



Personnel Action Request (PAR)

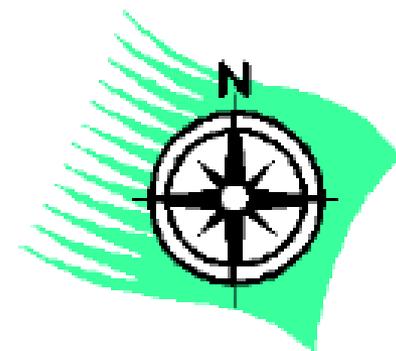




Objectives

At the end of this lesson, you will be able to:

- Navigate through different screens of a PAR action
- Understand how edits work
- Understand the Match process
- Process PAR actions
- Route actions
- Approve actions
- Use the Correct History Mode (Red Pencil)
- Validate actions
- Explain interfaces between systems





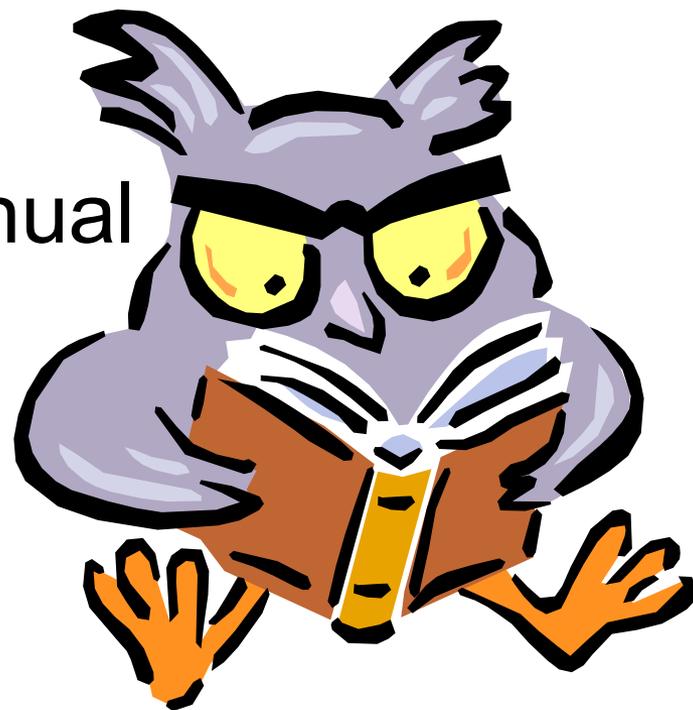
Personnel Actions

- Where do PARs come from?
- Where do you go to retrieve PARs?
- What is your job as a HR professional working a PAR?
- What reference materials are available to assist HR Professionals with processing personnel actions?



Reference Materials

- GPPA – Guide to Processing Personnel Actions
- HR Connect User's Manual
- Job Aids





Job Aids





PAR Screens

Let's review each PAR page.





Data Control Page

[New Window](#)

Data Control | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Employment Data 1](#) | [Employment Data 2](#)

Mutual, Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Data Control		Find View All		First 1 of 31 Last	
*Actual Effective Date:	<input type="text" value="12/18/2011"/>	Proposed Effective Date:	<input type="text" value="12/18/2011"/>		
*Transaction #/ Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days:	<input type="text"/>
*PI upd ind:	<input type="text" value="Processed"/>	*Authentication Date:	<input type="text" value="12/18/2011"/>	NFC Ins:	<input type="checkbox"/>
NFC Applied Status	<input type="text" value="DI-AllMatch"/>	PP/Yr Processed:	<input type="text" value="26/2011"/>	HCUP Status:	<input type="checkbox"/>
*Action:	<input type="text" value="DTA"/> Data Chg	PAR Status:	<input type="text" value="HR"/> Processed by HR		
*Reason Code:	<input type="text" value="MGA"/> Management Action	Contact:	<input type="text"/>		
NOA Code:	<input type="text" value="903"/>	Change in Non-CPDF Data	Element		
Authority (1):	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Authority (2):	<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="button" value="Print SF-52"/> <input type="button" value="Print SF-50"/>		HCUP Impact PAR Remarks Award Data Tracking Data SING Search			
PAR Request#:		<input type="text"/>			
		Mismatch GPPA Website Award Address SING Error(s) SING Addendum			



Data Control Page (cont.)

[New Window](#)

Data Control | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Employment Data 1](#) | [Employment Data 2](#)

Mutual, Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Data Control Find | [View All](#) First 1 of 31 Last

*Actual Effective Date: 12/18/2011 Proposed Effective Date: 12/18/2011

*Transaction #/ Sequence: 1 1 Not To Exceed Date: NTE # Days:

*PI upd ind: Processed *Authentication Date: 12/18/2011 NFC Ins:

NFC Applied Status: DI-AllMatch PP/Yr Processed: 26/2011 HCUP Status:

*Action: DTA Data Chg PAR Status: HR Processed by HR

*Reason Code: MGA Management Action Contact:

NOA Code: 903 Change in Non-CPDF Data Element

Authority (1): Authority (2):

Authority (2):

[Print SF-52](#)

[Print SF-50](#)

[HCUP Impact](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [SINQ Search](#)

PAR Request#:

[Mismatch](#) [GPPA Website](#) [Award Address](#) [SINQ Error\(s\)](#) [SINQ Addendum](#)



Personal Data

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Mutual,Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Personal Data Find | View All First 1 of 31 Last

Effective Date: 12/18/2011 Transaction# /Seq 1 1 PAR Status: Processed by HR

Action Type: Data Change NOA Code: 903 Change in Non-CPDF Data Empl Status: Active

Prefix: Ms

First: Evelyn Middle:

Last: Mutual

Name: Dubach,Penny

Gender: Male Female

Draft Status:

*Date of Birth: 01/27/1968

Date of Death:

Citizenship Status

*Country: USA United States

Citizenship: 1 U.S. citizen

[Race and Ethnicity-Disability](#)

Date Entitled to Medicare:

[Addl Birth Info](#) [Mailing Address](#) [Personal Phone](#) [Veterans Info](#) [Marital Info](#) [Education Details](#) [E-mail Info](#)

Country: USA *Type/Description: PR National ID: 111-11-1111



Job Data

Data Control Personal Data **Job Data** Position Data Compensation Data Employment Data 1

Mutual, Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Job Data		Find View All		First 1 of 31 Last	
Effective Date:	12/18/2011	Transaction# /Seq	1 1	PAR Status:	Processed by HR
Action Type:	Data Change	NOA Code:	903 Change in Non-CPDF Data	Empl Status:	Active
Position:	<input type="button" value="Refresh"/> 11111122	GS-0203-08	Human Resources Assistant	<input type="checkbox"/>	Position Management Record
*Job Code:	<input type="text" value="94258A"/>	GS-0203-08	Human Resources Assistant	<input type="checkbox"/>	Position Override
Classification Action Code	<input type="checkbox"/>				
*Agency:	<input type="text" value="TR"/> Department of the Treasury	Transferred From Agency:		<input type="checkbox"/>	
*Sub-Agency:	<input type="text" value="93"/> Internal Revenue Service	Transferred To Agency:		<input type="checkbox"/>	
*Business Unit:	<input type="text" value="IRS01"/> Internal Revenue Service	Benefits/FEHB Data			
*Department:	<input type="text" value="1100013102"/> EAR UNIT 2	FGLI/Retirement/FICA			
*Location:	<input type="text" value="UT0036"/> IRS SERVICE CENTER - OGDEN	Departmental Hierarchy			
Tax Location:	<input type="text"/> <input type="button" value="Search"/>	Detail			



Position Data

Data Control Personal Data Job Data **Position Data** Compensation Data Employment Data 1

Mutual,Evelyn

EmpIID: 34557

Empl Rcd Nbr: 0

Position Data		Find View All		First	1 of 31	Last
Effective Date:	12/18/2011	Transaction# /Seq	1 1	PAR Status:	Processed by HR	
Action Type:	Data Change	NOA Code:	903	Change in Non-CPDF Data	Empl Status:	Active
LEO Position:	N-Not Applicable	<input checked="" type="checkbox"/> SF-113G Ceiling		*Regular Shift:	Not Applicable	
*POI:	2771	IRS BRKHVN PERS OFF-SB/SE W&I		Rate / Factor:		
*Pay Group:	BWS	Biweekly Salary Payroll				
Pay Frequency:	Biweekly	Holiday Schedule:	FHL	FED Holiday Schedule		
*Employee Type:	S	Salaried		Type Appt:	01-Comp-Career,SES-Career	
Employee Classification:				Posn Occupied:	1-Competitive	
*Reg/Temp:	Regular			*Work Schedule:	F-Full Time	
				*FLSA Status:	Nonexempt	
Supervisor Level:	8-All Other Positions			Standard Hours:	40.00	FTE: 1.000000



Compensation Data

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1

Mutual, Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Compensation Data Find | View All First 1 of 31 Last

Effective Date: 12/18/2011 Transaction# /Seq 1 1 PAR Status: Processed by HR
Action Type: Data Change NOA Code: 903 Change in Non- Empl Status: Active
CPDF Data

*Pay Rate Determinant: 0-Regular Rate *Pay Basis: Per Annum
*Pay Plan / Table / Grade: GS 0000 08 Step: 8
Rtnd PP / Table / Grade: Step: 0 Grade Entry Date: 05/27/2007

Quoted Pay	
Base Pay:	46,409.000000
Loc/LEO Adjust:	6,572.00
Adjusted Base Pay:	52,981.00
Total Pay:	52,981.00
Compensation Frequency:	Annual
Annuity Offset Amount:	
<input type="checkbox"/> Override	

[Other Pay Information](#)

[Expected Pay](#)

[Accounting Info](#)



Employment Data 1

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1

Mutual,Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Employment Data 1 Find | View All First 1 of 31 Last

Effective Date: 12/18/2011 Transaction# /Seq 1 1 PAR Status: Processed by HR

Action Type: Data Change NOA Code: 903 Change in Non- Empl Status: Active
CPDF Data

EOD Dt: 01/03/1989 Hire NTE Dt: Mand Retire Dt: Exp Dates

Rehire Dt: Separation Dt: Next Review Dt: Appt Data

Service Computation Dates

*Leave: 11/27/1988 Calc. Retire: 11/27/1988
RIF: 11/27/1988 TSP: 11/27/1988
LEO: Sev Pay:

Service Conversion Dates

Career Tenure Start Date:
Career Conv Date:

Within-Grade Increase Data

WGI Status: Waiting Non-Pay Hours 0.00
WGI:
WGI Due Date: 05/18/2014 SCD-WGI: 05/22/2011 Intermittent Days Worked: 0



Employment Data 2

Position Data Compensation Data **Employment Data 1** Employment Data 2 NFC Data 1 NFC Data 2 Calcs &

Mutual, Evelyn

EmpID: 34557

Empl Rcd Nbr: 0

Employment Data 2

Find | View All

First 1 of 31 Last



Effective Date: 12/18/2011

Transaction# /Seq 1 1

PAR Status: Processed by
HR

Action Type: Data Change

NOA Code: 903 Change in Non-
CPDF Data

Empl Status: Active

Bargaining Unit: 8888

Non-Bargaining Unit

Union Code:

Union Anniversary

Date:

*Tenure:

1-Permanent

Permanent Data - RIF

Pay Plan/Grade:

Comp/Area Level:

RIF Series:

Retained Grade Expires

Begin Date:

Expires Date:

[Probation Details](#)

[Non Pay Data](#)

[Financial Disclosure](#)



NFC Data 1

Position Data Compensation Data Employment Data 1 Employment Data 2 **NFC Data 1** NFC Data 2

NFC Data 1		Find View All	First	1 of 31	Last
Mutual, Evelyn		EmplID: 34557	Empl Rcd Nbr: 0		
Effective Data:	12/18/2011	Trans # / Seq #: /1 1	WIP Status:	Processed by HR	
Action:		NOA Code: 903	Change in Non-CPDF Data	Empl Status:	Active
Previous Sub-Agency:	<input type="text"/>				
Retained Occup Func:	<input type="text" value="00"/>	Special Employee Pay Code:	<input type="text" value="00"/>		
Retained Occup Series:	<input type="text" value="0000"/>	LI Coverage Amount:	<input type="text"/>	TSP Eligibility:	<input type="text" value="9"/> <input type="button" value="🔍"/>
Annual Leave Category:	<input type="text" value="8"/> <input type="button" value="🔍"/>	<input type="checkbox"/> Annual Leave 45-Day Ind	Leave Earning Status:	<input type="text" value="Y"/>	
Salary Share Code:	<input type="text" value="0"/>	Recruitment/Student Loan Amount:	<input type="text"/>		
COLA/Post Differential:	<input type="text" value="0"/>	Relocation Amount:	<input type="text"/>		
Wage Board Shift Rate:	<input type="text"/>	Military Pay Rate for Offset:	<input type="text"/>		
		Quarters Deduction			
		Code:	<input type="text"/>	<input type="button" value="🔍"/>	
		Amount:	<input type="text"/>		
Law School:	<input type="text"/> <input type="button" value="🔍"/>				



NFC Data 2

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2

NFC Data 2 Find | View All First 1 of 31 Last

Mutual,Evelyn **EmplID:** 34557 **Empl Rcd Nbr:** 0

Effective Date: 12/18/2011 **Trans # / Seq #:** 1 / 1 **WIP Status:** Processed by HR

Action: **NOA Code:** 903 **Change in Non-CPDF Data** **Empl Status:** Active

Retirements

<input type="checkbox"/>	Deduction Refund Received	<input type="checkbox"/>	Survivor Election
<input type="checkbox"/>	Military Retired Pay Recipient	<input type="checkbox"/>	Post-56 Military Deposit
<input type="checkbox"/>	Military Waiver Received	<input type="checkbox"/>	Part Time, After April 7, 1986
<input type="checkbox"/>	Life Insurance Reduction	<input type="checkbox"/>	Administrative Fees
		<input type="checkbox"/>	FERS Disability/SSA Benefits



Calcs & Edits

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 Calcs & Edits

Mutual,Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 31 Last

Effective Date: 12/18/2011

Transaction# /Seq 1 1

PAR Status: Processed by HR

Action Type: Data Change

NOA Code: 903 Change in Non- Empl Status: Active
CPDF Data

Find | View All | First 1 of 1 Last

Message

1



System Edits





System Edits

Why have edits been added to HRC?

- To enforce data standards
- To reduce or prevent SINQ errors
- In preparation for HR Connect to become the System of Record for HR data



System Edits

When will edits fire?

- When PAR Status is changed from one status to another and the **SAVE** button is selected
- When current, future, historical or correction (002) row is inserted in **ANY** PAR Status and the **SAVE** button is selected



System Edits

When won't edits fire?

- When updating an existing PAR already in HR or COR status
- When updating an existing pending action and PAR Status is NOT changed
- When processing cancellations (001)
- When routing actions through Manager Self Service (MSS)



System Edits

Soft or Hard Edits?

– Soft (Warning):

When PAR Status is changed to HR1, HR2, HR3, COR1, COR2, or COR3

– Hard (Error):

When PAR status is changed to HR or COR or PAR is inserted in HR or COR Status



Soft Edits (Warnings)

Warning – There are warnings on the following rows:

Effective Date: 2011-03-03, Transaction #/Sequence = 11, Row: 1 (27001,41)

Click on OK if you wish to SAVE the record(s).

