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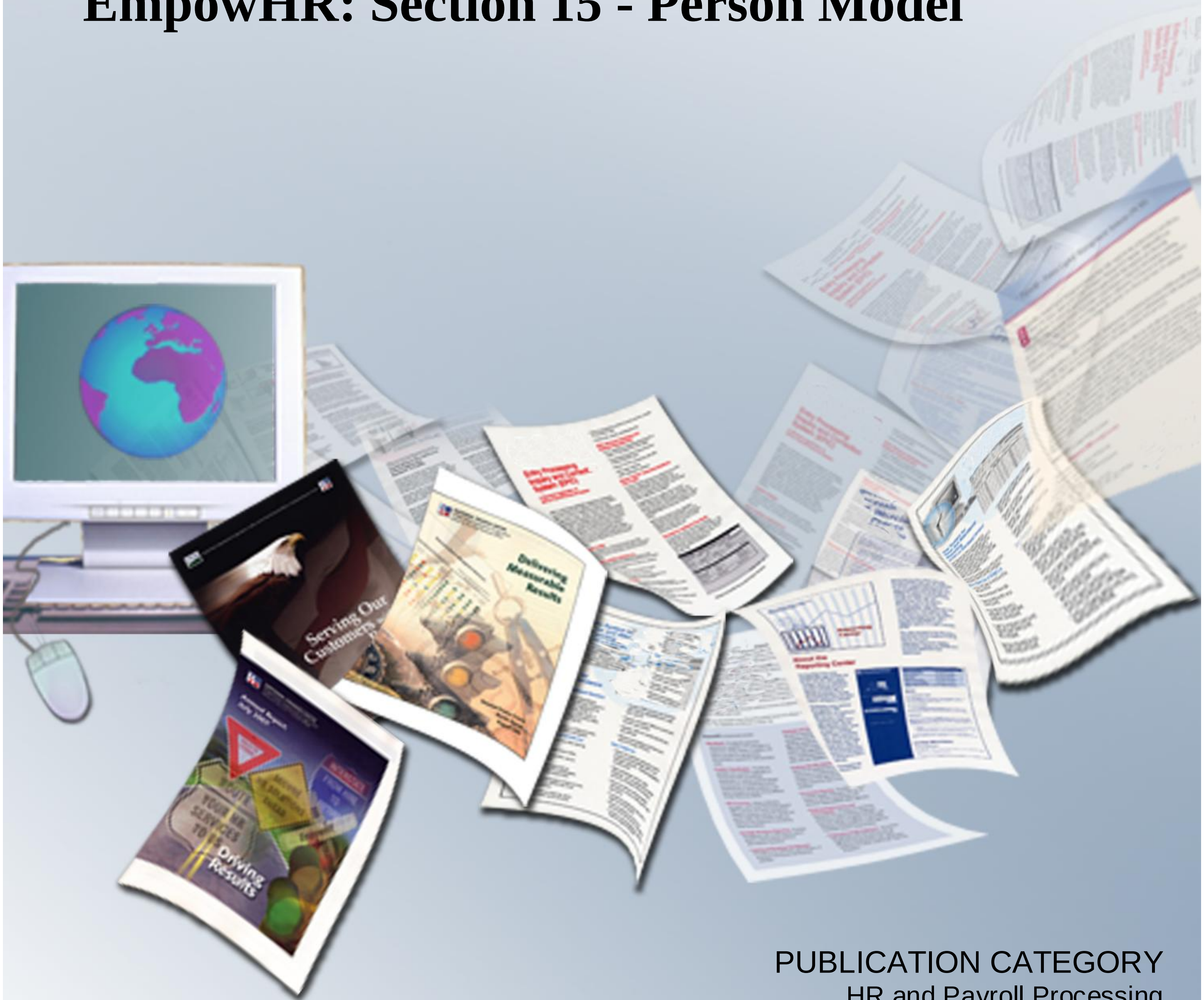
EmpowHR: Section 15 - Person Model



PUBLICATION CATEGORY
HR and Payroll Processing

PROCEDURE MANUAL
EmpowHR

SECTION 15
Person Model

Table of Contents

Person Model

The Person Model is a term used to describe the information captured about a person and how the person is related to the organization. A person is important to an organization for many different reasons at many different times throughout their lifetime. Each relationship may require different attributes and different processing.

With the EmpowHR Person Model, Agencies can track personal information about the person in one place with no redundant data. The relationships that a person has to the organization are tracked in a different area of the system. For example, the user may have a person who is now an employee but was previously a contingent worker. The system tracks this person using one identification (ID), which enables their history as a contingent worker to exist along with their history as an employee.

Person Model supports the storing and tracking of three Person Types within one centralized repository. This enables the user to manage and report on all types of workers from seasonal to permanent.

The three Person Types are:

- Employee (EMP) - The relationship of a person who is hired to provide services to an organization on a regular basis in exchange for compensation and who does not provide these services as part of an independent business.
- Contingent Worker (CWR) - The relationship of a person who provides services to another entity under terms specified in a contract on a non-permanent basis such as:
    - Independent Contractors
    - Temporary Workers
    - Consultants
    - Auditors
- Person of Interest (POI) - A person who does not have an employment or a Contingent Worker relationship, but who is still of interest to the organization such as:
    - Cobra Participants
    - Pension Payees
    - External Students and Instructors
    - Volunteers

It is important for users to verify the relationship a person has in EmpowHR and the Payroll/Personnel System (PPS) before processing any actions. EmpowHR uses the person's Social Security number (SSN) to validate existence in EmpowHR, and provides a warning message to processors when they attempt to hire a person who has a record in EmpowHR. Users can validate the relationship by discussing prior employment history with the person and then verifying data:

- In PPS, the Information Research/Inquiry System (IRIS), and the Electronic Official Personnel Folder (eOPF) when the processor has access to prior Federal Government Agency information.
- By contacting the losing POI.
- In EmpowHR, ***Person Organizational Summary*** by viewing all organizational relationships for a person.
- In EmpowHR, ***HR Processing*** by searching for the person's SSN. The ***HR Processing*** component is only used to process EmpowHR Agency employees who have a job and position in EmpowHR. If the person was a contingent worker, the record will not be accessible through the ***HR Processing*** component. To hire the person as an EmpowHR Agency Federal employee, the user must add a new employment instance. For more information on this topic, see ***New Employment Instance United States Federal (USF)*** (on page 94).

Note: Additional instructions can found in the Person Model Online Training module. There are three Person Model courses which can found on NFC's Web site under the ***Training*** tab.

Person Model allows the user to perform the following functions:

- Create a person
- Provide a person checklist
- Create organizational relationships
- Create worker organizational relationships and instances
- Provide additional assignment or new instance option
- Provide instance dates versus assignment dates
- Promote an assignment to an instance
- Review a person’s organizational relationships

Adding a Person

The ***Add a Person*** component allows the user to do the following in EmpowHR:

- Add a person
- Modify a person
- Add a name
- Add an address
- Add an additional address
- Establish an organizational relationship

This section includes the following topics:

Add a Person

The ***Add a Person*** component allows the user to add people in EmpowHR. It will enable the user to add people with jobs (employees, contingent workers, and persons of interest with job data), as well as persons of interest without job data. A person identification (ID) is assigned automatically, which allows EmpowHR to generate IDs sequentially as new people are added.

Note: Prior to adding a new person, the user should verify whether the person being added exists in the system. For more information on performing this task, see ***Search for Matching Persons*** (on page 70).

To Add a Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 1: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

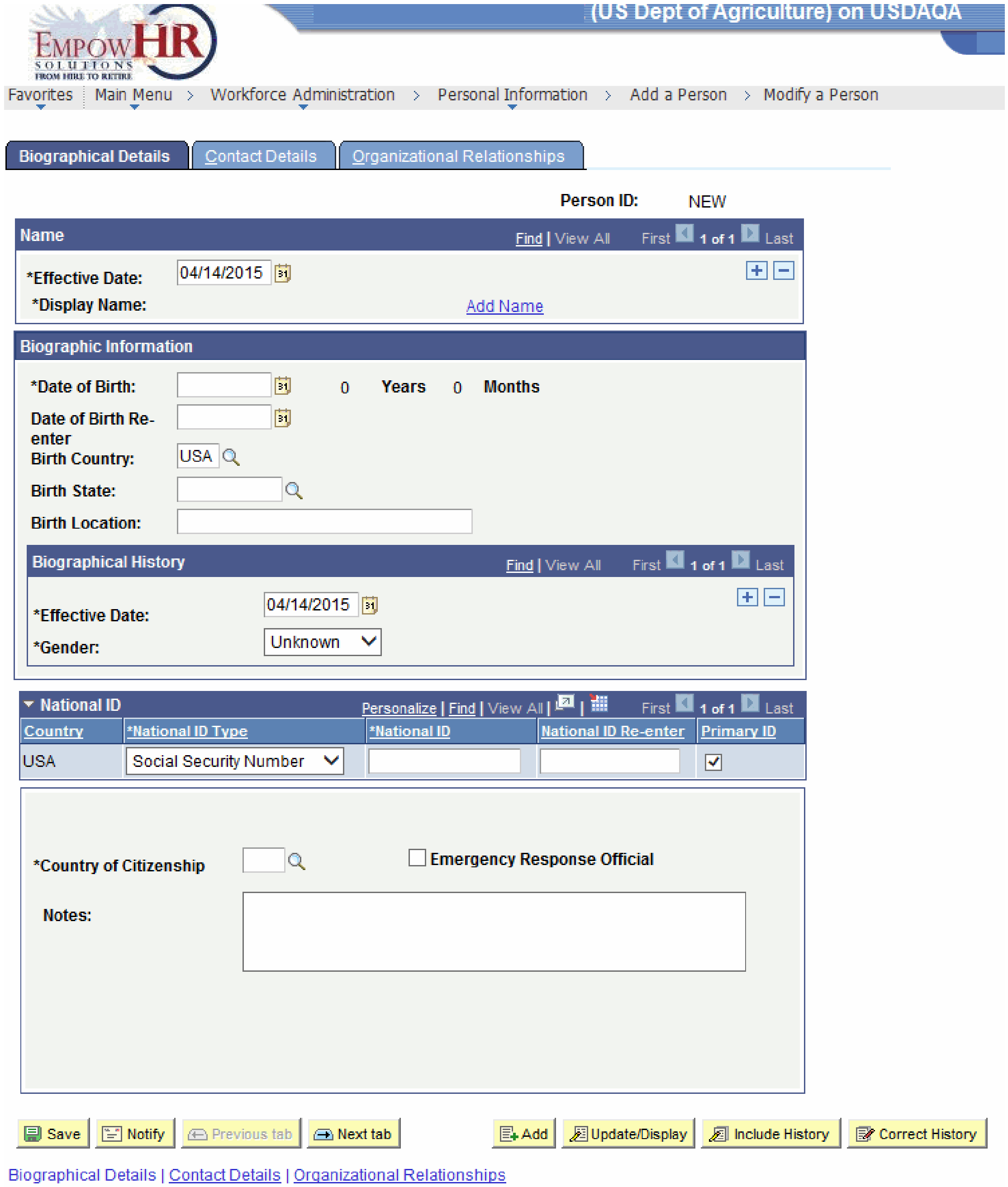


Figure 2: Add a Person Page - Biographical Details Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
***Display Name**	Required field. Populated with data entered from the ***Add Name*** link. See field instructions for ***Add a Name*** (on page 10). The name entered on this link will be populated in the PAR section. Note: The ***Add a Name*** link becomes the ***Edit Name*** link if the person's name has been added.
Biographic Information	**Description/Instruction**
***Date of Birth**	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	**Instruction**
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Gender**	Required field. Select the applicable gender from the drop-down list. Valid values are **`Male`**, **`Female`**, and **`Unknown`**. The gender selected in this field will be populated in the PAR section.
National ID	**Description/Instruction**
Country	Populated with USA.
***National ID Type**	Required field. Defaults to the SSN and cannot be changed.
***National ID**	Required field. Enter the SSN. The SSN entered here will be populated in

Field	Description/Instruction
	the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
***Country of Citizenship**	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

8. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

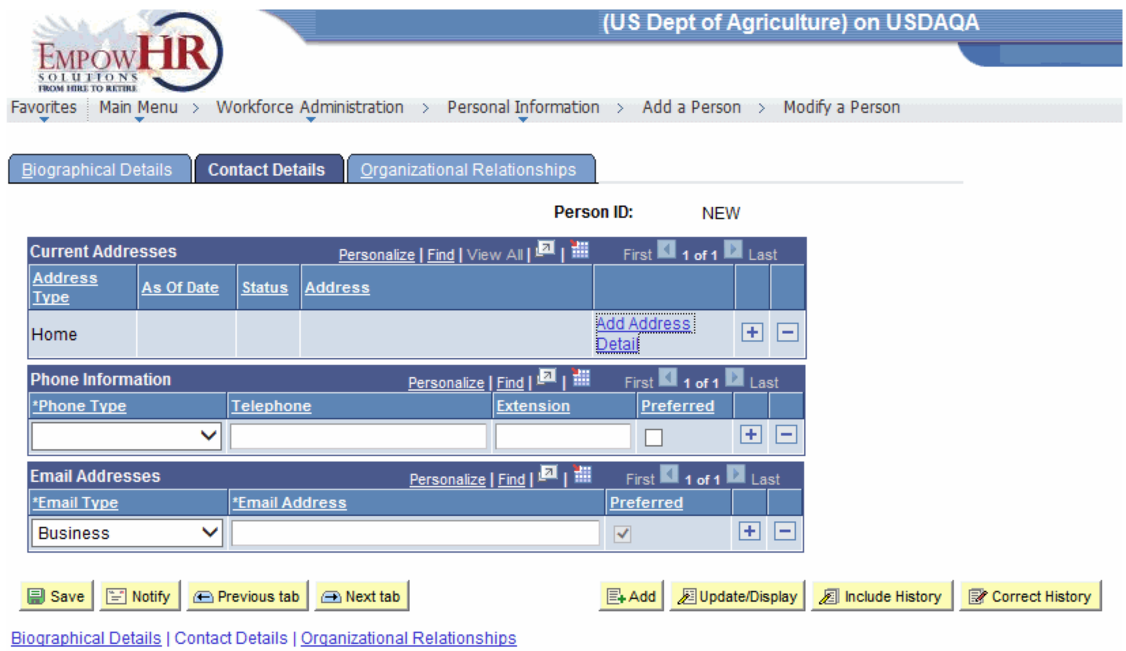


Figure 3: Add a Person Page - Contact Details Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	**Description/Instruction**
Address Type	Select the type of address that appears in this row. The field is populated with **Home** for the first address entered. Click **+** to select additional address types and add additional addresses. Note: The data entered for the home and mailing address for

Field	Description/Instruction
	Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Status	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Address	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see ***Add Address Detail*** (on page 12).
Phone Information	**Instruction**
***Phone Type**	Required field. Select the applicable phone type that corresponds with the telephone number. Select **`Main`** to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	**Instruction**
***Email Type**	Required field. Select the email type from the drop-down list. Click **+** to select additional email address types and add additional email addresses.
***Email Address**	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.

10. Select the ***Organizational Relationships*** tab. The Add a Person page - Organizational Relationships tab is displayed.

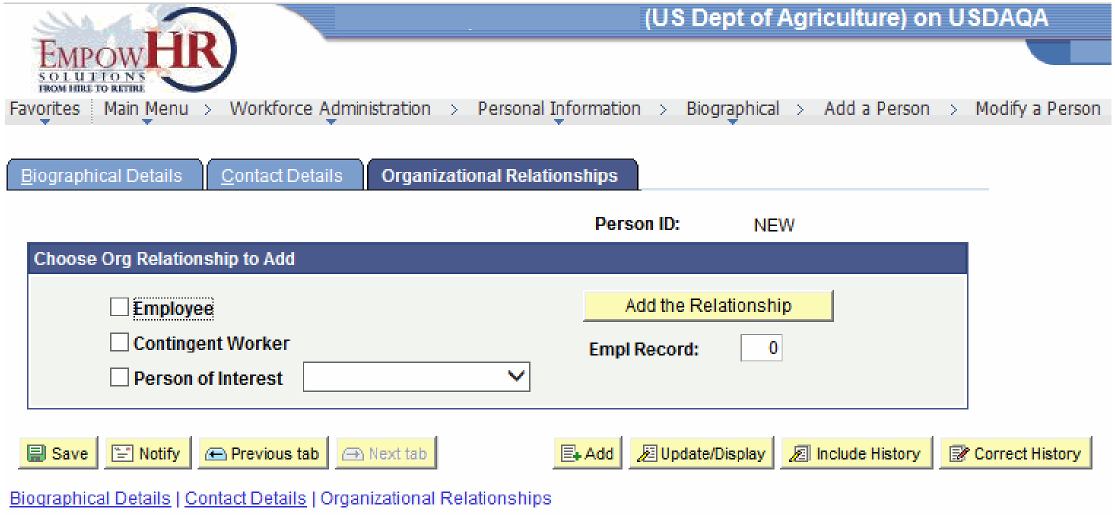


Figure 4: Add a Person Page - Organizational Relationships Page

At this point, you must establish the organizational relationship of the new person. To establish the organizational relationship, see ***Establishing an Organizational Relationship*** (on page 19).

At this tab, the following options are available:

Step	Description
Check the ***Employee*** box	Establishes an employee relationship. For more information, see Employee.
Check the ***Contingent Worker*** box	Establishes a contingent worker relationship. For more information, see Contingent Worker.
Check the ***Person of Interest*** box	Establishes a person of interest relationship. For more information, see ***Person of Interest with Job Data*** (on page 68) or Person of Interest without Job Data.

Note: If a person is created in EmpowHR and saved at this point without clicking **Add the Relationship**, the data will not be saved and an error message will appear instructing the user to complete the organizational relationship.

11. Click **Add the Relationship**. The person's relationship to the organization is added.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the record.

Step	Description
Click **Notify**	Notifies the next individual in the workflow.
Click **Previous Tab**	Views the data on the previous tab.
Click **Next Tab**	Views the data on the next tab.
Click **Add**	Returns the user to the applicable page to add data.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Add a Name

To Add a Name:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.
4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 5: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

7. On the Add A Person page - Biographical Details tab, click the ***Add Name*** link. The Edit Name page is displayed.

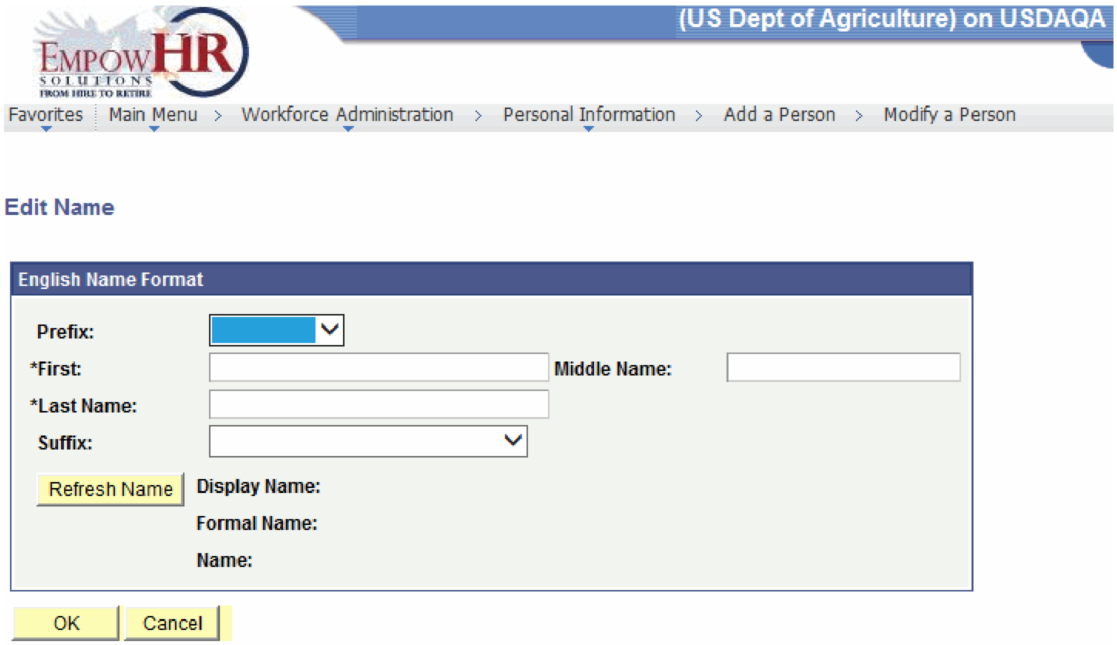


Figure 6: Edit Name Page

8. Complete the fields as follows:

English Name Format	Description/Instruction
Prefix	Select the applicable prefix from the drop-down list.
***First**	Required field. Enter the person's first name.
Middle Name	Enter the person's middle name.
***Last Name**	Required field. Enter the person's last name.
Suffix	Select the applicable suffix from the drop-down list.
Display Name	Populated with the person's information entered in the fields above after clicking **Refresh**.
Formal Name	Populated with the person's information entered in the fields above after clicking **Refresh**.
Name	Populated with the person's information entered in the fields above after clicking **Refresh**.

At this point, the following options are available:

Step	Description
Click **OK**	Accepts the new data entered. The Add a Person page - Biographical Details tab is displayed.
Click **Cancel**	Cancels the action.

Add Address Detail

To Add Address Information:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.
4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 7: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

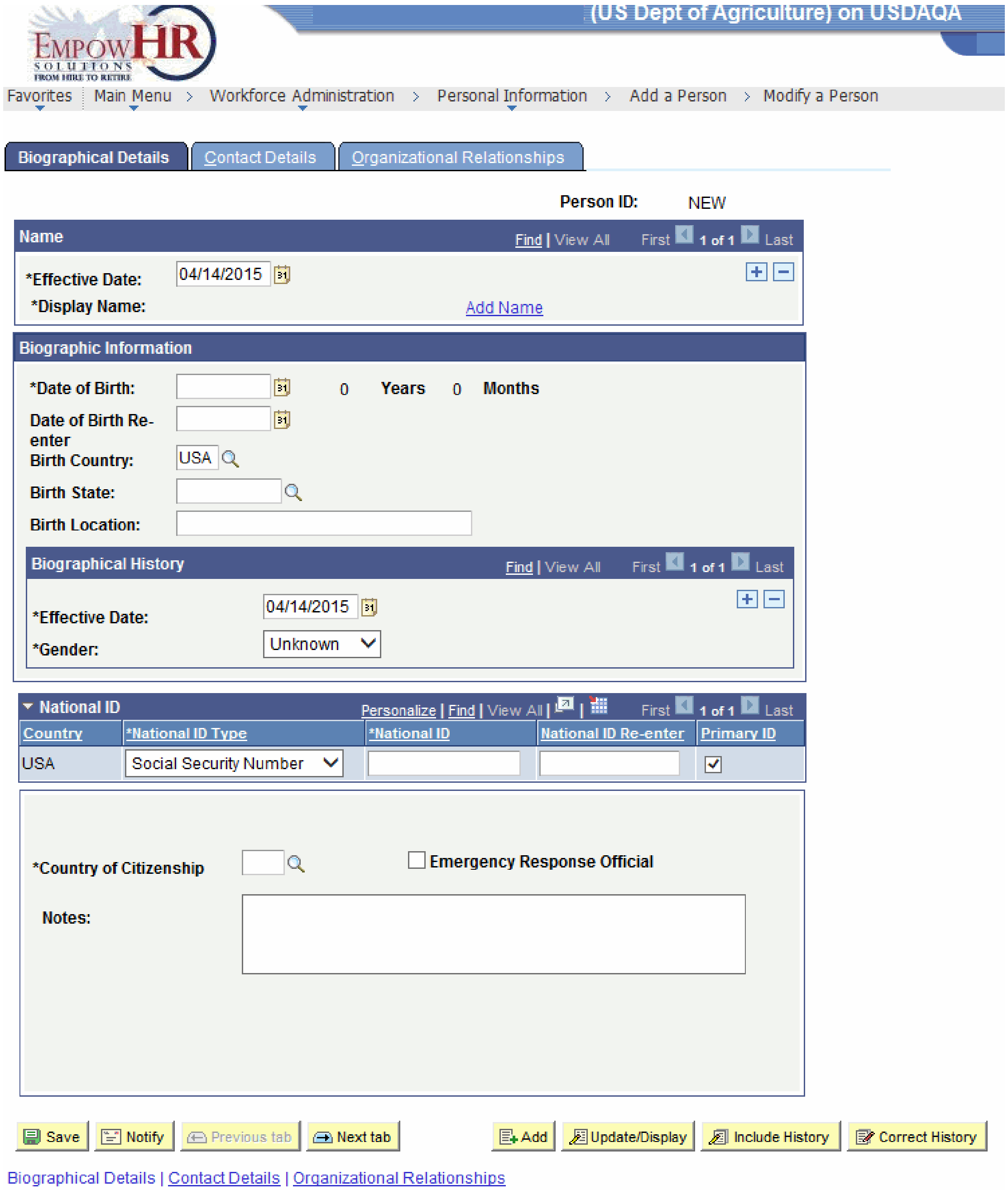


Figure 8: Add a Person Page - Biographical Details Tab

7. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

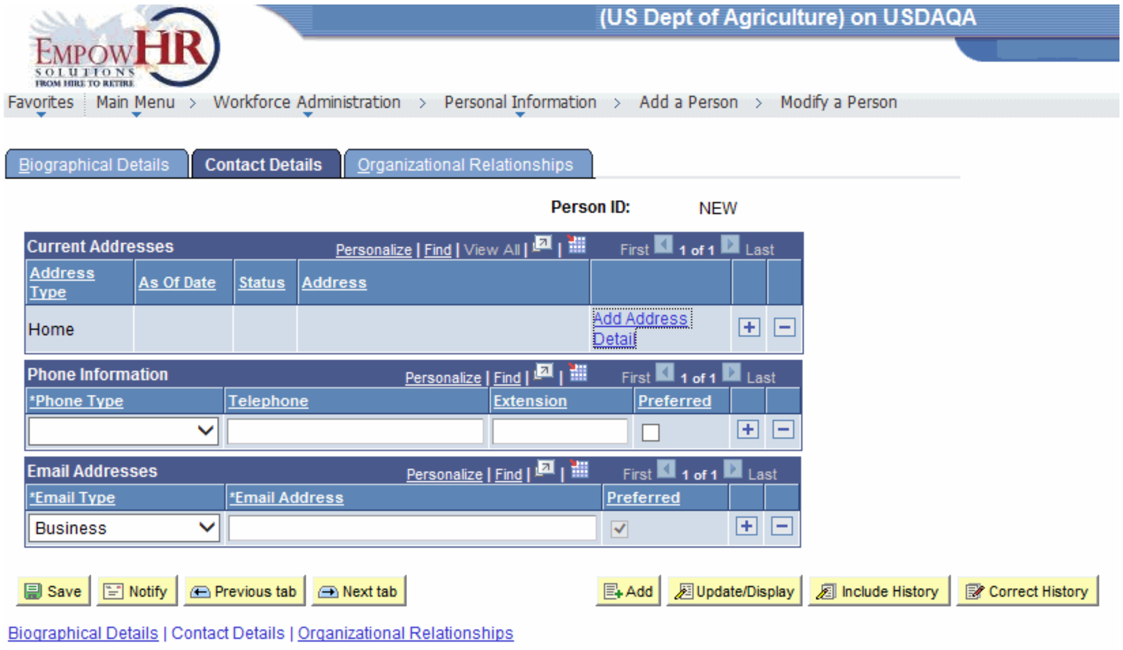


Figure 9: Add a Person Page - Contact Details Tab

8. On the Add A Person page - Contact Details tab, click the ***Add Address Detail*** link. The Address History page is displayed.

Figure 10: Address History Page

9. Complete the fields as follows:

Field	Description/Instruction
Address Type	Populated with the type of address.

Field	Description/Instruction
Address History	**Description/Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
Country	Enter the country or select a country by clicking the search icon.
***Status**	Required field. Enter the status or select a status by clicking the search icon.
Address	Populated with information from the ***Add Address*** link. For more information, see ***Add an Additional Address*** (on page 15).

At this point, the following options are available:

Step	Description
Click **OK**	Accepts the new data entered. The Add a Person page - Contact Information tab is displayed.
Click **Cancel**	Cancels the action.

Add an Additional Address

To Add an Address:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.
4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 11: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

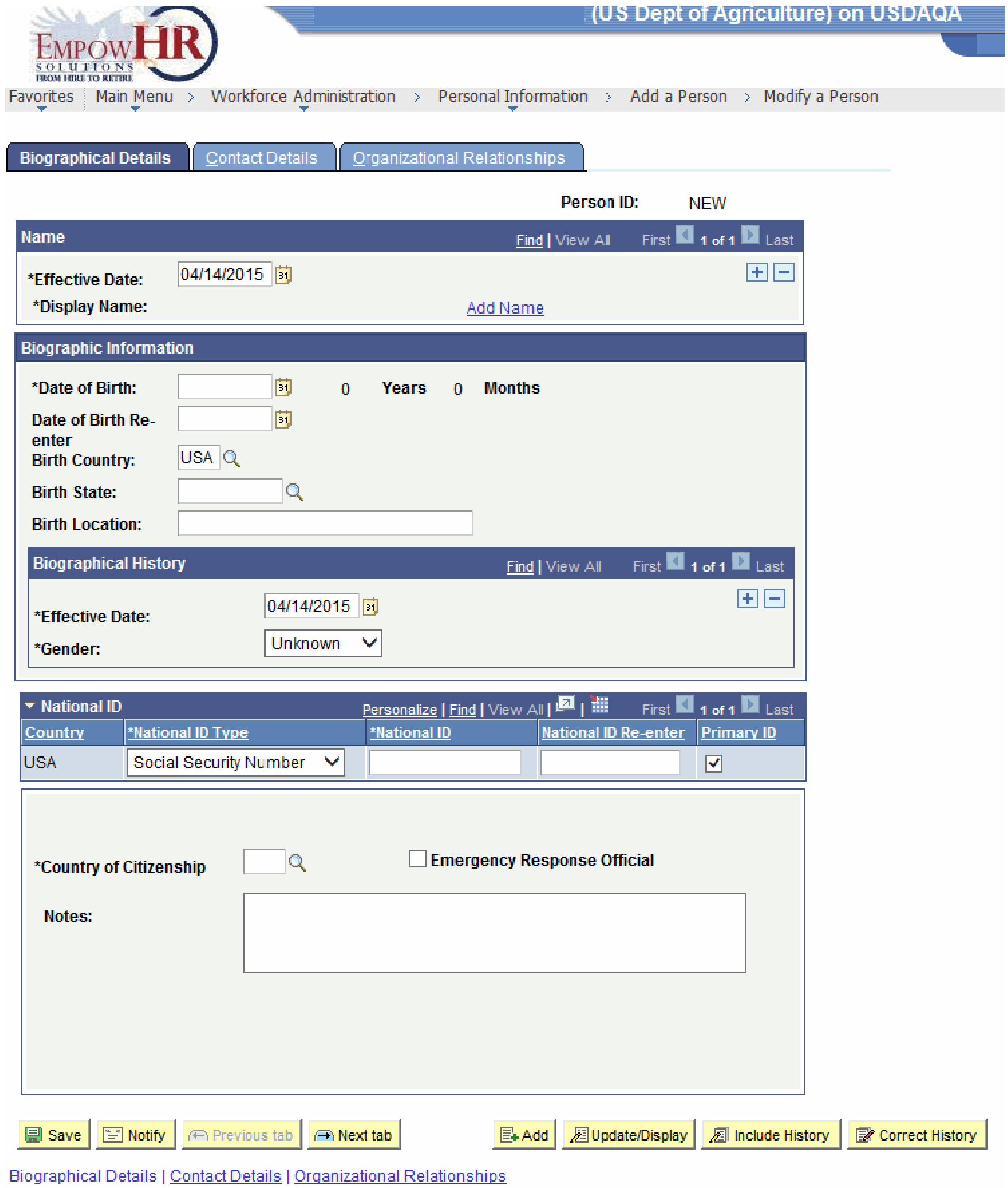


Figure 12: Add a Person Page - Biographical Details Tab

7. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

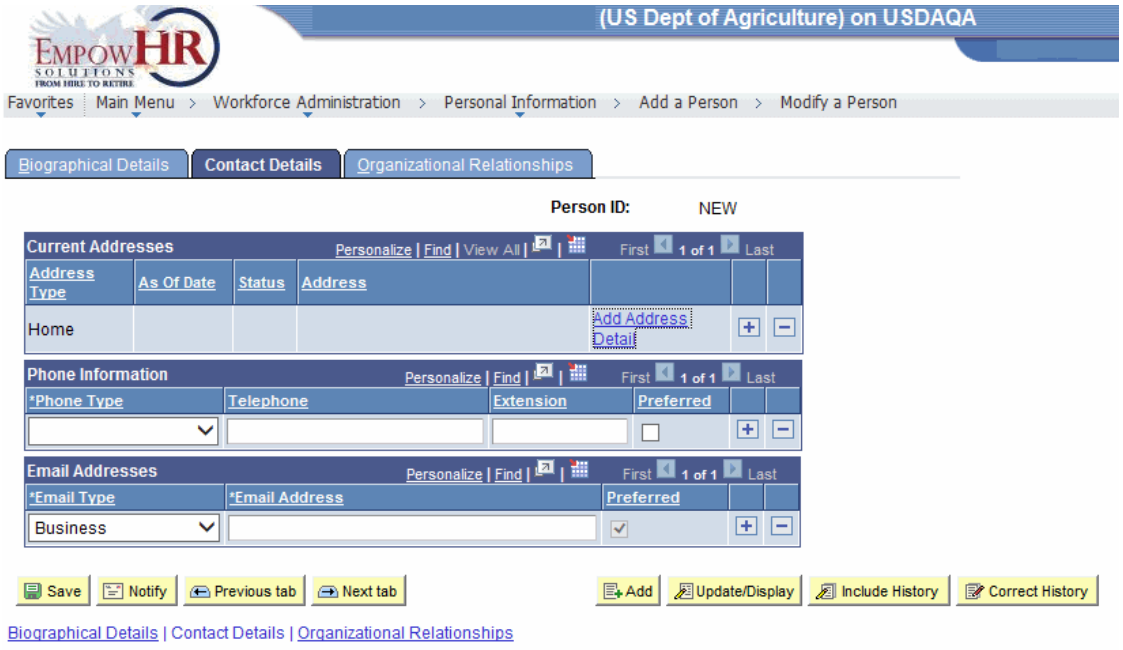


Figure 13: Add a Person Page - Contact Details Tab

8. On the Add A Person page - Contact Details tab, click the ***Add Address Detail*** link. The Address History page is displayed.

Figure 14: Address History Page

9. On the Address History page, click the ***Add Address*** link. The Edit Address page is displayed.

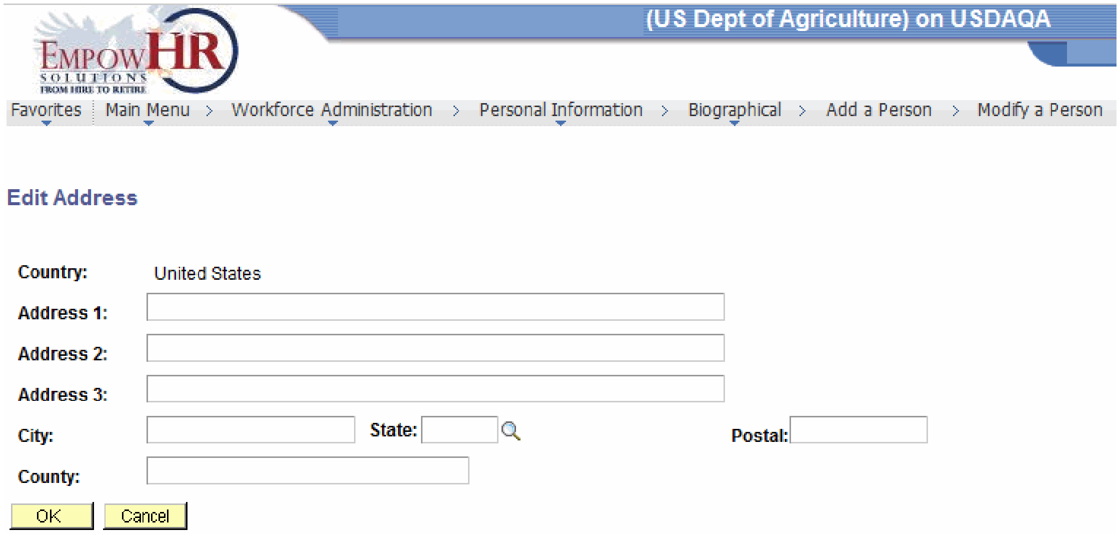


Figure 15: Edit Address Page

10. Complete the fields as follows:

Field	Description/Instruction
Country	System generated.
Address 1	Enter the first line of the address.
Address2	Enter the second line of the address, if applicable.
Address 3	Enter the third line of the address, if applicable.
City	Enter the city.
State	Enter the State or select a State by clicking the search icon.
Postal	Enter the postal (ZIP) code.
County	Enter the county.

