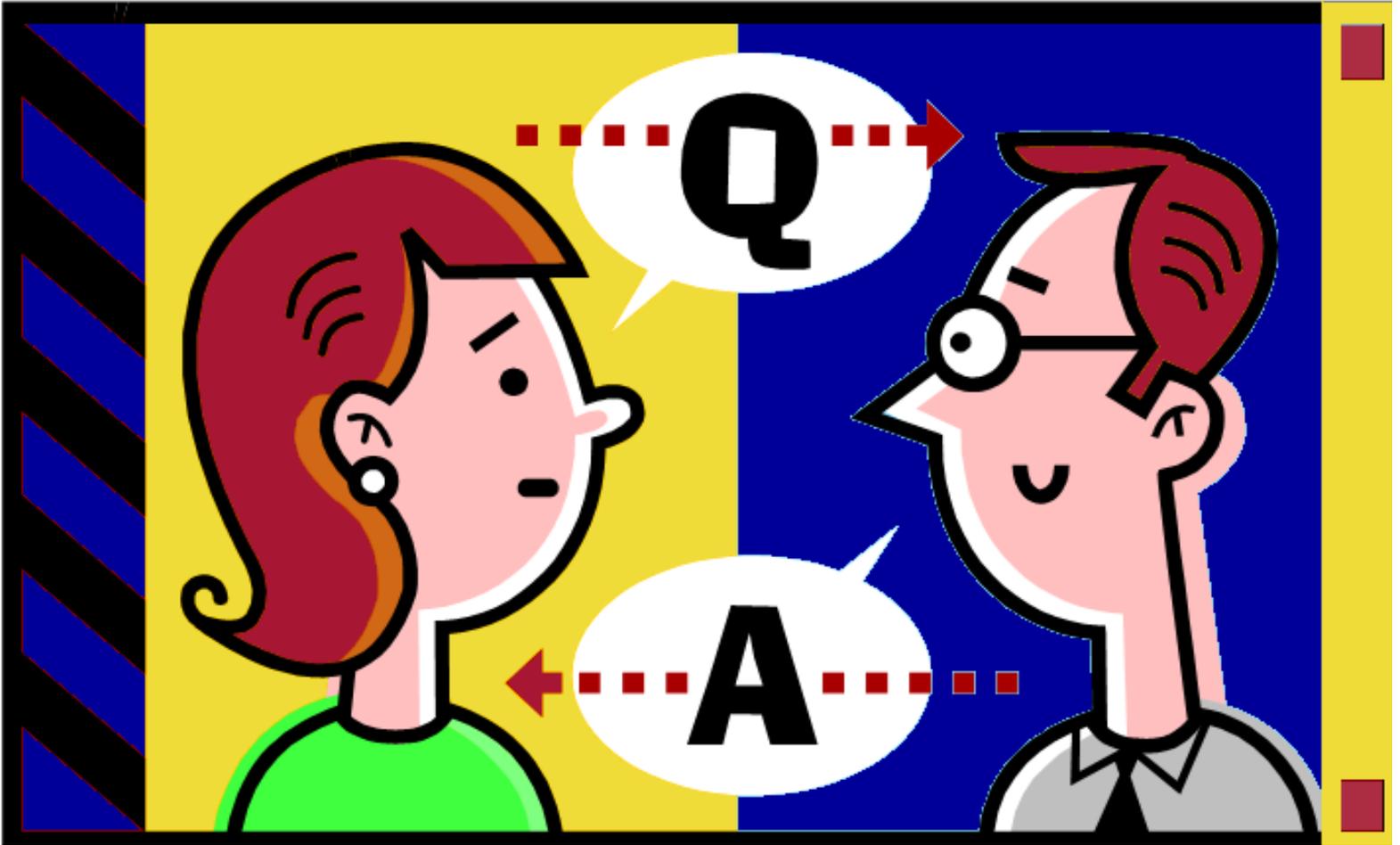
Check if this position involves travel: *Travel nights per month:

Next

Cancel



Customer Assistance Practice





Manager Self Service - Review

- What does MSS stand for?
- What links People and Positions?



Questions & Answers





Questions & Answers – Cont.