Click on CANCEL to transfer to the Calculations and Edits tab to review errors and correct the document.

OK

Cancel



Hard Edits (Error)

ta Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 **Calcs & Edits**

EmplID: 99999

Empl Rcd#: 0

Find | **View All** First 1 of 46 Last

Microsoft Internet Explorer



There are errors on the following rows:
Effective Date: 2011-03-02, Transaction #/Sequence = 11, Row: 1 (27001,42)

Please note that the record(s) will not be saved until all errors are fixed.

OK



New Calcs & Edits Page (PAR)

◀ Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 Calcs & Edits

Employee, Lisa

EmplID: 99999

Empl Rcd#: 0

Data Control

Find | View All First 1 of 46 Last

Effective Date: 03/02/2011

Transaction# /Seq 1 1

PAR Status: Processed by HR

Action Type: Promotion

NOA Code: 703 Promotion NTE

Empl Status: Active

Find | View All | First 1 of 1 Last

Message

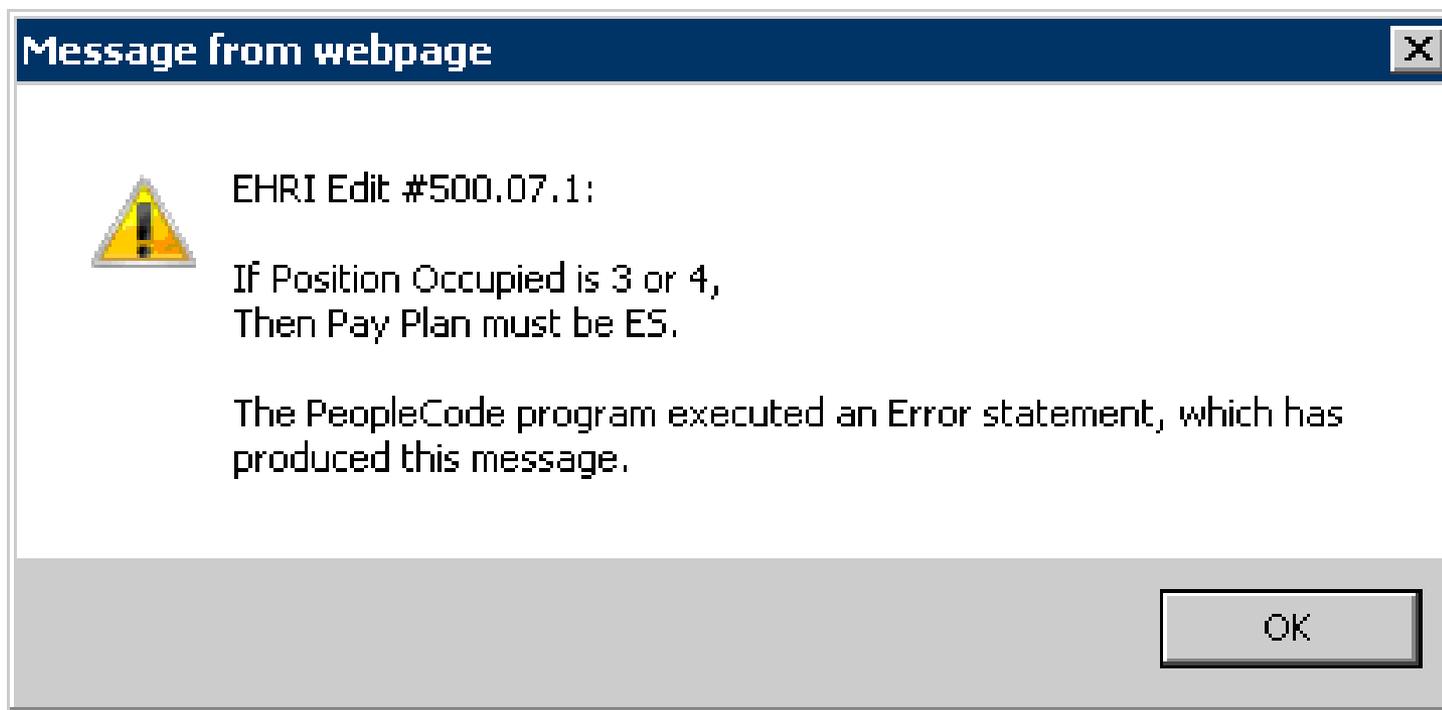
If initial NOA = 703 the Classification Action Code must be blank.

The code is required if the initial NOA is 3xx or the position or job code does not equal the position or job code on the previous HR/COR processed row.(27001,4)



Edits (Non-PAR)

How do edits display on non-PAR pages?





Field Tuning

Field Tuning #1:

In certain cases, where an edit indicates a field must either be blank, zero, or allows only one value, the system will automatically insert that value.

Example:

Edit #720.16.2 which reads: *“If Nature of Action is 101, 141, 501, or 541, then Tenure must be 2.”*

With field tuning, if one of these four NOAs is entered, the system will automatically assign a value of “2” (Conditional) to the Tenure field and make it *read-only* so it may not be changed.



Field Tuning (cont.)

Field Tuning #2

If the field allows multiple values, only those values the edit says are acceptable will appear in the Lookup.

Example:

Edit #720.13.2, reads: “If Nature of Action is 100, 130, 140, 500, or 540, Then Tenure must be 1 or 2.

Tenure normally allows 4 values:

0 – None

2 – Conditional

1 – Permanent

3 – Indefinite

With field tuning, if one of these 5 NOAs is entered, only values 1 & 2 will be available in the Tenure lookup.



Calcs & Edits Suggestions

Work actions in sequential order

- Some edits fire against the immediately preceding HR or COR row (based on Effective Date and Effective Sequence)
- Failure to finalize actions in sequence can result in bogus Warnings/Errors



Fixing Errors

- Determine appropriate action to take - refer to resources if necessary
- Click on appropriate tab(s)
- Make necessary changes
- Click *Save*
- Route as necessary



Sample Edits

NOA	Edit Description	Field Name	Message	Sing Message
703	If NOA=703, then Classification Action Code must be blank	GVT_NFC_POS_CLSSCD GVT_NOA_CODE	If Nature of Action = 703, then Classification Action Code must be blank	599-CLASSIFICATION ACTION CODE INVALID
N/A	If the action is separation (3XX), Classification Action Code cannot be blank.	GVT_NFC_POS_CLSSCD GVT_NOA_CODE	If the action is separation (3XX) Classification Action Code cannot be Blank	599 – CLASSIFICATION ACTION CODE INVALID
893	When 893, grade must = position grade, step must increase by 1.	GRADE, STEP GVT_NOA_CODE	Step must increase and Grade must remain unchanged for NOA 893	441 – NATURE OF ACTION SPECIFICES A SALARY CHANGE
N/A	If series is 1811 LEO SCD must not be blank.	GVT_SCD_LEO GVT_OCC_SERIES	LEO SCD must not be blank when Occ Series Is 1811	



Resources

For information on fixing these errors please refer to:

- Personnel Input and Edit System (PINE)
 - [SINQ Addendum](#)
- [Code of Federal Regulations \(5 CFR\)](#)
- [Guide to Processing Personnel Actions \(GPPA\)](#)
- PACT Data Elements ([Red Book](#))
- PMSO Data Elements ([Blue Book](#))
- Local Office Procedures



Common Errors

- If NOA = 713, grade must not equal grade on previous row
- Career Tenure Start Date must be blank if Tenure is not 2
- If tenure = 0, 1 or 3, Career Tenure Start Date must be zeros (unless Pay Plan = ES)
- Career Tenure Start Date must be blank if NOA is 100, 108, 115, 171, 500, 508, 515 or 571
- If Job Code or Position # is changing, or action is separation (3xx), Class Action Code cannot be blank



Common Errors (cont.)

- Leave categories:
 - Temp Appts less than 90 Days = 4
 - If SCD leave < 3 yrs then 4
 - If SCD Leave >3 <15 then 6
 - If SCD Leave >15 then 8
 - Exceptions for PP = ES or Special Pay Code = 83
- If NOA is not = to 5xx, 702, 703, 713, 721, 740, 741, 800, 002, 1xx or 002 to previous NOAs, Occ Series cannot change on the PAR
- If Tenure = 2 and Type of Appt = 2, Career Tenure Start Date must be present



Common Errors (cont.)

- If Pos Supv Code = 2 or 4 the Supv/Mgr Prob required indication = 1, 2 or 3
- If Date Military Service Retired is present, uniform service component must be 4 or 5. If zero, cannot have Date Military Service Retired
- If Occ Series = 2210, 0335, or 0332, Posn Sensitivity must end in C
- If Occ Series = 1811, LEO must not be N or blank
- If tenure is 0 or 1, Probation Trial Start Date must be blank



Online Edits for HCUP and Match

Edits:

- HCUP Package is currently On-Hold
- Existing DI-Mismatch Record for employee needs review
- HCUP package was inserted for employee that could affect this action

Edits will fire when:

- HR saves an action in HR1, HR2, HR3, HR, COR1, COR2, COR3, or COR



Match Process





Match Process

- New functionality has been implemented, on top of existing Inbound Payroll Interface, which currently separates applied actions daily into files used for processing and reports
- This functionality splits out actions to either a Match or HCUP Process as well as updates existing programs, pages and setup data
- Compares NFC applied actions on the inbound to new actions and current row corrections initiated in HR Connec.



Match Process

The following actions go through the Match Process:

- Those originating in HR Connect and sent to NFC
- Those originating in HR Connect and sent to NFC *and* get caught up in a HCUP Package
- NFC auto generated *applied* actions coming in on the daily download file (not part of a HCUP package)
- Current row corrections to non-exception actions originating in EPIC

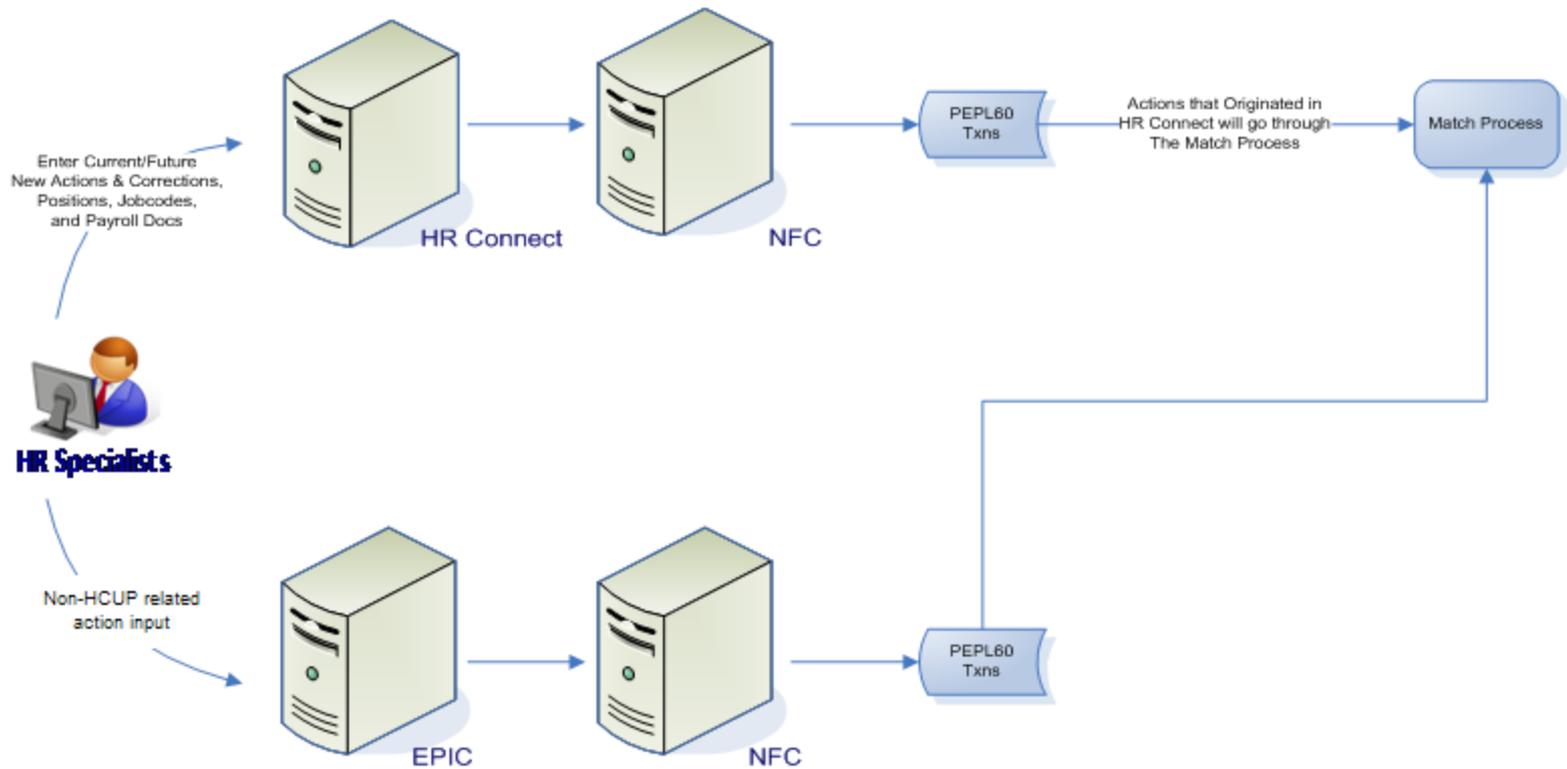


Definition of Terms

- **PEPL60** – File generated by NFC to show actions applied that day
- **Match Process** – Runs against:
 - Actions originating in HR Connect and sent on the outbound interface to NFC
 - NFC applied actions that come in on daily download file from NFC (not part of a HCUP package).
 - Current row corrections to non-exception actions originated in EPIC
 - Actions originating in HR Connect and get “caught up” in a HCUP Package,
- **1st Level Match** – First step in the Match Process
- **2nd Level Match** – Second step of the Match Process