At this point, the following options are available:

Step	Description
Click **OK**	Accepts and saves the new data entered. The Address History page is displayed.
Click **Cancel**	Cancels the action.

Establishing an Organizational Relationship

Only one organizational relationship can be selected when creating the Personal Data record. Additional relationships can be created directly from the ***New Employment Instance***, ***New Contingent Worker Instance***, ***Add Person of Interest***, and ***Add a POI Type to a Person*** components.

If a person is created without a Job Data record or POI Type record, EmpowHR will save the person as a POI without a job with a POI Type of **`Unknown`**. When a record is created and saved for that person on the ***Add an Employment Instance*** component, ***Add a Contingent Worker*** component, or ***Add a POI Instance*** component, EmpowHR will delete the **`Unknown`** POI without job instance for that person.

For more information see:

Employee

An employee organizational relationship is established when the person who is hired provides services to an organization on a regular basis in exchange for compensation. This person does not provide these services as part of an independent business.

To Add an Employee:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 16: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

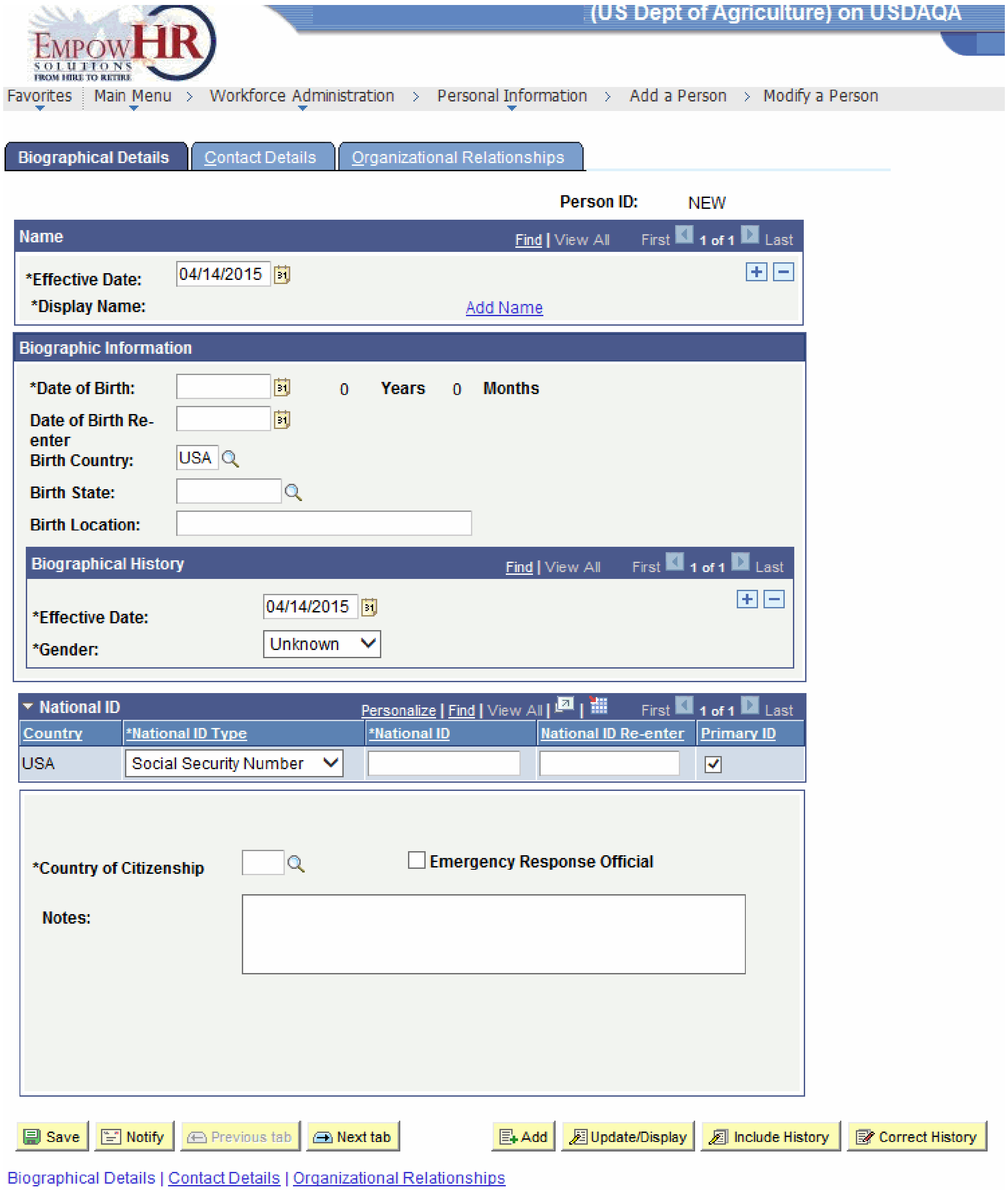


Figure 17: Add a Person Page - Biographical Details Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
***Display Name**	Required field. Populated with data entered from the ***Add Name*** link. See field instructions for ***Add a Name*** (on page 10). The name entered on this link will be populated in the PAR section. Note: The ***Add a Name*** link becomes the ***Edit Name*** link if the person's name has been added.
Biographic Information	**Description/Instruction**
***Date of Birth**	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	**Instruction**
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Gender**	Required field. Select the applicable gender from the drop-down list. Valid values are **`Male`**, **`Female`**, and **`Unknown`**. The gender selected in this field will be populated in the PAR section.
National ID	**Description/Instruction**
Country	Populated with USA.
***National ID Type**	Required field. Defaults to the SSN and cannot be changed.
***National ID**	Required field. Enter the SSN. The SSN entered here will be populated in

Field	Description/Instruction
	the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
***Country of Citizenship**	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

8. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

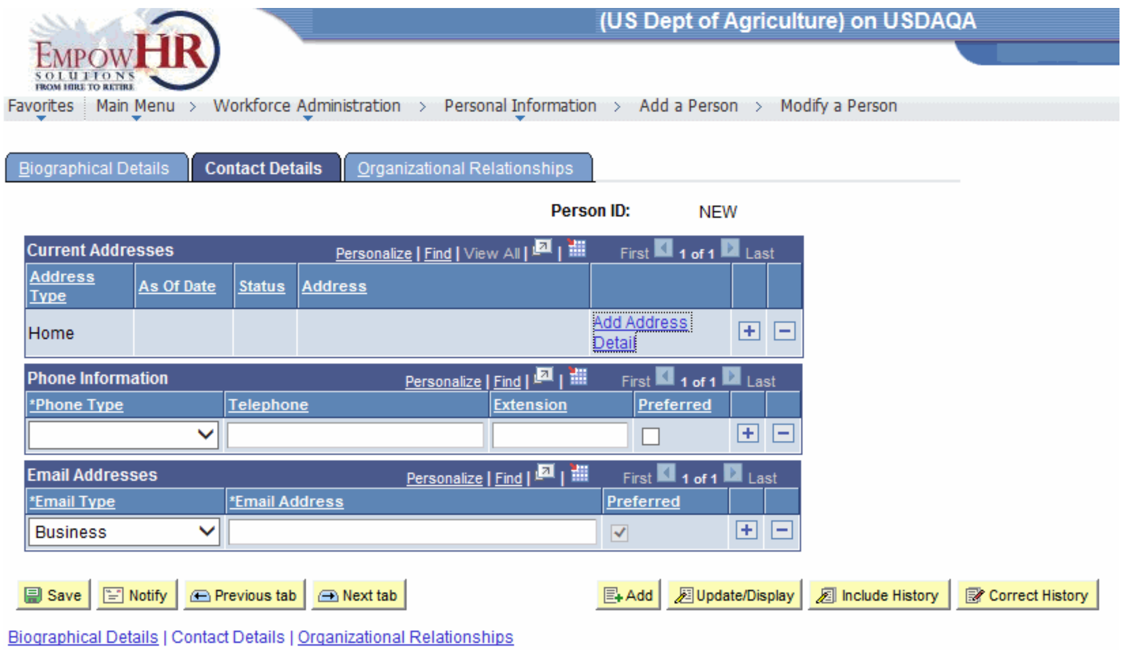


Figure 18: Add a Person Page - Contact Details Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	**Description/Instruction**
Address Type	Select the type of address that appears in this row. The field is populated with **Home** for the first address entered. Click **+** to select additional address types and add additional addresses. Note: The data entered for the home and mailing address for

Field	Description/Instruction
	Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Status	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Address	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see ***Add Address Detail*** (on page 12).
Phone Information	**Instruction**
***Phone Type**	Required field. Select the applicable phone type that corresponds with the telephone number. Select **`Main`** to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	**Instruction**
***Email Type**	Required field. Select the email type from the drop-down list. Click **+** to select additional email address types and add additional email addresses.
***Email Address**	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.

10. Select the ***Organizational Relationships*** tab. The Add a Person page - Organizational Relationships tab is displayed.

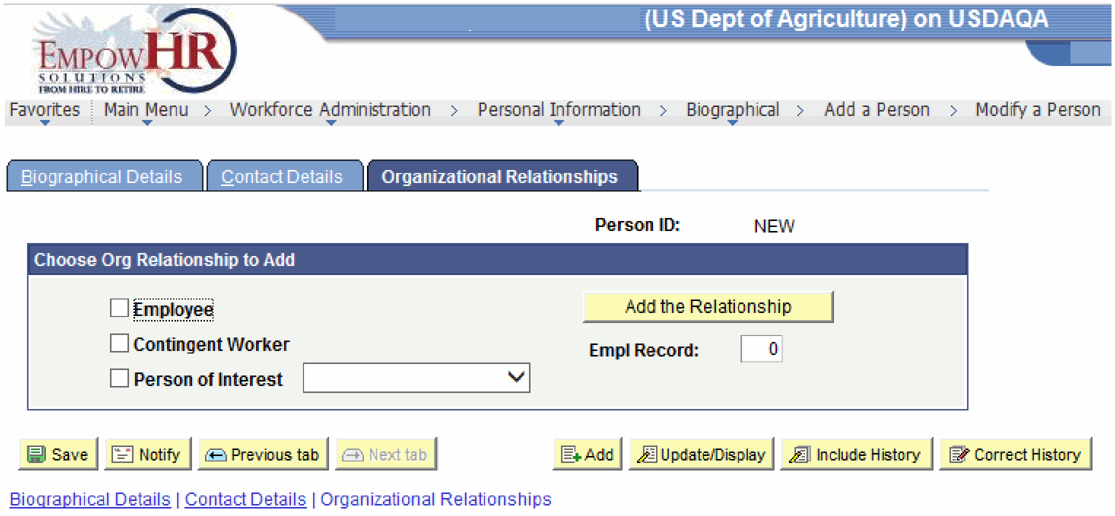


Figure 19: Add a Person Page - Organizational Relationships Page

11. On the Add a Person page - Organizational Relationships tab, check the Employee box.

12. Click **Add the Relationship** to save the data and establish the new person's organizational relationship. The ***PAR Processing*** - Hire Employee page - Data Control tab is displayed.

13. Complete the fields on the tabs of the Hire Employee page. For more information and instructions on completing these fields, see the EmpowHR PAR Processing procedure manual under the HR and Payroll Processing category on the Publications page of the NFC Web site.

Contingent Worker

A contingent worker organizational relationship is established when the relationship of the person who provides services to an organization is under terms specified in a contract on a non-permanent basis.

To Add a Contingent Worker:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Biographical*** menu item.

4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 20: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

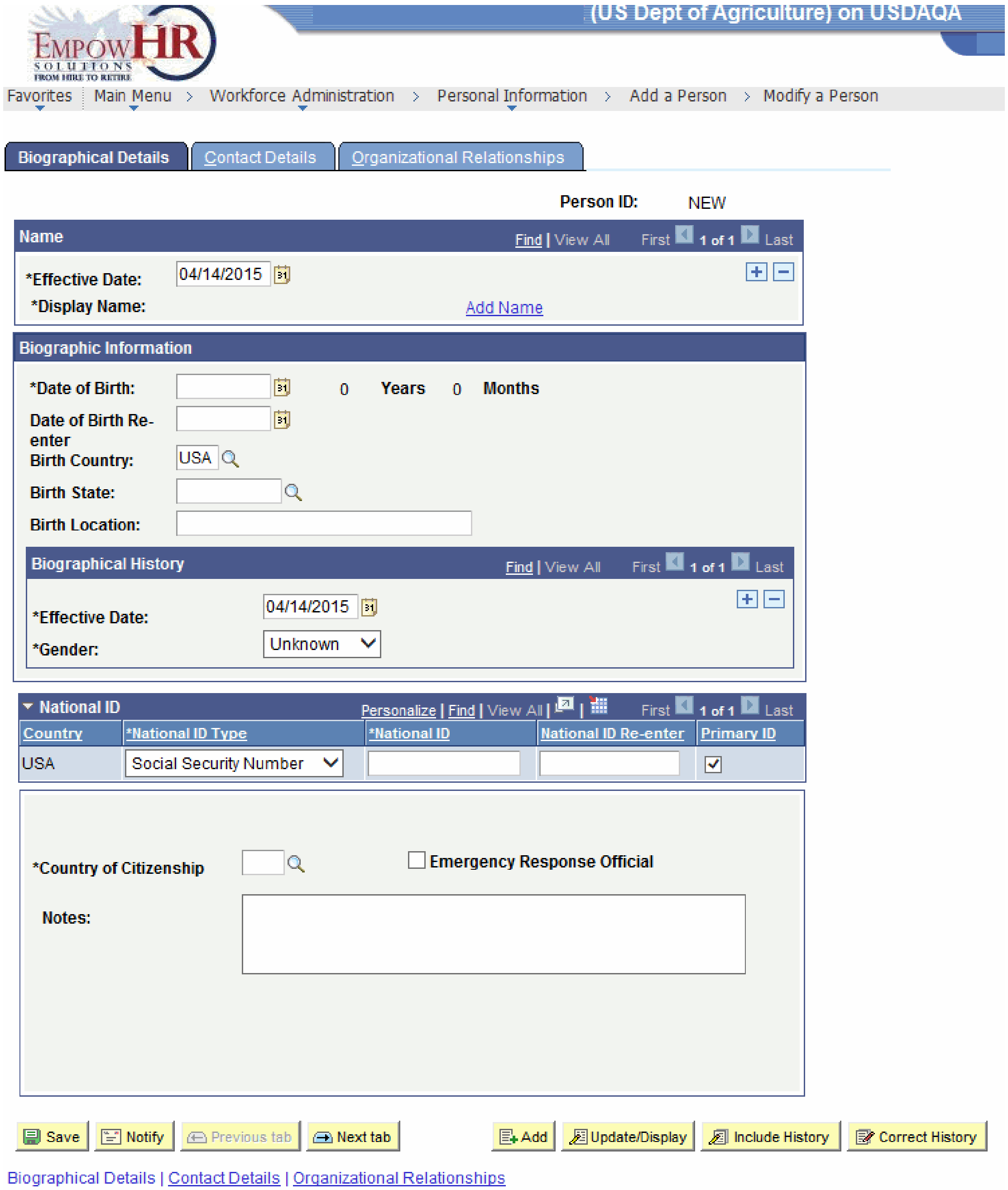


Figure 21: Add a Person Page - Biographical Details Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
***Display Name**	Required field. Populated with data entered from the ***Add Name*** link. See field instructions for ***Add a Name*** (on page 10). The name entered on this link will be populated in the PAR section. Note: The ***Add a Name*** link becomes the ***Edit Name*** link if the person's name has been added.
Biographic Information	**Description/Instruction**
***Date of Birth**	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	**Instruction**
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Gender**	Required field. Select the applicable gender from the drop-down list. Valid values are **`Male`**, **`Female`**, and **`Unknown`**. The gender selected in this field will be populated in the PAR section.
National ID	**Description/Instruction**
Country	Populated with USA.
***National ID Type**	Required field. Defaults to the SSN and cannot be changed.
***National ID**	Required field. Enter the SSN. The SSN entered here will be populated in

Field	Description/Instruction
	the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
***Country of Citizenship**	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

8. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

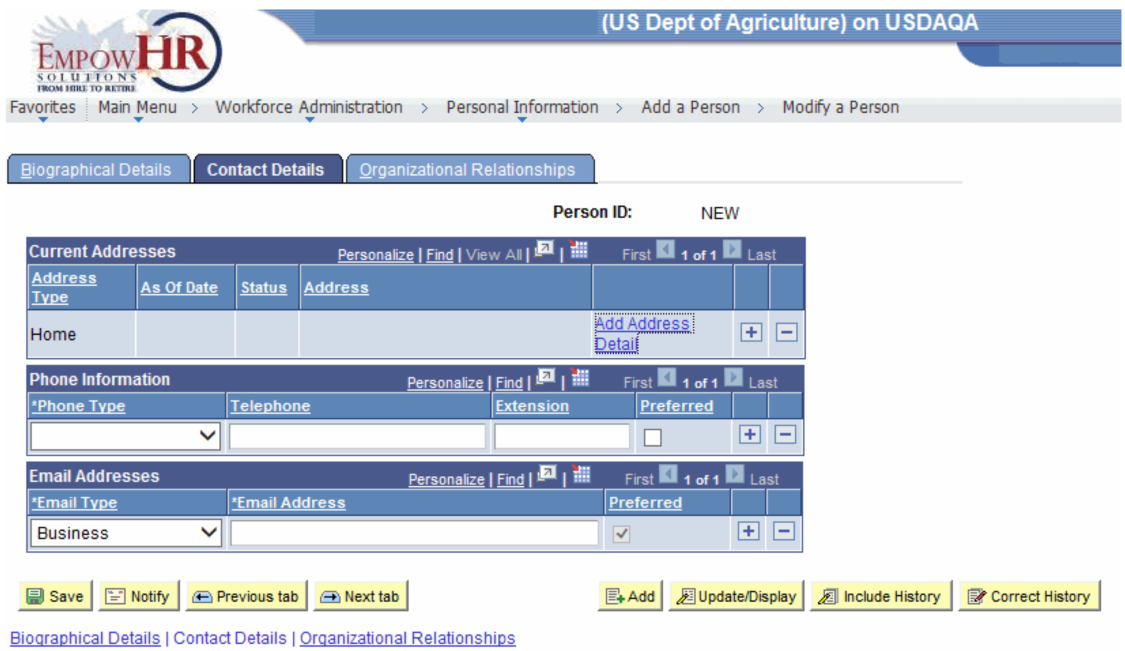


Figure 22: Add a Person Page - Contact Details Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	**Description/Instruction**
Address Type	Select the type of address that appears in this row. The field is populated with **Home** for the first address entered. Click **+** to select additional address types and add additional addresses. Note: The data entered for the home and mailing address for

Field	Description/Instruction
	Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Status	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Address	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see ***Add Address Detail*** (on page 12).
Phone Information	**Instruction**
***Phone Type**	Required field. Select the applicable phone type that corresponds with the telephone number. Select **`Main`** to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	**Instruction**
***Email Type**	Required field. Select the email type from the drop-down list. Click **+** to select additional email address types and add additional email addresses.
***Email Address**	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.

10. Select the ***Organizational Relationships*** tab. The Add a Person page - Organizational Relationships tab is displayed.

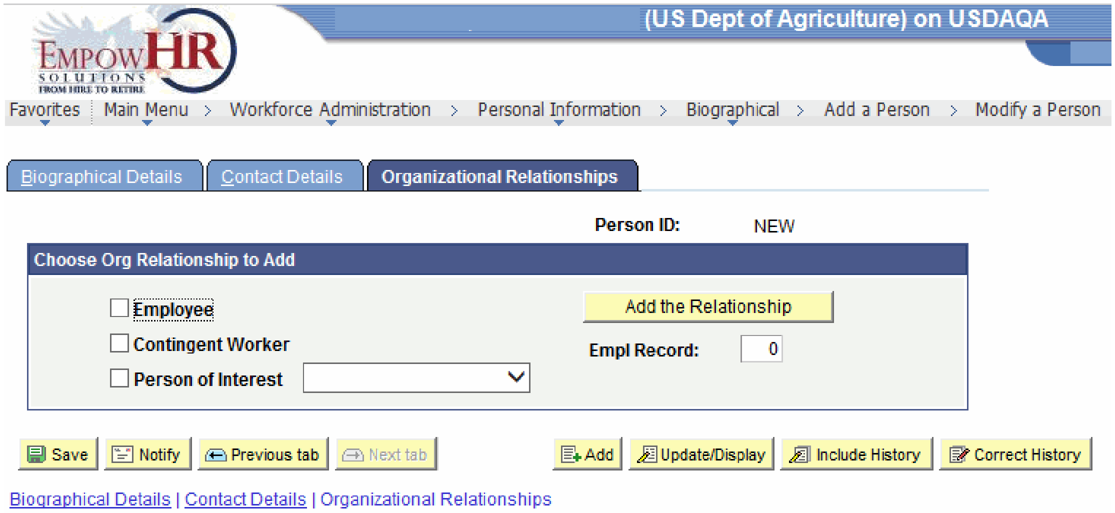


Figure 23: Add a Person Page - Organizational Relationships Page

11. On the Add a Person page - Organizational Relationships tab, check the ***Contingent Worker*** box. The Add a Person page - Work Location tab is displayed.

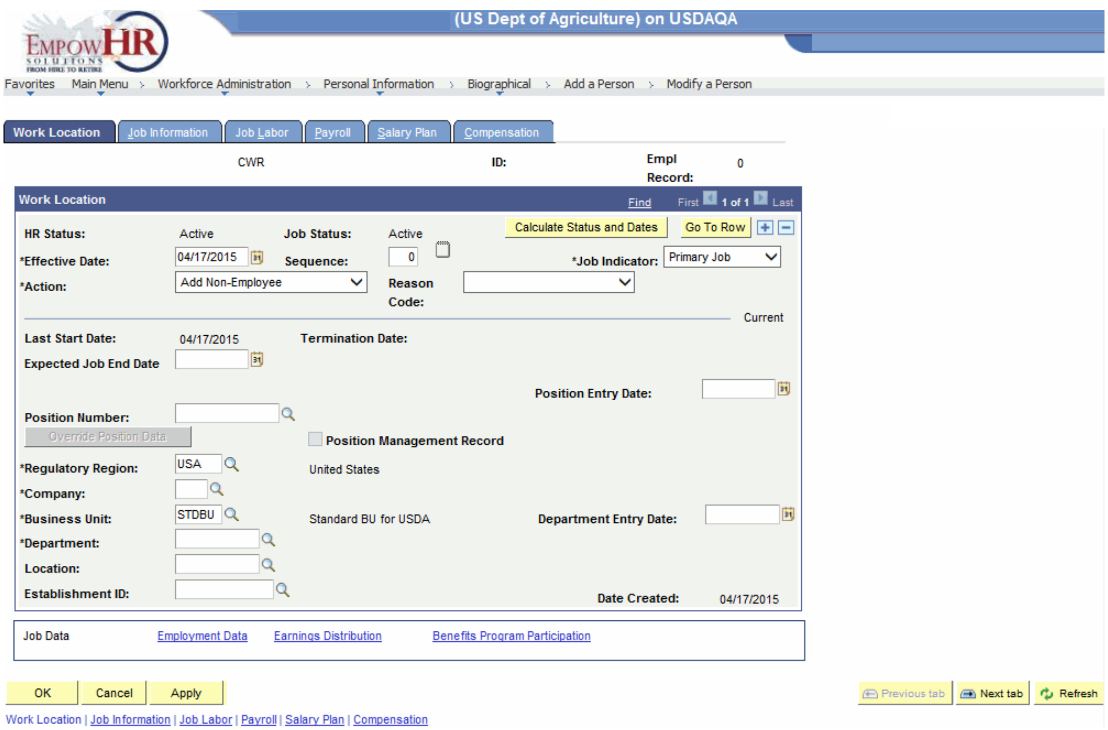


Figure 24: Add a Person Page - Work Location Tab

12. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	**Description/Instruction**
HR Status	System generated with the person's human resources (HR) status (i.e., **Active** for an active worker).
Job Status	System generated with the person's job status (i.e., **Active** for an active worker).
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is 0, the correct number for new instances.
***Job Indicator**	Required field. Select the applicable job indicator from the drop-down list. Valid values are **Primary Job**, **Secondary Job**, and **Not Applicable**. This field is used to process people with more than one organizational instance in a single organizational relationship.
***Action**	Required field. Select the action requiring you to create or modify this record from the drop-down menu. The system displays a default value when a new employment, contingent worker, or POI instance is created.
Reason Code	Select the reason requiring you to create or modify this record from the drop-down menu. EmpowHR displays a default value when a new employment, contingent worker, or POI instance is created. The valid values for this field will vary based on the user's Agency and access level.
Last Start Date	Enter the most recent start date for this organizational instance.
Termination Date	Populated with the day before the termination effective date.
Expected Job End Date	Enter the expected job end date for this job or select a date by clicking the calendar icon. If this job is a temporary assignment and a date is not entered here, a Temporary Assignment without End Date report can be ran to identify those assignments that do not have an end date. This date is necessary if you want the system to terminate this job and reactivate any substantive job that may be on hold. The system displays the day before the termination effective date as the termination date.
Position Entry Date	Populated with the effective date based on the position number entered for this person. The data can be overridden by clicking **Override Position Data**.

Field	Description/Instruction
Position Number	Enter the position number or select a number by clicking the search icon. The available entry or selection of the position number is dependant on the person type relationship. Define positions in the ***Position Information*** component in ***Position Management***. Completing this field allows EmpowHR to complete position-related fields in the ***Position Information*** component with default data from the ***Add/Update Position Infor*** component, including job code, Department, location, supervisor level, reports to, and full-time or part-time status. The corresponding fields become unavailable for entry. A warning message will appear if a person is assigned to a position that is already filled and if the new appointment exceeds the maximum head count for that position. The system calculates the head count and displays the appropriate indicator in the Open//Filled field in the ***Add/Update Position Infor*** component when assignments are changed.
Position Management Record	Selected when changes are made to fields in the ***Add/Update Position Infor*** component that initiate a system update of fields here. When this box is selected, it indicates that the system inserts a data row on the Job Data pages.
***Regulatory Region**	Required field. Populated based on the regulatory region specified for the position this person is associated with. The data can be overridden by clicking **Override Position Data**. If the person is not assigned to a position, this field is populated with the regulatory region for the person, based on the user preferences. This entry can be overridden.
***Company**	Required field. Populated based on the Department (i.e., Agriculture) specified for the position associated with this person and cannot be modified. The data can be overridden by clicking **Override Position Data**. Populated with a default Department code if the person is not assigned to a position, but a company is assigned to a Department in the Department table. If no company is designated on the Department table, enter a company or select a company by clicking the search icon.
***Business Unit**	Required field. Populated based on the business unit specified for the position associated with this person and cannot be modified. The data can be overridden by clicking **Override Position Data**. Populated with a default business unit if the person is not assigned to a position. The default can be overridden.
Department Entry Date	System generated.
***Department**	Required field. Populated based on the position number entered.
Location	Populated based on the position number entered.
Establishment ID	Enter the establishment ID or select an ID by clicking the search icon.

Field	Description/Instruction
Date Created	System generated.

13. Click **Calculate Status and Dates** to calculate the person's HR, job, or payroll status and the employment dates so that the changes can be reviewed before the component is saved. This button is displayed when changes are made to the effective date or to one of the status fields.

14. Click **Override Position Data** to enter exceptions to the default position data for this person. This opens up the unavailable fields, including Job Code and Depart; entries in these fields can be overridden. For example, the worker might have a higher salary grade than the standard grade that is associated with the position. When Override Position Data is clicked, the button becomes **Use Position Data**, and vice versa. This button is available only on new rows of data.

Note: If the defaults for position-related data are overridden, the employee data must be maintained manually; EmpowHR does not update the position data on the Job Data pages with data from the ***Add/Update Position Infor*** component unless Use Position Data is clicked.

15. Select the ***Job Information*** tab. The Add a Person page - Job Information tab is displayed.

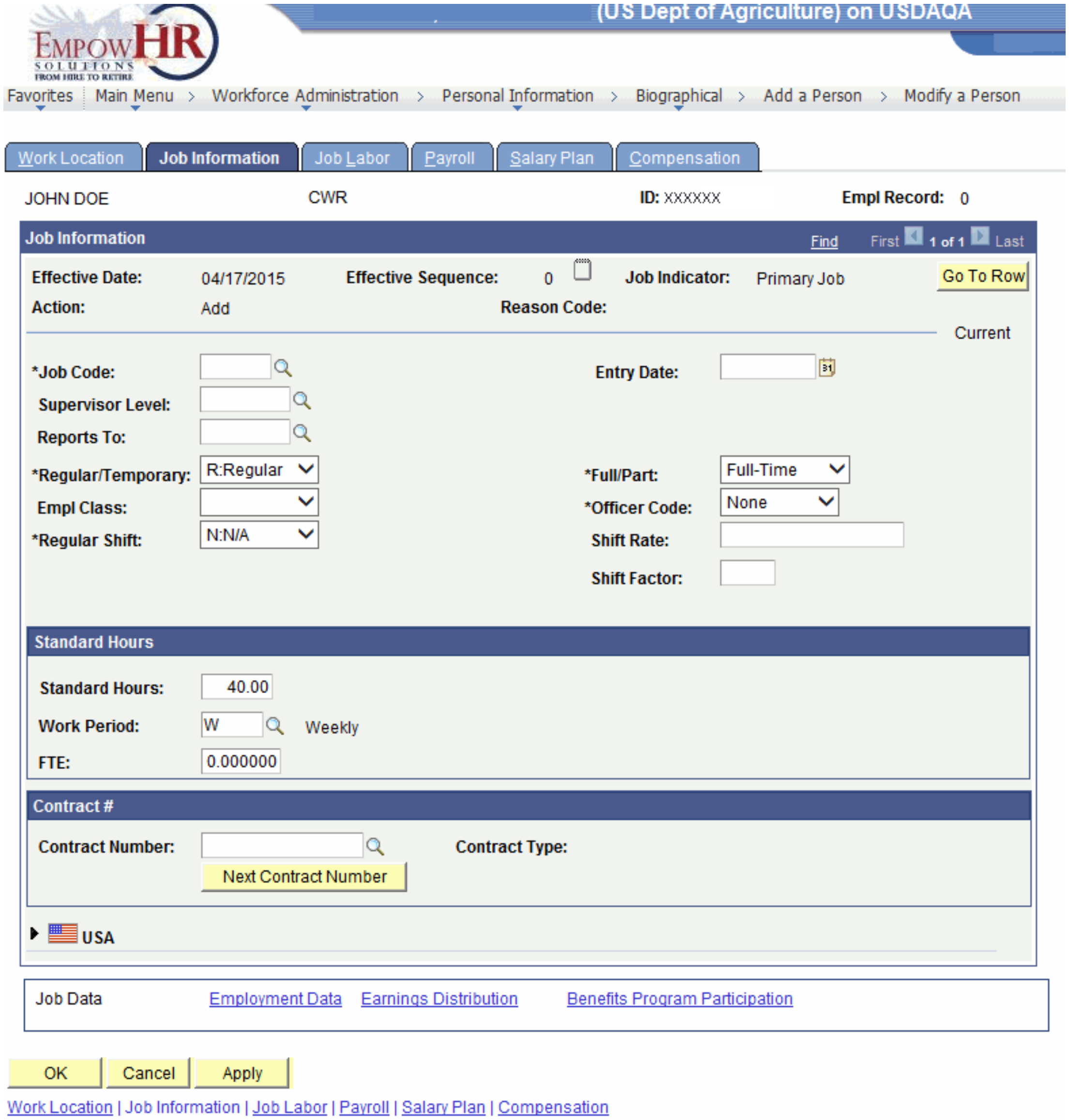


Figure 25: Add a Person Page - Job Information Tab

16. Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number) for the person.
Job Information	**Description/Instruction**
Effective Date	Populated based on the data selected on the ***Work Location*** tab.

Field	Description/Instruction
Effective Sequence	System generated.
Job Indicator	Populated based on the data selected on the ***Work Location*** tab.
Action	Populated based on the data selected on the ***Work Location*** tab.
Reason Code	Populated based on the data selected on the ***Work Location*** tab.
***Job Code**	Required field. Populated based on the job code specified for the position associated with this person, the system enters a default job code and cannot be modified. The data can be overridden by clicking **Override Position Data** on the Work Location tab. If the person is not assigned to a position, enter the job code or select a code by clicking the search icon. Note: If this person is attached to a labor agreement on the ***Job Labor*** tab and that labor agreement is associated with job codes, a job code that is valid for the labor agreement must be selected.
Entry Date	Populated with the date on which the person is first assigned to this job code. If you are using position management, this field cannot be modified. The data can be overridden by clicking **Override Position Data** on the ***Work Location*** tab.
Supervisor Level	If the person is not assigned to a position, enter the supervisor level or select a level by clicking the search icon. Supervisor levels are a class of positions that represent levels of some managerial or supervisory significance and can be used as another type of employee identifier. If a specified supervisor level of this position is associated with this person, the system enters a default supervisor level and this field cannot be modified. The data can be overridden by clicking **Override Position Data** on the Work Location tab.
Reports To	Displays the position number, title, and name of the manager associated with this position. If a specified "reports to" number for this position is associated with this person, the system enters a default value and this field cannot be modified. The data can be overridden by clicking **Override Position Data** on the ***Work Location*** tab. If the person is not assigned to a position and is assigned a reports to ID to a Department in the Department Table, a default reports to ID appears. If the person is not assigned to a position, enter the reports to ID or select an ID by clicking the search icon.
***Regular/Temporary**	Required field. Populated based on the position number entered or selected and cannot be modified. The data can be overridden by clicking **Override Position Data** on the ***Work Location*** tab.

Field	Description/Instruction
***Full/Part**	Required field. Populated based on the position number entered or selected and cannot be modified. The data can be overridden by clicking **Override Position Data** on the ***Work Location*** tab. If the person is not assigned to a position, select the applicable value from the drop-down menu. Valid values are **`Full-time`** and **`Part-time`**.
Empl Class	Select the employee class from the drop-down list.
***Officer Code**	Required field. Select the Officer Code from the drop-down list.
***Regular Shift**	Required field. Populated based on the position number associated with the person and cannot be modified. The data can be overridden by clicking **Override Position Data** on the ***Work Location*** tab. Select the appropriate shift if the worker is working shifts. If the worker does not work shifts, leave the Shift Rate and Factor fields blank. The default value is **`N/A`**.
Shift Rate	Enter the Shift Rate information.
Shift Factor	Enter the Shift Factor information.
Standard Hours	**Instruction**
Standard Hours	Enter the number of standard hours.
Work Period	Enter the Work Period or select a work period by clicking the search icon.
FTE	Enter the full-time equivalent (FTE) information.
Contract #	**Description/Instruction**
Contract Number	Enter the contract number or select a number by clicking the search icon.
Contract Type	Populated information that corresponds with contract number entered or selected.

17. Click the **USA** icon to display the fields in the USA section. The Add a Person page - Job Information tab - USA section is displayed.

