



HRSS and 'Back End' Basics

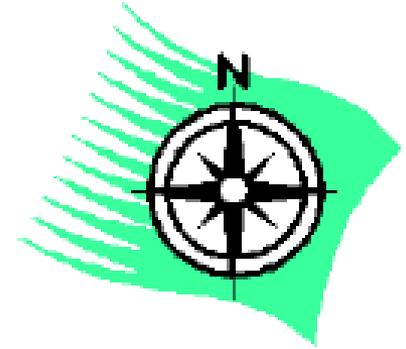




Objectives

By the end of this lesson you will be able to:

- Navigate HRSS
- Familiarize yourself with links, reports, and options available in HRSS
- Navigate the ‘Back End’ menu
- Search, view, and research records
- Explain the row structure and effective dating of position and employee records





HRSS

Human Resources Self Service





Human Resources Self Service Page

[Manager](#)[HR](#)[Employee](#)[Report Output](#)[Bureau Maintenance](#)[Proxy/Group](#)[SEC](#)[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 JUN 04, 2010 09:52 a.m. There have been 0 unsuccessful logins since.

HR Processing

- ▶ **HR Connect Menu**
Use this link to process personnel and position related actions and other HR transactions.
- ▶ **HR Online Inquiry**
Use this link to view an employee's current personnel information.
- ▶ **SF-50 Notification of Personnel Action**
Use this link to view or print all of an employee's SF-50s.
- ▶ **My Information Updates**
Click here to see action needed by HR for My Information updates.
- ▶ **Position Wizard**
Use this link to access the condensed set of pages for the quick creation of positions.
- ▶ **Process Monitor**
Click here to see if the process request you submitted has successfully completed.
- ▶ **Worklist Status**
Click here to view items that no longer display on your worklist because they have been worked.



Worklist

Currently there are no items in your worklist.

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.

ePerformance

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



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.



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Human Resources Self Service Page

Bureau Reports

Click on the report name to obtain a report.

- ▶ **Duplicate Actions Report**
List duplicate employee personnel actions on the same effective date.
- ▶ **Emergency Contacts Listing**
View the emergency contacts and work location of employees based on organization level or reporting manager.
- ▶ **Group/Mass Awards**
Group/Mass Awards and the employees given each award.
- ▶ **HCUP On-Hold Report**
View the HCUP On-Hold Report to review on hold HCUP Packages in your organization.
- ▶ **HCUP Status Report**
View the HCUP Status Report to review HCUP Packages in your organization.
- ▶ **Ind. Pending/Processed Awards**
View the status of pending processed award for individual employees.
- ▶ **Manager Initiated PARs**
Types and number of actions initiated via MSS.
- ▶ **NTE Date Report**
View a listing of NTE expiration dates within a specified date range.



Human Resources Self Service Page

- ▶ **Pending Actions Report**
View the Pending Actions Report to identify actions in your Bureau with an NFC Applied Status of Pending.
- ▶ **Pending and Processed Actions**
View the status of pending and processed personnel actions within a specified date range.
- ▶ **Pending PAR Actions**
List of all personnel actions in a Work in Progress state.
- ▶ **PI Auto Action Error Report**
List of the Inbound Interface Actions NOT inserted into HR Connect.
- ▶ **PI Auto Action Insert Report**
List of the Inbound Interface Actions inserted into HR Connect.
- ▶ **PI Auto Action N Report**
List of all PAR actions with an NFC Insert Indicator set to N - Needs Manual Modification.
- ▶ **PI Auto Action Report**
List of all incoming Payroll Interface Actions.
- ▶ **PI Pay Document Report**
Listing of PI Pay Document Inbound Transactions.
- ▶ **PI Pay Document Error Report**
Listing of PI Pay Document Inbound Transaction Errors.



Human Resources Self Service Page

- ▶ **SF-50 Notification Error Rpt**
View a listing of SF-50 Notification of Personnel Action errors.
- ▶ **SINQ Document Type Count Rpt**
Total count of all SINQ error messages associated to each document type.
- ▶ **SINQ Error Message Count Rpt**
Total count of unique SINQ error messages by document type.
- ▶ **SINQ Summary by User ID Rpt**
Summary listing of all SINQ error messages by POI, userid, and document type.



HR Self Service - Review

What does HRSS stand for?

Name two things HR professionals can do from their HRSS page?