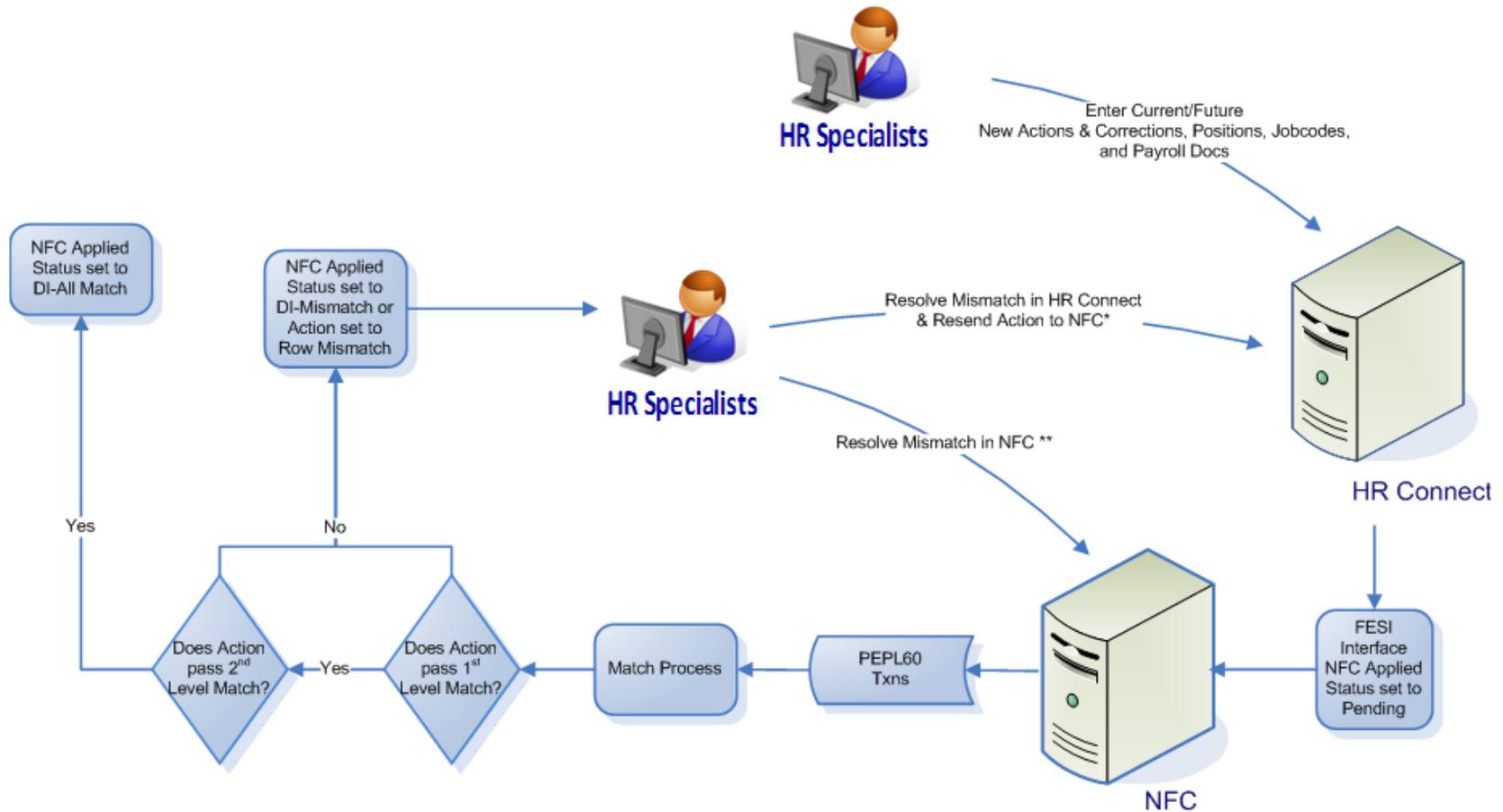


HR Connect Match Process (cont.)





HR Connect Match Process (cont.)





HR Connect Match Process (cont.)

1st Level Match

Determines if there is a corresponding HR Connect row for row coming in from NFC on PEPL60 file. If not, mismatch information will be put on Mismatch Report and available through Mismatch link on other PARs.

Example: Current row Change to Lower Grade entered directly in NFC, action not in HR Connect

1st Level Match criteria includes:

- SSN
- 1st NOA and corresponding Auth Codes
- 2nd NOA and corresponding Auth Codes
- Effective Date



HR Connect Match Process (cont.)

2nd level Match

- Field by field comparison of HR Connect fields and NFC's PEPL60 fields
- Fields being compared are listed in the Match column of the PAR Mapping spreadsheet
- Discrepancies between the actions will be listed in the Mismatch report and on the Mismatch link within the PAR page



HR Connect Match Process (cont.)

Mismatch Report and Processing

- Users can run a Mismatch Report or access mismatch details from the Mismatch link on PAR actions
- Report/Mismatch link contains field-by-field comparison of data elements for all actions that apply at NFC



HR Connect Match Process (cont.)

Example of Match

NFC Applied Status = DI-All Match

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Employment Data 1](#) | [Employment Data 2](#)

Mutual, Evelyn **EmpID:** 34557 **Empl Rcd Nbr:** 0

Data Control Find | View All First 1 of 31 Last

*Actual Effective Date:	<input type="text" value="12/18/2011"/>	Proposed Effective Date:	12/18/2011	
*Transaction #/ Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days: <input type="text"/>
*PI upd ind:	<input type="text" value="Processed"/>	*Authentication Date:	<input type="text" value="12/18/2011"/>	NFC Ins: <input type="checkbox"/>
NFC Applied Status	<input type="text" value="DI-AllMatch"/>	PP/Yr Processed:	26 / 2011	HCUP Status: <input type="checkbox"/>
*Action:	<input type="text" value="DTA"/> Data Chg	PAR Status:	<input type="text" value="HR"/> Processed by HR	
*Reason Code:	<input type="text" value="MGA"/> Management Action	Contact:	<input type="text"/>	
NOA Code:	<input type="text" value="903"/>	Change in Non-CPDF Data	Element	
Authority (1):	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Authority (2):	<input type="text"/>	<input type="text"/>	<input type="text"/>	

[HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

PAR Request#:

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum



HR Connect Match Process (cont.)

Example of Mismatch

NFC Applied Status = DI-Mismatch

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Kathy EmplID: 111111 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 32 Last

*Actual Effective Date:	01/01/2012	Proposed Effective Date:	01/01/2012		
*Transaction # / Sequence:	2 / 1	Not To Exceed Date:	12/29/2012	NTE # Days:	364
*PI upd ind:	Processed	*Authentication Date:	01/04/2012	NFC Ins:	N
NFC Applied Status	DI - Mismatch	PP/Yr Processed:	1 / 2012	HCUP Status:	
*Action:	EXT Extension	PAR Status:	HR Processed by HR		
*Reason Code:	CMS Competitive Selection	Contact:	222222 Manager, Carol Ann		
NOA Code:	769	Ext of Promotion NTE			
Authority (1):	N3M	REG 335.102/AG CITE			
Authority (2):					

Print SF-52 Print SF-50 [HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

PAR Request#:

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum



HR Connect Match Process (cont.)

Data Mismatches



The below mismatch report shows mismatches between HR Connect and NFC on actions that have applied to the NFC database. Mismatches include (1) row mismatches for rows that applied at NFC but do not match a row in HR Connect and (2) data field mismatches for fields that are discrepant between HR Connect and NFC on rows that are in both systems. Use the EMPLID link to go to the HR Processing screen to work the mismatch in HR Connect and re-send to NFC if needed. If a change is required at NFC, once the change is made and applied at NFC the Match process will re-compare with the new data. All mismatches will be re-compared nightly through the Match Process.

SetID: IRS01
 EmplID: 111111
 Effdt: 2012-01-01
 Effseq: 21

Data Mismatches

Find | View All First 1-3 of 3 Last

EmplID	Name	Eff Date	1st NOA	NOA Code	Leg Auth 1	Leg Auth 2	POI	Proc Year	Proc PP	Mismatch Field	HRC Value	NFC Value	Mismatch Reason
111111	Employee, Kathy	01/01/2012	000	769	N3M		2771	2012	1	Base Pay	64292	66301	Data Field Mismatch
111111	Employee, Kathy	01/01/2012	000	769	N3M		2771	2012	1	SCD-WGI	02-JAN-11	01-JAN-12	Data Field Mismatch
111111	Employee, Kathy	01/01/2012	000	769	N3M		2771	2012	1	Step	3	4	Data Field Mismatch



HR Connect Match Process (cont.)

How do I correct a DI-Mismatch?

Determine where the error lies.

Error at NFC

- Current PP - Rollback action at NFC, correct HRC and change NFC Applied Status to Resend. The status will be changed to DI-AllMatch the next day.
- Later PP – Follow corrective processing procedures

Error in HR Connect

- Correct the value in HR Connect and save (do not send to NFC). The match process runs each night and will update HR Connect and change the status to DI-AllMatch.



HR Connect Match Process (cont.)

Lock-down of Fields and Suppression of Edits

- Fields listed in “Match Lock Down” column in the PAR Mapping spreadsheet will be locked down and un-editable when NFC Applied Status = DI-AllMatch.
- If changes are required during the current pay period,
 - Change the NFC Applied Status to Resend to unlock fields
 - Make changes
 - Change PI Upd Ind to “Ready” if applicable
- If changes are required during a subsequent pay period (after BEAR)
 - Only those with appropriate permissions can unlock an action
 - Once Unlocked the status will stay at “Unlock” and never reflect DI-All Match
- Edits do not fire against locked down fields if NFC Applied Status = DI-AllMatch.
- If new action or correction is inserted below an exception action where NFC Applied Status = DI-AllMatch, the exception row will be unlocked and a message and a message displayed



New Reports

Mismatch Report

Displays the results of 1st and 2nd level Match Process

Pending Actions Report

Displays Actions with current NFC Applied Status of "Pending"



Mismatch Report

Report Location: Workforce Administration>Job Information> Mismatch

Check this box
to send to
Report Output
and view in Excel

Mismatch Search Criteria

All Employees (Report Output Only)

EPIC User ID

Pay Period Applied From Pay Period Applied To

Pay Year Applied From Pay Year Applied To

EmplID

Last Name

First Name

Organization

All POI Offices

Enter POI to Process View All First 1 of 1 Last

POI	Description	Add	Delete
2753	OGDEN PERSONNEL OFFICE	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Mismatch Type

Data Row Both

Click **Submit**
to view report on-line



Mismatch Report

Click EmplID Link to navigate to employee records

Only visible to users with TR_Override_Match role

Row Mismatches	Find View All	First	Last								
EmplID	Name	Eff Date	1st NOA	NOA Code	Leg Auth1	Leg Auth2	POI	Proc Year	Proc PP	Mismatch Type	Override
[Link]	[Name]	01/01/2012	000	903	Z00		2758	2012	1	Row not in HRC	<input type="checkbox"/>
[Link]	[Name]	01/01/2012	000	903	Z00		2753	2012	1	Row not in HRC	<input type="checkbox"/>
[Link]	[Name]	01/01/2012	000	903	Z00		2862	2012	1	Row not in HRC	<input type="checkbox"/>
[Link]	[Name]	01/01/2012	000	903	MIL		2776	2012	1	Row not in HRC	<input type="checkbox"/>

Data Mismatches	Find View All	First	Last										
EmplID	Name	Eff Date	1st NOA	NOA Code	Leg Auth 1	Leg Auth 2	POI	Proc Year	Proc PP	Mismatch Field	HRC Value	NFC Value	Mismatch Reason
[Link]	[Name]	01/01/2012	000	760	M6M		2818	2012	1	Special Employment Program	66	00	Data Field Mismatch
[Link]	[Name]	01/01/2012	000	892	RBM		2758	2012	1	Military Reserve Category	0	1	Data Field Mismatch
[Link]	[Name]	01/01/2012	000	760	M6M		2818	2012	1	Special Employment Program	00	66	Data Field Mismatch
[Link]	[Name]	01/14/2012	000	881	DPM		2818	2012	1	GEOLoc	122541011	120790011	Data Field Mismatch
[Link]	[Name]	01/01/2012	000	903	Z00		2818	2012	1	Base Pay	129517	124653	Data Field Mismatch

Print To Excel

Back

Save

Click to export report data to Excel



Pending Actions Report

Report Location: Bureau Reports pagelet on the HR home tab

Pending Actions Report



Use the Pending Actions Report to locate actions in your bureau/agency with an NFC Applied Status value of 'Pending'. Pending actions are those that have been transmitted to the payroll center and not been received in the inbound file of applied transactions or which may have applied but are in FINQ.

HCUP Package Criteria

Processor Emplid

Employee Last Name

Employee First Name

Organization (Optional)

All POI Offices

Enter POI to Process

View All First 1 of 1 Last

POI Description

OGDEN PERSONNEL OFFICE



Pending Actions Report

Pending Actions Report

As of Friday, Jan 13, 2012

Emplid	First Name	Last Name	Effective Date	Trans/ Seq#	Action	Action Reason	NOA Code	PAR Status	POI	PI Update Ind	Processor Emplid
351507	12/18/2011	11	AWD	TVL	845	HR	2753	P	351507
354559	12/18/2011	11	PRO	CMS	703	HR	2753	P	354559
355006	1/1/2012	31	PRO	CMS	703	HR	2753	P	355006
328764	3/13/2011	11	DEM	CMS	713	HR	2753	P	328764
357298	12/25/2011	11	REC	FUR	280	HR	2753	P	357298
326734	11/6/2011	11	DTA	MGA	781	COR	2753	P	326734



Demo

Mismatch





Demo - Data Mismatch

Scenario:

A HR professional adds a Change in Non-CPDF Data Element action (903) to move an employee from one organization to another. She validates her work in HR Connect the following day and discovers the NFC Applied Status = DI-Mismatch.

Where should she go to identify the Mismatch?



Demo - Data Mismatch (cont.)

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Alexander EmpID: 999999 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 50 Last

*Actual Effective Date:	<input type="text" value="12/19/2011"/>	Proposed Effective Date:	12/19/2011	
*Transaction # / Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days: <input type="text"/>
*PI upd ind:	<input type="text" value="Processed"/>	*Authentication Date:	<input type="text" value="12/19/2011"/>	NFC Ins: <input type="text"/>
NFC Applied Status	DI - Mismatch	PP/Yr Processed:	26 / 2011	HCUP Status: <input type="text"/>
*Action:	<input type="text" value="DTA"/> Data Chg	PAR Status:	<input type="text" value="HR"/> Processed by HR	
*Reason Code:	<input type="text" value="MGA"/> Management Action	Contact:	<input type="text"/>	
NOA Code:	<input type="text" value="903"/> Change in Non-CPDF Data	Element		
Authority (1):	<input type="text"/>		<input type="text"/>	
Authority (2):	<input type="text"/>		<input type="text"/>	

PAR Request#:

[HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum



Demo - Data Mismatch (cont.)

Data Mismatches



The below mismatch report shows mismatches between HR Connect and NFC on actions that have applied to the NFC database. Mismatches include (1) row mismatches for rows that applied at NFC but do not match a row in HR Connect and (2) data field mismatches for fields that are discrepant between HR Connect and NFC on rows that are in both systems. Use the EMPLID link to go to the HR Processing screen to work the mismatch in HR Connect and re-send to NFC if needed. If a change is required at NFC, once the change is made and applied at NFC the Match process will re-compare with the new data. All mismatches will be re-compared nightly through the Match Process.

SetID: IRS01
EmplID: 999999
Effdt: 2011-12-19
Effseq: 11

Data Mismatches

Find | View All First 1 of 1 Last

<u>EmplID</u>	<u>Name</u>	<u>Eff Date</u>	<u>1st NOA</u>	<u>NOA Code</u>	<u>Leg Auth 1</u>	<u>Leg Auth 2</u>	<u>POI</u>	<u>Proc Year</u>	<u>Proc PP</u>	<u>Mismatch Field</u>	<u>HRC Value</u>	<u>NFC Value</u>	<u>Mismatch Reason</u>
999999	Employee,Alexander	12/19/2011	000	903			2758	2011	26	Work Schedule	G	F	Data Field Mismatch

Cancel



Demo - Data Mismatch (cont.)