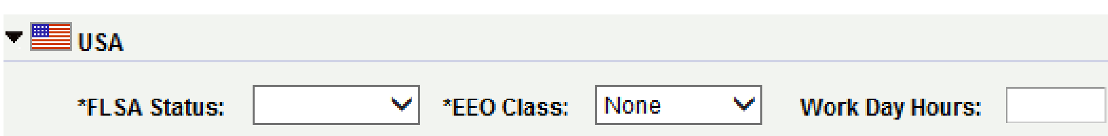


Figure 26: Add a Person Page - Job Information Tab - USA Section

18. Complete the fields as follows:

USA	Instruction

***FLSA Status**	Required field. Select the Fair Labor Standards Act (FLSA) status from the drop-down list. Valid values are **`Exmpt`** and **`Nonexempt`**. Defaults to **`Invalid Value`**.
***EEO Class**	Required field. Select the Equal Employment Opportunity (EEO) class from the drop-down list.
Work Day Hours	Enter the work day hours.

At this point, the following options are available:

Step	Description
Click **OK**	Saves the record.
Click **Cancel**	Cancels the record.
Click **Apply**	Saves the record and sends it to NFC for processing.
Click **Previous Tab**	Views the data on the previous tab.
Click **Next Tab**	Views the data on the next tab.
Click **Refresh**	Refreshes the page.

Employment Data

This link allows users to enter the person's employment information.

To Enter Employment Data:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 27: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **`New`** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

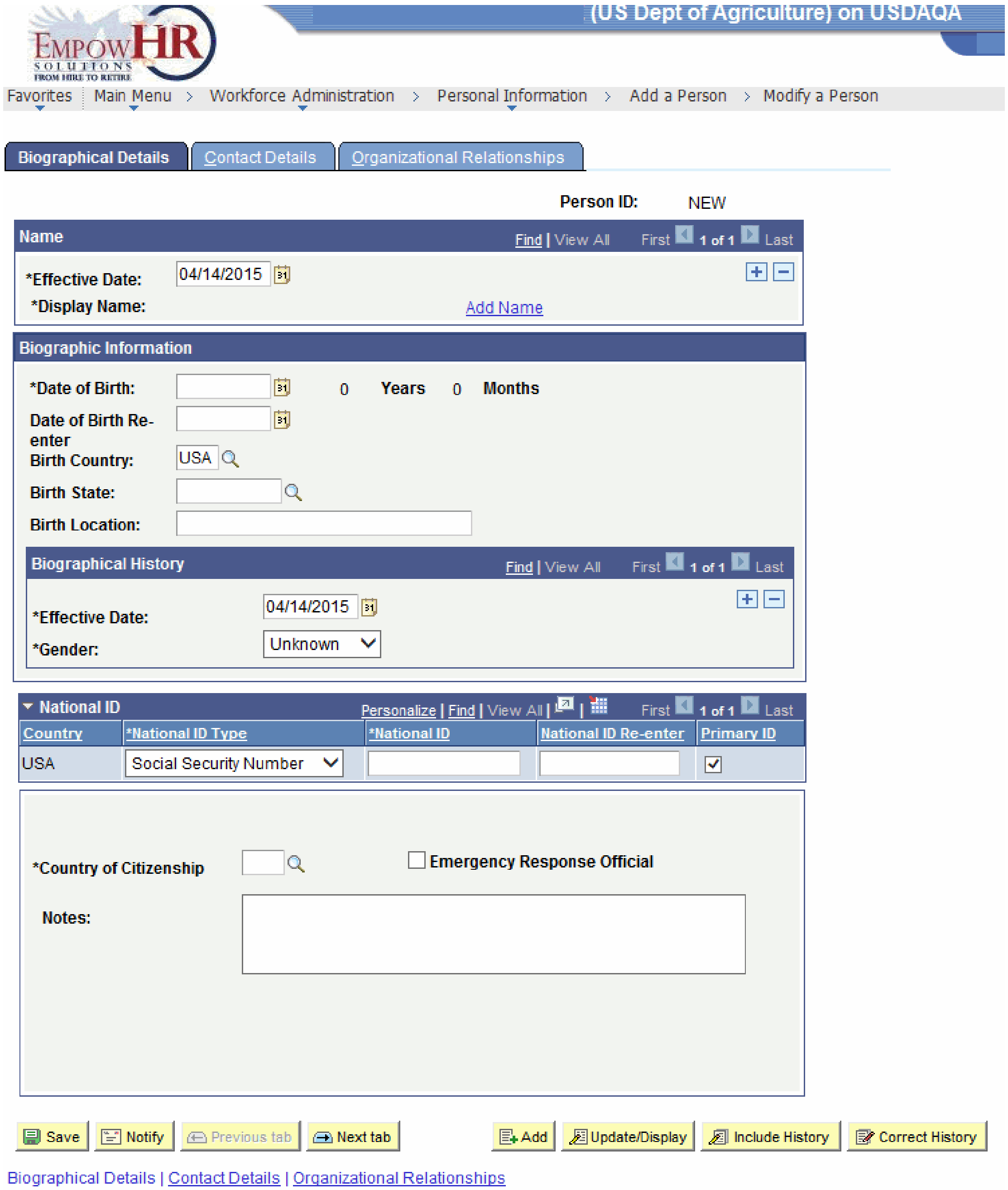


Figure 28: Add a Person Page - Biographical Details Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Name	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
***Display Name**	Required field. Populated with data entered from the ***Add Name*** link. See field instructions for ***Add a Name*** (on page 10). The name entered on this link will be populated in the PAR section. Note: The ***Add a Name*** link becomes the ***Edit Name*** link if the person's name has been added.
Biographic Information	**Description/Instruction**
***Date of Birth**	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	**Instruction**
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Gender**	Required field. Select the applicable gender from the drop-down list. Valid values are **`Male`**, **`Female`**, and **`Unknown`**. The gender selected in this field will be populated in the PAR section.
National ID	**Description/Instruction**
Country	Populated with USA.
***National ID Type**	Required field. Defaults to the SSN and cannot be changed.
***National ID**	Required field. Enter the SSN. The SSN entered here will be populated in

Field	Description/Instruction
	the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
***Country of Citizenship**	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

8. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

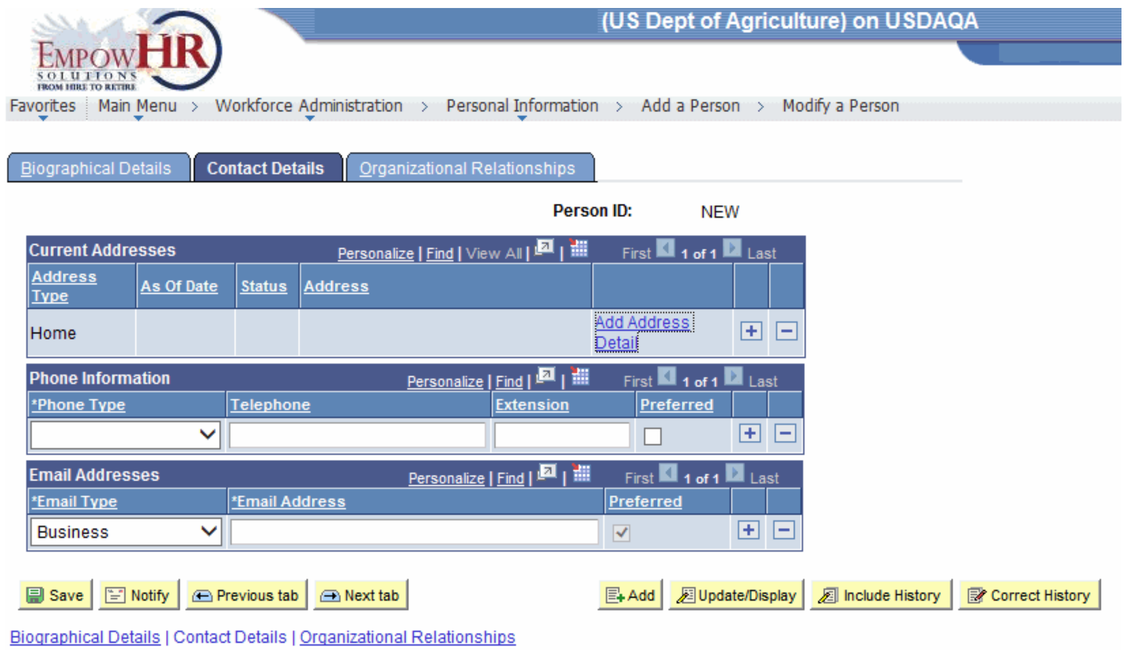


Figure 29: Add a Person Page - Contact Details Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	**Description/Instruction**
Address Type	Select the type of address that appears in this row. The field is populated with **Home** for the first address entered. Click **+** to select additional address types and add additional addresses. Note: The data entered for the home and mailing address for

Field	Description/Instruction
	Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Status	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Address	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see ***Add Address Detail*** (on page 12).
Phone Information	**Instruction**
***Phone Type**	Required field. Select the applicable phone type that corresponds with the telephone number. Select **Main** to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	**Instruction**
***Email Type**	Required field. Select the email type from the drop-down list. Click **+** to select additional email address types and add additional email addresses.
***Email Address**	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.

10. Select the ***Organizational Relationships*** tab. The Add a Person page - Organizational Relationships tab is displayed.

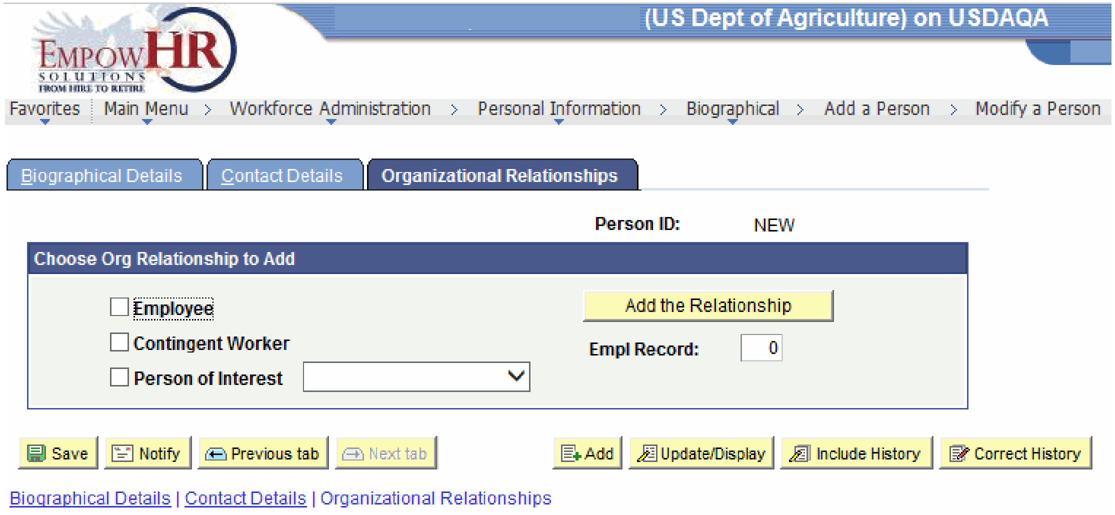


Figure 30: Add a Person Page - Organizational Relationships Page

11. On the Add a Person page - Organizational Relationships tab, check the ***Contingent Worker*** box. The Add a Person page - Work Location tab is displayed.

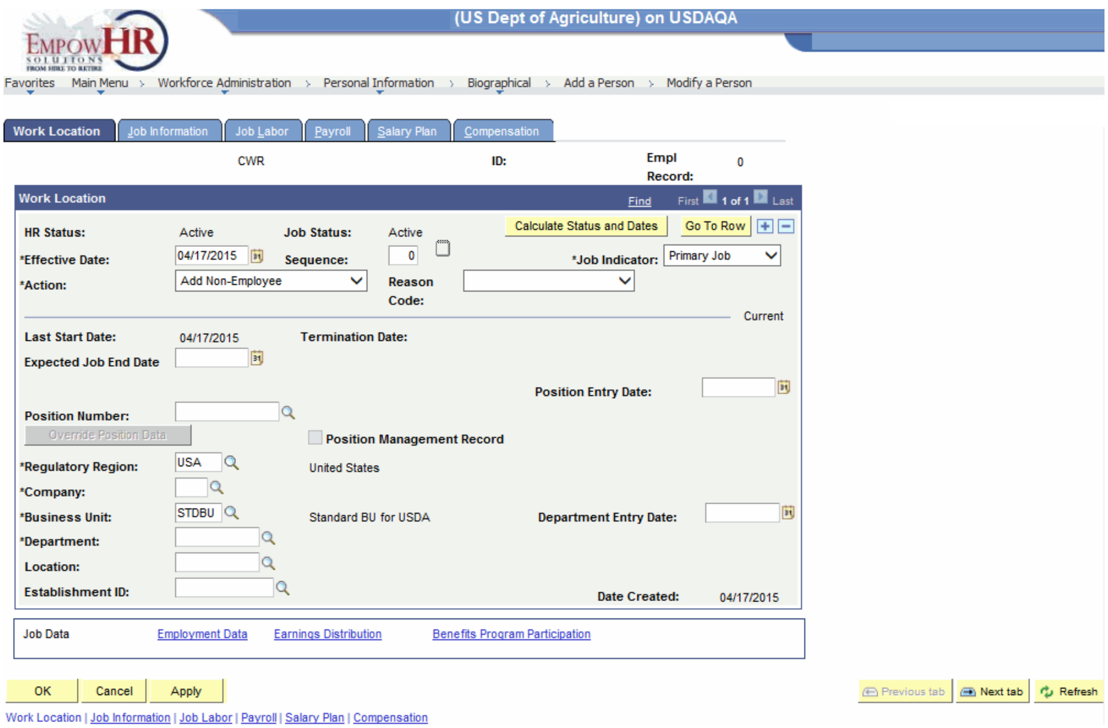


Figure 31: Add a Person Page - Work Location Tab

12. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	**Description/Instruction**
HR Status	System generated with the person's human resources (HR) status (i.e., **`Active`** for an active worker).
Job Status	System generated with the person's job status (i.e., **`Active`** for an active worker).
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is **`0`**, the correct number for new instances.
***Job Indicator**	Required field. Select the applicable job indicator from the drop-down list. Valid values are **`Primary Job`**, **`Secondary Job`**, and **`Not Applicable`**. This field is used to process people with more than one organizational instance in a single organizational relationship.

13. Click the ***Employment Information*** link at the bottom of any tab on the Add a Person page. The Employment Information tab is displayed.

Figure 32: Employment Information Tab

14. Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Organizational Instance	**Description/Instruction**
Organizational Instance Rcd	Populated with the organizational instance record number. The number of the instance associated with the job data record. The organizational instance record number is the same as the Empl Record of the controlling instance.
Original Start Date	Populated with the system date on which the job data record is first created in the system. This date is not the effective date of the first job data record or the effective date of the job data row with the action of **HIR**. This date can be overridden to reflect an earlier start date (for example, the person has previously worked for the organization).

Field	Description/Instruction
Override	Check this box if the original start date is modified to reflect an earlier start date than the system populated date.
Last Start Date	Populated with the most recent start date for the current organization instance. The system populates this field originally with the effective date of the controlling instance's job data row with the action of **HIR** and then refreshes it with the effective date of job data rows with the actions **REH** (for employees) or **RNW** (for contingent workers). Note: This date is different from the first start date if the organization instance has been inactive and then reactivated.
First Start Date	Populated with the first start date for the current organization instance. The system populates this field with the effective date of the first job data row with the action of **HIR** (for employees) or **ADD** (for contingent workers) from the controlling instance. Note: This date is used as the hire date in reports. This date is not refreshed unless a new row in the controlling instance with one of these actions is added. This would only be necessary if the hire date needs to be reset.
Termination Date	Populated with the effective date of the controlling instance's job data row with the action of **TER** (terminated) or **COM** (completed), if applicable. If a person's controlling instance is rehire or renew, the system clears this field.
Years	Populated with the amount of years of service for the person.
Months	Populated with the amount of months of service for the person.
Days	Populated with the amount of days of service for the person.
Org Instance Service Date	Populated with the system date on which the current job data record was created in the system. This date can be earlier than the effective date of the first job data record or the effective date of the job data row with the action of **HIR**. This date can be overridden to reflect an earlier service date (for example if the person has previously worked for the organization). The system calculates the number of years, months, and days of service for the person.
Override	Check this box if the organizational instance service date is modified to reflect an earlier service date than the system populated date.
Provider ID	Enter the provider ID or select an ID by clicking the search icon.
Organizational Assignment Data **Instance Record**	**Description/Instruction**

Field	Description/Instruction
Last Assignment Start Date	Populated with the most recent start date for the current assignment. The system populates this field with the effective date of the job data row with an action that reactivates the assignment. This date is different from the first assignment start date if this assignment has been inactive and then reactivated.
First Assignment Start	Populated with the first start date for the current assignment. The system populates this field with the effective date of the first job data row with an action that activates the assignment.
Assignment End Date	Populated with the effective date of the job data row with the action of **TER** (terminated) or **COM** (completed), if applicable.
Home/Host Classification	Applies to workers who are on assignments and identifies whether the current job is at the worker's home location of the assignment location. Select **Home** for a new hire.
Years	Populated with the amount of years of seniority for the person.
Months	Populated with the amount of months of seniority for the person.
Days	Populated with the amount of days of seniority for the person.
Company Seniority Date	Displays the company seniority date. This date can be modified by selecting the override box and then entering another company seniority date or selecting a date by clicking the calendar icon. Based on the date entered the system calculates the number of years, months, and days of seniority for the person.
Override	Check this box to override the company seniority date.
Benefits Service Date	Displays the date of service for a person. This date can be modified by selecting the override box and then entering another benefits service date or selecting a date by clicking the calendar icon. Based on the date entered the system calculates the number of years, months, and days of service for a person, including any credit for military leave or the total amount of time that the person works for multiple Departments in the organization. This date is used to calculate benefits eligibility.
Override	Check this box to override the benefit service date.
Years	Populated with the amount of years of service for the person.
Months	Populated with the amount of months of service for the person.
Days	Populated with the amount of days of service for the person.
Seniority Pay Calc Date	Displays the seniority pay calculation date. This date can be modified by selecting the override box and then entering the date the system should use to calculate seniority-based pay or selecting a date by clicking the calendar icon. Based on the date entered the system calculates the number of years, months, and days of seniority pay calculation for the person.

Field	Description/Instruction
	Note: EmpowHR used the original start date as the default value.
Override	Check this box to override the seniority pay calculation date.
Years	Populated with the amount of years of seniority pay calculation for the person.
Months	Populated with the amount of months of seniority pay calculation for the person.
Days	Populated with the amount of days of seniority pay calculation for the person.
Probation Date	Enter the date the worker is placed on probation or select a date by clicking the calendar icon.
Commencing Date of Service	Enter the commencing date of service or select a date by clicking the calendar icon.
Last Verification Date	Enter the date the person verified his/her personal data in the system or select a date by clicking the calendar icon.
Business Title	Populated with the default title for the position number that is assigned to the person on the Contingent Worker page - Work Location tab.
Position Phone	Populated with the default phone number for the position number that is assigned to the person on the Add a Contingent Worker page - Work Location tab.

15. Click the **USA** icon to display the following.

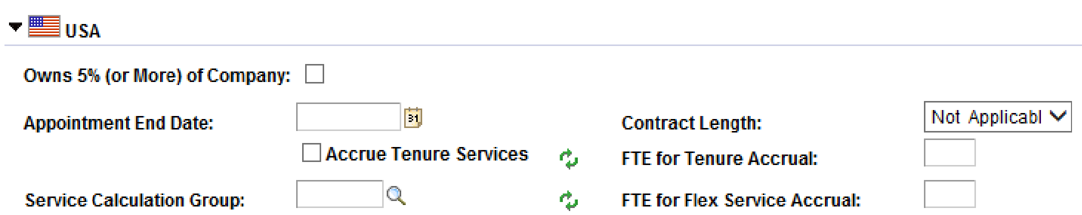


Figure 33: Employment Information Tab - USA Section

16. Complete the fields as follows:

USA	Instruction
Owns 5% (or More) of Company	Check this box if applicable.
Appointment End Date	Enter the appointment end date or select a date by clicking the calendar icon.
Contract Length	Select a contract length from the drop-down menu.

Accrue Tenure Services	Check this box to activate the tenure accrual.
FTE for Tenure Accrual	Enter the FTE to be used in tenure accruals. FTE cannot be greater than 1.0. On multiple jobs, the sum of the FTEs of all the jobs selected to accrue tenure cannot be greater than 1.0.
Service Calculation Group	Enter the Service Calculation Group that represents a group of employees who have the same calculation rules applied to their service accrual process or select a group by clicking the search icon.
FTE for Flex Service Accrual	Enter the FTE value to be used in prorating the worker's accrued service.

Note: If you choose **OK**, you are returned to the Add a Person page - Organizational Relationships tab.

At this point, the following options are available:

Step	Description
Click **OK**	Saves the record.
Click **Cancel**	Cancels the record.
Click **Apply**	Saves the record and sends it to NFC for processing.
Click **Refresh**	Refreshes the page.

Earnings Distribution

This link allows users to distribute standard earnings for a person.

To Enter Employment Data:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 34: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

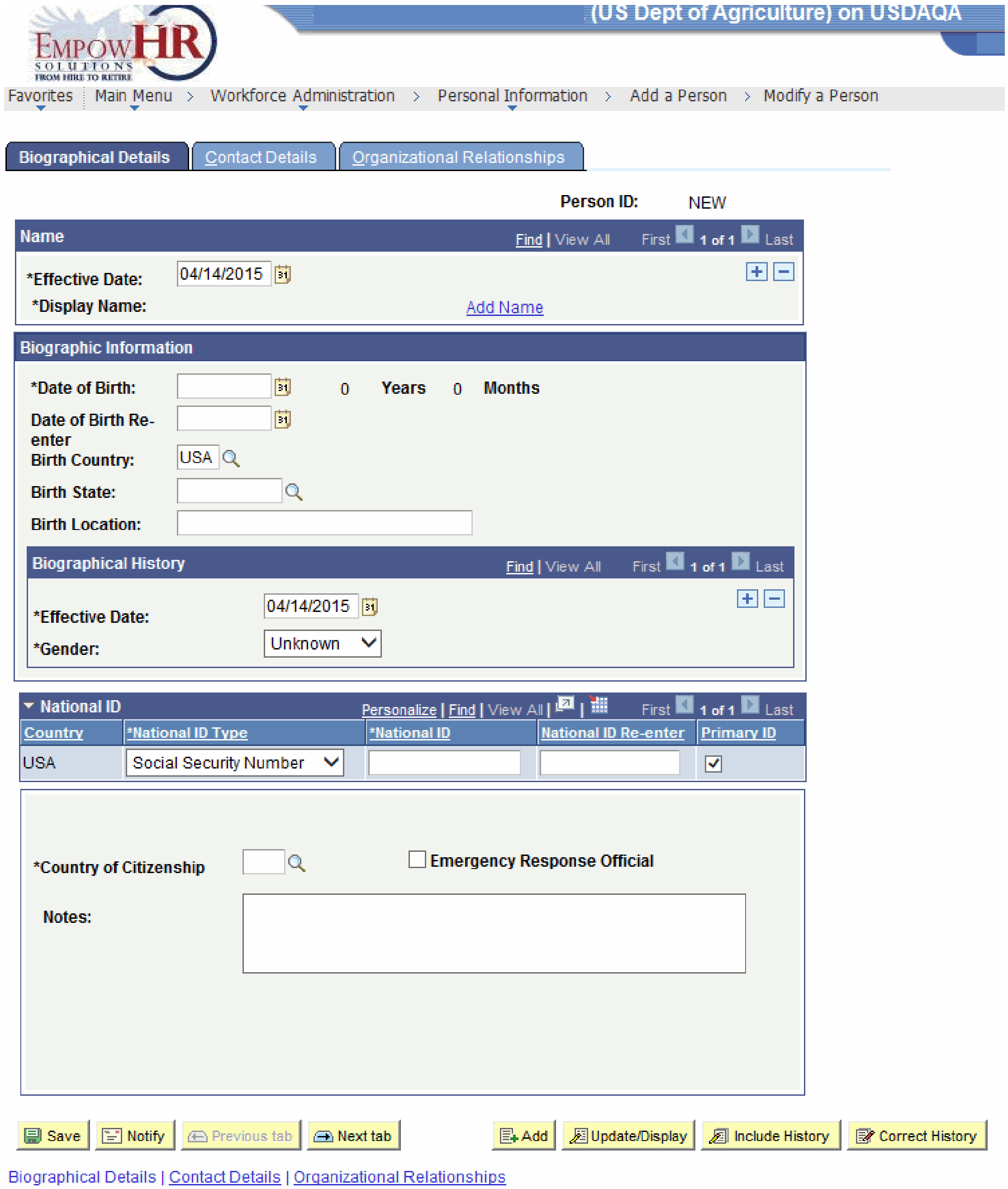


Figure 35: Add a Person Page - Biographical Details Tab

7. Complete the fields as follows:

Field	**Description/Instruction**
Person ID	Populated with the system-generated Person ID.
Name	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
***Display Name**	Required field. Populated with data entered from the ***Add Name*** link. See field instructions for ***Add a Name*** (on page 10). The name entered on this link will be populated in the PAR section. Note: The ***Add a Name*** link becomes the ***Edit Name*** link if the person's name has been added.
Biographic Information	**Description/Instruction**
***Date of Birth**	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	**Instruction**
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Gender**	Required field. Select the applicable gender from the drop-down list. Valid values are **`Male`**, **`Female`**, and **`Unknown`**. The gender selected in this field will be populated in the PAR section.
National ID	**Description/Instruction**
Country	Populated with USA.
***National ID Type**	Required field. Defaults to the SSN and cannot be changed.
***National ID**	Required field. Enter the SSN. The SSN entered here will be populated in

Field	Description/Instruction
	the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
***Country of Citizenship**	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

8. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

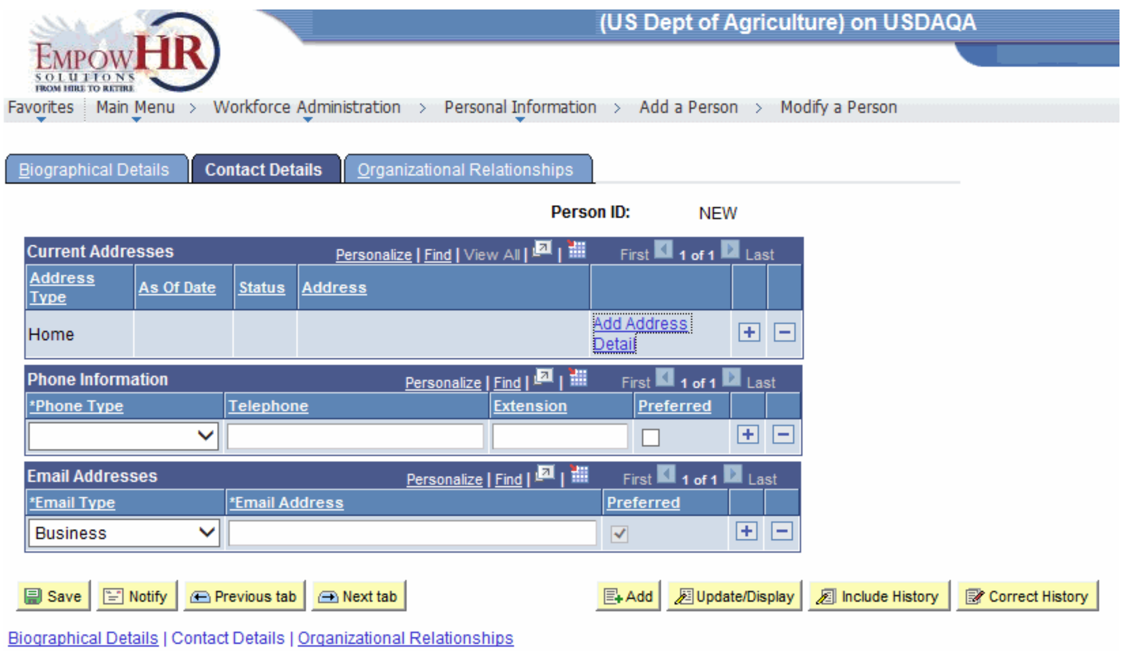


Figure 36: Add a Person Page - Contact Details Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Current Addresses	**Description/Instruction**
Address Type	Select the type of address that appears in this row. The field is populated with **Home** for the first address entered. Click **+** to select additional address types and add additional addresses. Note: The data entered for the home and mailing address for

Field	Description/Instruction
	Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Status	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Address	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see ***Add Address Detail*** (on page 12).
Phone Information	**Instruction**
***Phone Type**	Required field. Select the applicable phone type that corresponds with the telephone number. Select **`Main`** to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	**Instruction**
***Email Type**	Required field. Select the email type from the drop-down list. Click **+** to select additional email address types and add additional email addresses.
***Email Address**	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.

10. Select the ***Organizational Relationships*** tab. The Add a Person page - Organizational Relationships tab is displayed.

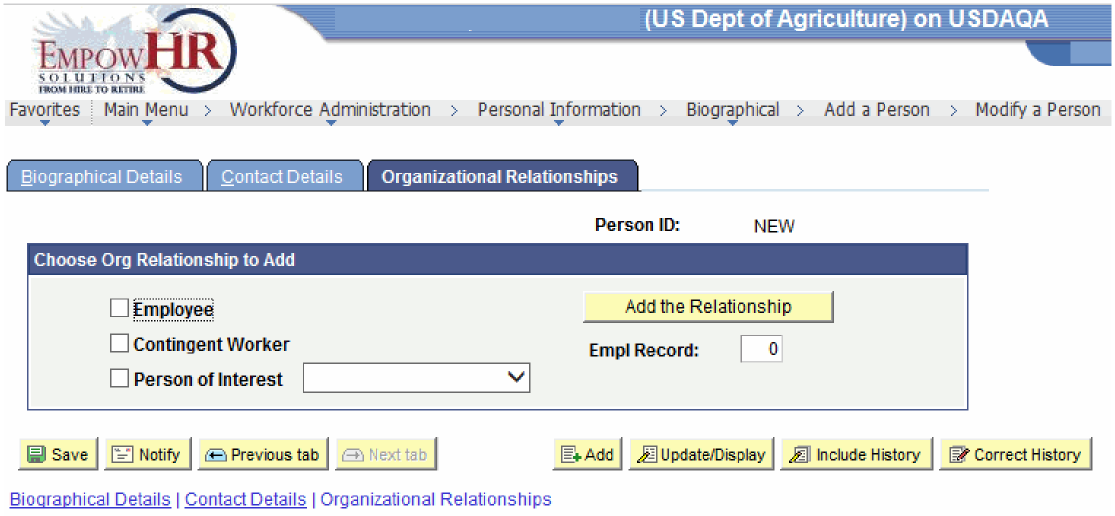


Figure 37: Add a Person Page - Organizational Relationships Page

11. On the Add a Person page - Organizational Relationships tab, check the ***Contingent Worker*** box. The Add a Person page - Work Location tab is displayed.

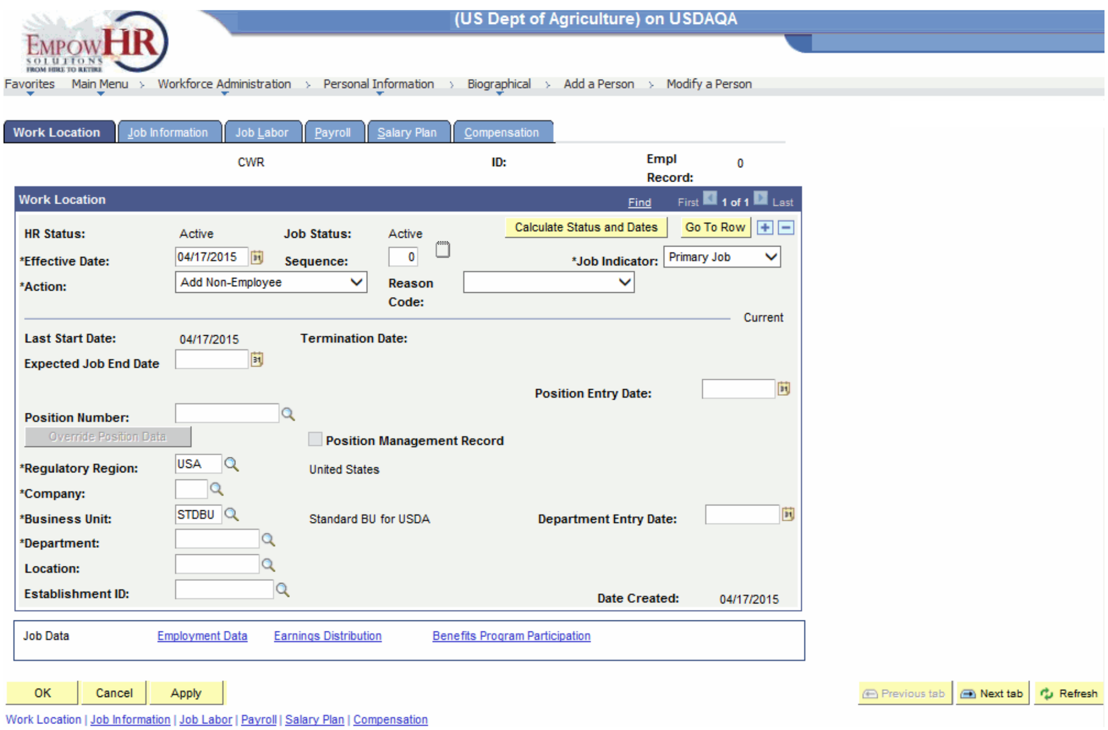


Figure 38: Add a Person Page - Work Location Tab

12. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	**Description/Instruction**
HR Status	System generated with the person's human resources (HR) status (i.e., **Active** for an active worker).
Job Status	System generated with the person's job status (i.e., **Active** for an active worker).
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is **0**, the correct number for new instances.
***Job Indicator**	Required field. Select the applicable job indicator from the drop-down list. Valid values are **Primary Job**, **Secondary Job**, and **Not Applicable**. This field is used to process people with more than one organizational instance in a single organizational relationship.

13. Click the ***Earnings Distribution*** link at the bottom of any tab on the Add a Person page. The Job Earnings Distribution is displayed.

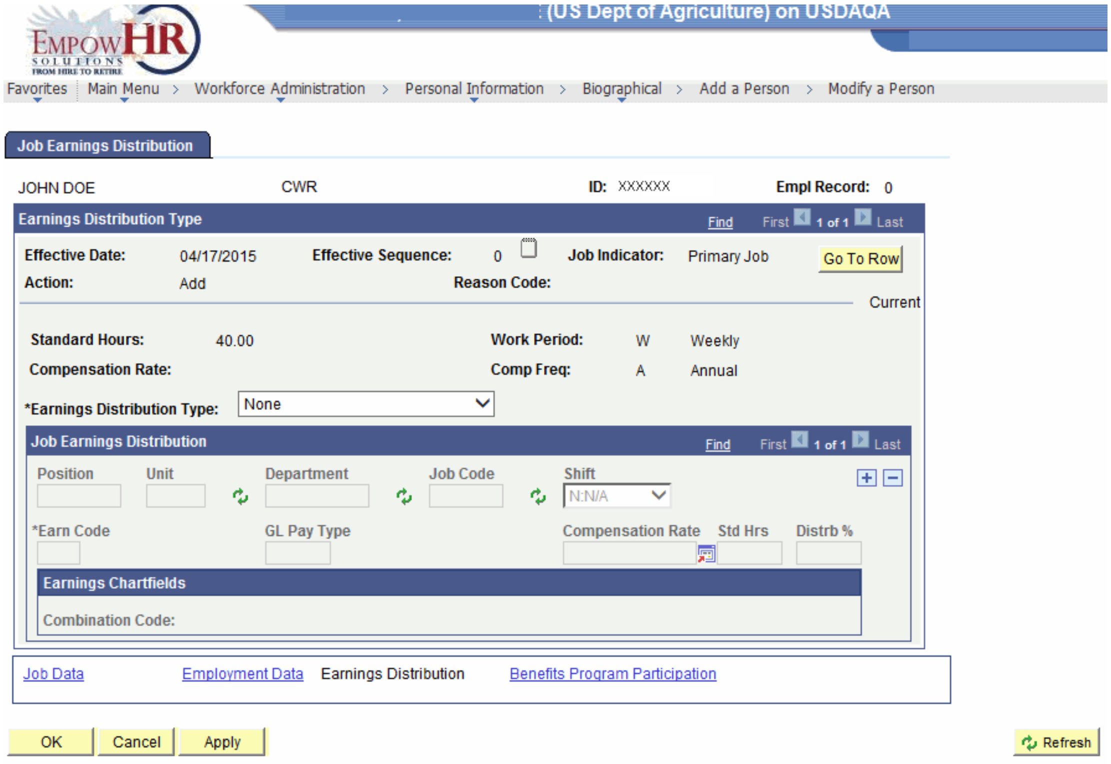


Figure 39: Job Earnings Distribution Tab

14. Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Earnings Distribution Type	**Description/Instruction**
Effective Date	Populated with the effective date.
Effective Sequence	Populated with the effective sequence number.
Job Indicator	Populated with the job indicator.
Action	Populated with the action.
Reason Code	Populated with the applicable reason.
Standard Hours	Populated with the number of standard hours for the person.
Work Period	Populated with the work period of the person.