'Back End' Basics





Accessing the 'Back End'

Two ways for the HR user to access the 'Back End' Menu.

1 - Click on the HR tab, then [HR Connect Menu](#) link.

The screenshot shows a navigation bar with five tabs: HR, Employee, Report Output, Proxy/Group, and Menu. The HR tab is highlighted with a red box. Below the navigation bar, there are two main sections: HR Documents and HR Processing. The HR Documents section contains a link for the HR Connect User's Manual (Web). The HR Processing section contains a link for the HR Connect Menu, which is highlighted with a red box. A small image of a hand is visible in the bottom right corner of the HR Processing section.

OR

2 - Click on the Menu tab.

The screenshot shows the same navigation bar as in the first screenshot, but the Menu tab is highlighted with a red box.

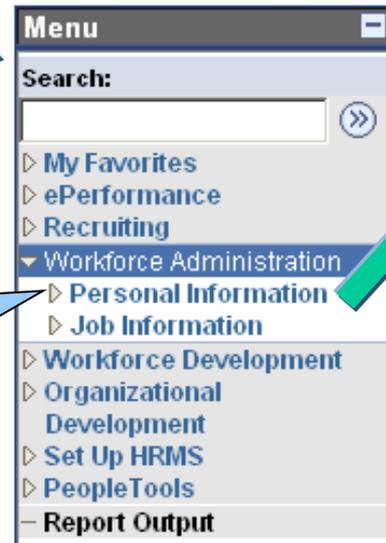


Navigation Menu

Clicking arrow to the left of a menu item expands that item to show sub-menu items

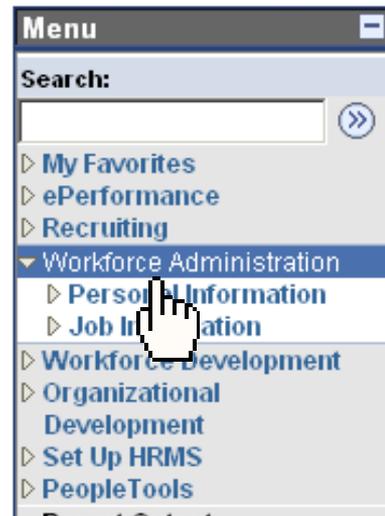


When a menu or sub-menu item has an arrow pointing right, more sub-menu items can be further expanded





Navigation Menu



Main Menu >

Workforce Administration

Hire employees, add non-employees, maintain personal and job data, administer global assignments, labor relations, absence and vacation.

Personal Information

Maintain information about a person regardless of Jobs.

-  [Biographical](#)
-  [Organizational Relationships](#)
-  [Personal Relationships](#)

Job Information

Maintain information about a person tied to a specific job record

-  [Hire Employee USF](#)
-  [Hire Wizard](#)
-  [Review Job Information](#)
-  [HR1 Authorization](#)
-  [HR2 Authorization](#)
-  [HR3 Authorization](#)
-  [HR Processing](#)
-  [Cancellation](#)
-  [COR1 Authorization](#)
-  [COR2 Authorization](#)
-  [COR3 Authorization](#)
-  [COR Processing](#)
-  [Payroll Documents](#)



Navigation Menu

Menu

Search:

- ▶ My Favorites
- ▶ ePerformance
- ▶ Recruiting
- ▼ Workforce Administration
 - ▶ Personal Information
 - ▶ Job Information
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Set Up HRMS
- ▶ PeopleTools
- Report Output

Main Menu >

Workforce Administration

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Maintain information about a person tied to a specific job record.

- ▶ Hire Employee USF
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- ▶ HR1 Authorization
- ▶ HR2 Authorization
- ▶ HR3 Authorization
- ▶ HR Processing
- ▶ Cancellation
- ▶ COR1 Authorization
- ▶ COR2 Authorization
- ▶ COR3 Authorization
- ▶ COR Processing
- ▶ Control Documents

By clicking on a sub-folder, it brings up associated page links.

By clicking on page link itself, it brings up requested page.