Job Tracking Info

EmplID: 999999 Employee,Alexander **Empl Rcd#:** 0
Effective Date: 08/29/2010 **WIP Status:** Processed by HR
Action: Data Change **Reason Code:** Management Action

Scroll Area Find First 1-4 of 4 Last

*Action Taken: 09/17/2010 Action Date Override **WIP Status:** Proc by HR

WIP Sequence: 4

Emplid: 999991 Specialist,Janet

Comments: Chg from Full Time Seasonal to Full time Permanent as a result of National Agreement Article 13 Section 2C. Please direct any questions regarding this PAR action to *HCO BRK EMP NON COMP.

P
A
R

Effective Date: 08/29/2010 **Transaction# /Seq** 1 1 **PAR Status:** Processed by HR

Action Type: Data Change **NOA Code:** 781 Chg in Work Schedule **Empl Status:** Active

LEO Position: N-Not Applicable SF-113G Ceiling ***Regular Shift:** Not Applicable

***POI:** 2758 MEMPHIS PERSONNEL OFFICE **Rate / Factor:**

***Pay Group:** BWS Biweekly Salary Payroll

Pay Frequency: Biweekly **Holiday Schedule:** FHL FED Holiday Schedule

***Employee Type:** S Salaried **Type Appt:** 01-Comp-Career,SES-Career

Employee Classification: **Posn Occupied:** 1-Competitive ***Work Schedule:** G-Full Time Seasonal



Demo - Row Mismatch

Scenario:

A HR professional is responsible for working the Mismatch Report. She needs to find all row level mismatches in PP26 for all POIs.

- Where is the Mismatch Report located?
- Is there an easy way to get to the report?
- Is this report available to everyone?



Demo - Row Mismatch (cont.)

Menu

Search:

- My Favorites
- ePerformance
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Review Job Information
 - Payroll Documents
 - Hire Employee USF
 - Hire Wizard
 - HR1 Authorization
 - HR2 Authorization
 - HR3 Authorization
 - HR Processing
 - PINE SING Search
 - PMSO SING Search
 - Cancellation
 - COR1 Authorization
 - COR2 Authorization
 - COR3 Authorization
 - COR Processing
 - Mismatch Report
 - Compensation
 - Workforce Development
 - Organizational Development
 - Bureau Maintenance
 - Set Up HRMS
 - Reporting Tools
 - Treasury Portal Apps
 - PeopleTools
 - Report Output

Mismatch Search

Mismatch Report



Enter search criteria as desired to run the Mismatch Report for your bureau. Click on the Submit button to review the results of the report. The Mismatch Report can be exported to Excel.

Mismatch Search Criteria

All Employees (Report Output Only)

EPIC User ID

Pay Period Applied From Pay Period Applied To

Pay Year Applied From Pay Year Applied To

EmplID

Last Name

First Name

Organization

All POI Offices

Mismatch Type

Data Row Both

Submit

Clear



Demo - Row Mismatch (cont.)



The below mismatch report shows mismatches between HR Connect and NFC on actions that have applied to the NFC database. Mismatches include (1) row mismatches for rows that applied at NFC but do not match a row in HR Connect and (2) data field mismatches for fields that are discrepant between HR Connect and NFC on rows that are in both systems. Use the EMPLID link to go to the HR Processing screen to work the mismatch in HR Connect and re-send to NFC if needed. If a change is required at NFC, once the change is made and applied at NFC the Match process will re-compare with the new data. All mismatches will be re-compared nightly through the Match Process.

SetID: IRS01
Period From: 26
Period To: 26

Row Mismatches											Find View All	First	1-2 of 2	Last
<u>EmplID</u>	<u>Employee Name</u>	<u>Effective Date</u>	<u>1st NOA Code</u>	<u>NOA Code</u>	<u>Leg Auth1</u>	<u>Leg Auth2</u>	<u>POI</u>	<u>Proc Year</u>	<u>Proc PP</u>	<u>Mismatch Type</u>	<u>Override</u>			
888888	Healthy, Jeannie	12/18/2011	000	915			3316	2012	26	Row not in HRC	<input type="checkbox"/>			

Print To Excel

Back

Save



Demo - Row Mismatch (cont.)

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Healthy, Jeannie

EmplID: 888888

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 23 Last

*Actual Effective Date: 12/18/2011 Proposed Effective Date: 12/18/2011

*Transaction # / Sequence: 1 1 Not To Exceed Date: NTE # Days:

*PI upd ind: Not Ready *Authentication Date: 12/18/2011 NFC Ins:

NFC Applied Status: Not Applicable PP/Yr Processed: / HCUP Status:

*Action: DTA Data Chg PAR Status: HR Processed by HR

*Reason Code: DTA Data Change Contact:

NOA Code: 915 Health Benefits Coverage

Authority (1): Authority (2):

Print SF-52 Print SF-50

PAR Request#:

[HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum



Demo - Row Mismatch (cont.)

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Healthy, Jeannie

EmplID: 888888

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 23 Last

*Actual Effective Date:	<input type="text" value="12/18/2011"/>	Proposed Effective Date:	<input type="text" value="12/18/2011"/>	
*Transaction # / Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days: <input type="text"/>
*PI upd ind:	<input type="text" value="Not Ready"/>	*Authentication Date:	<input type="text" value="12/18/2011"/>	NFC Ins: <input type="checkbox"/>
NFC Applied Status	<input type="text" value="DI-AllMatch"/>	PP/Yr Processed:	<input type="text" value="26 / 2012"/>	HCUP Status: <input type="checkbox"/>
*Action:	<input type="text" value="DTA"/> Data Chg	PAR Status:	<input type="text" value="HR"/> Processed by HR	
*Reason Code:	<input type="text" value="DTA"/> Data Change	Contact:	<input type="text"/>	
NOA Code:	<input type="text" value="915"/>	Health Benefits Coverage		
Authority (1):	<input type="text"/>		<input type="text"/>	
Authority (2):	<input type="text"/>		<input type="text"/>	

PAR Request#:

[HCUP Impact](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [SINQ Search](#)
[Mismatch](#) [GPPA Website](#) [Award Address](#) [SINQ Error\(s\)](#) [SINQ Addendum](#)



Hire





Hire

- HR Connect term for an accession
- Action that brings someone into HR Connect/NFC
- Assigns EmplID



Hire

You have three options available to initiate a Hire action

1. Hire Wizard
2. Hire Integration Wizard
3. Standard Hire



Demo

Hire Wizard





Hire Wizard PAR Page



PERSONAL DATA

PERSONAL DATA

National ID:

Name Prefix:

First:

Middle:

Last:

Name:

*Date of Birth:

*Gender:

*Citizenship Country:

United States

Citizenship Status:

U.S. citizen

Veterans

Preference Appt:

*Preference RIF:

Status:

Mil Resrve Cat:

[Race and Ethnicity-Disability](#)

Creditable Military Service: (YYMM)

JOB AND POSITION

Position #:

Department:

- 0-None
- 1-Ready Reserve
- 2-Standby Reserve
- 3-National Guard
- 4-Retired Military - Regular
- 5-Retired Military - Non-Regul

Transferred From Agency: Unknown

Location:



Hire Wizard PAR Page (cont.)

JOB AND POSITION DATA

Position #: Job Code: Transferred From Agency: Unknown

Department: Location:

FEHB Eligible: FEHB Date: *FEHB Coverage:

FEGLI Code: Basic Only Annuitant Indicator: Not Applicable

Retirement Plan: FERS and FICA CSRS Frozen Service:

Previous Retirement: Type of Appointment:

FERS Coverage: Supervisor Level:

COMPENSATION DATA

*Pay Rate Determinant: Pay Plan/Table/Grade:

Grade Entry Date: Step:

Base Pay:

EMPLOYMENT DATA 1

SCD Retire: SCD-WGI: *SCD Leave: [Calc SCD Leave](#)

SCD TSP: SCD RIF: Career Tenure Start Date:

SCD LEO: Special Employment Program:

EMPLOYMENT DATA 2

*Tenure: Probation Start Dt:

Supv/Mgr Prob Req Code: Supv/Mgr Prob. Start Dt:

NFC DATA 1

TSP Eligibility: COLA/Post Differential: Special Empl Pay Cd:

Annual Leave Category: Annual Leave 45-day Ind: Leave Earning Status:



Hire Wizard Address Page

PAR

Address

Education

Workflow Routing

Hire Wizard - Address

EmpID: NEW

Empl Rcd#: 0

*Effective Date:

PI upd ind:

Residence Address

Address 1:

Address 2:

Address 3:

Country:

State:

City:

County:

State/Country Cd:

City Code:

County Code:

Zip Code:

For more information about how NFC & the USPS handle mail outside the US, [click here](#)

Check Address

Address 1:

Address 2:

Address 3:

Country:

State:

City:

County:

State/Country Cd:

City Code:

County Code:

Zip Code:

< Back

Next >

Submit

Cancel



Hire Wizard Education Page

PAR

Address

Education

Workflow Routing

Hire Wizard - Education

EmplID: NEW

Empl Rcd#: 0

'Degree:	<input type="text" value="04"/>	High School Graduate or Cert
Year Earned/Expected:	<input type="text"/>	GPA: <input type="text"/> <input type="checkbox"/> Graduated
Major Code:	<input type="text"/>	Major: <input type="text"/>
School Code:	<input type="text"/>	School: <input type="text"/>
State:	<input type="text"/>	Country: <input type="text" value="USA"/> <input type="checkbox"/> Minority Institution
Credit Hours:	<input type="text"/>	Hours Type: <input type="text"/>

< Back

Next >

Submit

Cancel

[PAR](#) | [Address](#) | [Education](#) | [Workflow Routing](#)



Hire Wizard

Workflow Routing Page

PAR

Address

Education

Workflow Routing

Calcs & Edits

Hire Wizard - Workflow Routing

EmplID: NEW

Empl Rcd#: 0

Actual Eff. Dt:

Authentication Date: 01/10/2012

Choose Workflow Routing and Employee ID

Route to 1st HR Authorizer:

Route to 2nd HR Authorizer: 

Route to 3rd HR Authorizer:

Route to HR Processor:

< Back

Submit

Cancel



Demo

Hire Integration Wizard





Hire Integration Wizard

Search Page



Hire Integration Wizard - Search



To begin your search, enter one or more search criteria below and click SEARCH.

HR Connect Recruit Request #:

Hire Integration Announcement#:

Vacancy Series:



Last Name:

First Name:

Search

Clear

Cancel



Hire Integration Wizard

Search Results



Hire Integration Wizard - Search Results



Click on the Hire Integration Announcement # to select the announcement for which you want to hire new employees. Click BACK TO SEARCH to return to the search page. Click on the column title to change the sort order..

Hire Integration Announcement #	HR Connect Recruit Request #	Vacancy Series	Grade/Band	Vacancy Title	Source	Vacancy Closing Date
Search Results View All First <input type="button" value="◀"/> 1-10 of 907 <input type="button" value="▶"/> Last						
09AN3-WIE-0084-0962-05	97594	0962	05	Contact Representative GS-0962-5	CC	02/13/2009
09AN3-WIE0003-0305-05		0305	05	Lead Files Clerk GS-305-5 STATUS ONLY	CC	10/13/2008
09AN3-WIE0004-0318-05	90436	0318	05	SECRETARY AUTOMATION	CC	10/21/2008
09AN3-WIE0005-0303-05	90076	0303	05	INITIAL ASSISTANCE REPRESENTATIVE (IAR) Bilingual	CC	10/17/2008
09AN3-WIE0007-0592-05		0592	05	Tax Examiner GS-0592-05	CC	11/15/2008
09AN3-WIE0010-0303-05	91007	0303	05	INITIAL ASSISTANCE REPRESENTATIVE (IAR) Bilingual	CC	10/20/2008



Hire Integration Wizard

Select Hire



Hire Integration Wizard - Select Hire



Click on the name below to process the new hire using the Hire Integration Wizard. Once the new hire is completed in the Hire Wizard, a status of "Processed" will display. (If an employee's record is already in HR Connect, you must process the appointment outside of the Hire Integration Wizard.)

Hire Integration Announcement#: 09AN3-WIE0003-0305-05

HR Connect Recruit Request #:

Position: GS-0305-05 , Lead Files Clerk GS-305-5 STATUS ONLY

Name	SSN	Current Agency	Record in HRC?	Emplid	Hire Status
----------------------	---------------------	--------------------------------	--------------------------------	------------------------	-----------------------------

Search Results View All						
		First	1-2 of 2	Last		
Wash272666,George	020-**-****	Other	Y - IRS	454260		
Wash272667,George	328-**-****	Treasury - IRS	Y - IRS	431980		

[Back To Search](#)

[Cancel](#)



Rehire - No Show Employees

- HR processes Hire action on employee, employee does not show
- HR cancels Hire action
- Same employee hired again, HR enters SSN in Hire Wizard or Hire Employee USF
- System checks for existing SSN (has a hire row that was cancelled)
- If SSN exists, user will receive a message stating they must process a REHIRE



Rehire - No Show Employees (cont.)

REHIRE Process:

- User initiates New Hire through Hire Wizard or Hire Employee
- User receives message that Rehire must be processed
- User transferred to HR1 component
- New row automatically inserted above CANCELLED action and populated with key personal data elements (*from row prior to the cancelled action*)
 - Name,
 - Date of Birth
 - SSN/National ID
 - ERI
 - Gender
 - Disability
 - Veteran's Info
 - Address Info
 - Education
- Position related information cleared out
- User continues to process the REHIRE using data provided and updating/adding the appropriate information



Rehire - No Show Employees (cont.)

Example: Using Hire Wizard

DATA CONTROL

*Effective Date: *Authentication Date: PI upd ind: Not Ready

NOA Code: Career-Cond Appt Not To Exceed Date:

Legal Authority (1):

Legal Authority (2):

Contact Emplid:

Comment:

PERSONAL DATA

National ID:

Message received stating SSN already exists.

This National ID number already exists for emplid 655942 in bureau BPD01 with an employment status of A. (28000,3)

Other Persons with this National ID Exist



Rehire - No Show Employees (cont.)

User re-directed to HR1

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Candace J EmplID: 111111 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 2 Last

*Actual Effective Date:	<input type="text" value="11/21/2011"/>	Proposed Effective Date:	<input type="text" value="10/23/2011"/>	
*Transaction # / Sequence:	<input type="text"/> <input type="text"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days: <input type="text"/>
*PI upd ind:	<input type="text" value="Not Ready"/>	*Authentication Date:	<input type="text"/>	NFC Ins: <input type="text"/>
NFC Applied Status	Not Applicable		PP/Yr Processed:	HCUP Status: <input type="text"/>
*Action:	<input type="text" value="REH"/> Rehire	PAR Status:	<input type="text" value="HR1"/> 1st HR Authorization	
*Reason Code:	<input type="text"/>	Contact:	<input type="text"/>	
NOA Code:	<input type="text"/>			
Authority (1):	<input type="text"/>			
Authority (2):	<input type="text"/>			



Rehire - No Show Employees (cont.)

Verify all data and add/update information to process the rehire.