Field	Description/Instruction
Compensation Rate	Populated with the person's compensation rate.
Comp Freq	Populated with the frequency of compensation for the person.
***Earnings Distribution Type**	Required field. Select an earnings distribution type from the drop-down menu.
Job Earnings Distribution	**Instruction**
Position	Enter the position number or select a number by clicking the search icon.
Unit	Enter the unit or select a unit by clicking the search icon.
Department	Enter the Department or select a Department by clicking the search icon.
Job Code	Enter the job code or select a code by clicking the search icon.
Shift	Select a shift from the drop-down list.
***Earn Code**	Required field. Enter the earn code or select a code by clicking the search icon.
GL Pay Type	Enter the GL pay type.
Compensation Rate	Enter the compensation rate or select a rate by clicking the calculator icon. This field is only available if the earnings distribution type is **`By Amount`**.
Std Hrs	Enter the number of standard hours. This field is only available if the earnings distribution type is **`By Hours`**.
Distrb %	Enter the distribution percent. This field is only available if the earnings distribution type is **`By Percent`**.
Earnings Chartfields	**Description**
Combination Code	Populated based the information entered from the ***Edit Chart fields*** link.

Note: If you choose **OK**, you are returned to the Add a Person page - Organizational Relationships tab.

To modify the information, you can click the ***Edit Chart Fields*** link.

At this point, the following options are available:

Step	Description
Click **Search**	Searches for all accounts related to the combination code entered.
Click **OK**	Accepts the entries and return to the Add a Person page - Job Earnings Distribution tab.

Step	Description
Click **Cancel**	Cancels the entries and return to the Add a Person page - Job Earnings Distribution tab.
Click **Refresh**	Refreshes the page

Benefits Program Participation

This link allows users to enter the person's benefit information.

To enter benefits program participation data:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.
4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 40: Add Person Tab

5. Complete the field as follows:

Field	Description/Instruction
Person ID	Populated with the system-assigned ID when you are adding a new person. The value will display as **New** until the record is saved.

6. Click the ***Add the Person*** link. The Add a Person page - Biographical Details tab is displayed.

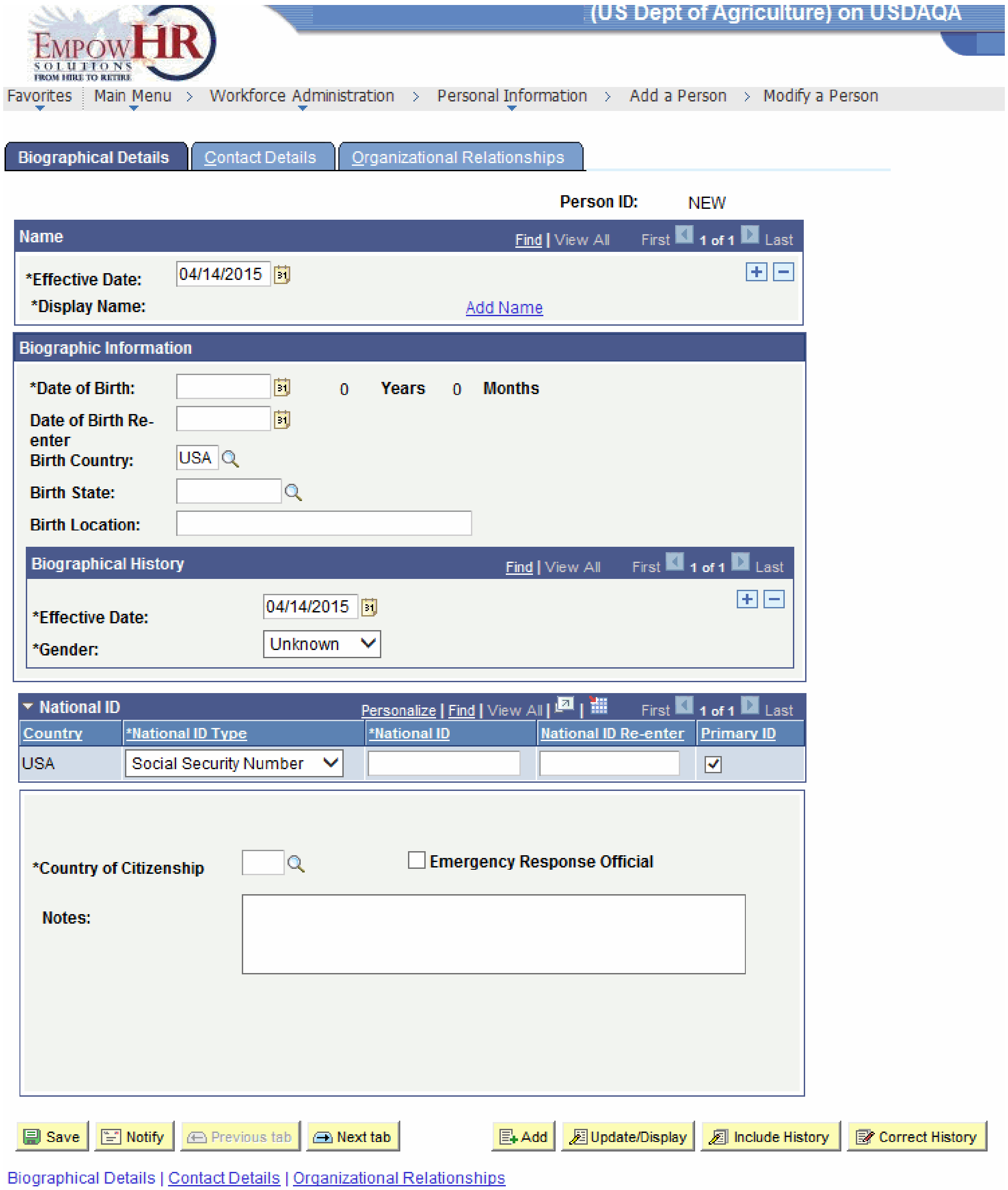


Figure 41: Add a Person Page - Biographical Details Tab

7. Complete the fields as follows:

Field	**Description/Instruction**
Person ID	Populated with the system-generated Person ID.
Name	**Description/Instruction**

Field	Description/Instruction
***Effective Date**	Required field. Enter the effective date of the action or select a date by clicking the calendar icon. The date entered or selected will be populated in the Personnel Action Request (PAR) section.
***Display Name**	Required field. Populated with data entered from the ***Add Name*** link. See field instructions for ***Add a Name*** (on page 10). The name entered on this link will be populated in the PAR section. Note: The ***Add a Name*** link becomes the ***Edit Name*** link if the person's name has been added.
Biographic Information	**Description/Instruction**
***Date of Birth**	Required field. Enter the person's date of birth or select a date by clicking the calendar icon. The calculated age is displayed to the right of the field. If this field is left blank, a warning message appears when the record is saved. This information is used to calculate a person's age in some tasks, such as the expected retirement date, based on the person's age. The date entered or selected will be populated in the PAR section.
Years	Populated based upon data entered on the *Date of Birth field.
Months	Populated based upon data entered on the *Date of Birth field.
Date of Birth Re-enter	Reenter the date of birth entered on the previous field. If you leave this field blank, an error message will appear.
Birth Country	Enter the birth country or select a country by clicking the search icon. Based on the selected country, the system may display additional fields. The birth country entered or selected will be populated in the PAR section.
Birth State	Enter the birth State or select a State by clicking the search icon. The birth State entered or selected will be populated in the PAR section.
Birth Location	Enter the birth location. Usually a city, town, or village. The birth location entered will be populated in the PAR section.
Biographical History	**Instruction**
Date	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Gender**	Required field. Select the applicable gender from the drop-down list. Valid values are **`Male`**, **`Female`**, and **`Unknown`**. The gender selected in this field will be populated in the PAR section.
National ID	**Description/Instruction**
Country	Populated with USA.
***National ID Type**	Required field. Defaults to the SSN and cannot be changed.
***National ID**	Required field. Enter the SSN. The SSN entered here will be populated in

Field	**Description/Instruction**
	the PAR section.
National ID Re-enter	Reenter the SSN.
Primary ID	Check this box if this ID is the person's primary ID. If this is the only data row for this person, the box is checked by default.
***Country of Citizenship**	Required field. Enter the three-position country code or click the search icon to search for the applicable country.
Emergency Response Official	Check this box if the person being added is an emergency response official. The system defaults to blank.
Notes	Enter any notes, if applicable.

8. Select the ***Contact Details*** tab. The Add a Person page - Contact Details tab is displayed.

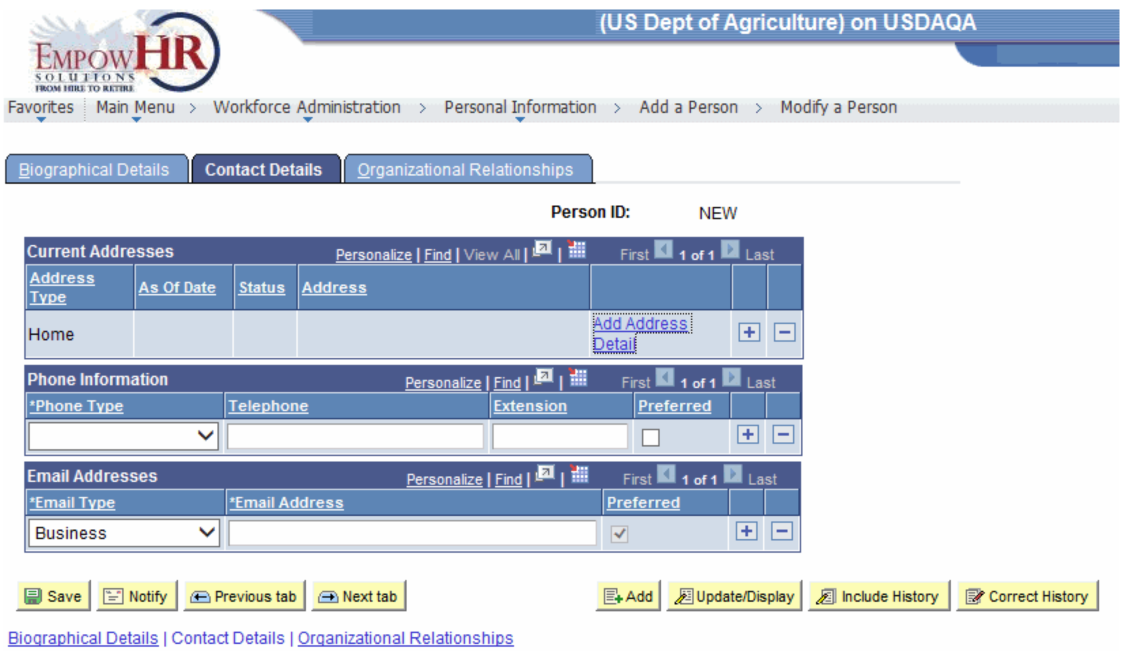


Figure 42: Add a Person Page - Contact Details Tab

9. Complete the fields as follows:

Field	**Description/Instruction**
Person ID	Populated with the system-generated Person ID.
Current Addresses	**Description/Instruction**
Address Type	Select the type of address that appears in this row. The field is populated with **Home** for the first address entered. Click **+** to select additional address types and add additional addresses. Note: The data entered for the home and mailing address for

Field	Description/Instruction
	Federal employees will be populated in the PAR section.
As Of Date	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Status	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Address	Populated with the information entered from the ***Add Address Detail*** link. See field instructions for ***Add Address Detail*** (on page 12).
Add Address Detail	Click this link to display the Address History page to add/edit any address information. For more information, see ***Add Address Detail*** (on page 12).
Phone Information	**Instruction**
***Phone Type**	Required field. Select the applicable phone type that corresponds with the telephone number. Select **`Main`** to designate a phone number as the individual's primary contact number. The phone type selected in this field will be populated in the PAR section.
Telephone	Enter the telephone number. The telephone number entered in this field will be populated in the PAR section.
Extension	Enter the extension if applicable. The extension data entered here will be populated in the PAR section.
Preferred	Check this box if this is the person's preferred phone number. If this box is checked, it will be populated next to the applicable phone information in the PAR section.
Email Addresses	**Instruction**
***Email Type**	Required field. Select the email type from the drop-down list. Click **+** to select additional email address types and add additional email addresses.
***Email Address**	Required field. Enter the email address.
Preferred	Check this box if this is the person's preferred email address.

10. Select the ***Organizational Relationships*** tab. The Add a Person page - Organizational Relationships tab is displayed.

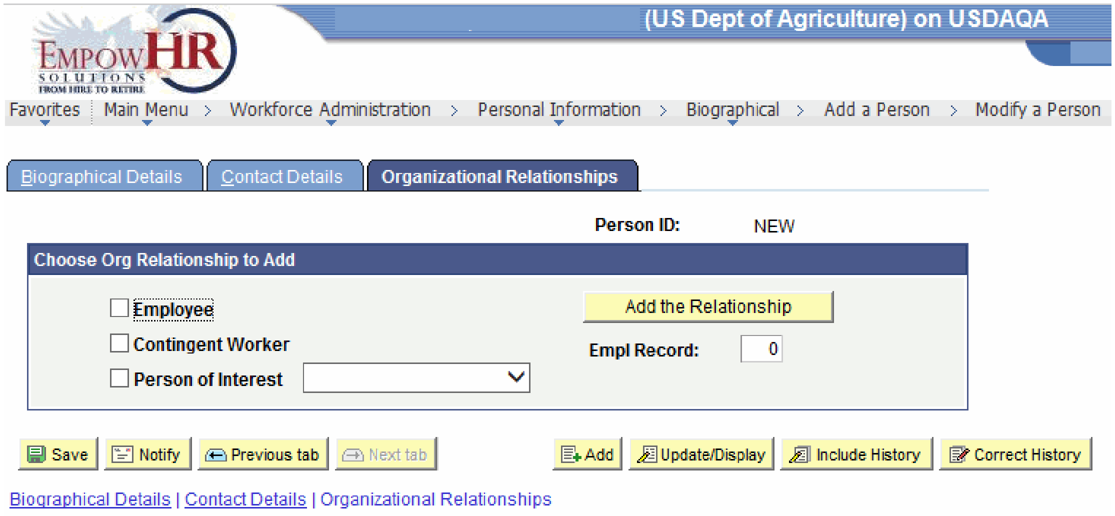


Figure 43: Add a Person Page - Organizational Relationships Page

11. On the Add a Person page - Organizational Relationships tab, check the ***Contingent Worker*** box. The Add a Person page - Work Location tab is displayed.

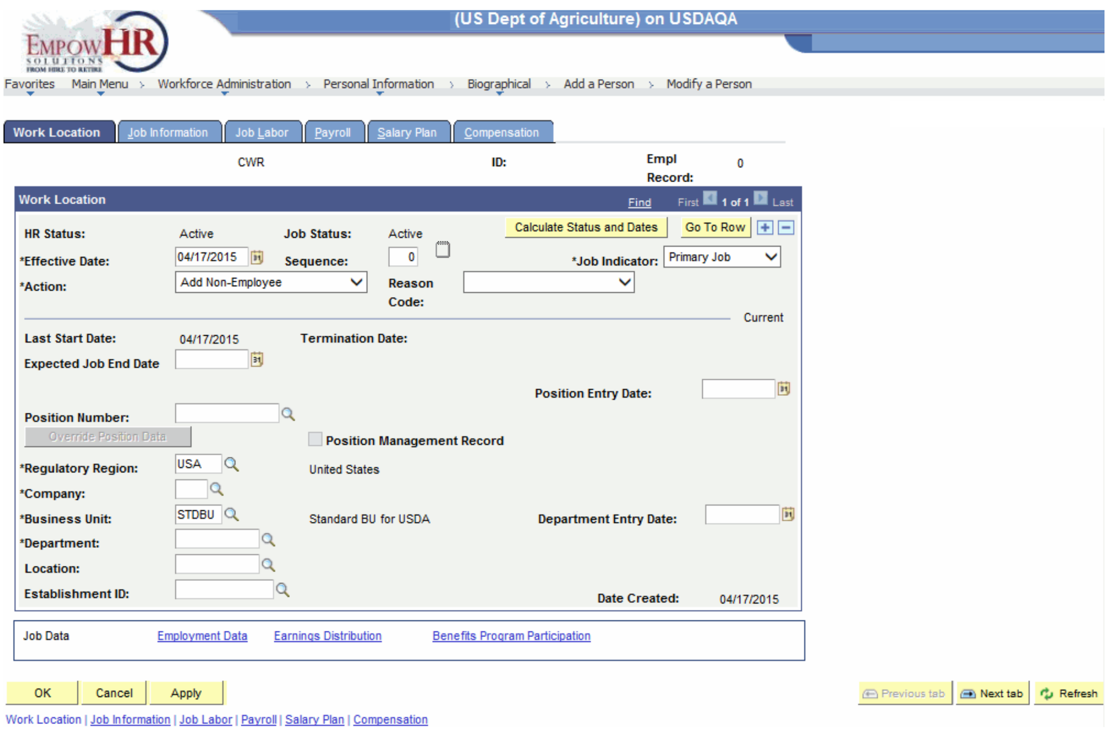


Figure 44: Add a Person Page - Work Location Tab

12. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	System generated with the employee record number (appointment number) for the person.
Work Location	**Description/Instruction**
HR Status	System generated with the person's human resources (HR) status (i.e., **Active** for an active worker).
Job Status	System generated with the person's job status (i.e., **Active** for an active worker).
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon. When a new instance with the action of Hire is added, the effective date entered becomes the original hire date.
Sequence	Use this number to track multiple administrative actions that occur on the same day. The default value is 0, the correct number for new instances.
***Job Indicator**	Required field. Select the applicable job indicator from the drop-down list. Valid values are **Primary Job**, **Secondary Job**, and **Not Applicable**. This field is used to process people with more than one organizational instance in a single organizational relationship.

13. Click the ***Benefits Program Participation*** link at the bottom of any tab on the Contingent Add a Person page. The Benefit Program Participation tab is displayed.

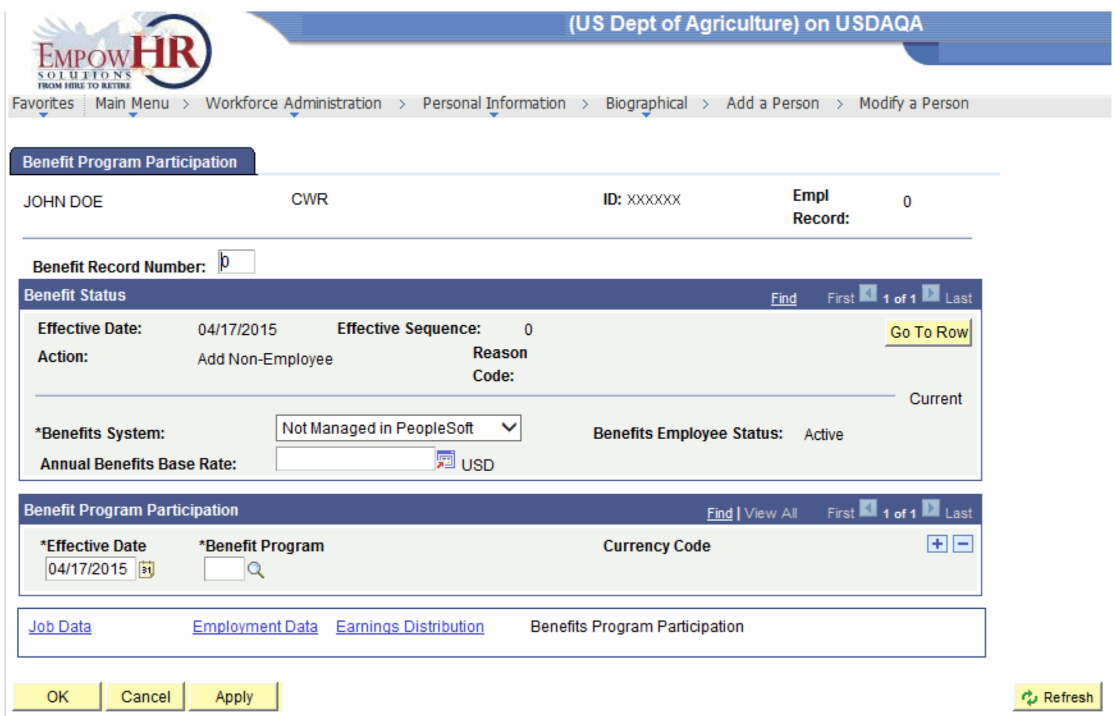


Figure 45: Benefit Program Participation Tab

14. Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Benefit Record Number	Populated with the benefit record number which is an identifier that links two or more jobs for benefits purposes. The value is set to `0` by the system. The value can be overridden to attach this job to a different benefit record number. The system clears the benefits program data and repopulates it with values that are attached to the benefit record number that is entered.
Benefit Status	**Description/Instruction**
Effective Date	Populated with the effective date.
Effective Sequence	Populated with the effective sequence.
Action	Populated with the action selected on the Contingent Worker page - Work Location tab.
Reason Code	Populated with the reason selected on the Contingent Worker page - Work Location tab.
***Benefits System**	Required field. Select a benefits system from the drop-down menu. Note: Select **`Not Managed in PeopleSoft`** to filter out persons who have insufficient employment and job information to support benefit enrollment.
Benefits Employee Status	Populated with the benefit status of the employee.
Annual Benefits Base Rate	Enter the base rate of the annual benefits or select a rate by clicking the calculator icon.
Benefit Program Participation	**Description/Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Benefit Program**	Required field. Enter the benefit program or select a program by clicking the search icon.
Currency Code	Populated with the code of the currency that is specified for the benefit program in the Benefit Program table.

At this point, the following options are available:

Step	Description

Step	Description
Click **OK**	Accepts the new data entered. The Add a Person page - Organizational Relationships tab is displayed.
Click **Cancel**	Cancels the action.
Click **Apply**	Applies the new data. The Add a Person page - Organizational Relationships tab is displayed.
Click **Refresh**	Refreshes the page.

After the appropriate relationship data is entered and saved, the Add a Person page - Organizational Relationships tab is displayed.

Person of Interest with Job Data

A person of interest with a job data organizational relationship is established when the person is of interest to the organization and has job data, but does not have an employee or a contingent worker relationship with the organization.

To Add a Person of Interest with Job Data:

1. On the Add a Person page - Organizational Relationships tab, check the ***Person of Interest*** box.
2. Select the type of Person of Interest to be added. The valid values in this drop-down menu will vary based on the user's Agency and access level.

3. Click **Add the Relationship**. The Add Person of Interest tab is displayed.

Figure 46: Add Person of Interest Tab

4. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated Person ID.
Person of Interest Type	Populated with the type of Person of Interest to be added selected.
Security Data	**Description/Instruction**
Effective Date	Populated with *Effective Date entered on the Add a Person page - Biographical Details tab.
***Security Access Type**	Click the down arrow to select the type of security access to be granted to the person.
Enabled	Check this box if the security access has been granted.
Value 1	Enter the applicable information about the security access or click the search icon to search for the information to be entered.
Value 2	Enter the applicable information about the security access or click the search icon to search for the information to be entered. This field is only used if there more than one type of information to be entered. The Value 1 field should be used if there is only one type to be entered.

Field	Description/Instruction
Person of Interest History	**Instruction**
***Effective Date**	Required field. Enter the applicable effective date for this entry or click the calendar icon to select a date.
***Organization Relationship Status**	Required field. Enter the applicable status or click the search icon to search for the applicable status. This field defaults to **A** (active).
Planned Exit	Enter the applicable planned exit date for the person or click the calendar icon to select a date.
More Information	Click the down arrow to select any additional information to be added about the person.

At this point, the following options are available:

Step	Description
Click **OK**	Accepts and saves the new data entered.
Click **Cancel**	Cancels the action.
Click **Apply**	Saves the information and sends the information to NFC for processing.

After the appropriate relationship data is entered and saved, the Add a Person page - Organizational Relationships tab is displayed.

Search for Matching Persons

To Search for Matching Persons:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Add a Person*** component. The Add Person tab is displayed.

Figure 47: Add Person Tab

5. On the Add a Person tab, click the ***Search for Matching Persons*** link. The Search Criteria page is displayed.

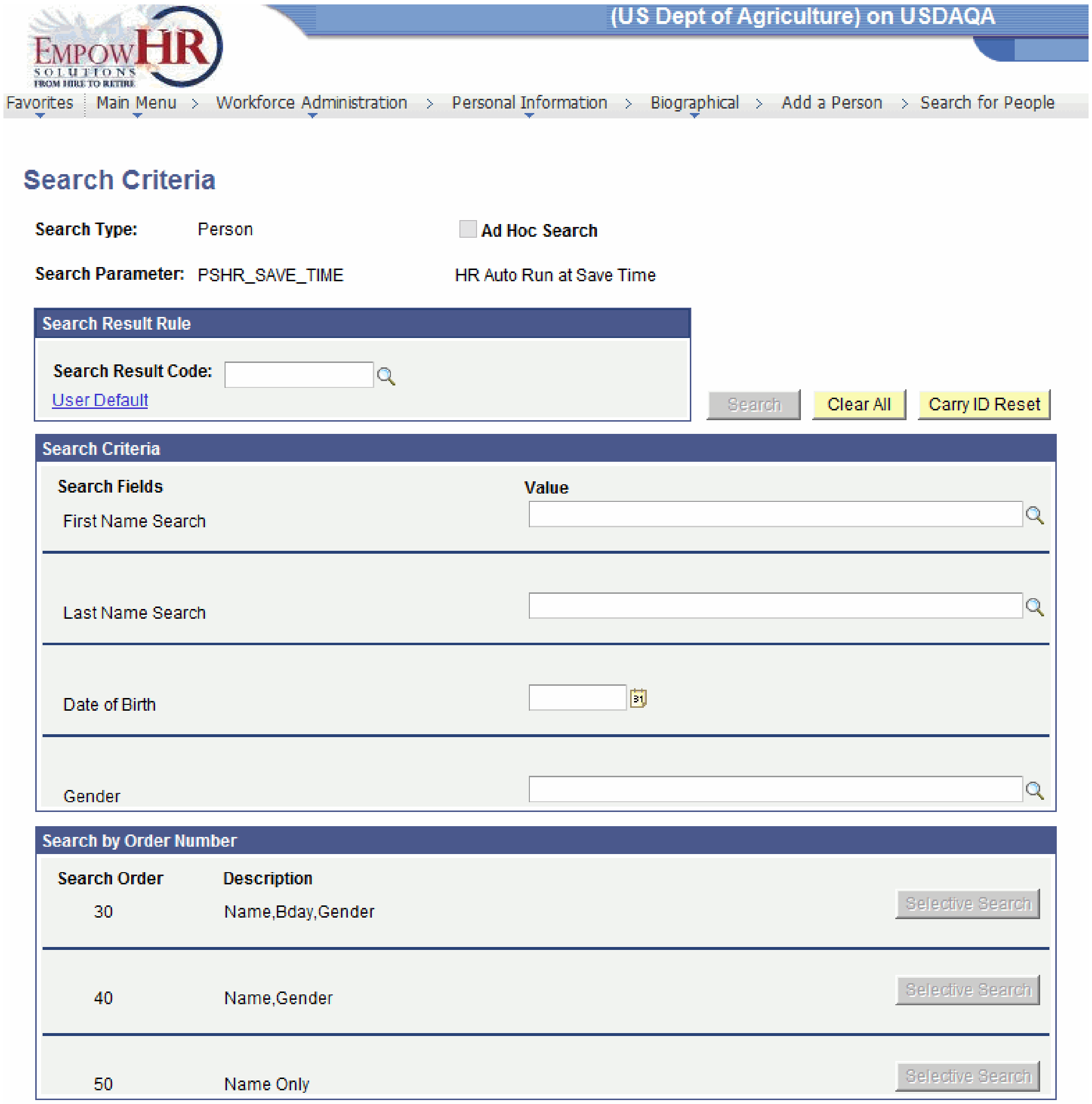


Figure 48: Search Criteria Page

6. Complete the fields as follows:

Field	**Description/Instruction**
Search Type	System generated.
Ad Hoc Search	Not used.
Search Parameter	Populated with the guidelines of the search and cannot be modified.
Search Result Rule	**Instruction**
Search Result Code	Enter the applicable search code or select a code by clicking the search

Field	Description/Instruction
	icon.
Search Criteria Search Fields	**Instruction**
Value	Click the search icon to select the applicable search value for that line of the search criteria.
Search by Order Number	**Description**
Search Order	Populated.
Description	Populated with the description of the corresponding search order.

At this point, the following options are available:

Step	Description
Click **Search**	Searches based on the criteria entered.
Click **Clear All**	Clears all prior entries on this page.
Click **Carry ID Reset**	Not used.

Modifying a Person

The ***Modify a Person*** component allows the user to modify information about a person.

To Modify a Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.
4. Select the ***Modify a Person*** component. The Personal Data page - Find an Existing Value tab is displayed.

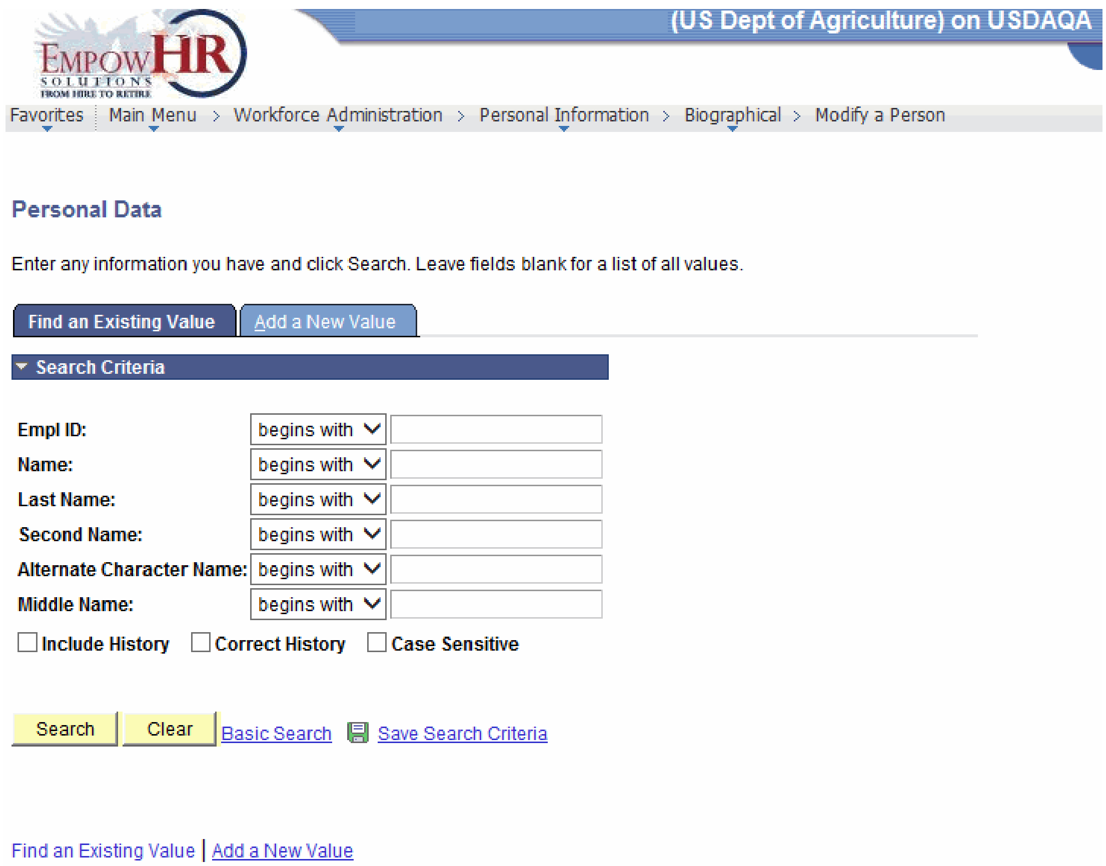


Figure 49: Personal Data Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.

Field	Description/Instruction
	OR Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.

Field	Description/Instruction
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Add a Person page - Biographical Details tab is displayed. Locate the field(s) to be modified and see field instructions in ***Add a Person*** (on page 3) for the Biographical Details, Contact Information, and Regional tabs for further information.

Note: Fields that require a PAR for Federal employees cannot be modified on this page. Those actions must be processed through the HR Processing page.

This section includes the following topics:

Additional Names

The ***Additional Names*** component allows the user to maintain additional name types for a person.

To Add an Additional Name:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.
4. Select the ***Additional Names*** component. The Additional Names page - Find an Existing Value tab is displayed.

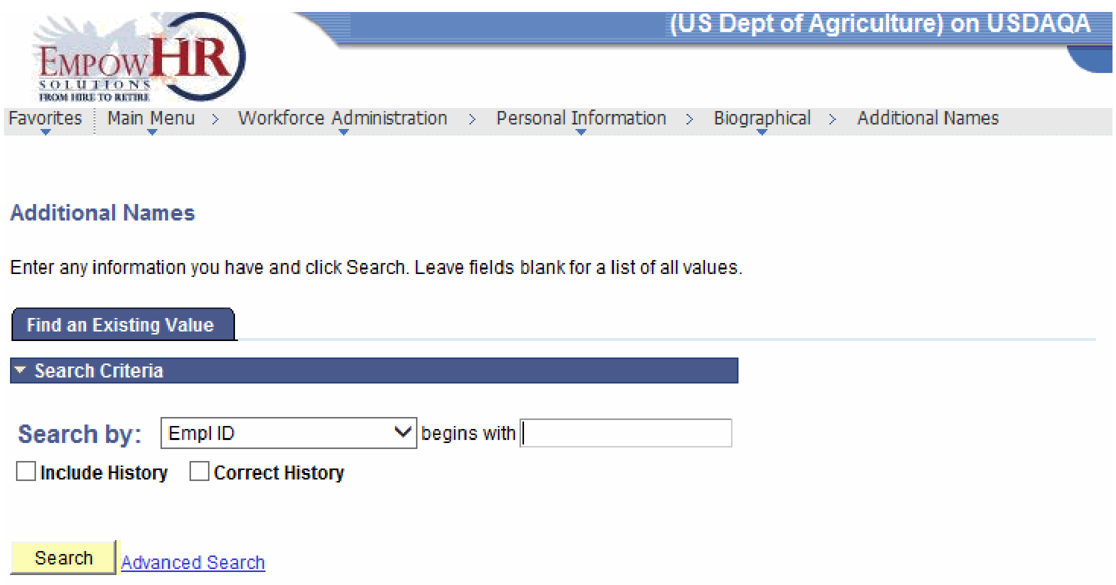


Figure 50: Additional Names Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Search by	Select the applicable value from the drop-down menu, then enter the appropriate search criteria.
begins with	Enter the appropriate search criteria based on the selection made in the Search by field.