Navigation Menu - Search



Search

Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search Search Within Results

 [Customize Settings](#) [Search Tips](#)

[Hide Summaries](#)

Search Results

- [Benefits, Life Events Planner](#)
Obtain information about Federal benefits, health/life insurance, and long term care.
Home>Treasury HR Connect - Hidden>HR Connect External Links>Benefits, Life Events Planner
- [Safety and Health Info Mgmt](#)
Safety and Health Information Management System (SHIMS). Use this link to initiate a claim for Workers' Compensation and/or medical benefits relating to a work-related illness or injury.
Home>Treasury HR Connect - Hidden>HR Connect External Links>Safety and Health Info Mgmt
- [Soc Sec Benefit Planner](#)
Learn about and calculate social security benefits.
Home>Treasury HR Connect - Hidden>HR Connect External Links>Soc Sec Benefit Planner



Navigation Menu - Favorites

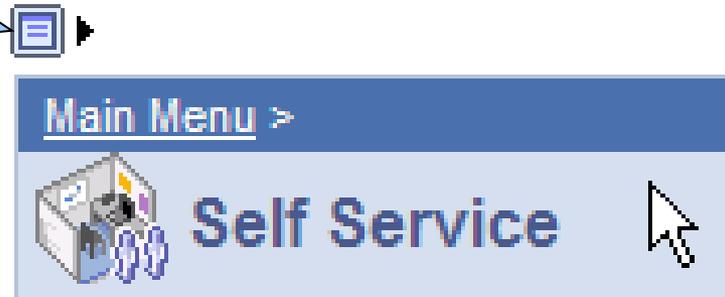
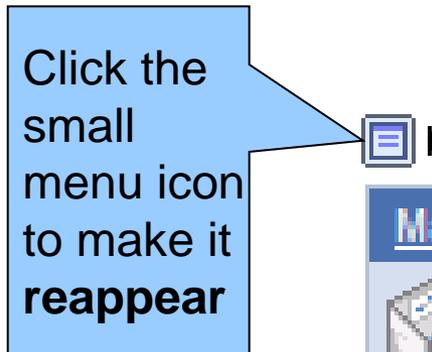




Navigation Menu



Click the Minimize Button to **hide** the Menu





Exercise 1

Add Favorites





Typical Search Screen Functions

Menu

Search:

»

▼ **My Favorites**

- Add/Update Position Info
- **HR Processing**
- Add to Favorites
- Edit Favorites

▶ ePerformance

▶ Manager Self Service

▶ Recruiting

▶ Workforce Administration

▶ Compensation

▶ Workforce Development

▶ Organizational Development

▶ Set Up HRMS

▶ PeopleTools

- Report Output

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 ▾ 333

Empl Rcd Nbr: = ▾

Last Name: begins with ▾

First Name: begins with ▾

National ID: begins with ▾

Correct History

[Basic Search](#)  [Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

[View All](#)

First 1-100 of 300  Last

EMPLID	EMPL RCD NBR	NAME	LAST NAME	FIRST NAME	NATIONAL ID
33312	0	Garcia,Cherry B	GARCIA	CHERRY	123456789
33310	0	Smith,George S	SMITH	GEORGE	987116543



Navigating Records

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: Proposed Effective Date: 12/18/2012

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

*PI upd ind: *Authentication Date: NFC Ins:

NFC Applied Status: PP/Yr Processed: 26 / 2012 HCUP Status:

*Action: Data Chg PAR Status: Processed by HR

*Reason Code: Management Action Contact:

NOA Code: Change in Non-CPDF Data Element

Authority (1):

Authority (2):

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

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

Rows



Two Ways to View Records

Click through rows to view *all* tabs across each row.

Click to **View All** rows for just *one* tab.



Understanding Effective Dates

2/1/07-
8/1/10

HISTORY
ROWS

8/1/10

CURRENT
ROW

10/1/10 -
1/1/2011

FUTURE
ROWS



Understanding Effective Dates (cont.)

- Today's date is August 1, 2010...

Action	History	Current	Future
Hired 1/1/2008			
Realignment 3/15/09			
Promoted 8/1/2010			
Expected Retirement 12/31/2010			



Opening Multiple Windows

Data Control

Personal Data

Job Data

Position Data

Compensation Data

Employment Data 1

Employment Data 2

[New Window](#)

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="12/18/2012"/>	Proposed Effective Date:	<input type="text" value="12/18/2012"/>		
*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="12/18/2012"/>	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="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 SINQ Search			
PAR Request#:					
<input type="text"/>		Mismatch GPPA Website Award Address SINQ Error(s) SINQ Addendum			



Exercise 2

Navigate an Employee's Record





Exercise 2 – Search

HR Processing

Enter any information you have and click Search. Leave fields blank

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:	=	<input type="text"/>
<input type="checkbox"/> Correct His	<	
	<=	
	>	
	>=	
	between	
	in	