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1

Employee, Candace J EmpID: 111111 Empl Rcd#: 0

Job Data Find | View All First 1 of 2 Last

Effective Date: 11/01/2011 Transaction# /Seq 1 1 PAR Status: 1st HR Authorization

Action Type: NOA Code: 101 Career-Cond Appt Empl Status: Active

Position: Refresh 65687174 GS-0510-12 Accountant Position Management Record

*Job Code: 99P228 GS-0510-12 Accountant Position Override

Classification Action Code

*Agency: TR Department of the Treasury Transferred From Agency:

*Sub-Agency: AB Bureau of the Public Debt Transferred To Agency:

*Business Unit: BPD01 Bureau of Public Debt [Benefits/FEHB Data](#)

*Department: PD22300 DEBT ACCOUNTING BRANCH [FEGLI/Retirement/FICA](#)

*Location: WV0185 Hintgen Bldg Parkersburg WV [Departmental Hierarchy](#)

Tax Location: [Detail](#)



Exercise 8

Name Change





Exercise 8

Name Change

[HR](#)[Employee](#)[Report Output](#)[Proxy/Group](#)[Menu](#)

Workforce Analytics

To view the Department of Treasury's workforce analytics site, click [here](#).

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](#)

Proxy As

Initiator can view Manager's People & Positions and the Mass Action pagelet to initiate actions.

Approver can view Manager's Worklist to authorize actions.

Group Worklists

Group Worklist for:

Name Change



Exercise 8 (cont.)



Name Change – Access/Lock PAR



Click on the Personnel Action to review and approve.

For Group Worklist items, check the "Lock" box to prevent other group members from working the same worklist item.

Up to four sort orders may be selected in sequence 1-4. Make your sort selection and then click the Sort Button. All rows on the entire list will be sorted to reflect the selected sort(s). For example, if NOA Descending and then Name Ascending are selected, after clicking the Sort Button, the list will be sorted by NOA in descending order, and then within each NOA, the list will be sorted by Name in ascending order.

1: 2: 3: 4:

Sort

Emplid	Employee Name	Personnel Action	NOA	Award Code	Proposed Effective Date	Proposed Org Code
View All First 1 of 1 Last						
<input checked="" type="checkbox"/>	112233	Manager, Michael	HR2 - Name Change	780	05/26/2008	936098980304010000

Back



Exercise 8 (cont.)

Name Change – Correct History

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Gypsum,Ron

EmplID: 51138

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 15 Last

*Actual Effective Date: 08/01/2010 Proposed Effective Date: 08/01/2010

*Transaction #/ Sequence: 1 1 Not To Exceed Date: NTE # Days:

*PI upd ind: Not Ready *Authentication Date: 08/01/2010 NFC Ins:

NFC Applied Status Not Applicable PP/Yr Processed: / HCUP Status:

*Action: DTA Data Chg PAR Status: INI Initiated

*Reason Code: DTA Data Change Contact:

NOA Code: 780 Name Chg from

Authority (1): Authority (2):

Print SF-52 Print SF-50 HCUP Impact PAR Remarks Award Data **Tracking Data** SING Search

PAR Request#: Mismatch GPPA Website Award Address SING Error(s) SING Addendum

Save Return to Search Previous tab Next tab

Include History **Correct History**



Exercise 8 (cont.)



Name Change – Tracking Data

Job Tracking Info

EmplID: 51138 Gypsum,Ronny L

Empl Rcd#: 0

Effective Date: 08/01/2010

WIP Status: Initiated

Action: Data Change

Reason Code: Data Change

Scroll Area		Find	First	1-2 of 2	Last
'Action Taken:	<input type="text" value="07/22/2010"/>	<input type="checkbox"/>	Action Date Override	WIP Status:	Initiated
WIP Sequence:	2				
Emplid:	51138 Gypsum,Ron.				
Comments:	<input type="text" value="Marriage"/>				
'Action Taken:	<input type="text" value="07/22/2010"/>	<input type="checkbox"/>	Action Date Override	WIP Status:	Requested
WIP Sequence:	1				
Emplid:	51138 Gypsum,Ron				
Comments:	<input type="text"/>				

OK Cancel



Exercise 8 (cont.)

Name Change – PAR Remarks

Data Control | Personal Data | Jo

Gypsum, Ron

Data Control

*Actual Effective Date: 08/01/20

*Transaction #/ Sequence: 1 / 1

*PI upd ind: Not Rea

NFC Applied Status: Not Appl

*Action: DTA

*Reason Code: DTA

NOA Code: 780 Name Ch

Authority (1):

Authority (2):

Print SF-52 | Print SF-50

PAR Request#:

PAR Remarks

Find | View All First 1 of 1 Last

Remark CD: 247 Insertion Required PAR Remark Lines: 1

NAME WAS FORMERLY @@

OK | Cancel

[HCUP Impact](#) | **[PAR Remarks](#)** | [Award Data](#) | [Tracking Data](#) | [SINQ Search](#)
[Mismatch](#) | [GPPA Website](#) | [Award Address](#) | [SINQ Error\(s\)](#) | [SINQ Addendum](#)

[Save](#) | [Return to Search](#) | [Previous tab](#) | [Next tab](#) | [Include History](#) | [Correct History](#)



Exercise 8 (cont.)

Name Change - Authority

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Gypsum, Ron EmpID: []

Data Control

*Actual Effective Date: 08/01/2010

*Transaction #/ Sequence: 1 1

*Pl upd ind: Not Ready

NFC Applied Status: Not Applicable

*Action: DTA Data Chg

*Reason Code: DTA Data Change

NOA Code: 780 Name Chg from

Authority (1): []

Authority (2): []

Print SF-52 Print SF-50

PAR Request#: []

Save Return to Search Previous tab Next

Look Up Authority (1)

Nature of Action Code: 780

Legal Authority Code: begins with []

Look Up Clear Cancel [Basic Lookup](#)

Search Results

View All First 1-9 of 9 Last

Legal Authority Code
(blank)
8IW
9IW
9JT
CGM
OC1
Z01
Z02
ZVC

of 15 Last

Q Search

Q Addendum

Correct History



Exercise 8 (cont.)

Name Change – PAR Status

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Gypsum,Ron

EmplID: 51138

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 15 Last

*Actual Effective Date: 08/01/2010 Proposed Effective Date: 08/01/2010

*Transaction #/ Sequence: 1 1 Not To Exceed Date: NTE # Days:

*PI upd ind: Not Ready *Authentication Date: 08/01/2010 NFC Ins:

NFC Applied Status: Not Applicable PP/Yr Processed: / HCUP Status:

*Action: DTA Data Chg **PAR Status: INI Initiated**

*Reason Code: DTA Data Change Contact:

NOA Code: 780 Name Chg from

Authority (1): CGM 5 USC 552A(E)

Authority (2):

Print SF-52 Print SF-50

PAR Request#:

Cancel

Search Results

View All First 1-2 of 2 Last

Work-in-Progress Status	Short Description
HR1	1stHR
RJT	Rejected

Save Return to Search Previous tab Next

Search Addendum Direct History



Exercise 8 (cont.)

Name Change - Routing

Route to Next Empl ID

Actual Effective Date:	08/01/2010	Proposed Effective Date:	08/01/2010
Transaction #/ Sequence:	1 1	Not To Exceed Date:	
Action:	DTA Data Change	PAR Status:	HR1 1st HR Authorization
Reason:	DTA Data Change	Contact Emplid:	

The status of this data requires you to specify the employee to whom to next route the data.

Choose a Workflow Routing and Employee ID

- Route to 1st HR Authorizer:
- Route to 2nd HR Authorizer:
- Route to 3rd HR Authorizer:
- Route to HR Processor: 

OK

Cancel



Exercise 8 (cont.)

Name Change



Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Gypsum,Ron

EmplID: 51138

Empl Rcd Nbr: 0

Data Control		Find View All		First 1 of 15 Last	
*Actual Effective Date:	08/01/2010	Proposed Effective Date:	08/01/2010		
*Transaction #/ Sequence:	1 1	Not To Exceed Date:		NTE # Days:	
*PI upd ind:	Not Ready	*Authentication Date:	08/01/2010	NFC Ins:	
NFC Applied Status	Not Applicable		PP/Yr Processed:	/	HCUP Status:
*Action:	DTA Data Chg	PAR Status:	HR3	3rd HR Authorization	
*Reason Code:	DTA Data Change	Contact:			
NOA Code:	780 Name Chg from				
Authority (1):	CGM 5 USC 552A(E)(5)				
Authority (2):					
Print SF-52 Print SF-50		HCUP Impact PAR Remarks Award Data Tracking Data SINQ Search			
PAR Request#: <input type="text"/>		Mismatch GPPA Website Award Address SINQ Error(s) SINQ Addendum			

Save | Return to Search | Previous tab | Next tab

Include History | Correct History

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2 | NFC Data 1 | NFC Data 2



Exercise 9

Suspension-NTE





Exercise 9



Suspension NTE

One of your employee's has been placed on a three day suspension. The 450 NOA suspension action has been submitted by their manager and has been routed to you to process.



Exercise 9 (cont.)

Suspension NTE



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

HR Documents

HR Processing

Worklist For RI1450: MUTUAL

Personnel Action	Proposed Eff Date	Emplid	Employee Name
HR - Name Chg from	08/01/2010	511386	Gypsum,Ron
HR - Suspension NTE	08/01/2010	410086	Bergen,Patricia A
HR - Promotion NTE	08/15/2010	345538	Murdock,Robert G
HR - Promotion	08/15/2010	331088	Sugarloaf,Claudia D
HR - Chg in Duty Location	08/15/2010	340722	Hardenville,Rebecca A
HR2 - Retirement-Voluntary	08/15/2010	340879	Haxtun,Brandi L
HR - Retirement-Voluntary	08/15/2010	335387	Blossburg,Miriam J
HR - Retirement-Voluntary	08/18/2010	340683	Hanna,Lisa

Expand to see details

Last Login

Your last successful login was JUL 22, 2010 02:32 p.m. There have been 0 unsuccessful logins since.

Privacy and Security Policy

Proposed Eff Date	Emplid	Employee Name
08/01/2010	511386	Gypsum,Ron
08/01/2010	410086	Bergen,Patricia A
08/15/2010	345538	Murdock,Robert G
08/15/2010	331088	Sugarloaf,Claudia D
08/15/2010	340722	Hardenville,Rebecca A
08/15/2010	340879	Haxtun,Brandi L
08/15/2010	335387	Blossburg,Miriam J
08/18/2010	340683	Hanna,Lisa

Expand to see details

Recruitment Tools

Use HR Connect to build the content for CareerConnector vacancy announcements.

- View Requisition Requests
Click here to view a manager's request to initiate recruitment.
- CareerConnector Login
Click here to use CareerConnector to create vacancy announcements and manage the application process.
- CareerConnector Resources
Access eLearning, the Remarks Maker, the shared question library, communication and deployment information, and other CareerConnector resources.

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 education institution.

Bureau Reports

Click on the report name to obtain a report.

- Emergency Contacts Listing
View the emergency contacts and work location of employees based on organization level or reporting manager.
- NTE Date Report
View a listing of NTE expiration dates within a specified date range.
- Group/Mass Awards
Group/Mass Awards and the employees given each award.
- Ind. Pending/Processed Awards
View the status of pending processed award for individual employees.
- Manager Initiated PARs

Suspension NTE



Exercise 9 (cont.)

Suspension NTE



Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Jeannie EmplID: 225588 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 23 Last

*Actual Effective Date:	08/01/2010	Proposed Effective Date:	08/01/2010		
*Transaction #/ Sequence:	1 1	Not To Exceed Date:	08/14/2010	NTE # Days:	14
*PI upd ind:	Not Ready	*Authentication Date:	08/01/2010	NFC Ins:	<input type="checkbox"/>
NFC Applied Status:	Not Applicable	PP/Yr Processed:	/	HCUP Status:	<input type="checkbox"/>
*Action:	SUS Suspension	PAR Status:	INI Initiated		
*Reason Code:	DAC Disciplinary Action	Contact:			
NOA Code:	450 Suspension NTE				
Authority (1):	<input type="text"/>				
Authority (2):	<input type="text"/>				

Print SF-52 Print SF-50 [HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

PAR Request#:

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum

Save Previous tab Next tab Include History Correct History

Authority

PAR
Remarks



Exercise 9 (cont.)

Suspension NTE



PAR Remarks

PAR Remarks Find | View All First 1 of 1 Last

Remark CD: S49 Insertion Required PAR Remark Lines: 1

REASON FOR SUSPENSION:

OK Cancel



Exercise 9 (cont.)

Suspension NTE



Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Jeannie EmplID: 225588 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 23 Last

*Actual Effective Date:	08/01/2010	Proposed Effective Date:	08/01/2010
*Transaction #/ Sequence:	1 1	Not To Exceed Date:	08/14/2010
*PI upd ind:	Not Ready	NTE # Days:	14
NFC Applied Status	Not Applicable	*Authentication Date:	08/01/2010
*Action:	SUS Suspension	PP/Yr Processed:	/
*Reason Code:	DAC Disciplinary Action	PAR Status:	INI Initiated
NOA Code:	450 Suspension NTE	Contact:	
Authority (1):	HAM REG 250.101		
Authority (2):			

Print SF-52 Print SF-50 [HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

PAR Request#:

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum

Save Previous tab Next tab Include History Correct History

PAR Status



Exercise 9 (cont.)

Suspension NTE



Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Jeannie EmplID: 225588 Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 23 Last

*Actual Effective Date:	08/01/2010	Proposed Effective Date:	08/01/2010
*Transaction #/ Sequence:	1 / 1	Not To Exceed Date:	08/14/2010
*PI upd ind:	Not Ready	*Authentication Date:	08/01/2010
NFC Applied Status	Not Applicable	PP/Yr Processed:	/
*Action:	SUS Suspension	PAR Status:	HR3 3rd HR Authorization
*Reason Code:	DAC Disciplinary Action	Contact:	
NOA Code:	450 Suspension NTE		
Authority (1):	HAM REG 250.101		
Authority (2):			

[Print SF-52](#) [Print SF-50](#) [HCUP Impact](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [SINQ Search](#)
[PAR Request#:](#) [Mismatch](#) [GPPA Website](#) [Award Address](#) [SINQ Error\(s\)](#) [SINQ Addendum](#)

PAR Status

Save Previous tab Next tab

Include History Correct History

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2 | NFC Data 1 | NFC Data 2



Exercise 10 (cont.)

Return to Duty



Scenario:

The manager did not initiate the RTD action returning the employee from Suspension. We, as HR, need to initiate it on the manager's behalf.



Exercise 10 (cont.)

Return to Duty



Manager HR Employee Report Output Proxy/Group Menu

Menu

Search:

- My Favorites
- ePerformance
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
 - Review Job Information
 - HR1 Authorization
 - HR2 Authorization
 - HR3 Authorization
 - HR Processing**
 - Cancellation
 - COR1 Authorization
 - COR2 Authorization
 - COR3 Authorization
 - COR Processing
- Compensation
- Workforce Development
- Organizational Development
- Set Up HRMS
- PeopleTools
- Report Output

Main Menu > Workforce Administration >

Job Information

Maintain information about a person tied to a specific job record

Review Job Information Inquiry pages and reports that show work information for a person Job Summary Global Job Summary	HR1 Authorization Initiate and /or route PAR actions from HR1 workflow level.	HR2 Authorization Initiate and /or route PAR actions from HR2 workflow level.
HR3 Authorization Initiate and /or route PAR actions from HR3 workflow level.	HR Processing Access an employee's PAR Actions and process additional actions.	Cancellation Cancel a Personnel Action Request.
COR1 Authorization Initiate and /or route Correction actions from COR1 workflow level.	COR2 Authorization Initiate and /or route Correction actions from COR2 workflow level.	COR3 Authorization Initiate and /or route Correction actions from COR3 workflow level.
COR Processing Access an employee's Correction Actions and process additional actions.		