Field	Description/Instruction
Include History	Check this box if applicable.
Correct History	Check this box if applicable.

6. Click **Search** to select the applicable person. The Names Other tab is displayed.

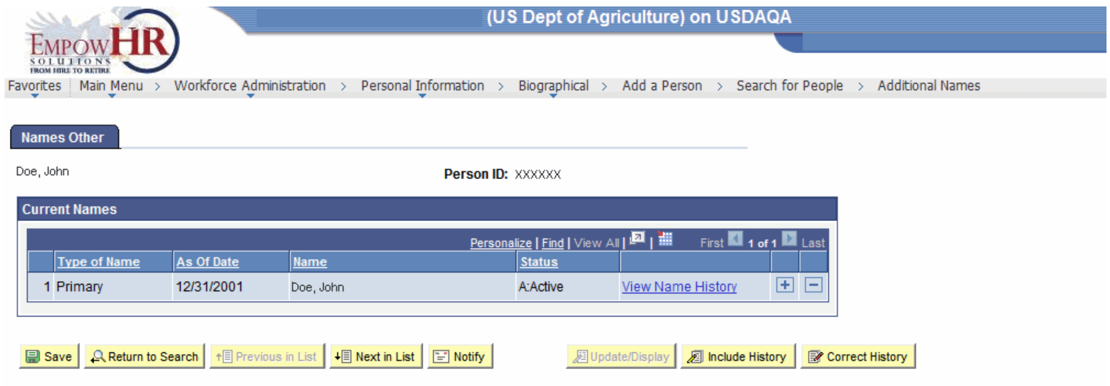


Figure 51: Names Other Tab

The fields are displayed as follows:

Field	Description
Person ID	Populated with the system-generated ID.
Current Names	**Description**
Type of Name	Populated with the type of name for this person.
As Of Date	System populated.
Name	Populated with the name of the person.
Status	Populated with the status of the person.

7. Click the ***View Name History*** link. The Name History page is displayed.

Figure 52: Name History Page

The fields are displayed as follows:

Name History	Description
Type of Name	Populated with the type of name.
Name	**Description**
Effective Date	Populated with the effective date.
Name	Populated with the full name of the employee.
Status	Populated with the status of the name.

8. Click **OK**. The Additional Names page - Names Other tab is displayed.

OR

Click **Cancel**. The Additional Names page - Names Other tab is displayed.

OR

Click the ***View Name*** link. The View Name page is displayed.

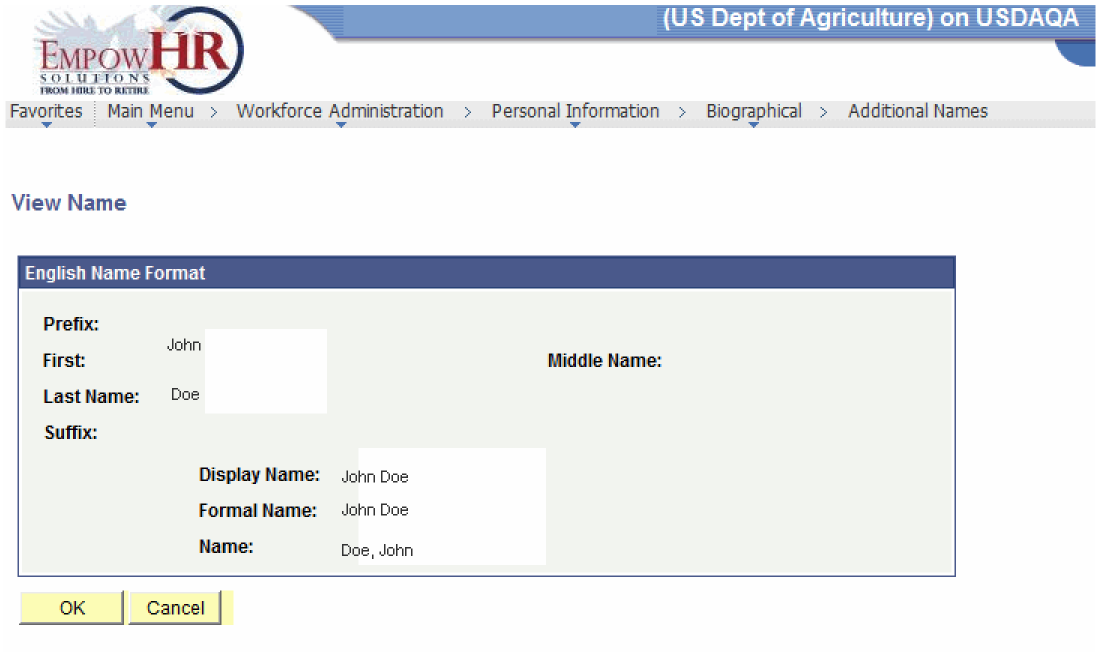


Figure 53: View Name Page

The fields are displayed as follows:

English Name Format	Description
Prefix	Populated with the prefix of the employee's name.
First	Populated with the first name of the employee.
Middle Name	Populated with the middle name of the employee.
Last Name	Populated with the last name of the employee.
Suffix	Populated with the suffix of the employee's name.
Display Name	Populated with the employee's first and last name.
Formal Name	Populated with the prefix and the first and last name of the employee.
Name	Populated with the last, first, and middle name of the employee.

9. Click **OK**. The Name History page is displayed.

OR

Click **Cancel**. The Name History page is displayed.

10. Click **OK**. The Additional Names page - Names Other tab is displayed.

OR

Click **Cancel**. The Additional Names page - Names Other tab is displayed.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Driver's License Data

The ***Driver's License Data*** component allows the user to identify or modify driver's license information.

To Enter Driver's License Data:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Driver's License Data*** component. The Driver's License Data page - Find an Existing Value tab is displayed.

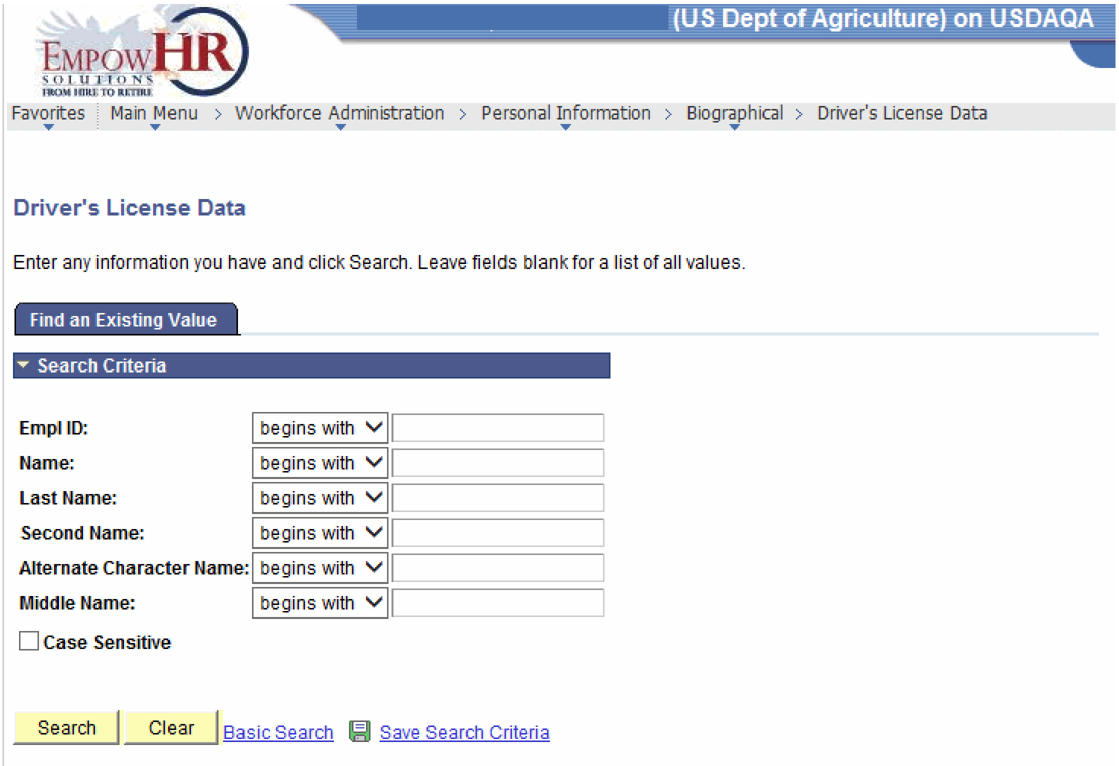


Figure 54: Drivers License Data Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR**

Field	Description/Instruction
	Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Drivers License tab is displayed.

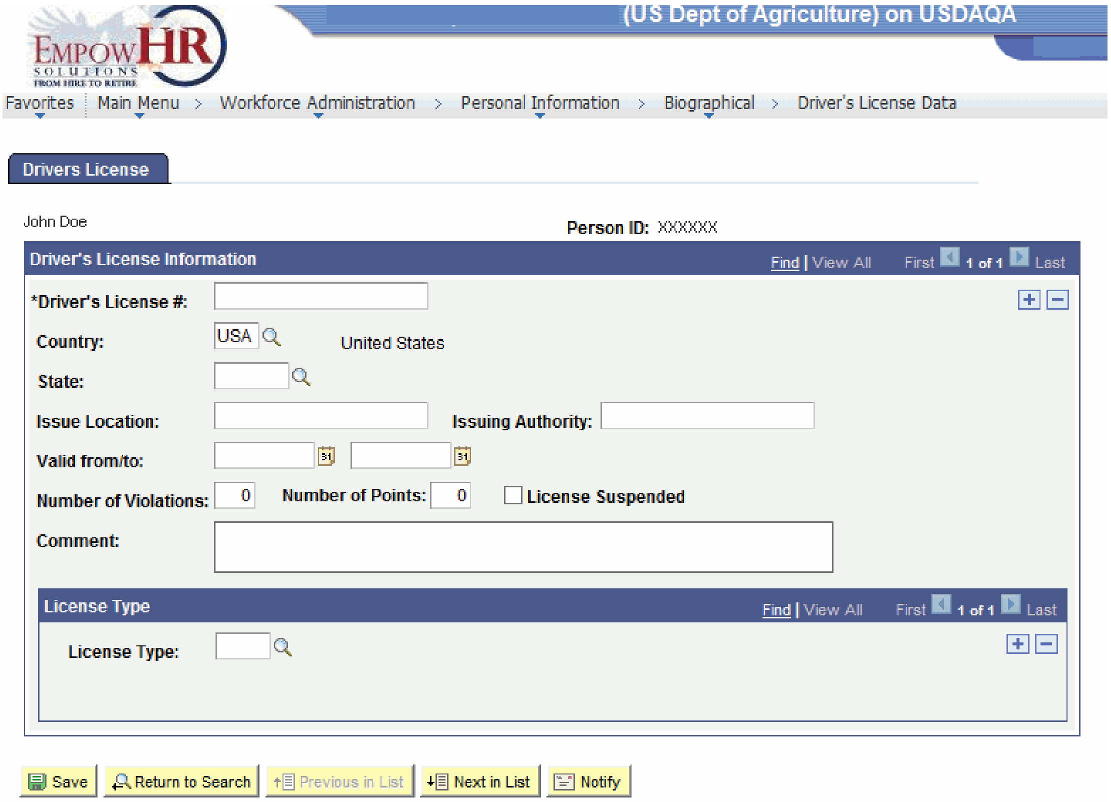


Figure 55: Drivers License Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Driver's License Information	**Description/Instruction**
***Driver's License #**	Required field. Enter the driver's license number.
Country	Defaults to **USA**. Enter the country the driver's license was issued or select a country by clicking the search icon. The full name of the entry or selection is displayed to the right of the field.
State	Enter the State in which the driver's license was issued or select a State by clicking the search icon.
Issue Location	Enter the location the driver's license was issued (i.e., State of Louisiana).

Field	Description/Instruction
Issuing Authority	Enter the issuing authority (i.e., Louisiana Department of Motor Vehicles).
Valid from/to	Enter the dates the driver's license is valid from and to or select the dates by clicking the calendar icon.
Number of Violations	Enter the number of violations.
Number of Points	Enter the number of points.
License Suspended	Check this box if the employee's license has ever been suspended.
Comment	Enter any applicable comments.
License Type	**Instruction**
License Type	Enter the type of license or select a type by clicking the search icon.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Volunteer Activities

The ***Volunteer Activities*** component allows the user to identify a person's participation in volunteer programs.

To Enter Volunteer Activities:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***Volunteer Activities*** component. The Volunteer Activities page - Find an Existing Value tab is displayed.

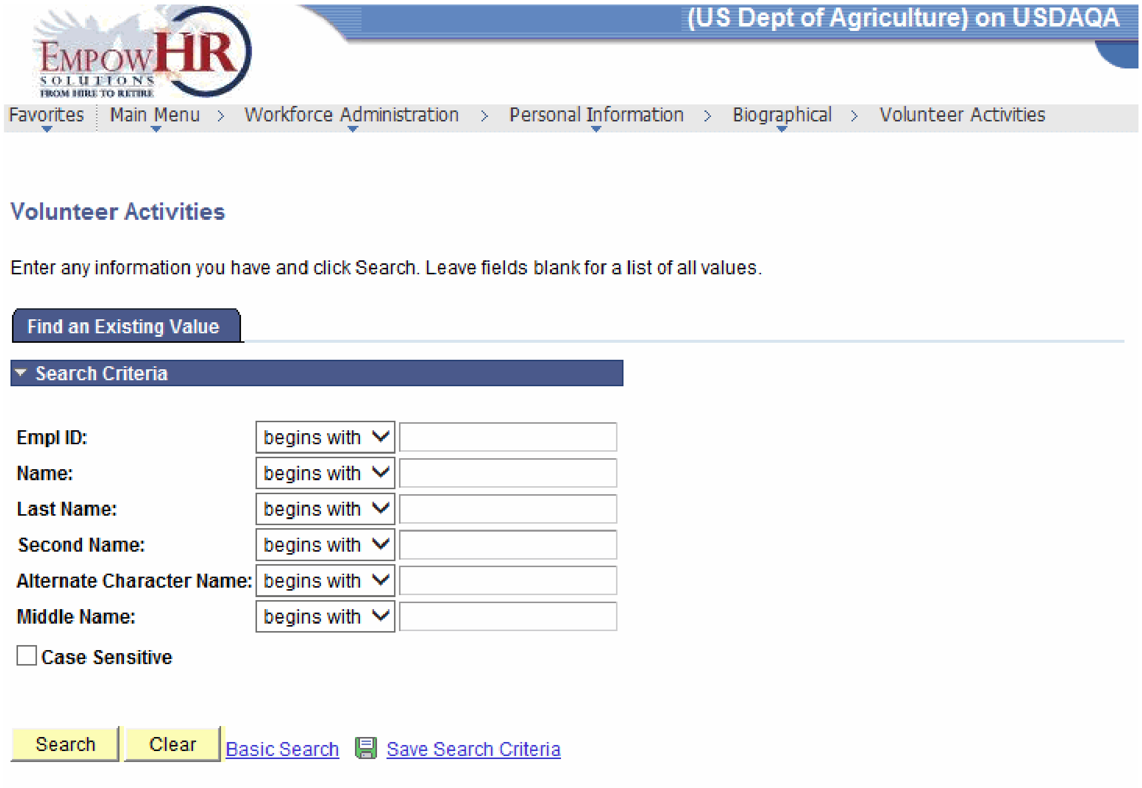


Figure 56: Volunteer Activities Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR**

Field	Description/Instruction
	Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Volunteer Activities tab is displayed.

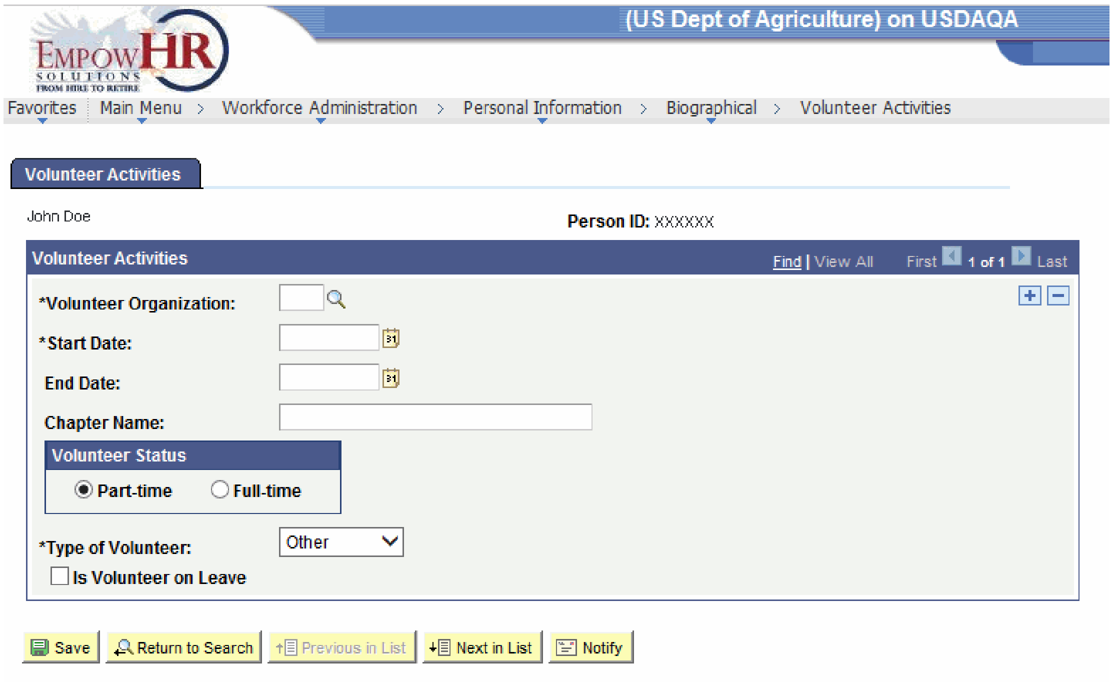


Figure 57: Volunteer Activities Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Volunteer Activities	**Instruction**
***Volunteer Organization**	Required field. Enter the volunteer organization or select an organization by clicking the search icon.
***Start Date**	Required field. Enter the start date or select a date by clicking the calendar icon.
End Date	Enter an end date or select a date by clicking the calendar icon.
Chapter Name	Enter the chapter name.
Volunteer Status	Select the applicable status. Values are **`Part-time`** or **`Full-time`**.
***Type of Volunteer**	Required field. Click the down arrow to select the applicable type of volunteer. Valid values are:

Field	Description/Instruction
	`Administr` **`Canvasser`** **`Executive`** **`Fund Raise`** **`Other`**
Is Volunteer on Leave	Check this box if applicable.

At this point the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

General Comments

The ***General Comments*** component allow the user to enter comments about a person.

To Enter General Comments:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Biographical*** menu item.

4. Select the ***General Comments*** component. The General Comments page - Find an Existing Value tab is displayed.

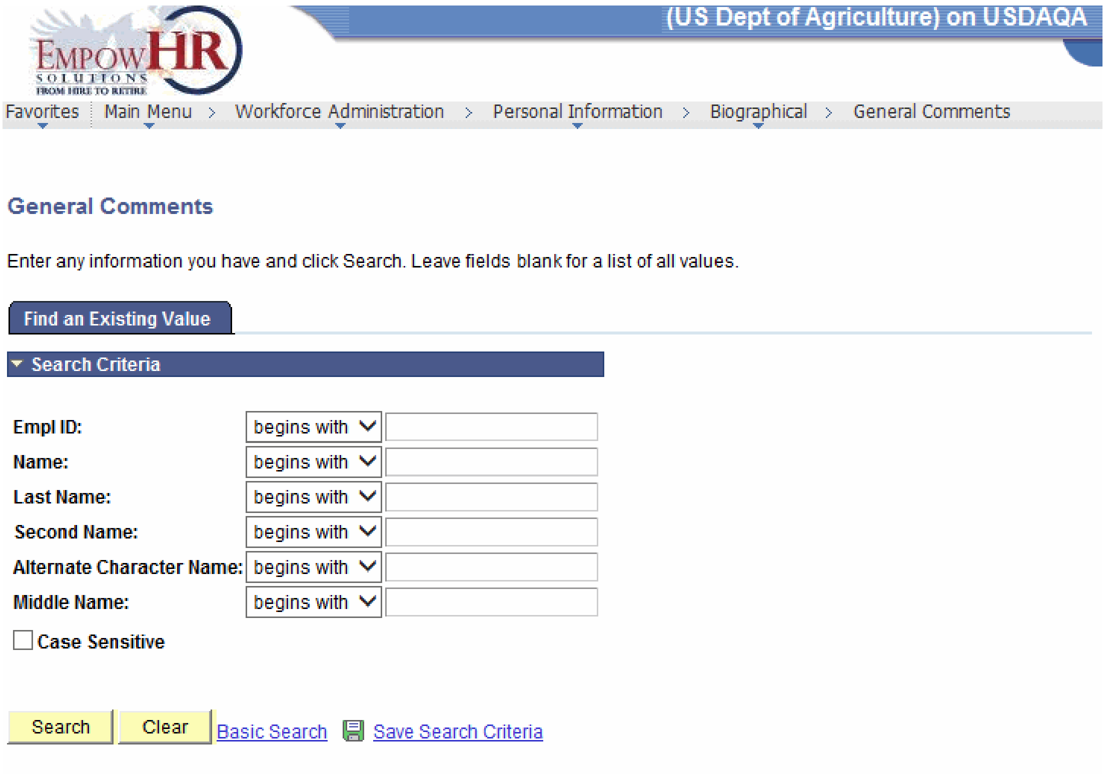


Figure 58: General Comments Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR**

Field	Description/Instruction
	Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The General Comments tab is displayed.

Figure 59: General Comments Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
General Comments	**Instruction**
Comments By	Enter the name of the person entering the comments.
Comment Date	Enter the comment date or select a date by clicking the calendar icon.
Comment	Enter the comments.

At this point, the following options are available:

Option	Description
Click **Save**	Saves the new data entered.

Option	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

New Employment Instance United States Federal (USF)

The ***New Employment Instance USF*** component allows the user to create a new employee instance along with the job data for the employee. This will also create a new Employee Record Number.

To Create a New Employee Instance:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Organizational Relationships*** menu item.

4. Select the ***New Employment Instance USF*** component. The New Employment Instance USF Page - Find an Existing Value Tab is displayed.

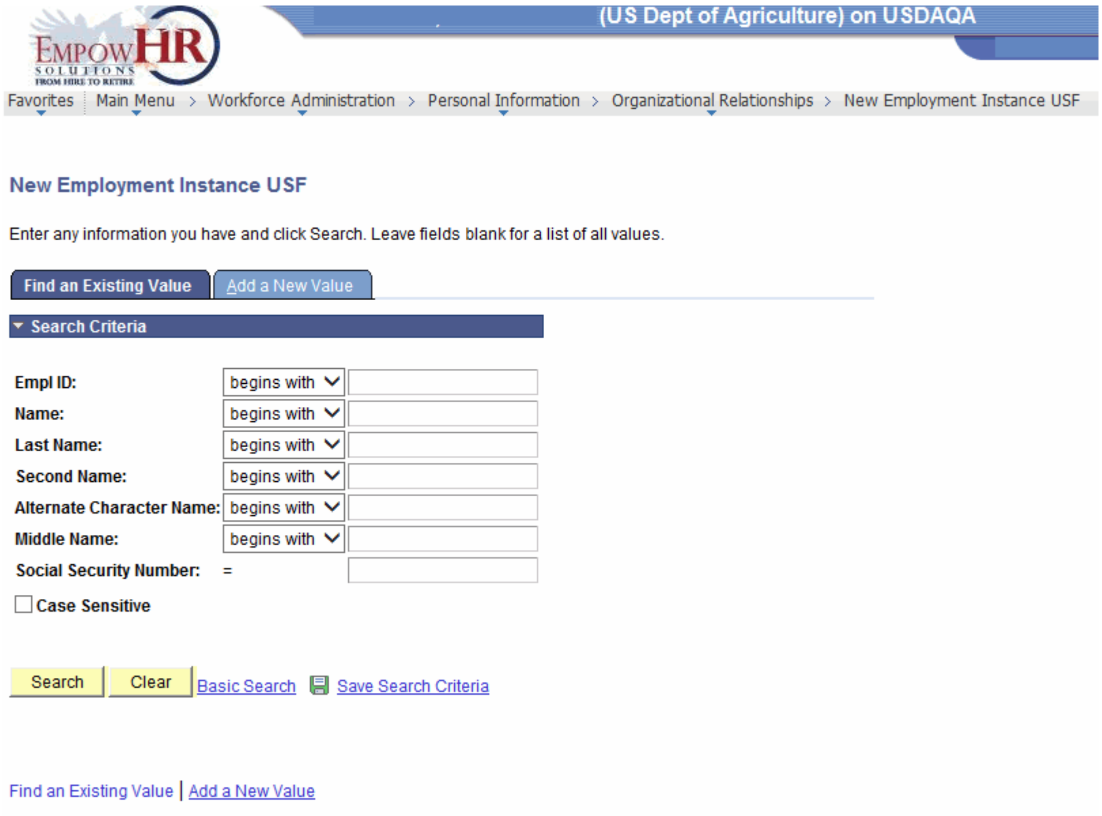


Figure 60: New Employment Instance USF - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Social Security Number	Enter the employee's SSN.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The New Employment Instance USF tab is displayed.

Figure 61: New Employment Instance USF Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Enter the Person ID or select an ID by clicking the search icon.

9. Click the ***Add The Relationship*** link. The Data Control tab of the ***PAR Processing*** component is displayed. For more information, see EmpowHR, Section 5, PAR Processing.

New Contingent Worker Instance

The ***New Contingent Worker Instance*** component allows the user to create a new contingent worker instance along with the job data for the person. This will also create a new employee record number.

To Create a New Contingent Worker Instance:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Organizational Relationships*** menu item.

4. Select the ***New Contingent Worker Instance*** component. The Add Contingent Worker Instance page - Add a New Value tab is displayed.

Figure 62: Add Contingent Worker Instance Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee ID or select an ID by clicking the search icon.
Empl Record	Enter the Employee Record Number.

6. Click **Add**. The Contingent Worker page - Work Location tab is displayed. See Contingent Worker for more information.

POI Relationship

To Add a POI Relationship:

This component will create a new POI instance with or without job data for the person. This will also create a new Employee Record Number.

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Organizational Relationships*** menu item.

4. Select the ***Add a POI Relationship*** component. The Add a New Relationship page - Add a New Value tab is displayed.

Figure 63: Add a New Relationship Page - Add a New Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee ID or select an ID by clicking the search icon.
Person of Interest Type	Enter the Person of Interest type or select a type by clicking the search icon.

6. Click **Add**. The Person of Interest page - Add Person of Interest tab is displayed. See ***Person of Interest with Job Data*** (on page 68) or Person of Interest without Job Data for more information.

Prior Work Experience

The Prior Work Experience allows the user to enter a person's previous work experience.

To Enter Prior Work Experience:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Biographical*** menu item.

4. Select the ***Prior Work Experience*** component. The Prior Work Experience page - Find an Existing Value tab is displayed.

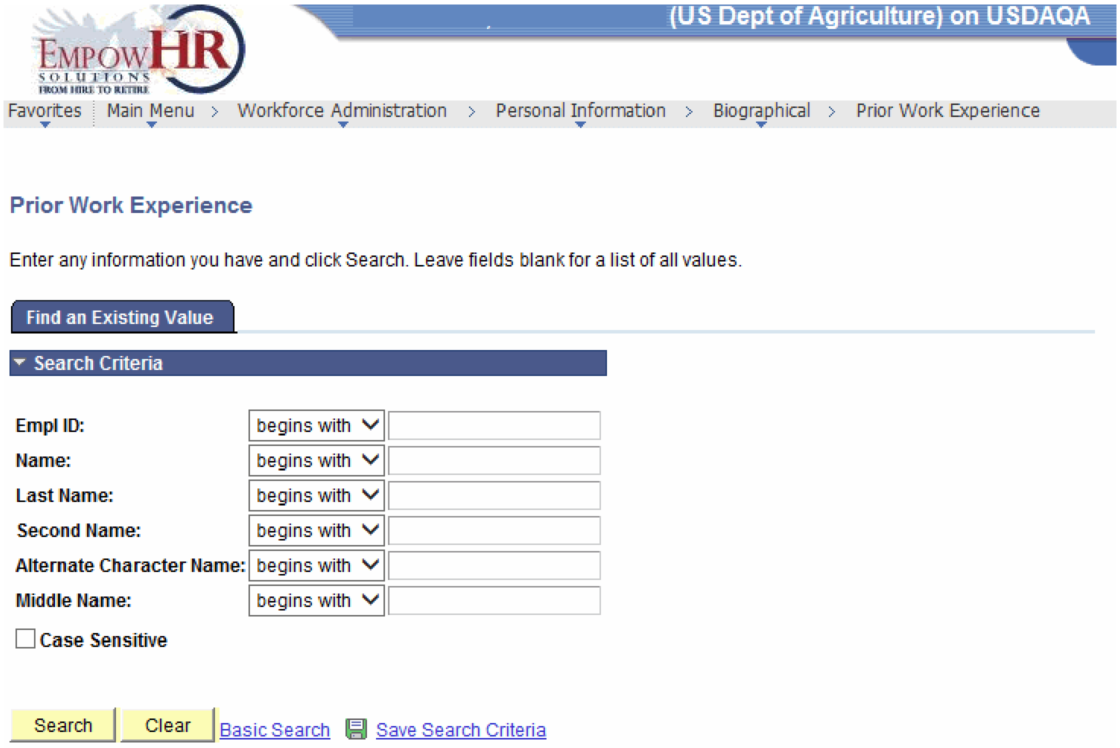


Figure 64: Prior Work Experience Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.

Field	Description/Instruction
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Prior Work Experience tab is displayed.

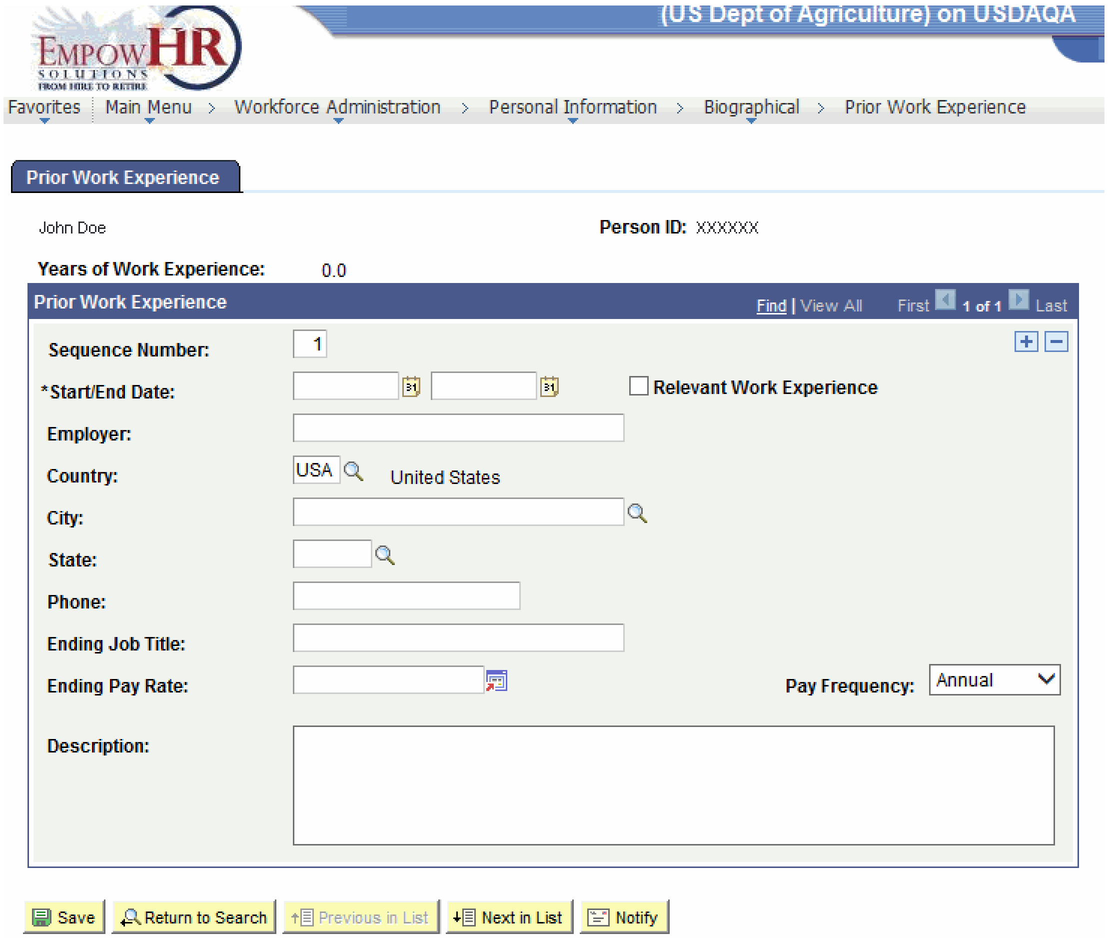


Figure 65: Prior Work Experience Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Years of Work Experience	System generated.
Prior Work Experience	**Instruction**
Sequence Number	Enter the sequence number.
***Start/End Date**	Required field. Enter the start/end date of the work experience or select the dates by clicking the calendar icon.
Relevant Work Experience	Check this box if applicable.
Employer	Enter the employer.

Field	Description/Instruction
Country	Defaults to **USA** for the country abbreviation and **United States** for the literal. Enter a different country abbreviation or select a country code by clicking the search icon.
City	Enter the city or select a city by clicking the search icon.
State	Enter the State or select a State by clicking the search icon.
Phone	Enter the phone number.
Ending Job Title	Enter the last job title held.
Ending Pay Rate	Enter the ending pay rate or select a pay rate by clicking the currency icon.
Pay Frequency	Select the pay frequency from the drop-down menu.
Description	Enter the description of the work experience gained.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Job Data

The ***Job Data*** component allows the user view and modify job data for Contingent Workers and POIs with jobs only.

To View/Modify Job Data:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Job Information*** menu.

3. Select the ***Job Data*** component. The Job Data page - Find an Existing Value tab is displayed.

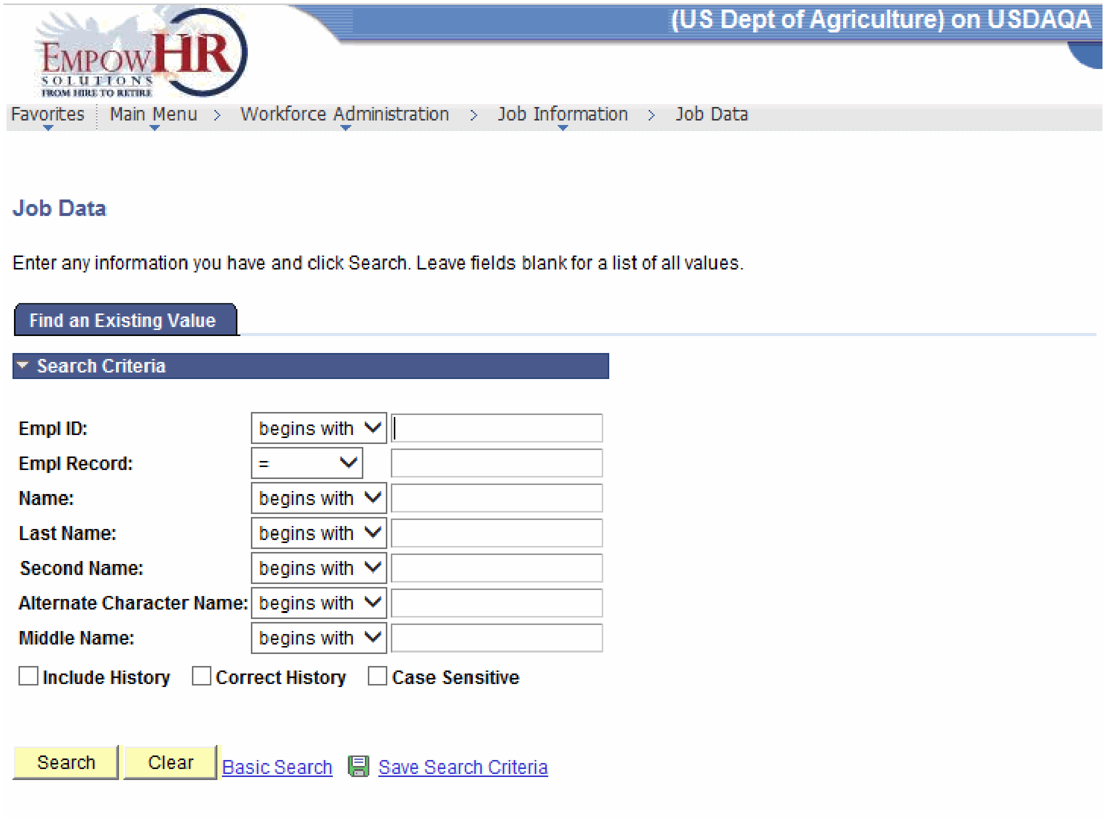


Figure 66: Job Data Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Empl Record	Enter the employee record number.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.