Search

[Search](#)



[Save Search Criteria](#)



Exercise 2 – Navigate

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

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*PI upd ind: *Authentication Date: NFC Ins:

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



Exercise 2 – View

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="12/18/2012"/>	Proposed Effective Date:	12/18/2012	
*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="12/18/2012"/>	NFC Ins: <input type="checkbox"/>
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Authority (1):	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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[HCUP Impact](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [SINQ Search](#)

PAR Request#: [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 2 – New Window

Data Control

Personal Data

Job Data

Position Data

Compensation Data

Employment Data 1

Employment Data 2

[New Window](#)

Mutual,Evelyn

EmplID: 34557

Empl Rcd Nbr: 0

Data Control

Find | View All

First 1 of 31 Last

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'Back End' Review

What is meant by 'Front End' and 'Back End'?

How do you access the 'Back End'?

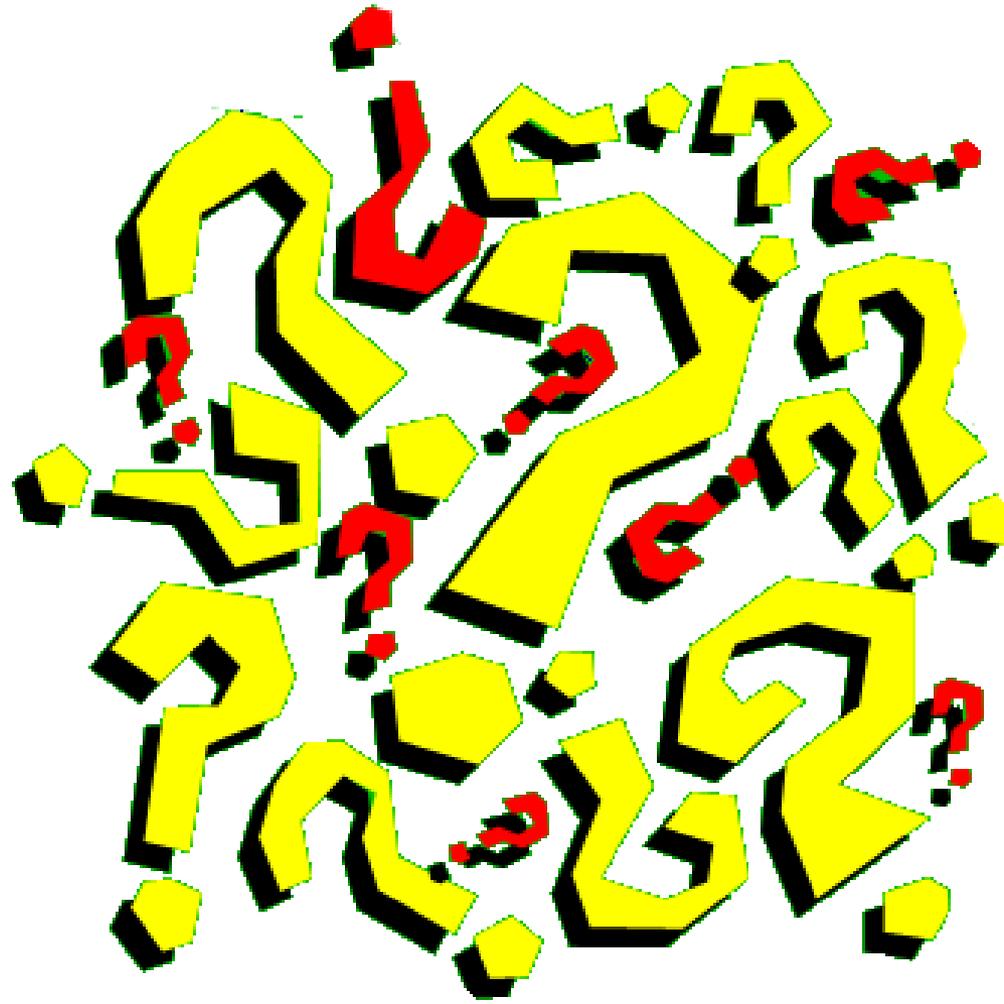
How do you navigate from one PAR to another?

What are two ways to view records?

How do you open multiple windows?



Questions & Answers





Questions & Answers