HR Processing



Exercise 10 (cont.)

Return to Duty



HR Processing

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	begins with	<input type="text"/>
Empl Rcd Nbr:	=	<input type="text"/>
Last Name:	begins with	<input type="text"/>
First Name:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>

Correct History

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)



Exercise 10 (cont.)



Return to Duty

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Employee, Jeannie

EmplID: 225588

Empl Rcd Nbr: 0

Data Control		Find View All		First	1 of 23	Last
'Actual Effective Date:	<input type="text" value="08/01/2010"/>	Proposed Effective Date:	<input type="text" value="08/01/2010"/>			
'Transaction # / Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text" value="08/14/2010"/>	NTE # Days:	<input type="text" value="14"/>	
'PI upd ind:	<input type="text" value="Ready"/>	'Authentication Date:	<input type="text" value="08/01/2010"/>	NFC Ins:	<input type="checkbox"/>	
NFC Applied Status	Not Applicable		PP/Yr Processed:	/		
'Action:	<input type="text" value="SUS"/> Suspension	PAR Status:	<input type="text" value="HR"/> Processed by HR	HCUP Status:	<input type="checkbox"/>	
'Reason Code:	<input type="text" value="DAC"/> Disciplinary Action	Contact:	<input type="text"/>			
NOA Code:	<input type="text" value="450"/> Suspension NTE					
Authority (1):	<input type="text" value="HAM"/> <input type="text" value="REG 250.101"/>					
Authority (2):	<input type="text"/>					
<input type="button" value="Print SF-52"/> <input type="button" value="Print SF-50"/>		HCUP Impact	PAR Remarks	Award Data	Tracking Data	SINQ Search
PAR Request#:	<input type="text"/>	Mismatch	GPPA Website	Award Address	SINQ Error(s)	SINQ Addendum



“+” or Alt 7

Data Control | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Employment Data 1](#) | [Employment Data 2](#) | [NFC Data 1](#) | [NFC Data 2](#)



Exercise 11

Retirement





Exercise 11 (cont.)



Retirement

Scenario:

A 302 Retirement action has been initiated and routed to the Retirement group worklist for processing. Select 75% for Life Insurance reduction.



Exercise 11 (cont.)

Retirement



Warning -- There are warnings on the following rows:

Effective Date: 02/26/2012, Transaction #/Sequence = 11, Row: 1 (27001,41)

Click on OK if you wish to SAVE the record(s).

Click on CANCEL to transfer to the Calculations and Edits tab to review errors and correct the document.

OK

Cancel



Exercise 11 (cont.)



Retirement

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 Calcs & Edits

Fortville,Paula K

EmplID: 339529

Empl Rcd#: 0

Data Control

Find | View All First 1 of 28 Last

Effective Date: 02/26/2012

Transaction# /Seq 1 1

PAR Status: 1st HR Authorization

Action Type: Retirement

NOA Code: 302 Retirement-Voluntary

Empl Status: Active

Find | View All | First 1-2 of 2 Last

Message

EHRI Edit #665.03.3:

- 1 If both the SCD-Retirement and the SCD-Leave have a value, Then the SCD-Retirement must be later than or equal to the SCD-Leave.
If initial NOA = 703 the Classification Action Code must be blank.
- 2 The code is required if the initial NOA is 3xx or the position or job code does not equal the position or job code on the previous HR/COR processed row.(27001,4)



Correction Mode





Correction Mode

- Referred to as Red Pencil Correction
- Not an 002 Correction
- Powerful tool
- Allows you to correct data
- Used to correct SINQs
- Will not maintain the history



Correction Mode (cont.)

HR Processing

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:
 Empl Rcd Nbr:
 Last Name:
 First Name:
 National ID:

Correct History

[Basic Search](#)

[Compensation Data](#) [Employment Data 1](#) [Employment Data 2](#)

Empl Rcd Nbr: 0

[Find](#) [View All](#) First 1 of 23 Last

Effective Date: 08/01/2010

Start Date: 08/14/2010 NTE # Days: 14

End Date: 08/01/2010 NFC Ins:

Processed: / HCUP Status:

HR Processed by HR

[HCUP Impact](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [SINQ Search](#)

[Mismatch](#) [GPPA Website](#) [Award Address](#) [SINQ Error\(s\)](#) [SINQ Addendum](#)

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Employment Data 1](#) | [Employment Data 2](#) | [NFC Data 1](#) | [NFC Data 2](#)



Exercise 12

Red Pencil





Exercise 12 (cont.)



Red Pencil

Scenario:

You receive a call regarding the retirement action telling you they transposed the number on the address. It should be 1750 not 1570 Pennsylvania Avenue.



Exercise 12 (cont.)

Red Pencil



Manager HR Employee Report Output Proxy/Group Menu

Menu

Search:

- My Favorites
- ePerformance
- Manager Self Service
- Workforce Administration
 - Personal Information
 - Job Information
 - Review Job Information
 - HR1 Authorization
 - HR2 Authorization
 - HR3 Authorization
 - HR Processing**
 - Cancellation
 - COR1 Authorization
 - COR2 Authorization
 - COR3 Authorization
 - COR Processing
 - Compensation
 - Workforce Development
 - Organizational Development
 - Set Up HRMS
 - PeopleTools
 - Report Output

Main Menu > Workforce Administration >

Job Information

Maintain information about a person tied to a specific job record

Review Job Information Inquiry pages and reports that show work information for a person Job Summary Global Job Summary	HR1 Authorization Initiate and /or route PAR actions from HR1 workflow level.	HR2 Authorization Initiate and /or route PAR actions from HR2 workflow level.
HR3 Authorization Initiate and /or route PAR actions from HR3 workflow level.	HR Processing Access an employee's PAR Actions and process additional actions.	Cancellation Cancel a Personnel Action Request.
COR1 Authorization Initiate and /or route Correction actions from COR1 workflow level.	COR2 Authorization Initiate and /or route Correction actions from COR2 workflow level.	COR3 Authorization Initiate and /or route Correction actions from COR3 workflow level.
COR Processing Access an employee's Correction Actions and process additional actions.		

HR Processing



Exercise 12 (cont.)



Red Pencil

HR Processing

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID:	begins with ▼	<input type="text"/>
Empl Red Nbr:	= ▼	<input type="text" value="0"/>
Last Name:	begins with ▼	<input type="text"/>
First Name:	begins with ▼	<input type="text"/>
National ID:	begins with ▼	<input type="text"/>

Correct History

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)



Exercise 12 (cont.)

Red Pencil



PAR Remarks

PAR Remarks Find | View All First 1 of 1 Last

Remark CD: Insertion Required PAR Remark Lines:

FORWARDING ADDRESS= "1570 Pennsylvania Ave, Washington DC 20002 " :



Promotions





Promotion Action

- A change to a higher grade
- Different types of promotions
 - Competitive – Permanent or Temporary
 - Non-Competitive – Permanent or Temporary
 - Career Ladder



Temporary Promotion

- Position considerations
- How the system operates



Exercise 13

Temporary Promotion





Exercise 13 (cont.)



Temporary Promotion - PAR

Scenario:

An employee competed, and was selected, for a temporary promotion. The PAR was initiated by an HR Assistant and routed to your worklist for further action.



Exercise 13 (cont.)



Temporary Promotion - PAR

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Cornelia,Denise L

EmplID: 337473

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 36 Last

*Actual Effective Date:	<input type="text" value="02/12/2012"/>	Proposed Effective Date:	02/12/2012	
*Transaction # / Sequence:	<input type="text" value="1"/> / <input type="text" value="1"/>	Not To Exceed Date:	<input type="text" value="02/10/2013"/>	NTE # Days: <input type="text" value="365"/>
*PI upd ind:	<input type="text" value="Not Ready"/>	*Authentication Date:	<input type="text" value="02/13/2012"/>	NFC Ins: <input type="checkbox"/>
NFC Applied Status	Not Applicable		PP/Yr Processed:	/
*Action:	<input type="text" value="PRO"/> Promotion	PAR Status:	<input type="text" value="HR1"/> 1st HR Authorization	HCUP Status: <input type="checkbox"/>
*Reason Code:	<input type="text" value="CMS"/> Competitive Selection	Contact:	<input type="text"/>	

NOA Code: Promotion NTE

Authority (1):

Authority (2):

[Print SF-52](#)

[Print SF-50](#)

[HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) [SINQ Search](#)

PAR Request#:

[Mismatch](#) [GPPA Website](#) Award Address [SINQ Error\(s\)](#) [SINQ Addendum](#)

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#)

[Include History](#) [Correct History](#)



Exercise 13 (cont.)



Temporary Promotion - PAR

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2

Cornelia,Denise L

EmplID: 337473

Empl Rcd#: 0

Compensation Data Find | View All First 1 of 36 Last

Effective Date: 02/12/2012

Transaction# /Seq 1 1

PAR Status: 1st HR Authorization

Action Type: Promotion

NOA Code: 703 Promotion NTE

Empl Status: Active

*Pay Rate Determinant: 0-Regular Rate

*Pay Basis: Per Annum

*Pay Plan / Table / Grade: IR 0000 05 Step: 0

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 02/12/2012

Quoted Pay

Base Pay: 81,000.000000

Compensation Frequency: Annual

Loc/LEO Adjust: 11,470.00

Annuity Offset Amount:

Adjusted Base Pay: 92,470.00

Override

Total Pay: 92,470.00

[Other Pay Information](#)

[Expected Pay](#)

[Accounting Info](#)

Save Return to Search Previous tab Next tab

Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Employment Data 1](#) | [Employment Data 2](#) | [NFC Data 1](#)



Exercise 13 (cont.)



Temporary Promotion - PAR

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Cornelia,Denise L

EmplID: 337473

Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 36 Last

*Actual Effective Date: 02/12/2012 Proposed Effective Date: 02/12/2012

*Transaction # / Sequence: 1 1 Not To Exceed Date: 02/10/2013 NTE # Days: 365

*PI upd ind: Not Ready *Authentication Date: 02/13/2012 NFC Ins:

NFC Applied Status: Not Applicable PP/Yr Processed: / HCUP Status:

*Action: PRO Promotion **PAR Status: HR1 1st HR Authorization**

*Reason Code: CMS Competitive Selection Contact:

NOA Code: 703 Promotion NTE

Authority (1): N3M REG 335.102/AG CITE

Authority (2):

Print SF-52 Print SF-50 [HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

PAR Request#: [Mismatch](#) [GPPA Website](#) Award Address [SING Error\(s\)](#) SING Addendum

Save Return to Search Previous tab Next tab

Include History Correct History



Exercise 13 (cont.)



Temporary Promotion - PAR

Warning -- There are warnings on the following rows:

Effective Date: 02/12/2012, Transaction #/Sequence = 11

(27001,41)

Click on OK if you wish to SAVE the record(s).

Click on CANCEL to transfer to the Calculations and Edits tab to review errors and correct the document.

OK

Cancel

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 **Calcs & Edits**

Cornelia,Denise L

EmplID: 337473

Empl Rcd#: 0

Data Control

Find | View All First 1 of 36 Last

Effective Date: 02/12/2012

Transaction# /Seq 1 1

PAR Status: 2nd HR Authorization

Action Type: Promotion

NOA Code: 703 Promotion NTE Empl Status: Active

Find | View All | First 1 of 1 Last

Message

1 Supv/Mgr Prob Req Code must be 1 when a date is entered in the Supv Prob Start Date. (27001,19)



Exercise 13 (cont.)



Temporary Promotion - PAR

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2

Cornelia,Denise L EmplID: 337473 Empl Rcd#: 0

Employment Data 2 Find | View All First 1 of 36 Last

Effective Date: 02/12/2012 **Transaction# /Seq** 1 1 **PAR Status:** 2nd HR Authorization

Action Type: Promotion **NOA Code:** 703 Promotion NTE **Empl Status:** Active

Bargaining Unit: 8888 Non-Bargaining Unit

Union Code:

Union Anniversary Date:

***Tenure:** 1-Permanent

Permanent Data - RIF **Retained Grade Expires**

Pay Plan/Grade: **Comp/Area Level:**

RIF Series:

[Probation Details](#) [on Pay Data](#) [Financial Disclosure](#)

Save Return to Search Previous tab Next tab

Probation Details

Probation Details

SES Probation End Dt.:

Probation Start Dt.: **Probation End Dt.:**

Supv/Mgr Prob Req. Code: 1-Required

Supv/Mgr Prob. Start Dt.: 02/12/2012 **Supv/Mgr Prob. End Dt.:**

OK Cancel



Exercise 13 (cont.)



Temporary Promotion - PAR

Route to Next Empl ID

Actual Effective Date:	02/12/2012	Proposed Effective Date:	02/12/2012
Transaction #/ Sequence:	1 1	Not To Exceed Date:	02/10/2013
Action:	PRO Promotion	PAR Status:	HR2 2nd HR Authorization
Reason:	CMS Competitive Selection	Contact Emplid:	

The status of this data requires you to specify the employee to whom to next route the data.

Choose a Workflow Routing and Employee ID

<input type="checkbox"/> Route to 1st HR Authorizer:	<input type="text"/>
<input type="checkbox"/> Route to 2nd HR Authorizer:	<input type="text"/>
<input type="checkbox"/> Route to 3rd HR Authorizer:	<input type="text"/>
<input checked="" type="checkbox"/> Route to HR Processor:	<input type="text" value="328099"/> <input type="button" value="Search"/> Pearson, Nancy B



Exercise 13 (cont.)



Temporary Promotion - Position

Manager HR Employee Report Output Proxy/Group Menu

Menu

Search:

- ▶ My Favorites
- ▶ ePerformance
- ▶ Manager Self Service
- ▶ Workforce Administration
- ▶ Compensation
- ▶ Workforce Development
- ▼ Organizational Development
 - ▼ Position Management
 - ▼ Maintain
 - Positions/Budgets
 - Add/Update Position Info**
 - ▶ Define Position Data
 - USF
 - ▶ Set Up HRMS
 - ▶ PeopleTools
 - Report Output

Main Menu > Organizational Development > Position Management >

Maintain Positions/Budgets

Identifies positions within organization, budgets for positions, and allows for creation of job requisitions

Add/Update Position Info

Enter the description, work location, and other information about a position.

Position Data



Exercise 13 (cont.)



Temporary Promotion - Position

▼ US Federal

Occupational Series: 0201 Personnel management

Parenthetical Title:

Organization Posn Title Cd:

Organization Position Title: Hr Spc Emp R

Position Occupied: Competitive

Date Position Established: 03/01/2009 **Not To Exceed Date:**

Position Audited By:

Position Audit Date:

Work Schedule: F-Full Time

Personnel Action Request Nbr:

Fund Source: A-Appropriated Funds

Target Grade: 13

Obligated To ID: 225588 Employee, Jeannie

Obligation Expiration: 09/11/2010

Position Location: Headquarters

Personnel Office ID: 2875

Sub-Agency: 93 Internal Revenue Service

**Obligated To ID:
and
Obligation Expiration:**



Position Refresh

What is Position Refresh?

Position Refresh...