Field	Description/Instruction
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered. The Job Data page - Work Location tab is displayed.

   OR

   Click **Clear** to clear all entries.

6. Locate the field(s) to be modified, then see field instructions for ***Add a Person*** (on page 3) for further information.

Company Property

This component will identify all property assigned to an employee.

To Identify All Property Assigned to an Employee:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Job Information*** menu.

3. Select the ***Company Property*** component. The Company Property page - Find an Existing Value tab is displayed.

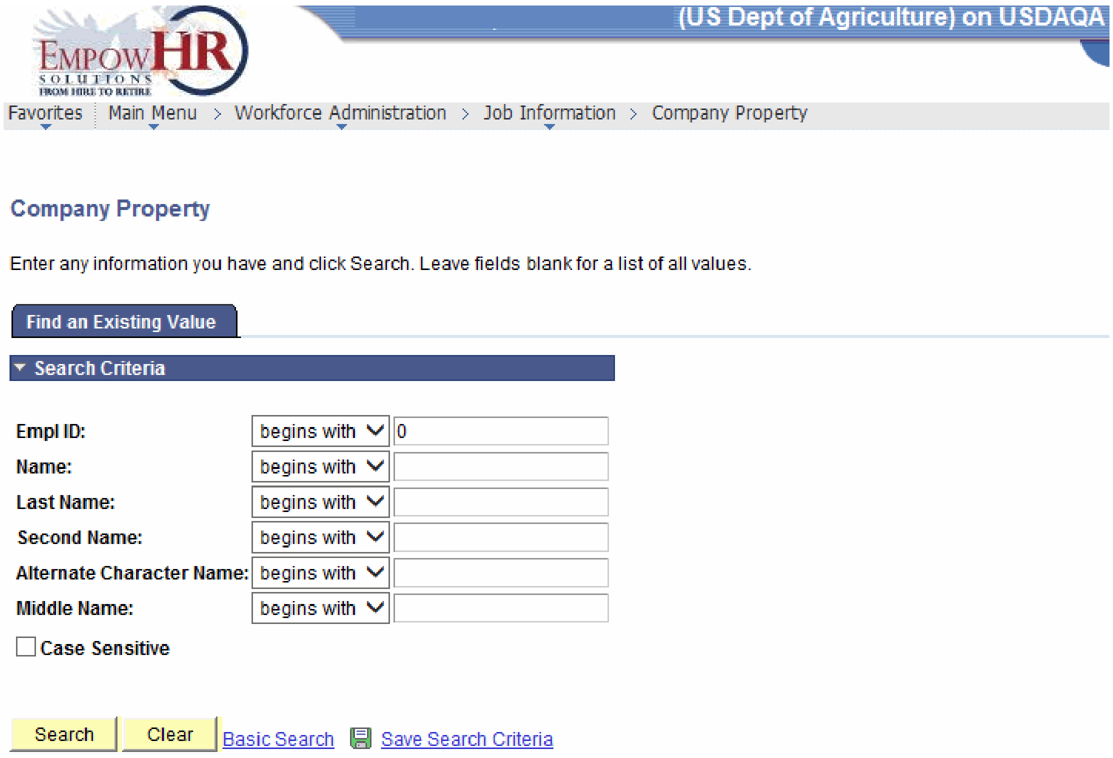


Figure 67: Company Property Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR**

Field	Description/Instruction
	Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered.

OR

Click **Clear** to clear all entries.

6. Select the applicable value from the search results. The Company Property tab is displayed.

Figure 68: Company Property Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Property Assignment Property	**Description/Instruction**
***Property Code**	Required field. Enter the property code or select a code by clicking the search icon.
Description	Populated with the description of the property code entered or selected.
***Issue Date**	Required field. Enter the issue date or select a date by clicking the calendar icon.
Date Returned	Enter the date returned or select a date by clicking the calendar icon.

8. Select the ***Serial Number*** tab. The Company Property tab - Serial Number tab is displayed.

Figure 69: Company Property Tab - Serial Number Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Property Assignment Serial Number	**Description/Instruction**
***Property Code**	Required field. Enter the property code or select a code by clicking the search icon.
Serial Number	Populated with the serial number that corresponds to the property code entered or selected.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous Tab**	Views the data on the previous tab.

Step	Description
Click **Next In List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Person Checklist

A checklist is a list of additional components that need to be completed for a person. The Person Checklist allows the user to select and create a checklist for themselves. When the user selects a checklist code for a person and creates a relationship, the application also creates a record in the ***Person Checklist*** component. A person can have multiple checklists either at the same time or over time.

To Create a Person Checklist:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Organizational Relationships*** menu item.
4. Select the ***Person Checklist*** component. The Person Checklist page - Find an Existing Value tab is displayed.

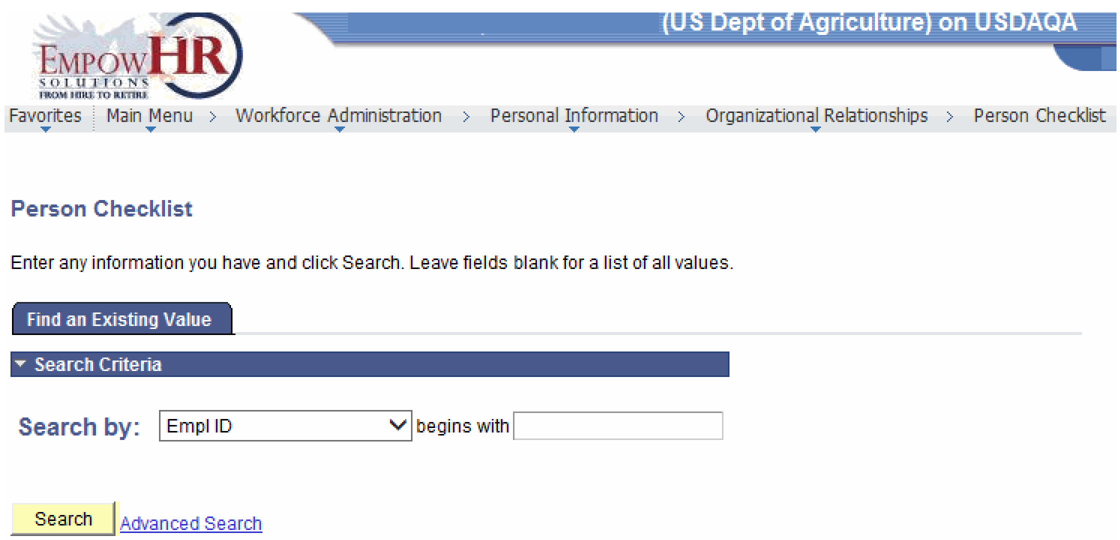


Figure 70: Person Checklist Page - Find an Existing Value Tab

5. Complete the field as follows:

Field	Description/Instruction
Search by	Select the applicable value from the drop-down list.

Field	Description/Instruction
begins with	Enter the appropriate search criteria based on the selection made in the Search by field.

6. Click **Search** to select the applicable person. The Person Checklist tab is displayed.

Figure 71: Person Checklist Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Checklist History	**Instruction**
***Checklist Date**	Required field. Enter the checklist date or select a date by clicking the calendar icon.
***Checklist**	Required field. Enter the checklist or select a checklist by clicking the search icon.
Comment	Enter the applicable comments.
Person Checklist Items	**Description/Instruction**
***Sequence**	Required field. Populated with the number order in which the items are displayed.
***Item Code**	Required field. Populated with the item code of the checklist items displayed.
Description	Populated with the description of the item code.

Field	Description/Instruction
***Status**	Required field. Select the status from the drop-down list. Valid values are **Initiated** and **Completed**.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Disability Information

To Use the Disabilities Component:

This component identifies an employee's disability status, accommodation requests and options, and job tasks.

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Disability*** menu item.
4. Select the ***Disabilities*** component. The Disabilities page - Find an Existing Value tab is displayed.

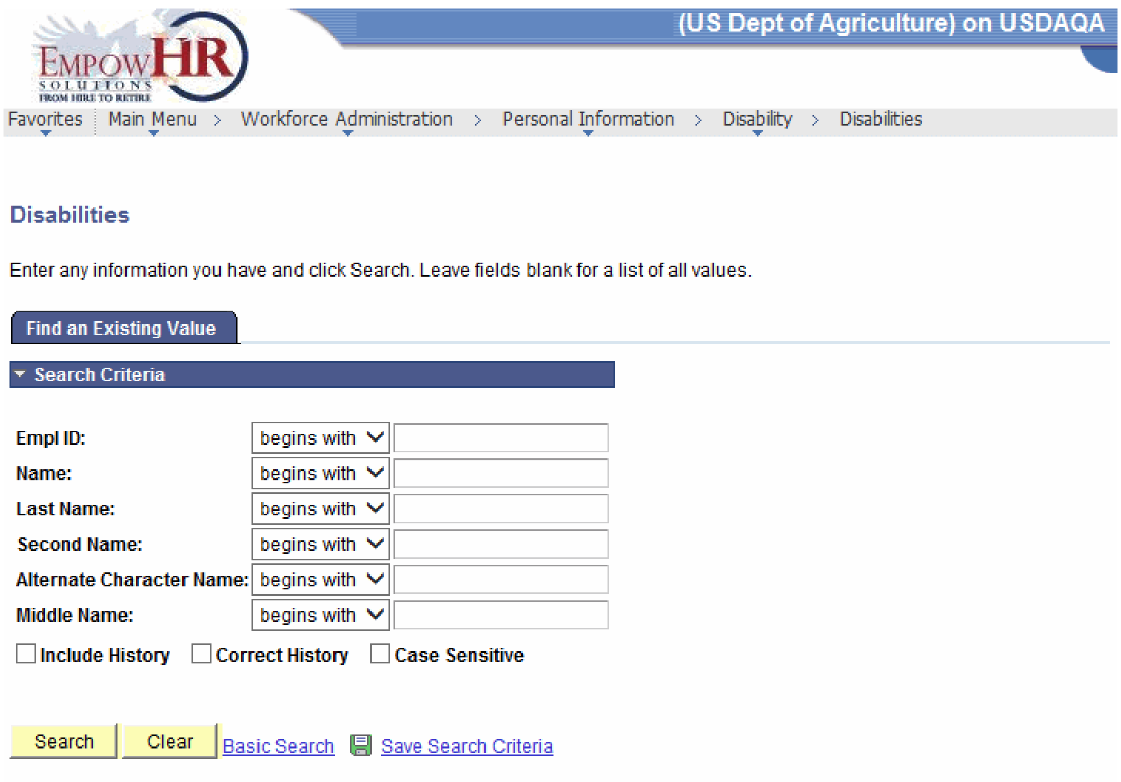


Figure 72: Disabilities Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.

Field	Description/Instruction
	OR Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.

Field	Description/Instruction
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search**. The Disabilities page - Disability tab is displayed.

   OR

   Click **Clear** to clear the entry.

Figure 73: Disabilities Page - Disability Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Disability Status	**Instruction**
Disabled	Check this box if applicable.

8. Click USA to display the USA Section. The Disabilities page - Disability tab - USA Section is displayed.

Figure 74: Disabilities Page - Disability Tab - USA Section

9. Complete the field as follows:

Field	Description/Instruction
Disabled Veteran	Check this box if applicable.

10. Select the ***Accomm Request*** tab. The Disabilities page - Accomm Request tab is displayed.

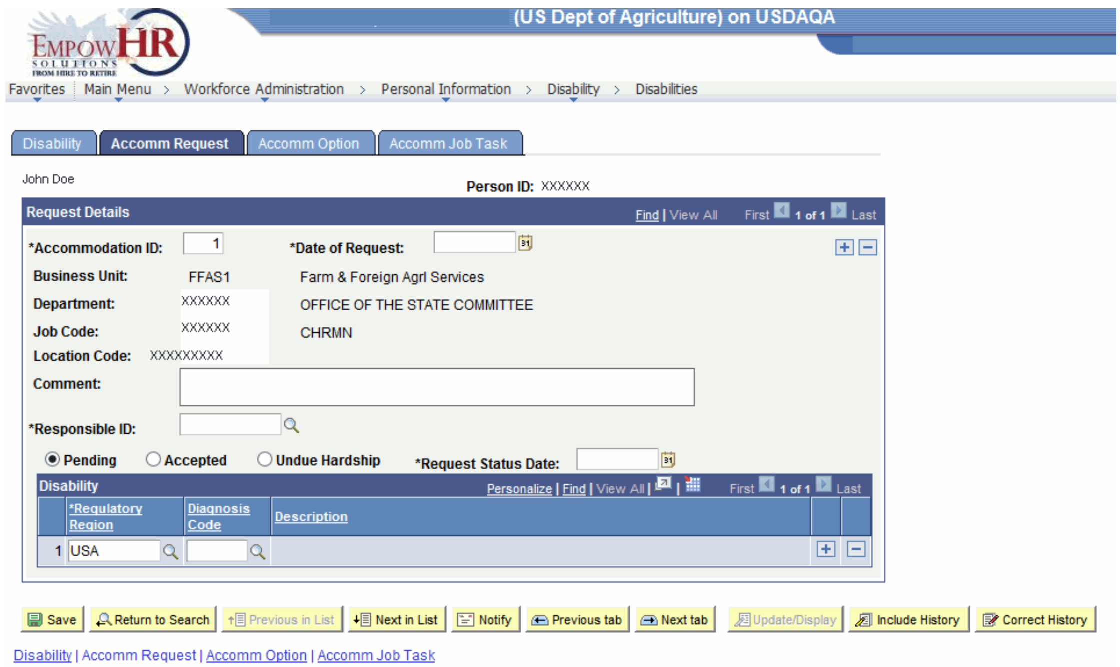


Figure 75: Disabilities Page - Accomm Request Tab

11. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Request Details	**Description/Instruction**
***Accommodation ID**	Required field. Enter the accommodation ID.
***Date of Request**	Required field. Enter the date of the request or select a date by clicking the calendar icon.

Field	Description/Instruction
Business Unit	Populated with the abbreviation and the literal.
Department	Populated with the Department number and name.
Job Code	Populated with the job code number and name.
Location Code	Populated with the location code and name.
Comment	Enter any applicable comments.
***Responsible ID**	Required field. Enter the responsible ID or select an ID by clicking the search icon. When populated, the name of the responsible party is displayed to the right of the ID.
Pending	Select this option if applicable.
Accepted	Select this option if applicable.
Undue Hardship	Select this option if applicable.
***Request Status Date**	Required field. Enter the request status date or select a date by clicking the calendar icon.
Disability	**Description/Instruction**
***Regulatory Region**	Required field. Defaults to **USA**. Enter the regulatory region or select a region by clicking the search icon.
Diagnosis Code	Enter the diagnosis code or select a code by clicking the search icon.
Description	Populated based on the regulatory region and diagnosis code entered or selected in the previous fields.

12. Select the ***Accomm Option*** tab. The Disabilities page - Accomm Option tab is displayed.

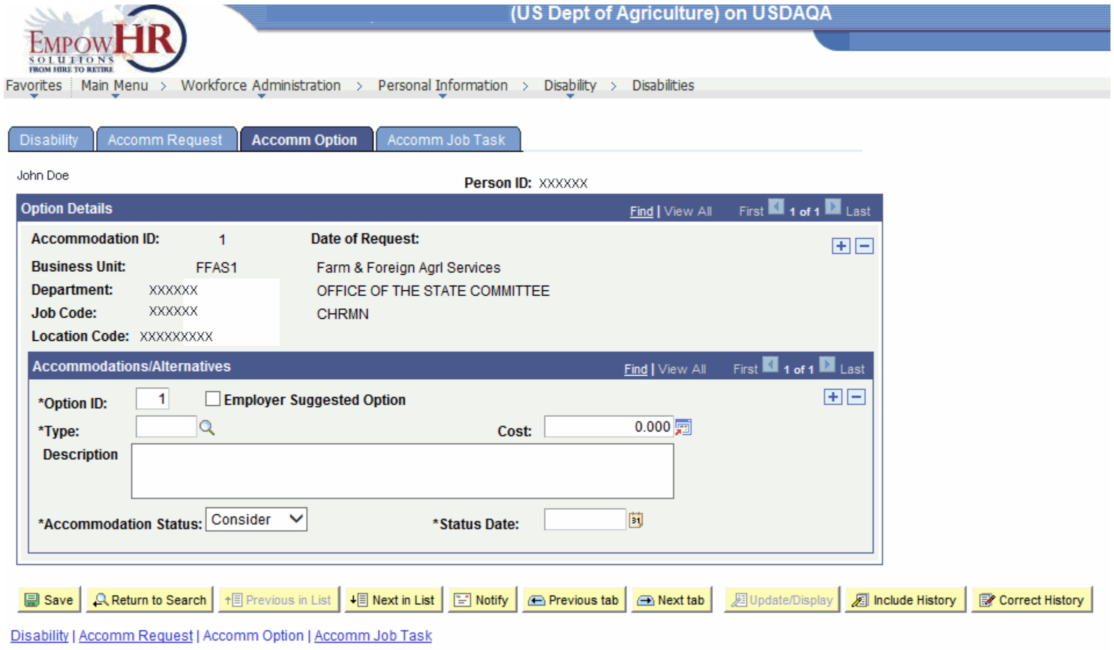


Figure 76: Disabilities Page - Accomm Options Tab

13. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Option Details	**Description**
Accommodation ID	Populated based on the accommodation ID entered on the Disabilities page - Accomm Request tab.
Date of Request	Populated based on the accommodation ID entered on the Disabilities page - Accomm Request tab.
Business Unit	Populated with the business unit and name.
Department	Populated with the Department number and name.
Job Code	Populated with the job code number and name.
Location Code	Populated with the location code and name.
Accommodations/Alternatives	**Instruction**
***Option ID**	Required field. Enter the option ID.
Employer Suggested Option	Check this box if applicable.

Field	Description/Instruction
***Type**	Required field. Enter the type or select a type by clicking the search icon.
Cost	Enter the cost or select a cost by clicking the currency icon.
***Accommodation Status**	Required field. Select an accommodation status from the drop-down list.
***Status Date**	Required field. Enter the status date or select a date by clicking the calendar icon.

14. Select the ***Accomm Job Task*** tab. The Disabilities page - Accomm Job Task tab is displayed.

Figure 77: Disabilities Page - Accomm Job Task Tab

15. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Job Details	**Description**
Accommodation ID	Populated based on the accommodation ID entered on the Disabilities page - Accomm Request tab.
Date of Request	Populated based on the accommodation ID entered on the Disabilities page - Accomm Request tab.
Business Unit	Populated with the business unit and name.
Department	Populated with the Department number and name.
Job Code	Populated with the job code number and name.

Field	Description/Instruction
Location Code	Populated with the location code and name.
Job Task Accommodated	**Instruction**
Business Unit	Enter the business unit or select a unit by clicking the search icon. The name is displayed after the entry or selection is made.
Job Code	Enter the job code or select a code by clicking the search icon. The name is displayed after the entry or selection is made.
Location	Enter the location or select a location by clicking the search icon. The name is displayed after the entry or selection is made.
Job Task	Enter the job task or select a task by clicking the search icon. The name is displayed after the entry or selection is made.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Previous Tab**	Returns to the previous tab on the page.
Click **Next Tab**	Views the data on the next tab.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Identification Data

This component identifies citizenship, passport, visa and permit information, and an employee photo.

To Add Identification Information for an Employee:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Citizenship*** menu item.
4. Select the ***Identification Data*** component. The Identification Data page - Find an Existing Value tab is displayed.

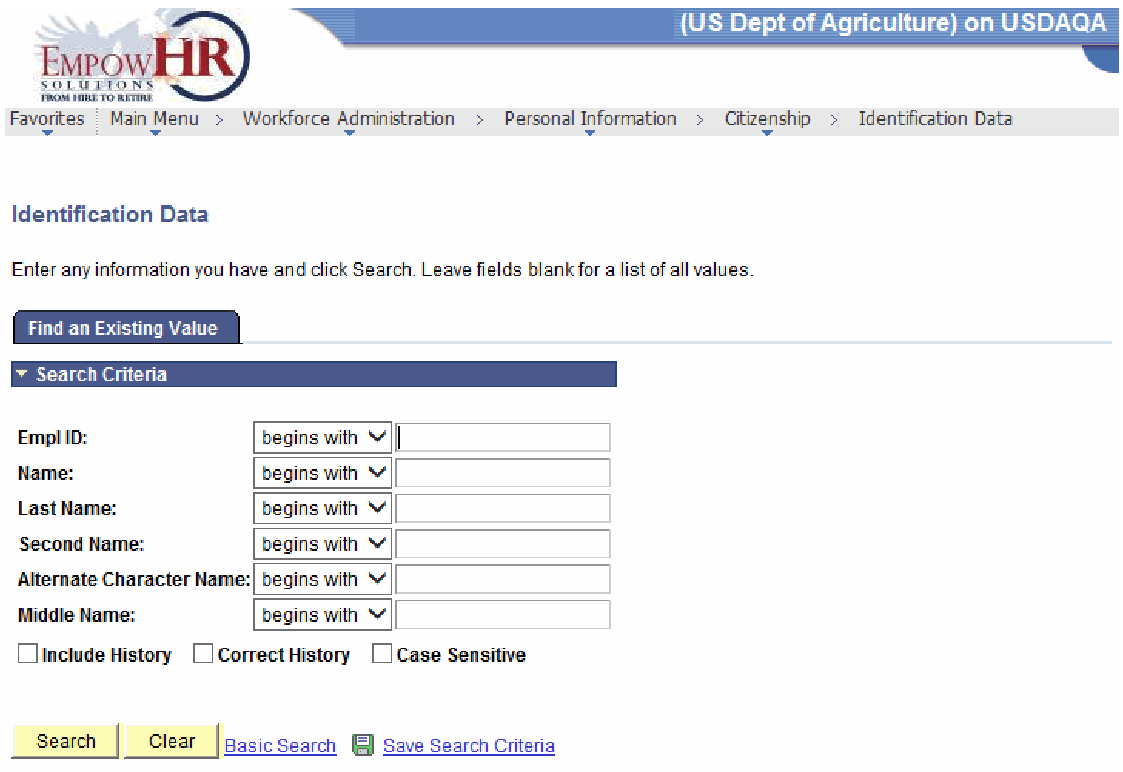


Figure 78: Identification Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.

Field	Description/Instruction
	OR Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.

Field	Description/Instruction
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

7. Select the applicable value from the search results. The Identification Data page - Citizenship/Passport tab is displayed.

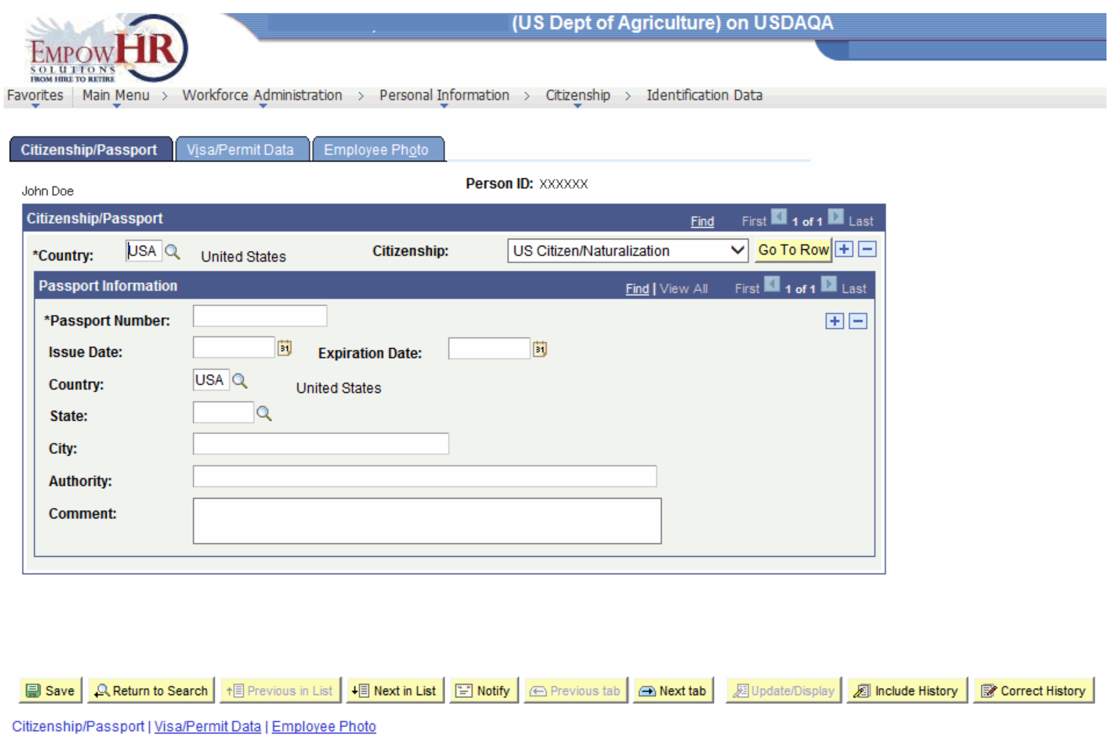


Figure 79: Identification Page - Citizenship/Passport Tab

8. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Citizenship/Passport	**Instruction**
***Country**	Required field. Enter the country or select a country by clicking the search icon.
Citizenship	Select the citizenship status from the drop-down list.
Passport Information	**Instruction**
***Passport Number**	Required field. Enter the passport number.
Issue Date	Enter the date the passport was issued or select a date by clicking the calendar icon.
Expiration Date	Enter the date the passport will expire or select a date by clicking the calendar icon.
Country	Defaults to **USA**. Enter the country or select a country by clicking the search icon.
State	Type the State abbreviation or select a State by clicking the search icon.
City	Type the city.
Authority	Type the authority information.
Comment	Type any applicable comments.

9. Select the ***Visa/Permit Data*** tab. The Identification Data page - Visa/Permit Data tab is displayed.

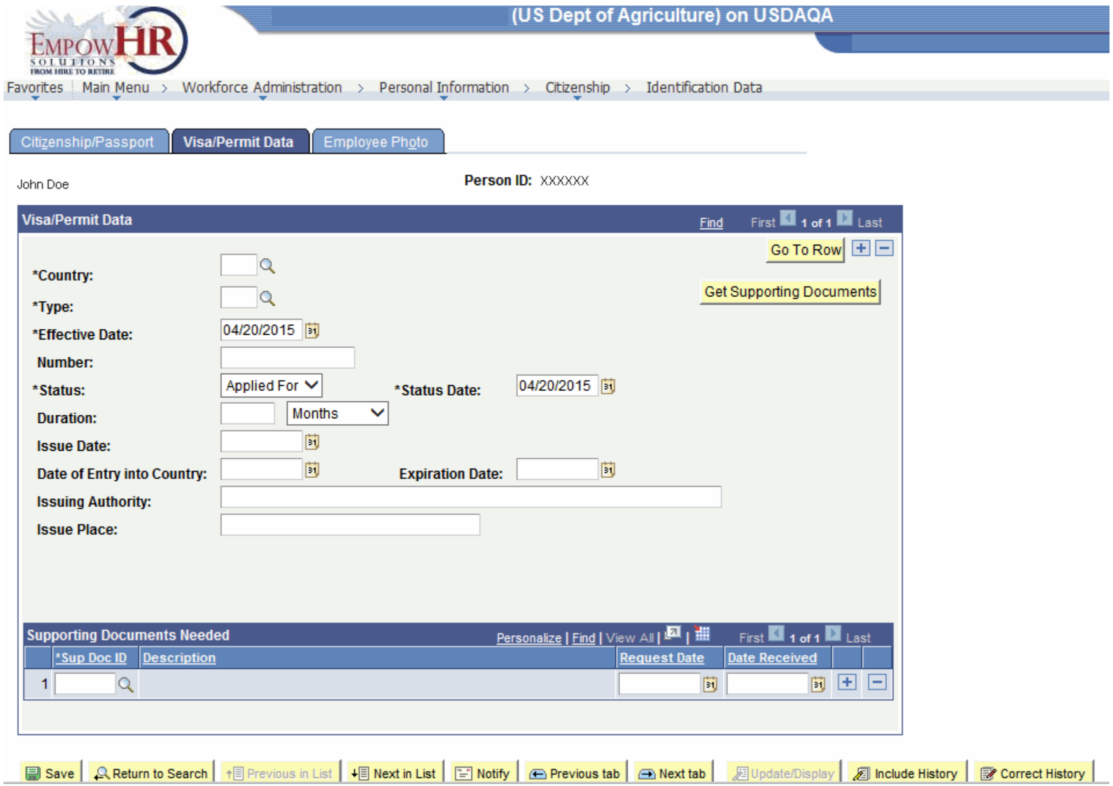


Figure 80: Identification Page - Visa/Permit Data Tab

10. Complete the fields as follows:

Field	**Description/Instruction**
Person ID	Populated with the system-generated ID.
Visa/Permit Data	**Instruction**
***Country**	Required field. Enter the country or select a country by clicking the search icon.
***Type**	Required field. Select the type of visa/permit or select a type by clicking the search icon.
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
Number	Enter the visa/permit number.
***Status**	Required field. Select a status from the drop-down list.
***Status Date**	Required field. Enter the status date or select a date by clicking the calendar icon.

Field	Description/Instruction
Duration	Enter the number of the duration of the visa/permit, then select the timeframe from the drop-down list.
Issue Date	Enter the date the visa/permit was issued or select a date by clicking the calendar icon.
Date of Entry into Country	Enter the date the employee entered into the country or select a date by clicking the calendar icon.
Expiration Date	Enter the expiration date of the visa/permit or select a date by clicking the calendar icon.
Issuing Authority	Enter the issuing authority.
Issue Place	Enter the place the visa/permit was issued.
Supporting Documents Needed	**Description/Instruction**
***Sup Doc ID**	Required field. Enter the supporting document ID or select an ID by clicking the search icon. The description of your entry or selection is displayed to the right.
Description	Populated based on the supporting document ID entered or selected.
Request Date	Enter the request date of the visa/permit or select a date by clicking the calendar icon.
Date Received	Enter the receipt date of the visa/permit or select a date by clicking the calendar icon.

11. Select the ***Employee Photo*** tab. The Identification Data page - Employee Photo tab is displayed.

Figure 81: Identification Page - Employee Photo Tab

12. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the person ID assigned to the person.
Employee Photo	Click **+** to add the employee's photo or **–** to remove the photo. Note: The photo must be a jpeg.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Previous Tab**	Returns to the previous tab on the page.
Click **Next Tab**	Views the data on the next tab.

Step	Description
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Person Organizational Summary

This component will allow users to view a person's organizational relationships.

To View a Person's Organizational Relationships:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Person Organizational Summary*** component. The Person Organizational Summary page - Find an Existing Value tab is displayed.

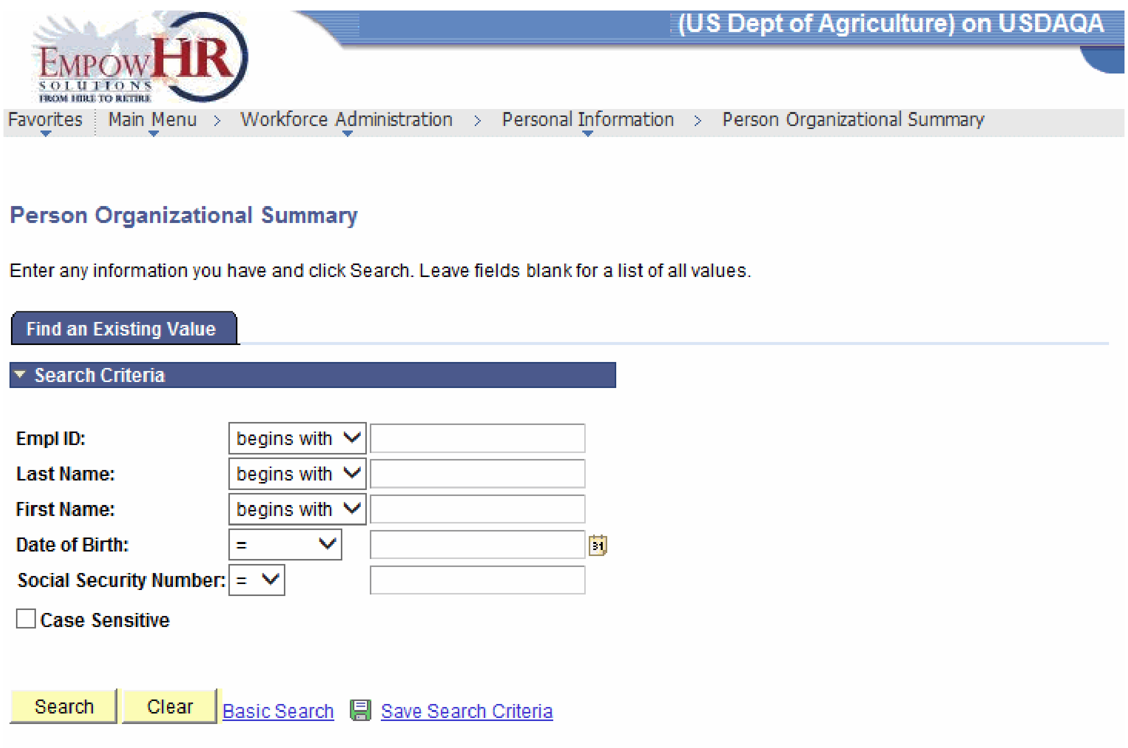


Figure 82: Person Organizational Summary Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
First Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Date of Birth	Enter the employee’s date of birth **OR** Click the down arrow for additional options to narrow search results. **OR** Select a date by clicking the calendar icon.
Social Security Number	Enter the employee’s SSN. **OR** Click the down arrow for additional options to narrow search results.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered. The Person Org Summary tab is displayed.

OR

Click **Clear** to clear all entries.

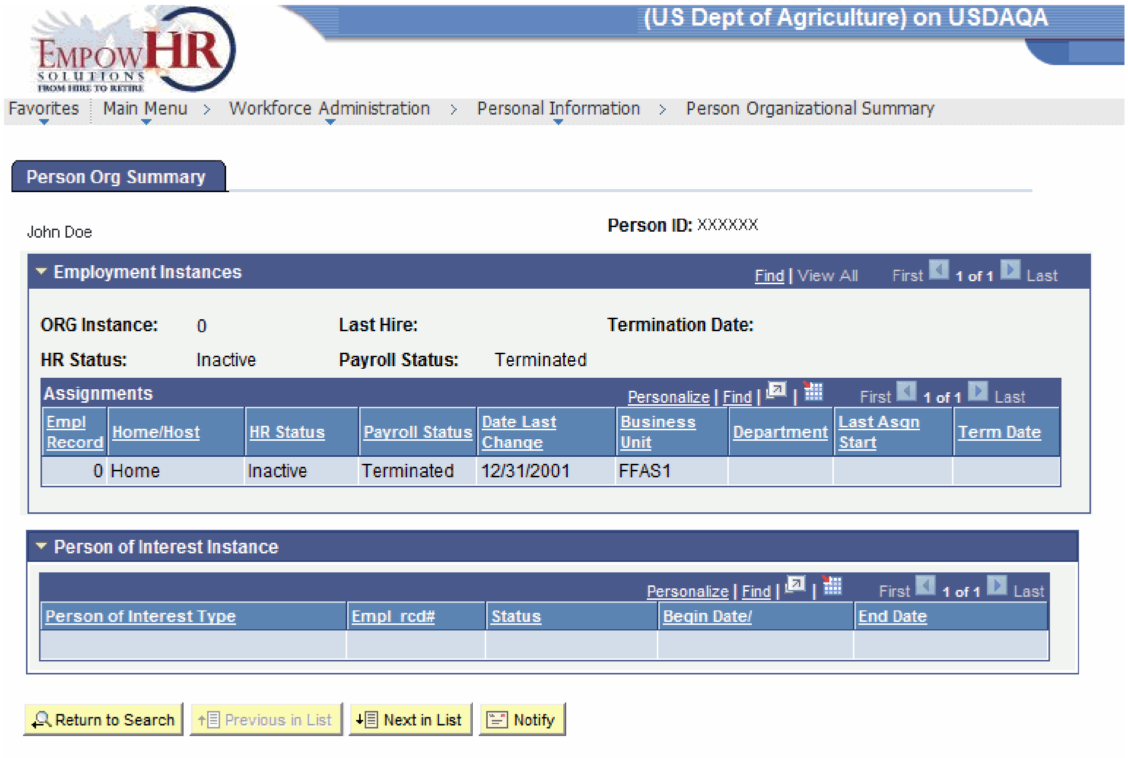


Figure 83: Person Org Summary Tab

The following fields are displayed:

Field	Description
Person ID	Populated with the system-generated ID.
Employment Instances	**Description**
ORG Instance	Populated with the organizational instance.
Last Hire	Populated with the person's last hire date as an employee.
Termination Date	Populated with the person's termination date as an employee.
HR Status	Populated with the HR status of the employee.
Payroll Status	Populated with the payroll status of the employee.
Assignments	**Description**
Empl Record	Populated with the employee record number (appointment number).
Home/Host	Populated with the status of the employee's assignment.

Field	Description
HR Status	Populated with the HR status of the employee's assignment.
Payroll Status	Populated with the payroll status of the employee's assignment.
Date Last Change	Populated with the date the assignment was last changed.
Business Unit	Populated with the business unit the employee is/was assigned to.
Department	Populated with the Department number the employee is/was assigned to.
Last Asgn Start	Populated with the date the assignment was started.
Term Date	Populated with the termination date of the assignment.
Person of Interest Instance	**Description**
Person of Interest Type	Populated with the person of interest type.
Empl rcd#	Populated with the employee record number (appointment number).
Status	Populated with the person of interest's status.
Begin Date/	Populated with the begin date of the person of interest.
End Date	Populated with the end date of the person of interest.

At this point, the following options are available:

Step	Description
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Expiration Inquiry

This component allows the user to view expiration data for a person.

To View Expiration Data for a Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.

3. Select the ***Expiration Inquiry*** component. The Expiration Inquiry page is displayed.

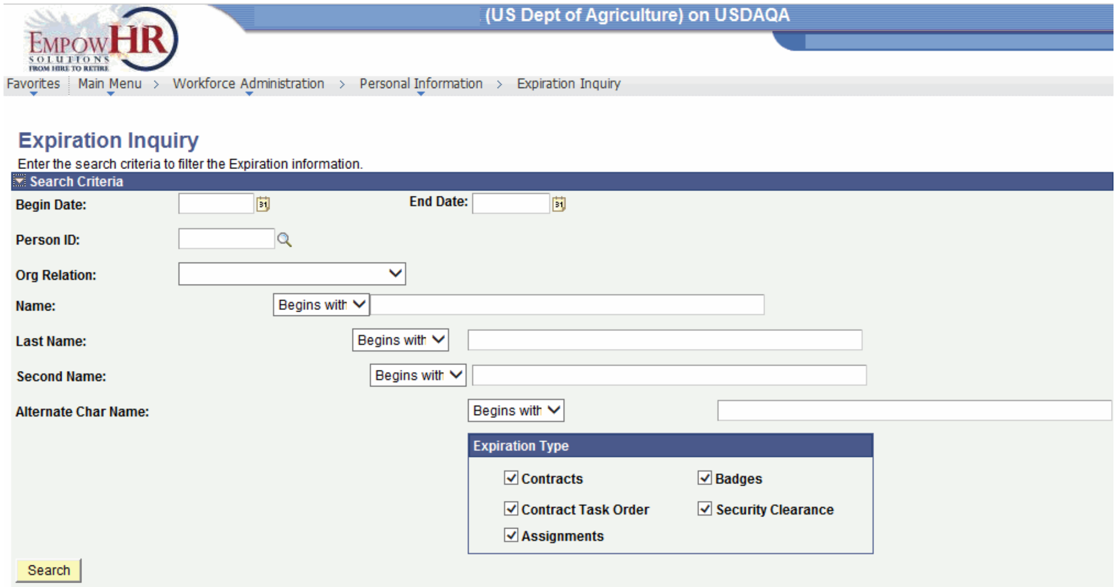


Figure 84: Expiration Inquiry Page

4. Complete the fields as follows:

Field	Description/Instruction
Search Criteria	**Instruction**
Begin Date	Enter the begin date or select a date by clicking the calendar icon.
End Date	Enter the end date or select a date by clicking the calendar icon.
Person ID	Enter the person ID or select an ID by clicking the search icon.
Org Relation	Select the org relation from the drop-down list. Valid values are **`Contingent Worker`**, **`Employee`**, or **`Person Of Interest`**.
Name	Enter the employee's first name.
Last Name	Enter the employee's last name.
Second Name	Enter the employee's second name if applicable.
Alternate Char Name	Enter the employee's alternate character name if applicable.
Expiration Type	**Instruction**
Contracts	Check this box if applicable.
Badges	Check this box if applicable.
Contract Task Order	Check this box if applicable.

Field	Description/Instruction
Security Clearance	Check this box if applicable.
Assignments	Check this box if applicable.

5. Click **Search**. The search results for the criteria entered is displayed at the bottom of the page.

Security Clearance

To Manage Security Clearance Information for a Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Security Clearance*** component. The Security Clearance page - Find an Existing Value tab is displayed.

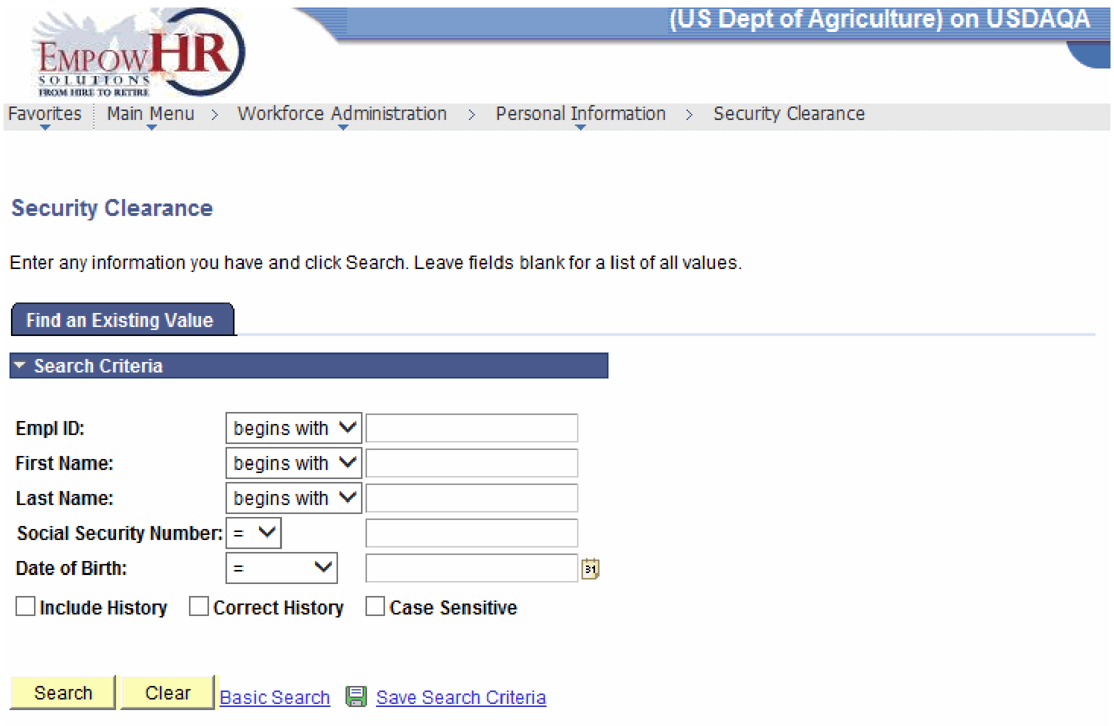


Figure 85: Security Clearance Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.

Field	Description/Instruction
First Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Social Security Number	Enter the employee's SSN. **OR** Click the down arrow for additional options to narrow results.
Date of Birth	Enter the employee's date of birth **OR** Click the down arrow for additional options to narrow results. **OR** Select a date by clicking the search icon.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

6. Select the applicable value from the search results. The Security Clearance tab is displayed.

Figure 86: Security Clearance Tab

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the system-generated ID.
Security Clearance	**Instruction**
Security Clearance Type	Enter the security clearance type or select a type by clicking the search icon.
Primary	Check this box if applicable.
Clearance Information	**Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Status**	Required field. Select a status from the drop-down menu. Valid values are **Active** and **Inactive**.
***Clearance Nbr**	Required field. Enter the clearance number.
Expiration Date	Enter the expiration date or select a date by clicking the calendar icon.
Adjudicator	Enter the name of the adjudicator.
Background	**Instruction**

Field	Description/Instruction
Investigation	
Investigation Status	Select the investigation status from the drop-down list.
Status Date	Enter the status date or select a date by clicking the calendar icon.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Badge

This component identifies the type of badge and number for a person.

To Identify Badge Information for a Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Personal Information*** menu.
3. Select the ***Badge*** component. The Badge page - Find an Existing Value tab is displayed.

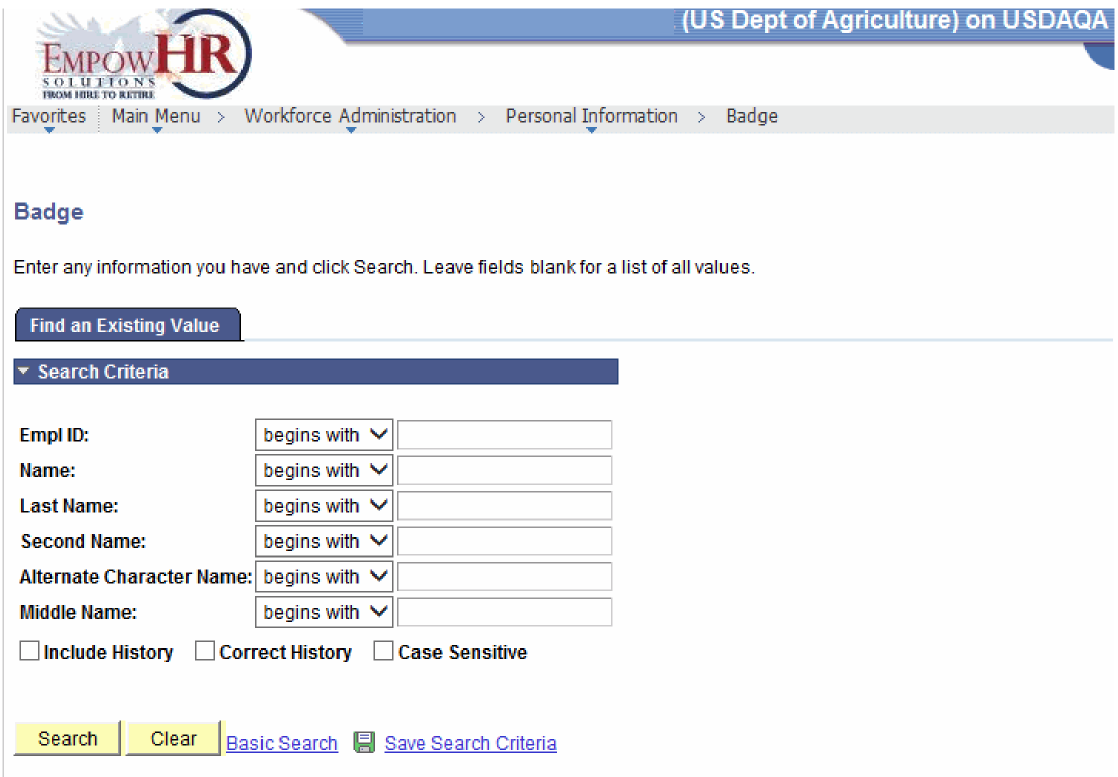


Figure 87: Badge Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR**

Field	Description/Instruction
	Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee's middle name.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

6. Select the applicable value from the search results. The Badge tab is displayed.

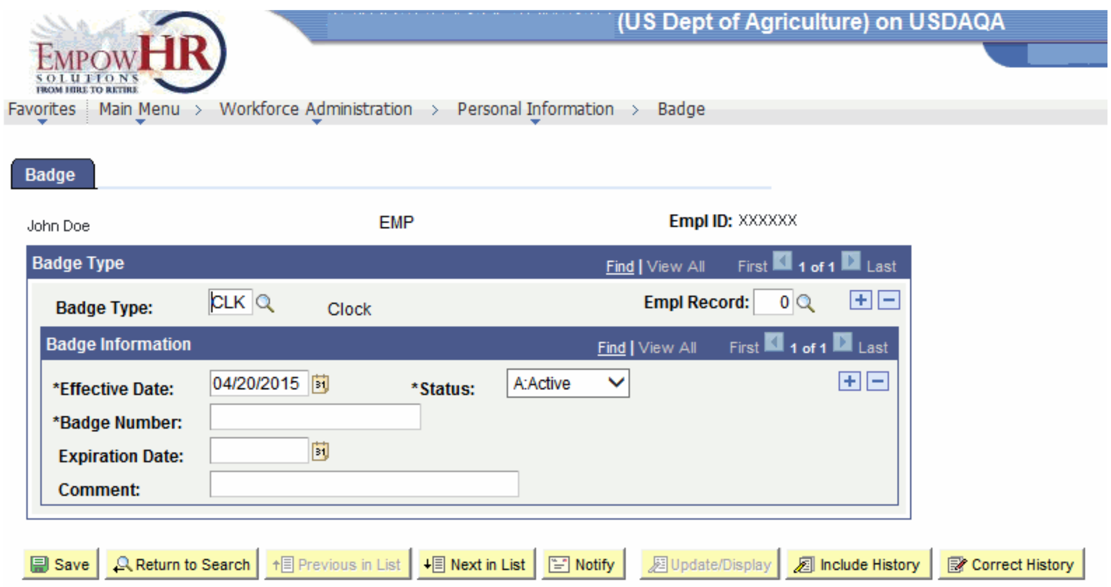


Figure 88: Badge Tab

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Populated with the system-generated ID.
Badge Type	**Instruction**
Badge Type	Enter the badge type or select a type by clicking the search icon.
Empl Record	Enter the employee record number (appointment number) or select a number by clicking the search icon.

Field	Description/Instruction
Badge Information	**Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Status**	Required field. Select a status from the drop-down menu. Valid values are **Active** or **Inactive**.
***Badge Number**	Required field. Enter the badge number.
Expiration Date	Enter the expiration date or select a date by clicking the calendar icon.
Comment	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Badge/Clearance Access Summary

This component displays a summary of all the details regarding badge, security clearance, and email address for a person.

To Display Badge, Security Clearance, and the Email Address for a Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Badge/Clearance Access Summary*** component. The Badge/Clearance Access Summary page - Find an Existing Value tab is displayed.

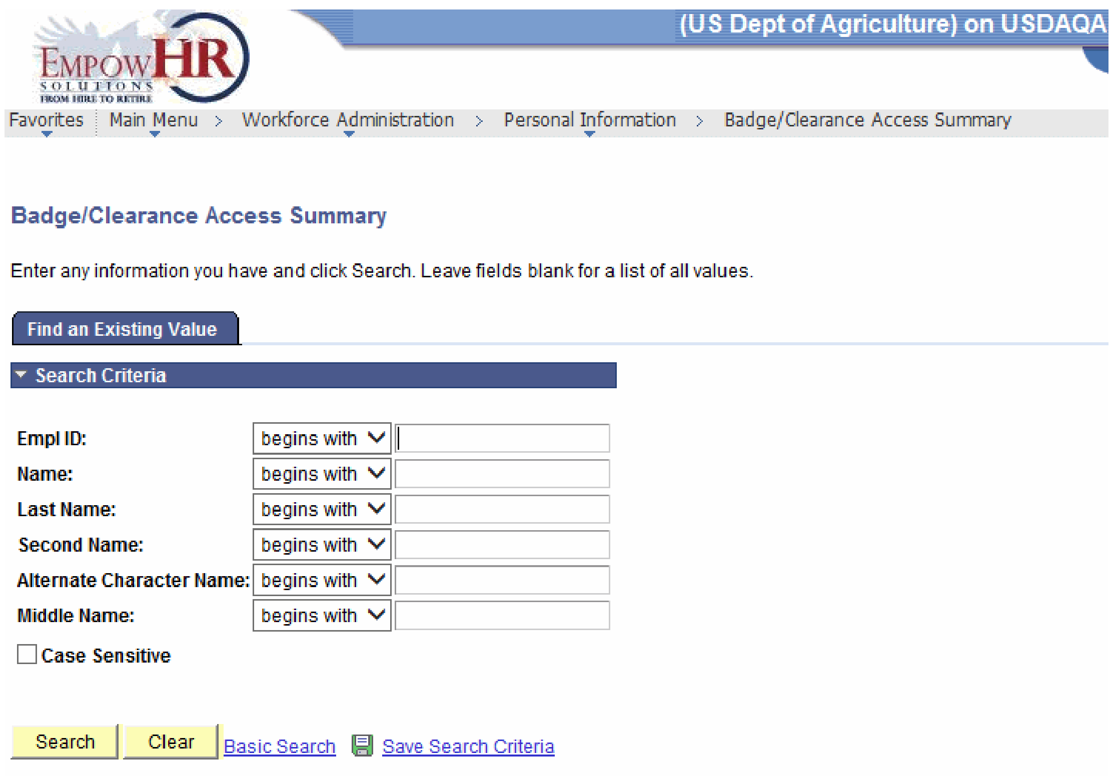


Figure 89: Badge/Clearance Acess Summary Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's last name.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name.

Field	Description/Instruction
	OR Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

5. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

6. Select the applicable value from the search results. The Badge/Clearance Access Summary page - Badge History tab is displayed.

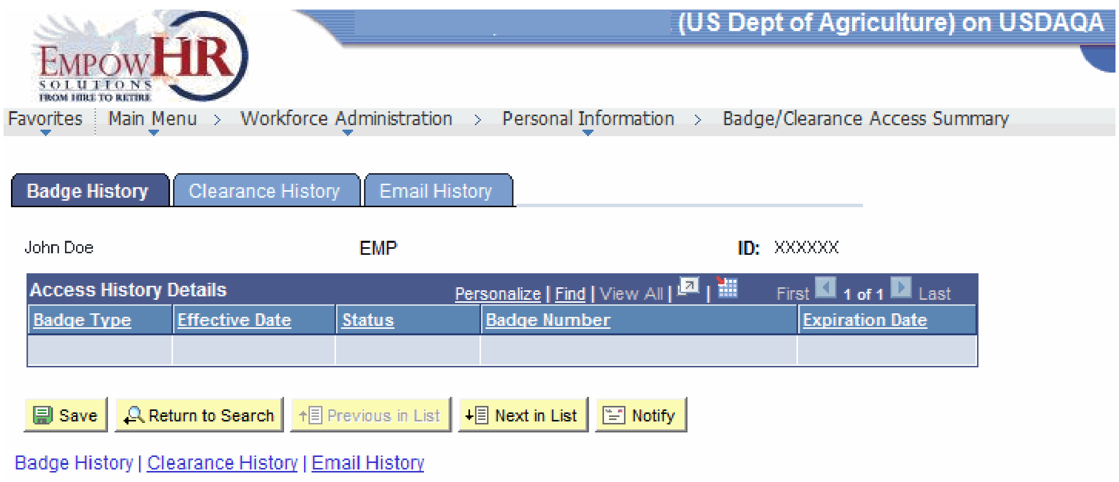


Figure 90: Badge/Clearance Access Summary Page - Badge History Tab

The following fields are displayed:

Field	Description
ID	Populated with the system-generated ID.
Access History Details	**Description**
Badge Type	Populated with the type of badge assigned to the employee.
Effective Date	Populated with date the badge was issued.
Status	Populated with the status of the badge.

Field	Description
Badge Number	Populated with the employee's badge number.
Expiration Date	Populated with the expiration date of the employee's badge.

7. Select the ***Clearance History*** tab. The Badge/Clearance Access Summary page - Clearance History tab is displayed.

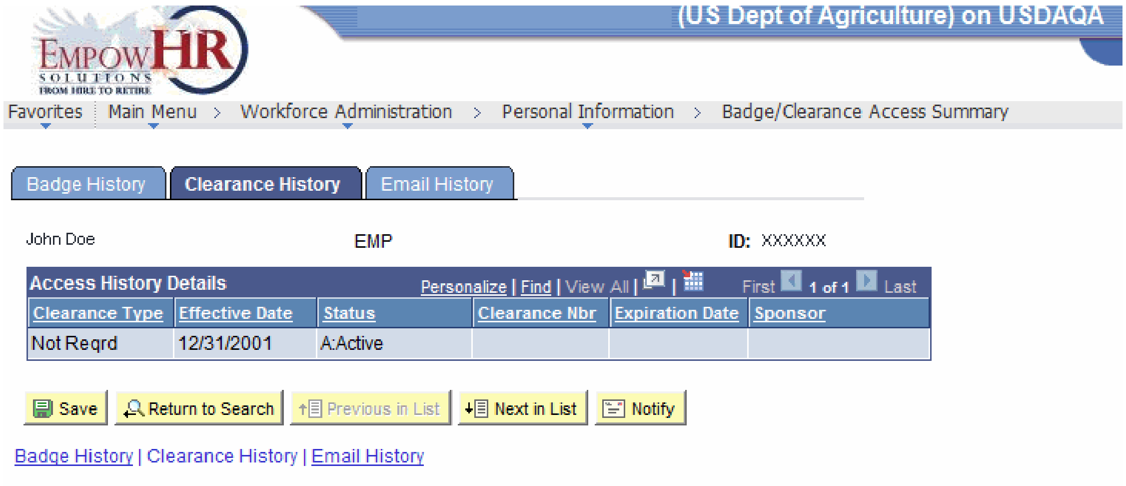


Figure 91: Badge/Clearance Access Summary Page - Clearance History Tab

The following fields are displayed:

Field	Description
ID	Populated with the system-generated ID.
Access History Details	**Description**
Clearance Type	Populated with the type of security clearance assigned to the employee.
Effective Date	Populated with the date the security access was granted.
Status	Populated with the status of the employee's access.
Clearance Nbr	Populated with the employee's clearance number.
Expiration Date	Populated with the expiration date of the employee's security access.
Sponsor	Populated with the name of the employee's sponsor.

8. Select the ***Email History*** tab. The Badge/Clearance Access Summary page - Email History tab is displayed.

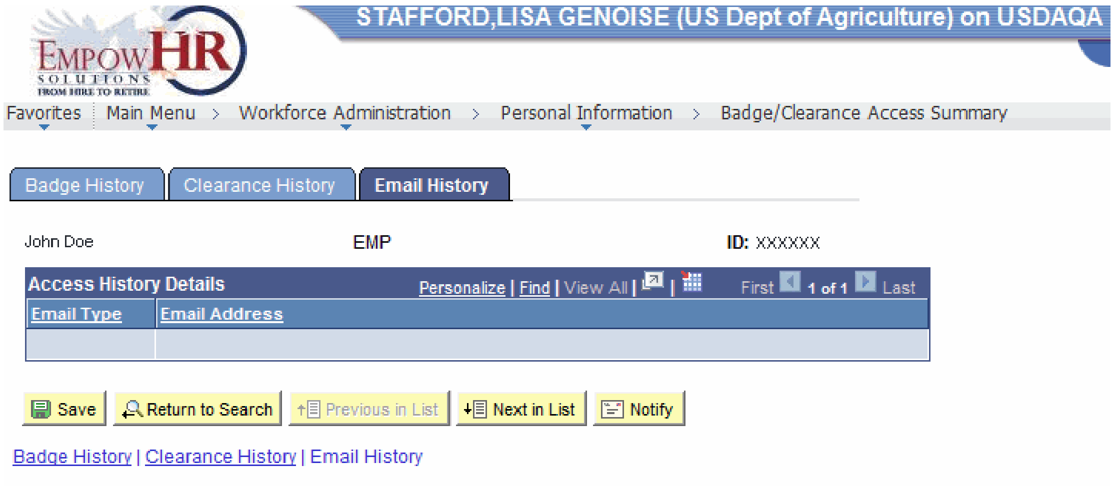


Figure 92: Badge Clearance Access Summary Page - Email History Tab

The following fields are displayed:

Field	Description
ID	Populated with the system-generated ID.
Access History Details	**Description**
Email Type	Populated with the type of email address of the employee.
Email Address	Populated with the email address of the employee.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Search for People

The search for people component allows the user to search for an existing person.

To Search for an Existing Person:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Personal Information*** menu.

3. Select the ***Search for People*** component. Search/Match page - Find an Existing Value tab is displayed.

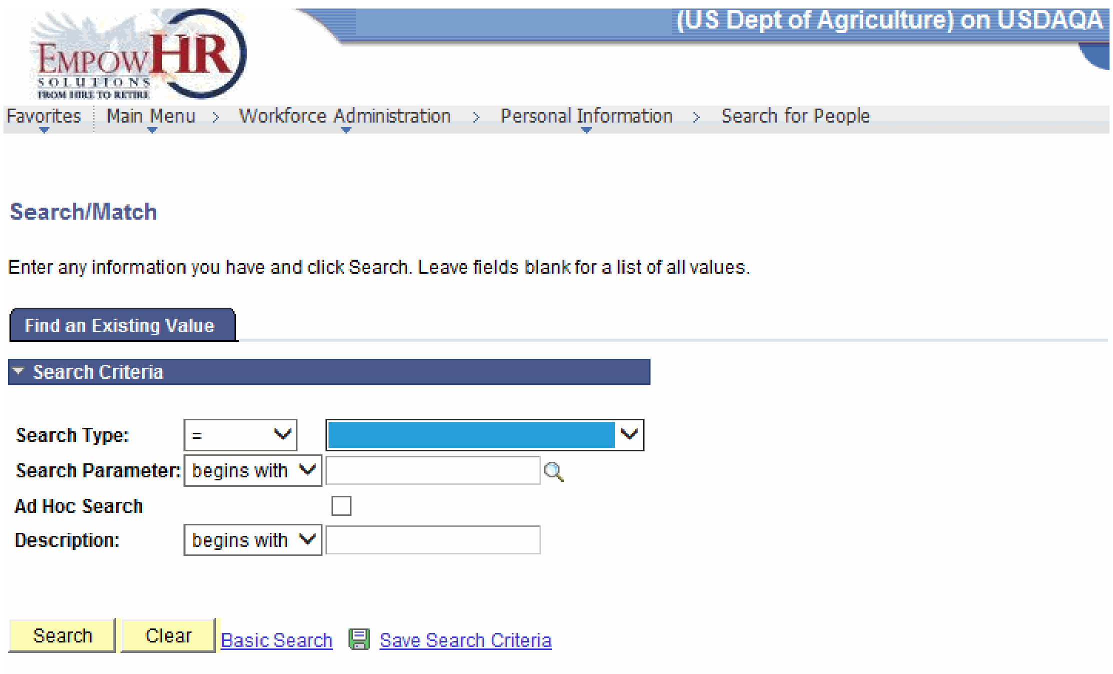


Figure 93: Search/Match Page - Find an Existing Value Tab

4. Complete the fields as follows:

Field	Description/Instruction
Search Type	Select the type of search from the drop-down menu then enter the applicable search criteria. Valid values are **`Applicant`**, **`Organization`**, or **`Person`**.
Search Parameter	Enter the beginning specific character or characters of the search parameter. **OR** Click the down arrow to narrow results.

Field	Description/Instruction
	OR Select a parameter by clicking the search icon.
Ad Hoc Search	Enter the beginning specific character or characters of the ad hoc search to be performed. **OR** Click the down arrow to narrow results. **OR** Check this box if applicable.
Description	Enter the description.

5. Click **Search**. Select the applicable value from the search results. The Search Criteria page is displayed. See ***Search for Matching Persons*** (on page 70) for more information.

Emergency Contacts

The ***Emergency Contacts*** component allows HR office users to enter and view emergency contact information for employees, contingent workers, and persons of interest.

To Enter/View Emergency Contacts:

1. On the EmpowHR Main Menu page, select the ***HR Reports*** menu group.
2. Select the ***Emergency Contact*** component. The Emergency Contact page - Find an Existing Value tab is displayed.

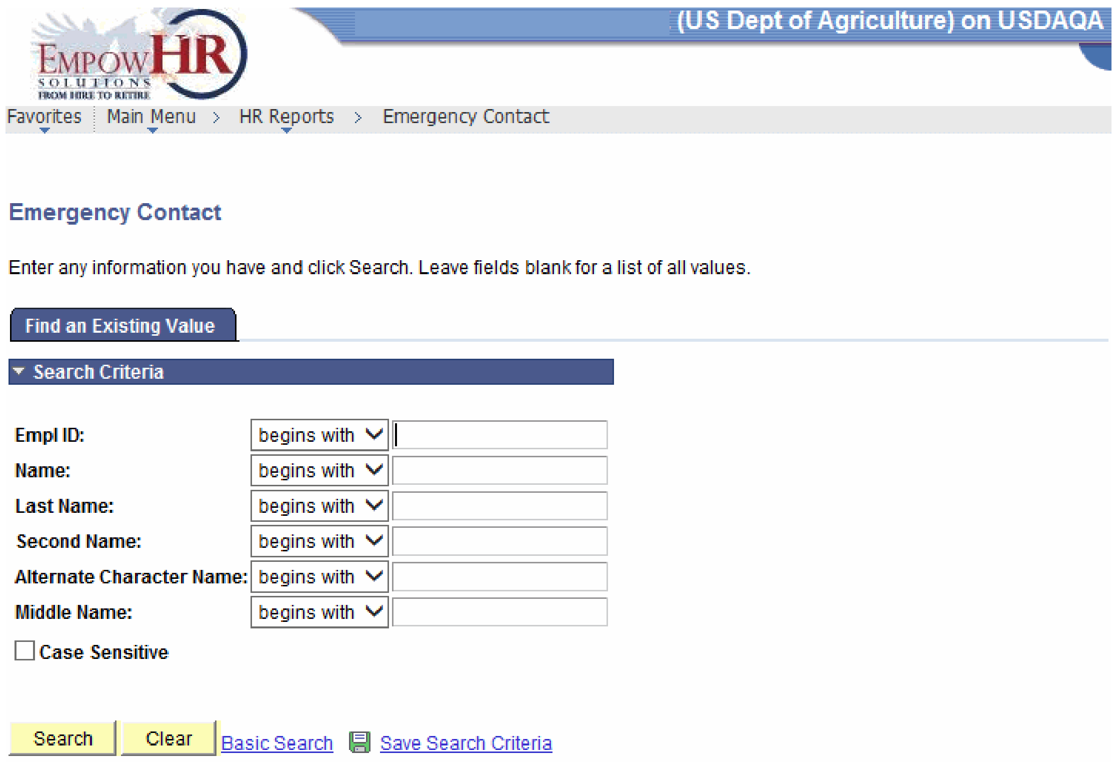


Figure 94: Emergency Contact Page - Find an Existing Value Tab

3. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results. **OR**

Field	Description/Instruction
	Enter the employee ID.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

4. Click **Search** to search for the values entered. The Emergency Contact page - Contact Address/Phone tab is displayed.

   OR

   Click **Clear** to clear all entries.

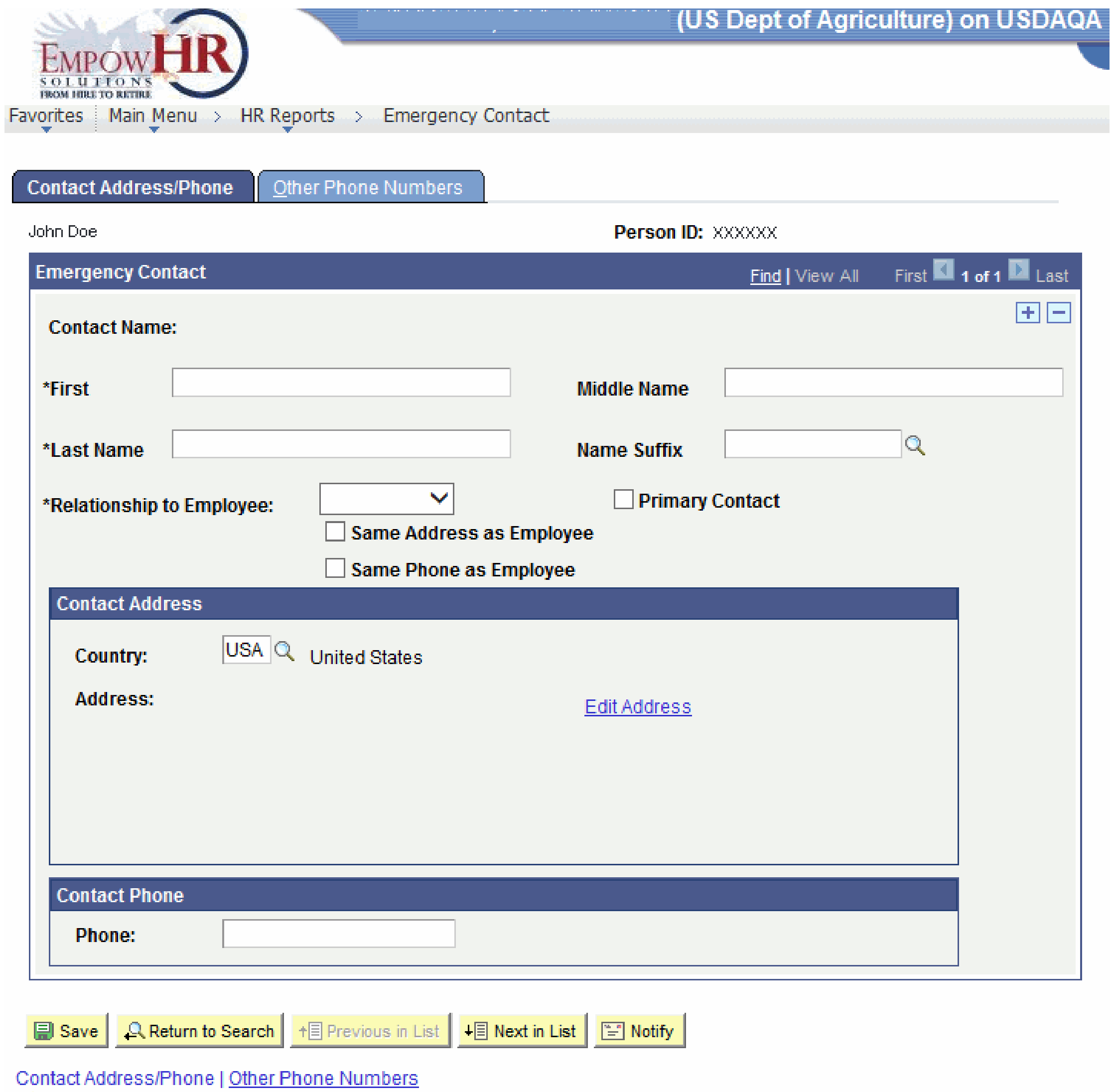


Figure 95: Emergency Contact Page - Contact Address/Phone Tab

5. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Emergency Contact Contact Name	**Instruction**
***First**	Required field. Enter the emergency contact's first name.
Middle Name	Enter the emergency contact's middle name.
***Last Name**	Required field. Enter the emergency contact's last name.
Name Suffix	Enter the name suffix or select a suffix by clicking the search icon.
***Relationship to Employee**	Required field. Select the emergency contact's relationship to the employee from the drop-down list.
Primary Contact	Check this box if this is the primary contact for this person.
Same Address as Employee	Check this box if this contact has the same address as the employee.
Same Phone as Employee	Check this box if this contact has the same phone number as the employee.
Contact Address	**Description**
Country	Populated with **USA**. If different, enter the country or select a country by clicking the search icon.
Address	Populated with information from the ***Edit Address*** link. For more information, see Add Address.
Contact Phone	**Instruction**
Phone	Enter the phone number for the emergency contact being added.