- Allows users to update job code and/or Position related information on a PAR record
- Available on HR and COR processing pages
- Based on effective dates of Position and PAR
- Replaces Hokey-Pokey



Position Refresh

Where is Position Refresh?

Hatboro,Penny **EmpID:** 34083 **Empl Rcd#:** 0

Data Control | **Personal Data** | **Job Data** | **Position Data** | **Compensation Data** | **Employment Data 1** | **Employment Data 2**

Job Data Find | **View All** | First 1 of 37 | Last

Effective Date: 08/15/2010 **Transaction# /Seq** 1 1 **PAR Status:** 1st HR Authorization

Action Type: Promotion **NOA Code:** 702 Promotion **Empl Status:** Active

Position: Refresh 65601596 GS-0203-09 Lead Human Resources Assistant **Position Management Record**

***Job Code:** 94259A GS-0203-09 Lead Human Resources Assistant **Position Override**

Classification Action Code 0

***Agency:** TR Department of the Treasury **Transferred From Agency:**

***Sub-Agency:** 93 Internal Revenue Service **Transferred To Agency:**

***Business Unit:** IRS01 Internal Revenue Service [Benefits/FEHB Data](#)

***Department:** 1100013976 TIER 1 SUPPORT UNIT [FGLI/Retirement/FICA](#)

***Location:** UT0036 IRS SERVICE CENTER - OGDEN [Departmental Hierarchy](#)

Tax Location: [Detail](#)



Position Refresh (cont.)

When should I refresh a position?

Use Position Refresh when....

–you make a change to a position

and

–that position is already reflected on the employee's record.



Position Refresh or Not?

Would the scenarios shown here require a position Refresh?

- a. Reassignment (wrong position # selected)
- b. Realignment (wrong location on position)
- c. Reassignment (wrong job code selected)
- d. Career Ladder Promotion (wrong step selected)

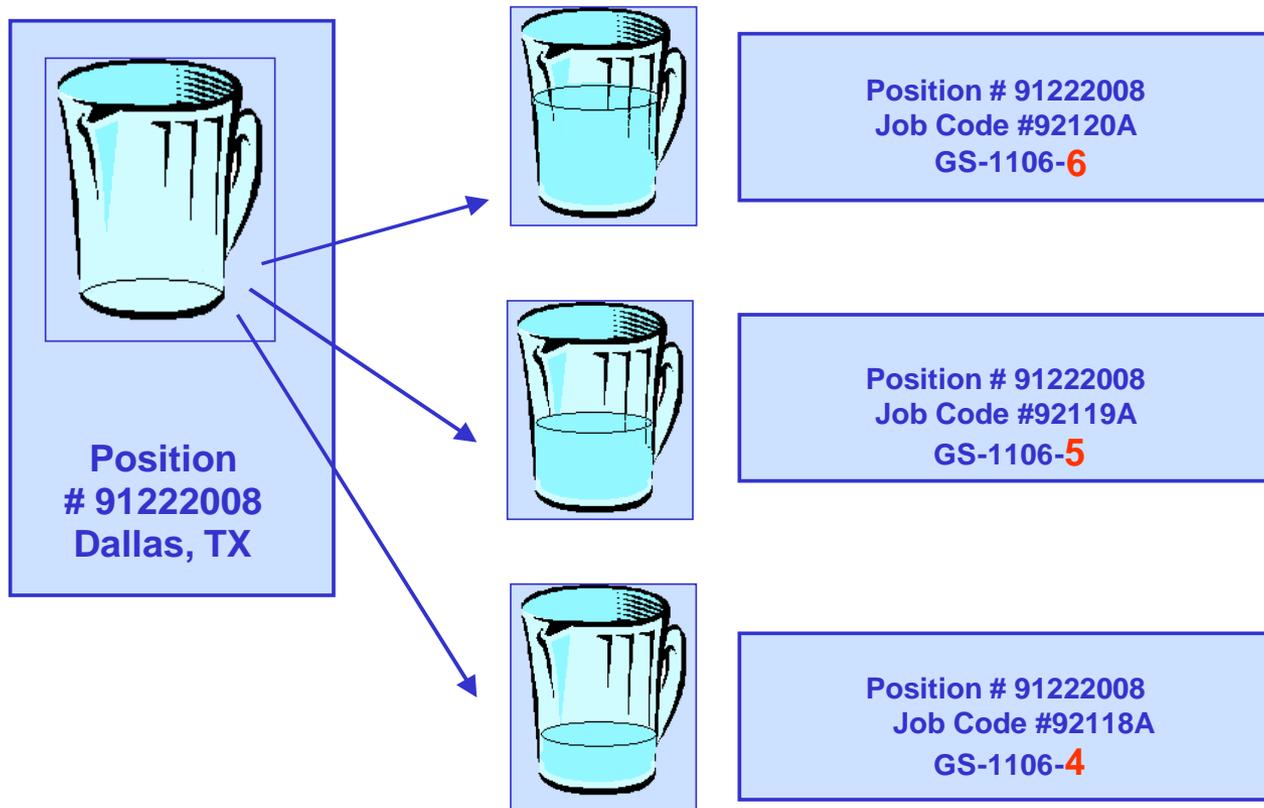


Career Ladder Promotions

- True position management
- No “smart coded” positions



Career Ladder Promotion





Exercise 14

Career Ladder Promotion





Exercise 14 (cont.)



Career Ladder Promotion

Scenario:

You received a request for a Career Ladder Promotion. The manager selected an incorrect job code.

You must correct this by changing the job code before working the PAR.

This action is on your Career Ladder group worklist



Exercise 14 (cont.)

Career Ladder Promotion

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Plainville, Sharon

EmplID: 51797

Empl Rcd#: 0

Job Data Find | View All First 1 of 27 Last

Effective Date: 08/15/2010	Transaction# /Seq 1 1	PAR Status: Initiated
Action Type: Promotion	NOA Code: 702 Promotion	Empl Status: Active
Position: Refresh 65410706	GS-0303-04 CLK	<input type="checkbox"/> Position Management Record
Job Code: 92108A	GS-0303-04 CLK	<input type="checkbox"/> Position Override
Classification Action Code 0		
Agency: TR Department of the Treasury	Transferred From Agency: 1B Unknown	
Sub-Agency: 93 Internal Revenue Service	Transferred To Agency:	
Business Unit: IRS01 Internal Revenue Service		Benefits/FEHB Data
Department: 1400013462 BATCHING/CORRES TEAM 105		FEGLI/Retirement/FICA
Location: UT1430 AUTOLIV BUILDING		Departmental Hierarchy
Tax Location:		Detail

Position #



Exercise 14 (cont.)



Career Ladder Promotion - Position

Add/Update Position Info

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Position Number:	=	▼	65235182
Description:	begins with	▼	
Position Status:	=	▼	▼
Effective Status:	=	▼	▼
Business Unit:	begins with	▼	🔍
Department:	begins with	▼	🔍
Job Code:	begins with	▼	🔍
Reports To Position Number:	begins with	▼	

Correct History Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)



Exercise 14 (cont.)



Career Ladder Promotion - Position

Description

Specific Information

Budget and Incumbents

Position Information

Find | View All First 1 of 14 Last

Position Number: 65235182	Human Resources Spec1st (Info)	Headcount Status:	<input type="button" value="+"/> <input type="button" value="-"/>
Current Supervisor: Manager,Susie J - SUP HR SPC		Current Head Count: 1 out of 1	
*Effective Date: 02/15/2009	<input type="button" value="B1"/>	*Status: Active	<input type="button" value="v"/>
Reason: UPD	Position Data Update	Action Date: 11/23/2010	SINQ Error(s) SINQ Search SINQ Addendum
*Position Status: Approved	<input type="button" value="v"/>	Status Date: 06/21/2004	<input type="button" value="B1"/>
Reports To: 65392863	<input type="button" value="Q"/>	<input checked="" type="checkbox"/> Key Position	
*NFC Function Code: Add	<input type="button" value="v"/>	*NFC Update Indicator: Processed	<input type="button" value="v"/>
<input type="button" value="Update NFC Status"/>	NFC Status Code: Active	NFC Status Date: 02/15/2009	<input type="button" value="v"/>

Job Information

*Business Unit: IRS01	Internal Revenue Service	Manager Level: 8-All Other Positions	
*Job Code: Refresh	91822A	*Full/Part Time: Full-Time	<input type="button" value="Q"/>
*Reg/Temp: Regular	<input type="button" value="v"/>	Union Code:	<input type="button" value="Q"/>
*Regular Shift: Not Applicable	<input type="button" value="v"/>	Short Title: HUMAN RESO	
Official Title: Human Resources Spec1st (Info)			



Exercise 14 (cont.)



Career Ladder Promotion - Position

Description Specific Information Budget and Incumbents

Position Information		Find View All	First 1 of 14 Last
Position Number: 65235182	Human Resources Specplst (Info)	Headcount Status:	+ -
Current Supervisor: Manager, Susie J - SUP HR SPC		Current Head Count: 1 out of 1	
*Effective Date: 02/15/2009		*Status: Active	
Reason: UPD	Position Data Update	Action Date: 11/23/2010	SINQ Error(s)
*Position Status: Approved		Status Date: 06/21/2004	SINQ Search
Reports To: 65392863		<input checked="" type="checkbox"/> Key Position	SINQ Addendum
		Dot-Line:	
*NFC Function Code: Add		*NFC Update Indicator: Processed	
Update NFC Status	NFC Status Code: Active	NFC Status Date: 02/15/2009	
Job Information			
*Business Unit: IRS01	Internal Revenue Service	Manager Level: 8-All Other Positions	
*Job Code: Refresh 95004A	Human Resources Specplst (Info)	*Full/Part Time: Full-Time	
*Reg/Temp: Regular		Union Code:	
*Regular Shift: Not Applicable		Short Title: HUMAN RESO	
Official Title: Human Resources Specplst (Info)			

Job Code



Exercise 14 (cont.)



Career Ladder Promotion - Position

Description Specific Information Budget and Incumbents

Position Information Find | View All First 1 of 14 Last

Position Number: 65235182 Human Resources Spec1st (Info)	Headcount Status: + -
Current Supervisor: Manager,Susie J - SUP HR SPC	Current Head Count: 1 out of 1
*Effective Date: 02/15/2009 31	*Status: Active v
Reason: UPD Q Position Data Update	Action Date: 11/23/2010 SINQ Error(s)
*Position Status: Approved v	Status Date: 06/21/2004 31 <input checked="" type="checkbox"/> Key Position SINQ Search
Reports To: 65392863 Q	Dot-Line: Q SINQ Addendum
*NFC Function Code: Add v	*NFC Update Indicator: Ready v
Update NFC Status NFC Status Code Active v	NFC Status Date 02/15/2009

Job Information

*Business Unit: IRS01 Internal Revenue Service	Manager Level: 8-All Other Positions
*Job Code: Refresh Q 91822A Human Resources Spec1st (Info)	*Full/Part Time: Full-Time v
*Reg/Temp: Regular v	Union Code: Q
*Regular Shift: Not Applicable v	Short Title: HUMAN RESO
Official Title: Human Resources Spec1st (Info)	

NFC Function Code

NFC Update Indicator



Exercise 14 (cont.)



Career Ladder Promotion - PAR

Manager | HR | Employee | Report Output | Proxy/Group | Menu

HR Documents

- ▶ **HR Connect User's Manual (Web)**
View the HR Connect User's Manual (Web Version).
- ▶ **Print Position Description**
Access the position description library to search, review, or print Treasury and bureau specific position descriptions.



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**

Last Login

Your last successful login was JUL 28, 2010 01:54 p.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

HR Processing

- ▶ **HR Connect Menu**
Use this link to process personnel and position related actions and other HR transactions.
- ▶ **HR Online**
Use this link to process personnel actions.
- ▶ **SF-50**
Use this link to process SF-50s.
- ▶ **My Info**
Click here to view your information.
- ▶ **Process**
Click here to process personnel actions.
- ▶ **Worklist**
Click here to view your worklist.



Worklist

To review your worklist, click the **Worklist** button.

Worklist For RI1450: MUTUAL

Personnel Action	Proposed Eff Date	Emplid	Employee Name
HR - Name Chg from	08/01/2010	51138	Gypsum,Ronny L
HR - Chg in Duty Location	08/15/2010	34072	Hardenville,Rebecca A
HR - Promotion	08/15/2010	33108	Sugarloaf,Claudia D
HR2 - Promotion	08/15/2010	34083	Hatboro,Penny
HR2 - Retirement-Voluntary	08/15/2010	34087	Haxtun,Brandi L
HR - Retirement-Voluntary	08/15/2010	33538	Blossburg,Miriam J
HR - Retirement-Voluntary	08/18/2010	34068	Hanna,Lisa Marie

[Expand to see details](#)

Learning & Development

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

- ▶ [LearnATF](#)



USDA Graduate School
Provides career-related courses from the Government's continuing education institution.

Bureau Reports

Click on the report name to obtain a report.

- ▶ **Emergency Contacts Listing**
View the emergency contacts and work location of employees based on organization level or reporting manager.
- ▶ **NTE Date Report**
View a listing of NTE expiration dates within a specified date range.



Exercise 14 (cont.)



Career Ladder Promotion - PAR

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Hatboro,Penny

EmpID: 34083

Empl Rcd Nbr: 0

Data Control		Find View All		First 1 of 37 Last	
'Actual Effective Date:	<input type="text" value="08/15/2010"/>	Proposed Effective Date:	<input type="text" value="08/15/2010"/>		
'Transaction #/ Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days:	<input type="text"/>
'Pl upd ind:	<input type="text" value="Not Ready"/>	'Authentication Date:	<input type="text" value="08/15/2010"/>	NFC Ins:	<input type="text"/>
NFC Applied Status	Not Applicable				
'Action:	<input type="text" value="PRO"/> Promotion	PP/Yr Processed:	<input type="text" value="/"/>		
'Reason Code:	<input type="text" value="NCP"/> Normal Career Progression	PAR Status:	<input type="text" value="HR1"/> 1st HR Authorization		
NOA Code:	<input type="text" value="702"/> Promotion	Contact:	<input type="text"/>		
Authority (1):	<input type="text"/>		<input type="text"/>		
Authority (2):	<input type="text"/>		<input type="text"/>		
<input type="button" value="Print SF-52"/>		<input type="button" value="Print SF-50"/>		HCUP Impact PAR Remarks Award Data Tracking Data SING Search	
PAR Request#:	<input type="text"/>	Mismatch GPPA Website Award Address		SING Error(s) SING Addendum	



Exercise 14 (cont.)



Career Ladder Promotion - PAR

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Hatboro,Penny

EmplID: 34083

Empl Rcd#: 0

Job Data Find | **View All** First 1 of 37 Last

Effective Date: 08/15/2010	Transaction# /Seq 1 1	PAR Status: 1st HR Authorization
Action Type: Promotion	NOA Code: 702 Promotion	Empl Status: Active
Position: Refresh 65601596	GS-0203-09 Lead Human Resources Assistant	<input type="checkbox"/> Position Management Record
Job Code: 94259A	GS-0203-09 Lead Human Resources Assistant	<input type="checkbox"/> Position Override
Classification Action Code 0		
Agency: TR Department of the Treasury	Transferred From Agency:	<input type="checkbox"/>
Sub-Agency: 93 Internal Revenue Service	Transferred To Agency:	<input type="checkbox"/>
Business Unit: IRS01 Internal Revenue Service		Benefits/FEHB Data
Department: 1100013976 TIER 1 SUPPORT UNIT		FGLI/Retirement/FICA
Location: UT0036 IRS SERVICE CENTER - OGDEN		Departmental Hierarchy
Tax Location:		Detail

Save Previous tab Next tab

Include History Correct History



Exercise 14 (cont.)



Career Ladder Promotion - PAR

Job Data | Position Data | **Compensation Data** | Employment Data 1 | Employment Data 2 | NFC Data 1 | NFC Data 2

Hatboro, Penny

EmplID: 34083

Empl Rcd#: 0

Compensation Data

Find | View All | First 37 of 58 | Last

Effective Date: 08/15/2010

Transaction# /Seq 2 1

PAR Status: 1st HR Authorization

Action Type: Promotion

NOA Code: 702 Promotion

Empl Status: Active

*Pay Rate Determinant: 0-Regular Rate

*Pay Basis: Per Annum

*Pay Plan / Table / Grade: GS 0000 09 Step: 0

Rtnd PP / Table / Grade: Step: 0 Grade Entry Date: 04/04/2004

Quoted Pay

Base Pay: 54,662.000000

Compensation Frequency: Annual

Loc/LEO Adjust: 5,958.00

Annuity Offset Amount:

Adjusted Base Pay: 60,620.00

Override

Total Pay: 60,620.00

[Other Pay Information](#)

[Expected Pay](#)

[Accounting Info](#)



Exercise 14 (cont.)



Career Ladder Promotion - PAR

Warning -- There are warnings on the following rows:

Effective Date: 03/11/2012, Transaction #/Sequence = 11

(27001,41)

Click on OK if you wish to SAVE the record(s).

Click on CANCEL to transfer to the Calculations and Edits tab to review errors and correct the document.

OK

Cancel

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 Calcs & Edits

Cornlea,Kandace D

EmplID: 527490

Empl Rcd#: 0

Data Control

Find | View All First 1 of 25 Last

Effective Date: 03/11/2012

Transaction# /Seq 1 1

PAR Status: 1st HR Authorization

Action Type: Promotion

NOA Code: 702 Promotion

Empl Status: Active

Find | View All | First 1 of 1 Last

Message

1 If initial NOA = 703 the Classification Action Code must be blank. The code is required if the initial NOA is 3xx or the position or job code does not equal the position or job code on the previous HR/COR processed row.(27001,4)



Exercise 15

Change in Duty Location





Exercise 15 (cont.)



Change in Duty Location

Scenario:

A manager submitted a **Change in Duty** PAR to move an employee from one location to another.

The manager calls and says he selected the wrong location; the employee is moving to the Constellation Bldg at 6009 Oxon Hill, Washington, MD 20745 (Bldg Code MD0281).

You do not have access to the worklist it has been routed to, so you will work this action from the 'Back End'.



Exercise 15 (cont.)

Change in Duty Location

- Where will you start?
- How do you access the PAR?
- How do you find the position number?
- What must you do on the position?
- What must you do on the PAR?



Reassignment





Exercise 16

Reassignment



Scenario:

An employee is reassigned from one area to another. The gaining manager initiated the action using MSS and it has been sent to HR for processing.

You do not have access to the worklist it has been routed to, so you will work this action from the 'Back End'



Exercise 16

Reassignment



Warning -- There are warnings on the following rows:

Effective Date: 2011-06-05, Transaction #/Sequence = 11, Row: 1 (27001,41)

Click on OK if you wish to SAVE the record(s).

Click on CANCEL to transfer to the Calculations and Edits tab to review errors and correct the document.

OK

Cancel

Position Data Compensation Data Employment Data 1 Employment Data 2 NFC Data 1 NFC Data 2 **Calcs & Edits**

Mountainburg, Marla D **EmplID:** 364062 **Empl Rcd#:** 0

Data Control Find | View All First 1 of 33 Last

Effective Date: 06/05/2011 **Transaction# /Seq** 1 1 **PAR Status:** 1st HR Authorization

Action Type: Reassignment/Conversion **NOA Code:** 721 Reassignment **Empl Status:** Active

Find | View All | First 1 of 1 Last

Message

1 If initial NOA = 703 the Classification Action Code must be blank. The code is required if the initial NOA is 3xx or the position or job code does not equal the position or job code on the previous HR/COR processed row.(27001,4)



Position Row Removal

A system process automatically removes position rows for all PAR, position-affecting, transactions that are rejected or deleted, regardless if they were initiated through MSS or HR.



Position Row Removal (cont.)

Position rows are automatically deleted when:

- PAR is rejected or deleted (-)

and

- Only one PAR for that effective date exists

and

- Position row effective date = PAR effective date

and

- More than one position row exists



Position Row Removal (cont.)

How will the system handle position rows when only one exists?

Position Information Find | View All First 1 of 1

Position Number:	65676220	Headcount Status:	
Current Supervisor:	Manager,David - SUP HR SPC	Current Head Count:	0 out of 0
*Effective Date:	08/18/2011	*Status:	Inactive
Reason:	NEW New Position	Action Date:	07/15/2011
*Position Status:	Approved	Status Date:	07/15/2011
Reports To:	65392863	Key Position:	<input checked="" type="checkbox"/>
*NFC Function Code:	Add	Dot-Line:	
Update NFC Status	NFC Status Code	*NFC Update Indicator:	Not Ready
		NFC Status Date:	



Validation





Validating Applied Actions

- Check the appropriate CULP
- Use IRIS to review fields
- Correct SINQs

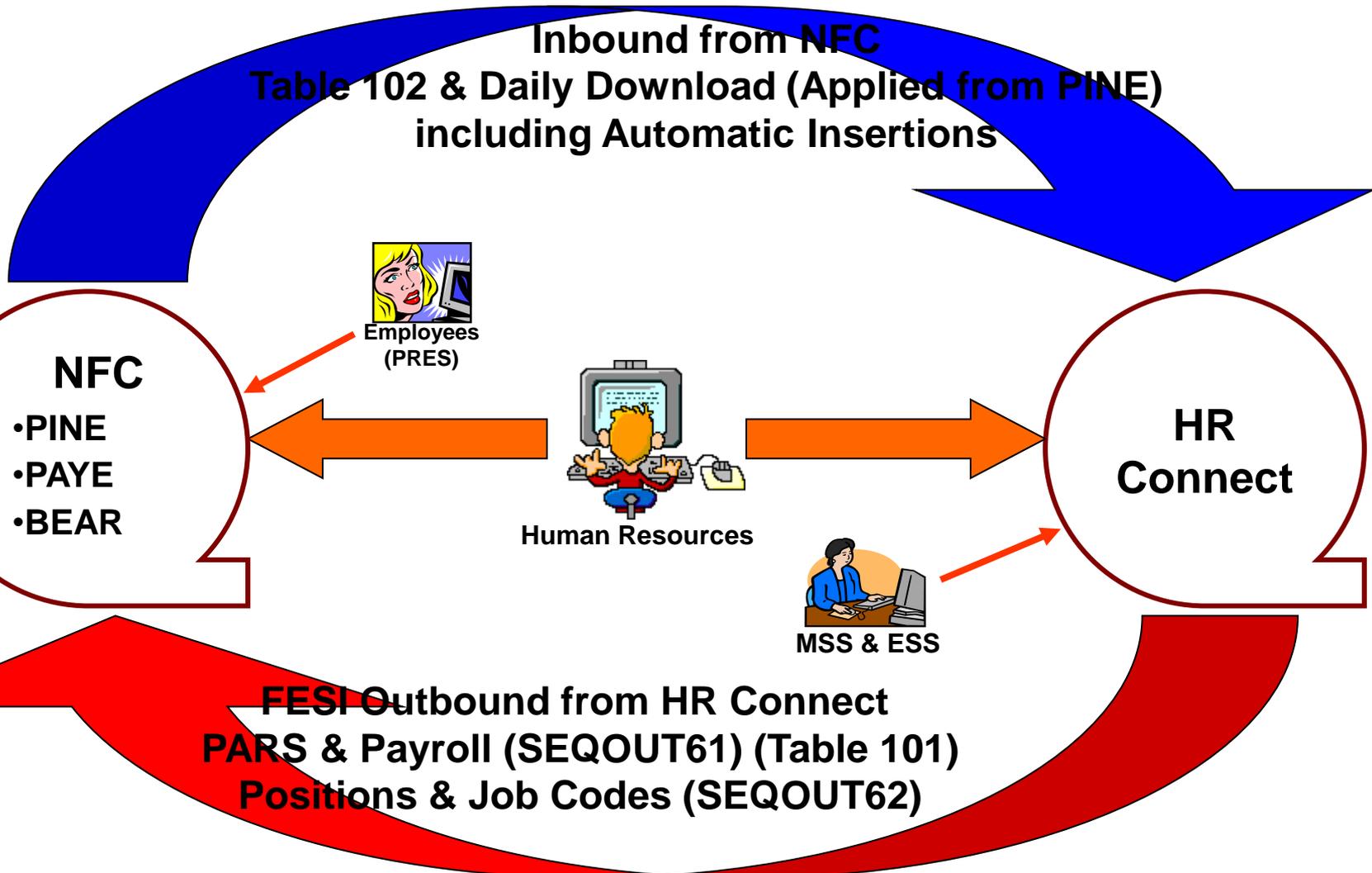


Interfaces





Big Picture of HR Connect & NFC





Front End System Interface

The 'Front End' System Interface (FESI)

- Collects data ready for transmission
- Translates data
- Confirms interface



Processing Consideration

- PAR Status
- PI Update Indicator
- Effective Date



Processing Consideration

Today's date is 06/01/10

Mark Kahuna's Record

<u>Eff Date</u>	<u>PAR Status</u>	<u>PI Upd Ind</u>
05/29/10	HR	Ready
05/01/10	HR	Ready
03/08/10	HR	Processed



Processing Consideration

Today's date is 06/01/10

Mark Kahuna's Record

<u>Eff Date</u>	<u>PAR Status</u>	<u>PI Upd Ind</u>
05/29/10	HR	Not Ready
05/15/10	HR1	Not Ready
05/01/10	HR	Ready
03/08/10	HR	Processed



Processing Consideration

Today's date is 07/15/10

Mark Kahuna's Record

<u>Eff Date</u>	<u>PAR Status</u>	<u>PI Upd Ind</u>
07/29/10	HR	Ready
06/17/10	HR	Processed
03/08/10	HR	Processed



Processing Cycle

Payroll/Personnel Processing Cycle

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	First Pass PINE 					T&A's Entered & Transmitted

PP 14
(WK2)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	 	 	 	  	  	
T&A's Entered, Transmitted, Edited, and Corrected						→
 BEAR	 Payday			 Payday		

(WK 1)

PP 15

(WK 2)



PINE



TIME



PAYE



BEAR



EFT
PAYDAY



PAPER CHECK
PAYDAY



NFC Applied Status

Status of records transmitted to NFC

- NFC Reports
- NFC Applied Status



NFC Applied Status Values

New Value	New Definition
DI - All Match	Value set by the Match Program - Complete match of all fields compared between HR Connect and the NFC daily download of applied actions.
DI – Mismatch	Set by the Match Process - Personnel action does not pass either the 1st or 2nd level match process.
Pending	Set by the outbound to signify that the action was sent on the outbound interface to NFC. Value signifies actions in SINQ or held in NFC's future file.
Not Applicable	All new rows entered into HR Connect
Cleanup	Set for all historical pending actions at the time of the HCUP/Match Process Conversion to ensure new pending actions are tracked correctly.
HCUP Insert	Value set for rows that are inserted based on the HCUP Insert process.
Resend	Only available in the drop-down during current processing pay period when action has been set to DI-All Match. Allows user to open locked fields to edit and resend the action to NFC.
Rollback	Value set when a SINQ025 comes into HR Connect as part of SINQ processing, or via the HCUP process. Opens all previously locked fields.
Unlock	Super Users Only (TR_MATCH_UNLOCK role) - Opens fields previously locked down. Once the field has been set to 'Unlock' and the action is saved, the field cannot be manually set to any other value.



NFC Applied Status (cont.)

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Employment Data 1 | Employment Data 2

Mutual, Evelyn **EmplID:** 34557 **Empl Rcd Nbr:** 0

Data Control Find | View All First 1 of 31 Last

*Actual Effective Date:	<input type="text" value="12/18/2011"/>	Proposed Effective Date:	12/18/2011	<input type="button" value="+"/> <input type="button" value="-"/>
*Transaction #/ Sequence:	<input type="text" value="1"/> <input type="text" value="1"/>	Not To Exceed Date:	<input type="text"/>	NTE # Days: <input type="text"/>
*PI upd ind:	<input type="text" value="Processed"/>	*Authentication Date:	<input type="text" value="12/18/2011"/>	NFC Ins: <input type="checkbox"/>
NFC Applied Status	<input type="text" value="DI-AllMatch"/>	PP/Yr Processed:	26/2011	HCUP Status: <input type="checkbox"/>
*Action:	<input type="text" value="DTA"/> Data Chg	PAR Status:	<input type="text" value="HR"/> Processed by HR	
*Reason Code:	<input type="text" value="MGA"/> Management Action	Contact:	<input type="text"/>	<input type="button" value="🔍"/>
NOA Code:	<input type="text" value="903"/> Change in Non-CPDF Data	Element		
Authority (1):	<input type="text"/>		<input type="text"/>	
Authority (2):	<input type="text"/>		<input type="text"/>	

PAR Request#:

[HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

[Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum



NFC Insert Field

- Allows insertion of NFC generated actions
- Indicates how future-dated rows are affected by the insertion of an automatic action from NFC
 - I = Inserted by NFC Inbound
 - M = Modified by NFC Generated Action
 - N = Needs manual modification
 - R = Reviewed by HR person



NFC Insert Field (cont.)

Data Control Personal Data Job Data Position Data Compensation Data Employment Data 1 Employment Data 2

Mutual, Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Data Control Find | View All First 24 of 31 Last

'Actual Effective Date: 03/07/2004 Proposed Effective Date: 03/07/2004

'Transaction #/ Sequence: 1 1 Not To Exceed Date: NTE # Days:

'PI upd ind: Processed 'Authentication Date: 03/06/2004 **NFC Ins:**

NFC Applied Status: DI-AllMatch PP/Yr Processed: 26/2011 HCUP Status:

'Action: PAY Pay Rt Chg PAR Status: HR Processed by HR

'Reason Code: MER Performance Contact:

NOA Code: 893 WGI

Authority (1): Q7M REG 531.404

Authority (2):

Print SF-52 Print SF-50 [HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search

PAR Request#: [Mismatch](#) [GPPA Website](#) Award Address SING Error(s) SING Addendum



Address Changes

- Address changes originating from NFC are automatically inserted into HR Connect
- Includes changes made through Employee Express
- Overlays the address information in HR Connect



Summary

In this lesson, you learned how to:

- Process PAR actions
- Route actions
- Approve actions
- Use the Correct History Mode
- Validate actions
- Describe the two interfaces between HR Connect and NFC



Questions & Answers





Questions & Answers (cont.)





Questions & Answers (cont.)





Questions & Answers (cont.)





Questions & Answers (cont.)





Questions & Answers (cont.)





Questions & Answers (cont.)