6. Select the ***Other Phone Numbers*** tab. The Emergency Contact page - Other Phone Numbers tab is displayed.

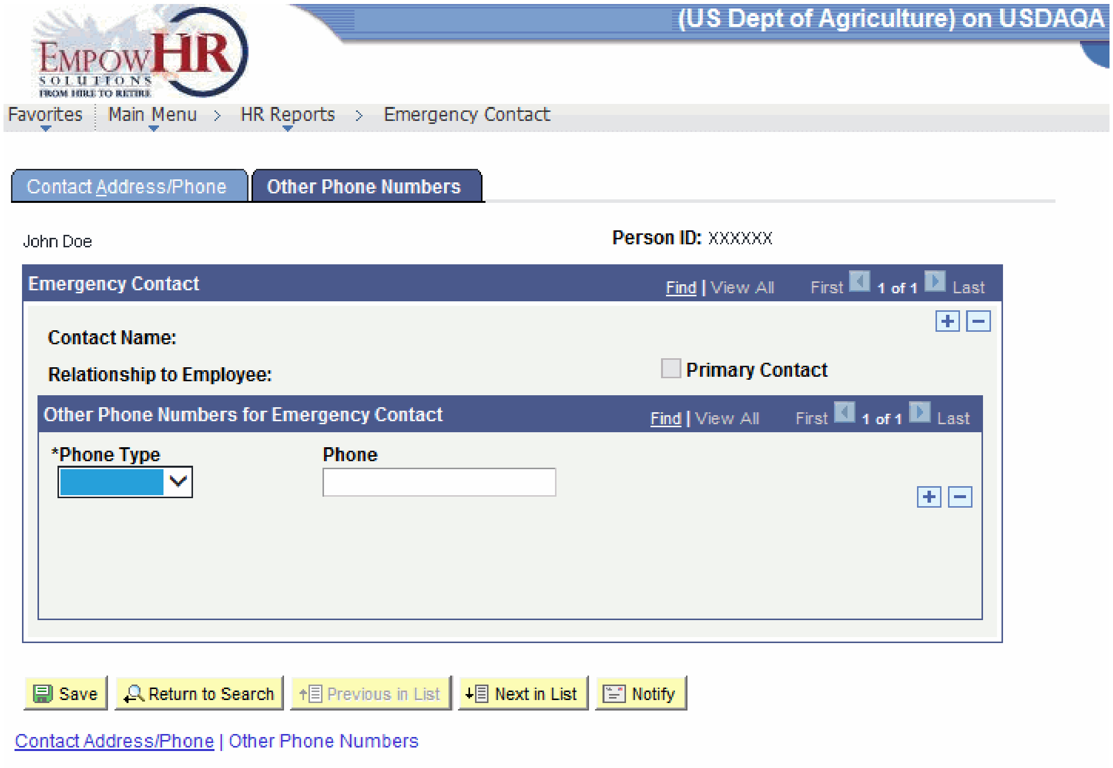


Figure 96: Emergency Contact Page - Other Phone Numbers Tab

7. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Emergency Contact	**Description**
Contact Name	Populated with the information entered on the Contact Address/Phone tab.
Relationship to Employee	Populated with the information entered on the Contact Address/Phone tab.
Primary Contact	Populated with the information entered on the Contact Address/Phone tab.
Other Phone Numbers for Emergency Contact	**Instruction**
***Phone Type**	Required field. Select the type of phone number from the drop-down list.
Phone	Enter the applicable phone number for the emergency contact.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns back to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.

Update Contracts

This component allows administrators to identify contract status, content, special clauses, person responsible for contract, and probation information.

To Update a Contract:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.
2. Select the ***Job Information*** menu.
3. Select the ***Contract Administration*** menu item.
4. Select the ***Update Contracts*** component. The Update Contracts page - Find an Existing Value tab is displayed.

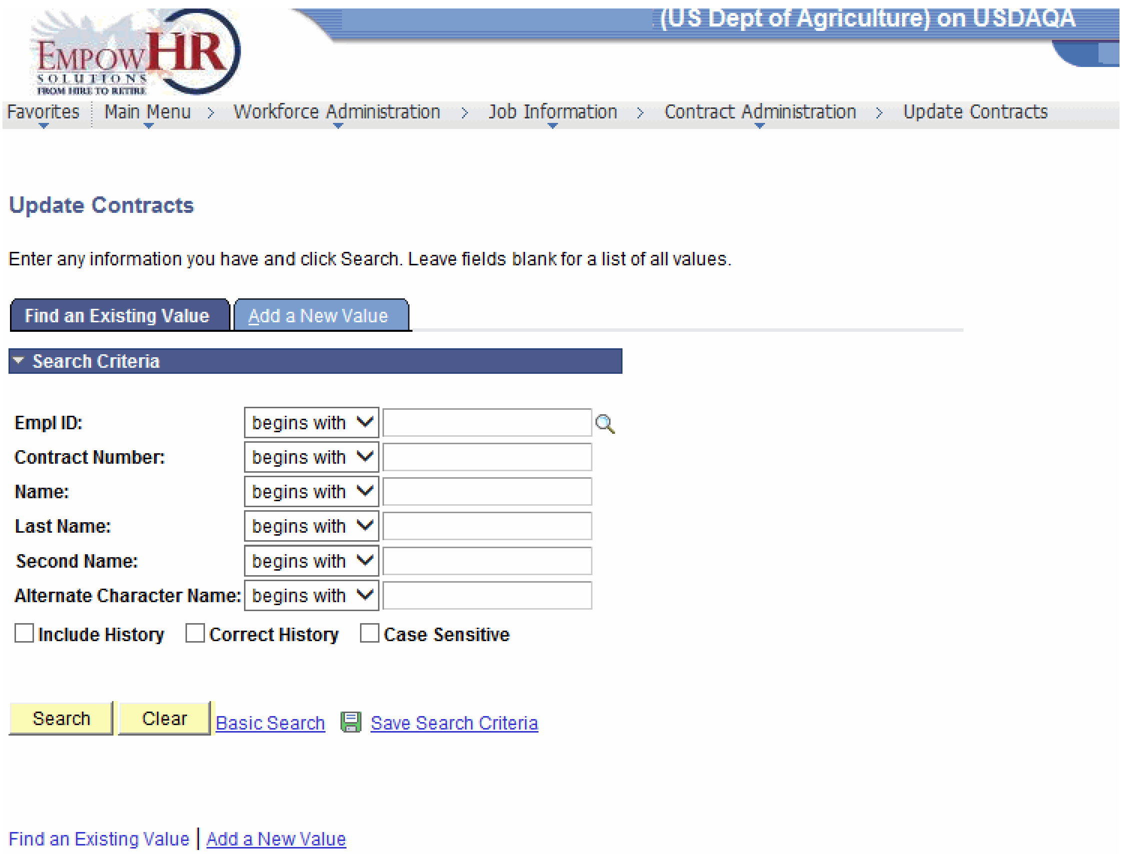


Figure 97: Update Contracts Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID.

Field	Description/Instruction
	OR Click the down arrow for additional options to narrow results. **OR** Click the search icon to select an employee ID. **OR** Enter the employee ID.
Contract Number	Enter the beginning specific character or characters of the contract number. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the contract number.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.

6. Click **Search** to search for the values entered then select the applicable value from the search results. The Update Contracts page - Contract Status/Content tab is displayed.

   OR

   Click **Clear** to clear all entries.

   OR

   Select the ***Add a New Value*** tab. The Update Contracts page - Add a New Value tab is displayed.

Figure 98: Update Contracts Page - Add a New Value Tab

7. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the employee ID. **OR** Click the search icon to select an employee ID.
Contract Number	Enter the contract number.

8. Click **Add**. The Update Contracts page - Contract Status/Content tab is displayed.

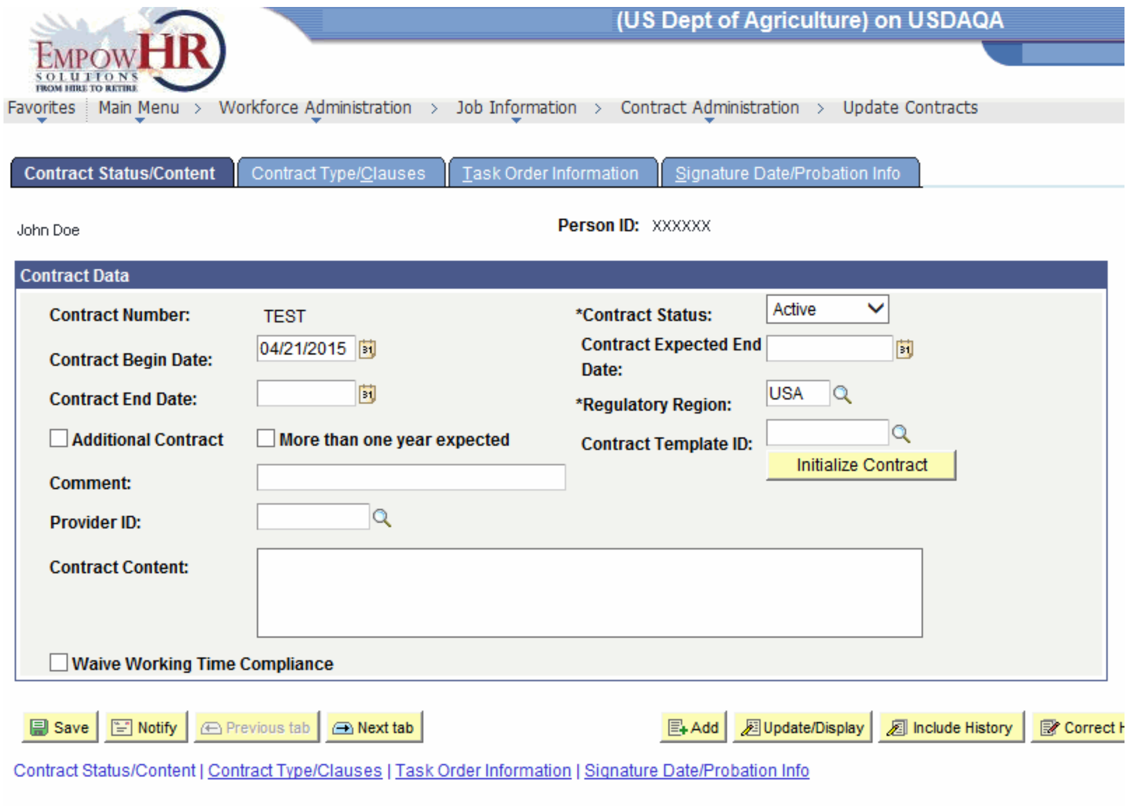


Figure 99: Update Contracts Page - Contract Status/Content Tab

9. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Contract Data	**Description/Instruction**
Contract Number	Populated with the contract number.
***Contract Status**	Required field. Select the contract status from the drop-down menu.

Field	Description/Instruction
	Valid values are **Active** and **Inactive**.
Contract Begin Date	Enter the contract begin date or select a date by clicking the calendar icon.
Contract Expected End Date	Enter the date the contract is expected to end or select a date by clicking the calendar icon.
Contract End Date	Enter the contract end date or select a date by clicking the calendar icon.
***Regulatory Region**	Required field. Enter the regulatory region or select a region by clicking the search icon.
Additional Contract	Check this box if applicable.
More than one year expected	Check this box if applicable.
Contract Template ID	Enter the contract template ID or select an ID by clicking the search icon.
Comment	Enter the applicable comments.
Provider ID	Enter the provider ID or select an ID by clicking the search icon.
Contract Content	Enter the contract content.
Waive Working Time Compliance	Check this box if applicable.

10. Select the ***Contract Type/Clauses*** tab. The Update Contract page - Contract Type/Clauses tab is displayed.

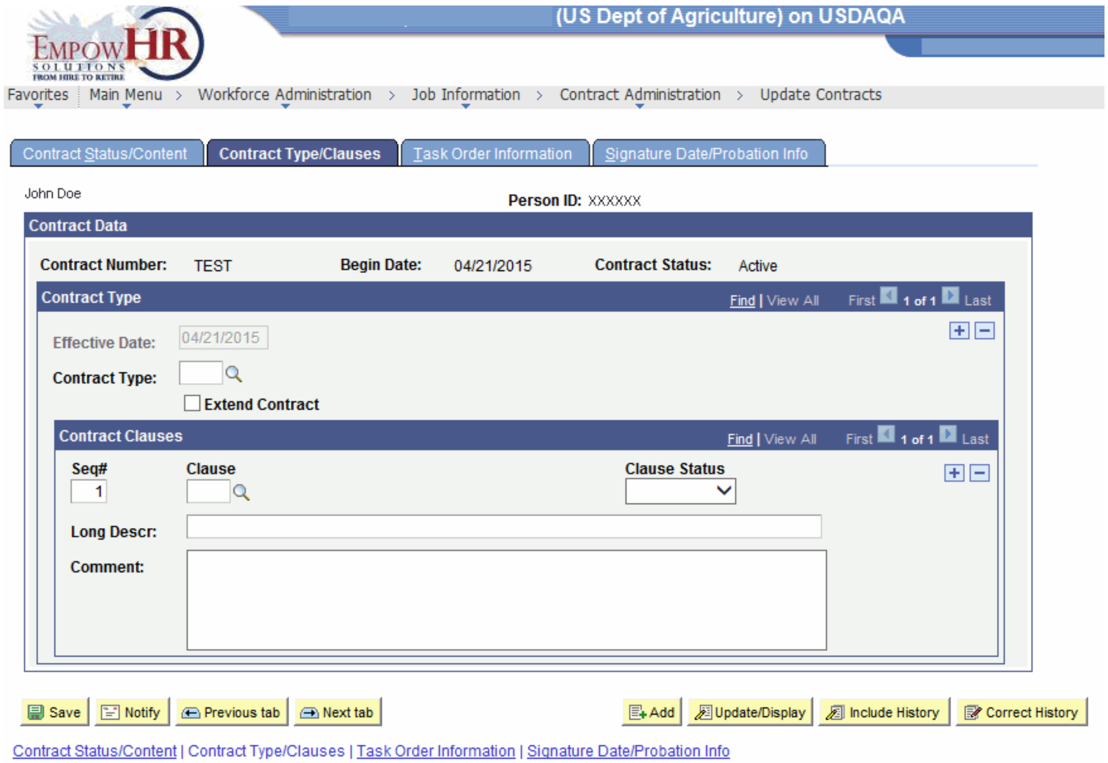


Figure 100: Update Contracts Page - Contract Type/Clauses Tab

11. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Contract Data	**Description**
Contract Number	Populated based on the selection made on the Contract Status/Content tab.
Begin Date	Populated based on the selection made on the Contract Status/Content tab, Contract Begin Date field.
Contract Status	Populated based on the selection made on the Contract Status/Content tab, Contract End Date field.
Contract Type	**Description/Instruction**
Effective Date	Populated.
Contract Type	Enter the contract type or select a type by clicking the search icon.
Extend Contract	Check this box if applicable.
Contract Clauses	**Instruction**

Field	**Description/Instruction**
Seq#	Enter the sequence number.
Clause	Enter the clause or select a clause by clicking the search icon.
Clause Status	Select the clause status from the drop-down menu. Valid values are `Optional` and `Required`.
Long Descr	Enter the long description.
Comment	Enter the applicable comments.

12. Select the ***Task Order Information*** tab. The Update Contract page - Task Order Information tab is displayed.

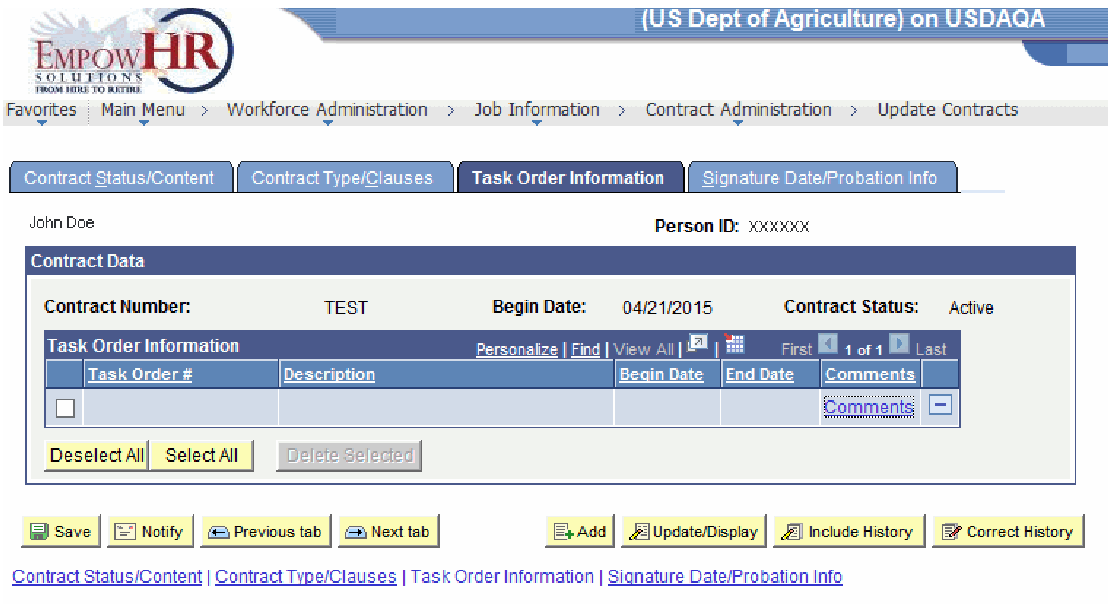


Figure 101: Update Contracts Page - Task Order Information Tab

The following fields are displayed:

Field	**Description**
Person ID	Populated with the system-generated ID.
Contract Data	**Description**
Contract Number	Populated based on the selection made on the Contract Status/Content tab.
Begin Date	Populated based on the selection made on the Contract Status/Content tab, Contract Begin Date field.
Contract Status	Populated based on the selection made on the Contract Status/Content tab.

Field	Description
Task Order Information	**Description**
Task Order #	Populated based on the contract template ID entered or selected on the Contract Status/Content tab.
Description	Populated based on the contract template ID entered or selected on the Contract Status/Content tab.
Begin Date	Populated based on the contract template ID entered or selected on the Contract Status/Content tab, Contract Begin Date field.
End Date	Populated based on the contract template ID entered or selected on the Contract Status/Content tab.
Comments	Provides a link to enter any applicable comments.

13. Select the ***Signature Date/Probation Info*** tab. The Update Contract page - Signature Date/Probation Info tab is displayed.

Figure 102: Update Contracts Page - Signature Date/Probation Info Tab

14. Complete the fields as follows:

Field	Description/Instruction
Person ID	Populated with the system-generated ID.
Contract Data	**Description**
Contract Number	Populated based on the selection made on the Contract Status/Content tab.
Begin Date	Populated based on the selection made on the Contract Status/Content tab.
Contract Status	Populated based on the selection made on the Contract Status/Content tab.
Workforce Information	**Description/Instruction**
Effective Date	Populated with information from the ***Job Data*** component.
Empl Record	Populated with information from the ***Job Data*** component.
Job Indicator	Populated with information from the ***Job Data*** component.
Action	Populated with information from the ***Job Data*** component.
Reason	Populated with information from the ***Job Data*** component.
Company	Populated with information from the ***Job Data*** component.
Pay Group	Populated with information from the ***Job Data*** component.
Work Period	Populated with information from the ***Job Data*** component.
Std Hrs	Populated with information from the ***Job Data*** component.
Business Unit	Populated with information from the ***Job Data*** component.
Hourly Rate	Populated with information from the ***Job Data*** component.
Department	Populated with information from the ***Job Data*** component.
Reg/Temp	Populated with information from the ***Job Data*** component.
Monthly Rate	Populated with information from the ***Job Data*** component.
Location	Populated with information from the ***Job Data*** component.
Labor Agreement	Populated with information from the ***Job Dat***a component.
Annual Rate	Populated with information from the ***Job Data*** component.
Reg Region	Populated with information from the ***Job Data*** component.
Category	Populated with information from the ***Job Data*** component.
Signature Date	Enter the signature date or select a date by clicking the calendar icon.

Field	Description/Instruction
Minimum Hours	Enter the minimum number of hours.
Maximum Hours	Enter the maximum number of hours.
Responsible ID	Enter the company agent who drafted the contract and who is responsible for its language or select an agent by clicking the search icon.
Probation Information	**Instruction**
***Probation Date**	Required field. Enter the probation date or select a date by clicking the calendar icon. The date entered will be displayed on the job data record for this person.
Reason	Select a reason from the drop-down menu. Valid values are **New Date Needed** and **Unsatisfactory Performance**.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Notify**	Notifies the next individual in the workflow.
Click **Previous Tab**	Returns to the previous tab on the page.
Click **Next Tab**	Views the data on the next tab.
Click **Add**	Returns the user to the applicable page to Add data.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Define Contract Types

This component allows administrators to identify the types of contracts issued.

To Define a Contract Type:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Job Information*** menu.

3. Select the ***Contract Administration*** menu item.

4. Select the ***Define Contract Types*** component. The Define Contract Types page - Find an Existing Value tab is displayed.

Figure 103: Define Contract Types Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the employee's SetID. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Click the search icon to select an ID. **OR** Enter the employee's SetID.
Contract Type	Enter the beginning specific character or characters of the contract type. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the contact type.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.

6. Click **Search** to search for the values entered.

   OR

   Click **Clear** to clear all entries.

OR

Select the ***Add a New Value*** tab. The Define Contract Types page - Add A New Value tab is displayed.

Figure 104: Define Contract Types Page - Add a New Value Tab

7. Complete the fields as follows:

Field	Instruction
SetID	Enter the SetID or select an ID by clicking the search icon.
Contract Type	Enter the contract type.

8. Click **Add**. The Contract Type Table page is displayed.

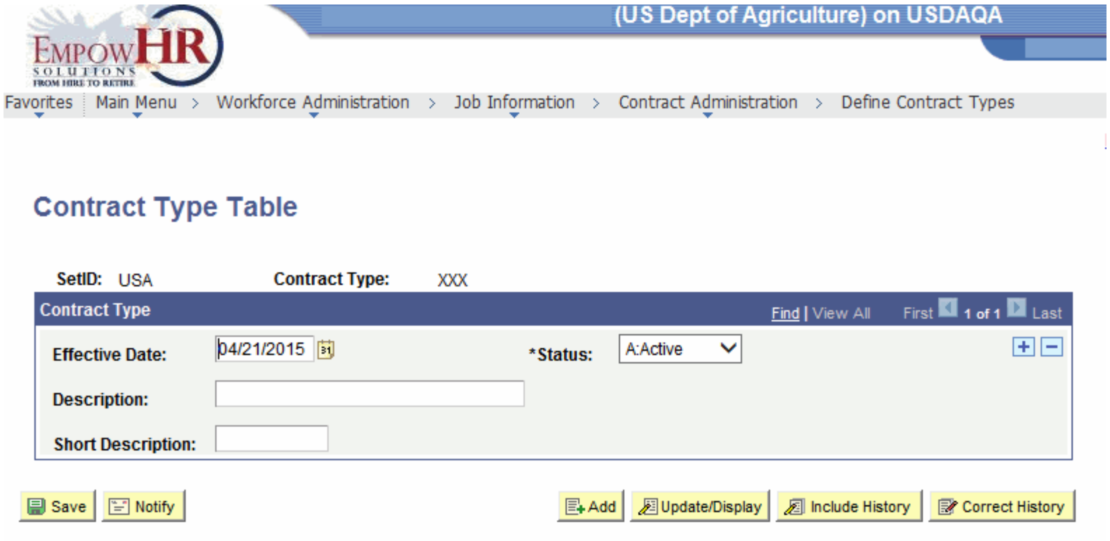


Figure 105: Contract Type Table Page

9. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the SetID entered or selected in the search criteria.
Contract Type	Populated with the contract type entered or selected in the search criteria.
Contract Type	**Instruction**
Effective Date	Enter the effective date or select a date by clicking the calendar icon.
***Status**	Required field. Select the status from the drop-down menu. Valid values are **`Active`** and **`Inactive`**.
Description	Enter the description of the contract type.
Short Description	Enter the short description of the contract type.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to Add data.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Step	Description
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Define Contract Clauses

This component allows administrators to define contract clause details.

To Define a Contract Clause:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Job Information*** menu.

3. Select the ***Contract Administration*** menu item.

4. Select the ***Define Contract Clauses*** component. The Define Contract Clauses page - Find an Existing Value tab is displayed.

Figure 106: Define Contract Clauses Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR** Click the down arrow for additional options to narrow results.

Field	Description/Instruction
	OR Enter the employee ID.
Contract Clause	Enter the beginning specific character or characters of the contact clause. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the contract clause.
Description	Enter the description.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered. Select the applicable value. The Define Contract Clauses page - Contract Clause Table tab is displayed.

   OR

   Click **Clear** to clear all entries.

OR

Select the ***Add a New Value*** tab. The Define Contract Clauses page - Add a New Value tab is displayed.

Figure 107: Define Contract Clauses Page - Add a New Value Tab

7. Complete the field as follows:

Field	Instruction
Contract Clause	Enter the contract clause.

8. Click **Add** to add the new value entered. The Contract Clause Table tab is displayed.

Figure 108: Contract Clause Table Tab

9. Complete the fields as follows:

Field	Description/Instruction
Contract Clause	Populated with the contract clause entered or selected in the search criteria.
Contract Clause	**Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Status**	Required field. Select the status from the drop-down menu. Valid values are **Active** and **Inactive**.
***Description**	Required field. Enter the long description of the contract.
Short Description	Enter the short description.
Long Description	Enter the long description.
Comment	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to add data.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Define Contract Templates

This component allows administrators to define a contract template by identifying a contract type and family and the clauses included within the contract.

To Define a Contract Template:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Job Information*** menu.

3. Select the ***Contract Administration*** menu item.

4. Select the ***Define Contract Templates*** component. The Define Contract Templates page - Find an Existing Value tab is displayed.

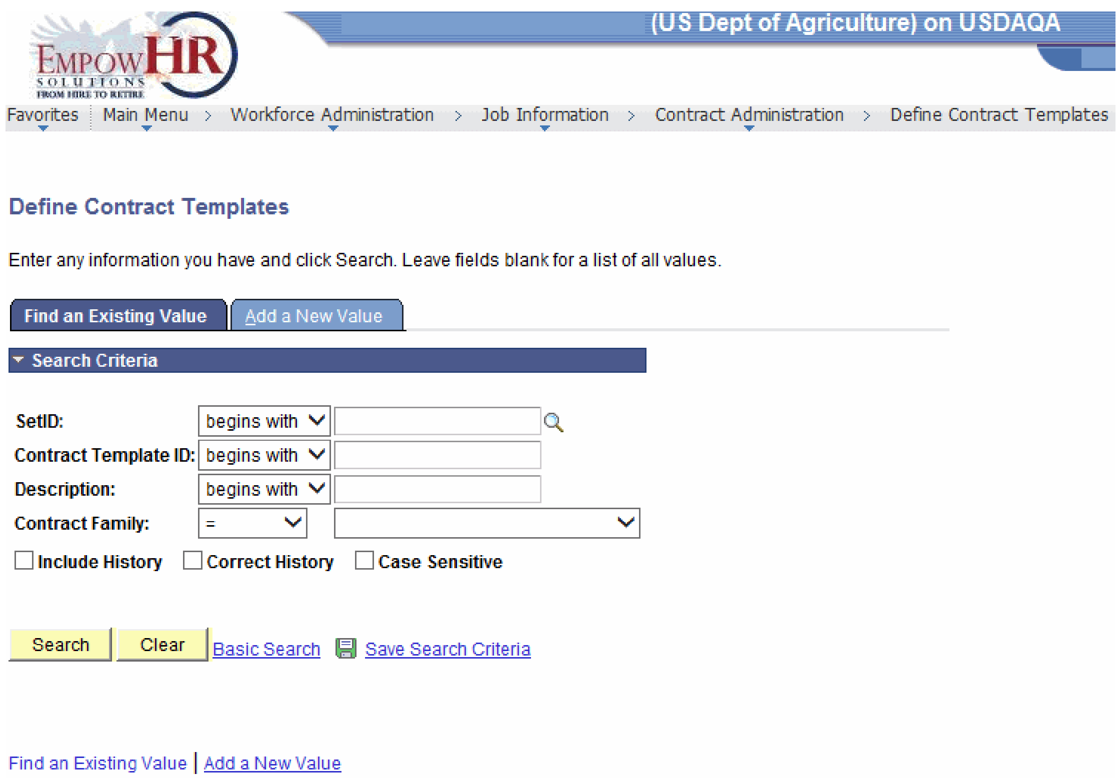


Figure 109: Define Contract Templates Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the SetID. **OR**

Field	Description/Instruction
	Click the down arrow for additional options to narrow results. **OR** Click the search icon to select a SetID. **OR** Enter the SetID.
Contract Template ID	Enter the beginning specific character or characters of the Contract Template ID. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the contract template ID.
Description	Enter the beginning specific character or characters of the description. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the description.
Contract Family	Enter the exact contact family. **OR** Click the down arrow for additional options to narrow results. **OR** Click the down arrow to select the contract family from the second drop-down list. Valid values are **`Regular`** and **`Temporary`**.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered. Select the applicable value. The Contract Template Table page is displayed.

OR

Click **Clear** to clear all entries.

OR

Select the ***Add a New Value*** tab. The Define Contract Templates page - Add a New Value tab is displayed.

Figure 110: Define Contract Clauses Page - Add a New Value Tab

7. Complete the fields as follows:

Field	Instruction
Contract Clause	Enter the contract clause number.

8. Click **Add** to add the new value entered. The Contract Template Table page is displayed.

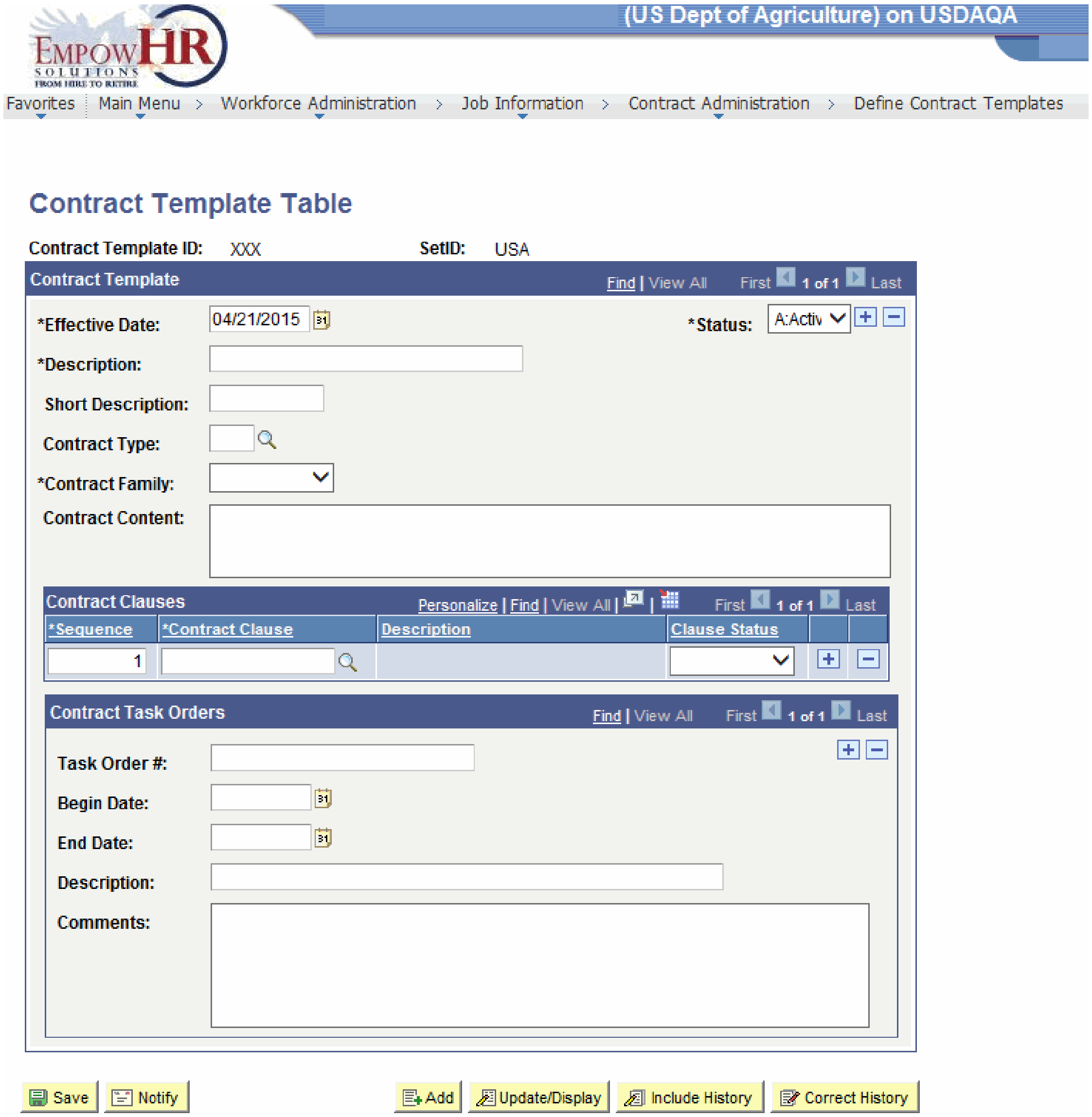


Figure 111: Contract Template Table Page

9. Complete the fields as follows:

Field	Description/Instruction
Contract Template ID	Populated with the contract template ID entered or selected in the search criteria.
SetID	Populated with the SetID entered or selected in the search criteria.
Contract Template	**Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.

Field	Description/Instruction
***Status**	Required field. Select the status from the drop-down menu. Valid values are `Active` and `Inactive`.
***Description**	Required field. Enter the description.
Short Description	Enter the short description.
Contract Type	Enter the contract type or select a type by clicking the search icon.
***Contract Family**	Required field. Select the contract family from the drop-down menu. Valid values are `Regular` and `Temporary`.
Contract Content	Enter the applicable contract content.
Contract Clauses	**Description/Instruction**
***Sequence**	Required field. Enter the sequence number.
***Contract Clause**	Required field. Enter the contract clause or select a clause by clicking the search icon.
Description	Populated based on the contract clause entered or selected.
Clause Status	Select the clause status from the drop-down menu. Valid values are `Optional` and `Required`.
Contract Task Orders	**Instruction**
Task Order #	Enter the task order number.
Begin Date	Enter the begin date or select a date by clicking the calendar icon.
End Date	Enter the end date or select a date by clicking the calendar icon.
Description	Enter the description.
Comments	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to Add data.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Service Agreements United States Federal (USF)

The ***Service Agreements USF*** component identifies any service agreements made with an employee.

To Enter a Service Agreement:

1. On the EmpowHR Main Menu page, select the ***Workforce Administration*** menu group.

2. Select the ***Job Information*** menu.

3. Select the ***Contract Administration*** menu item.

4. Select the ***Service Agreements USF*** component. The Service Agreements USF page - Find an Existing Value tab is displayed.

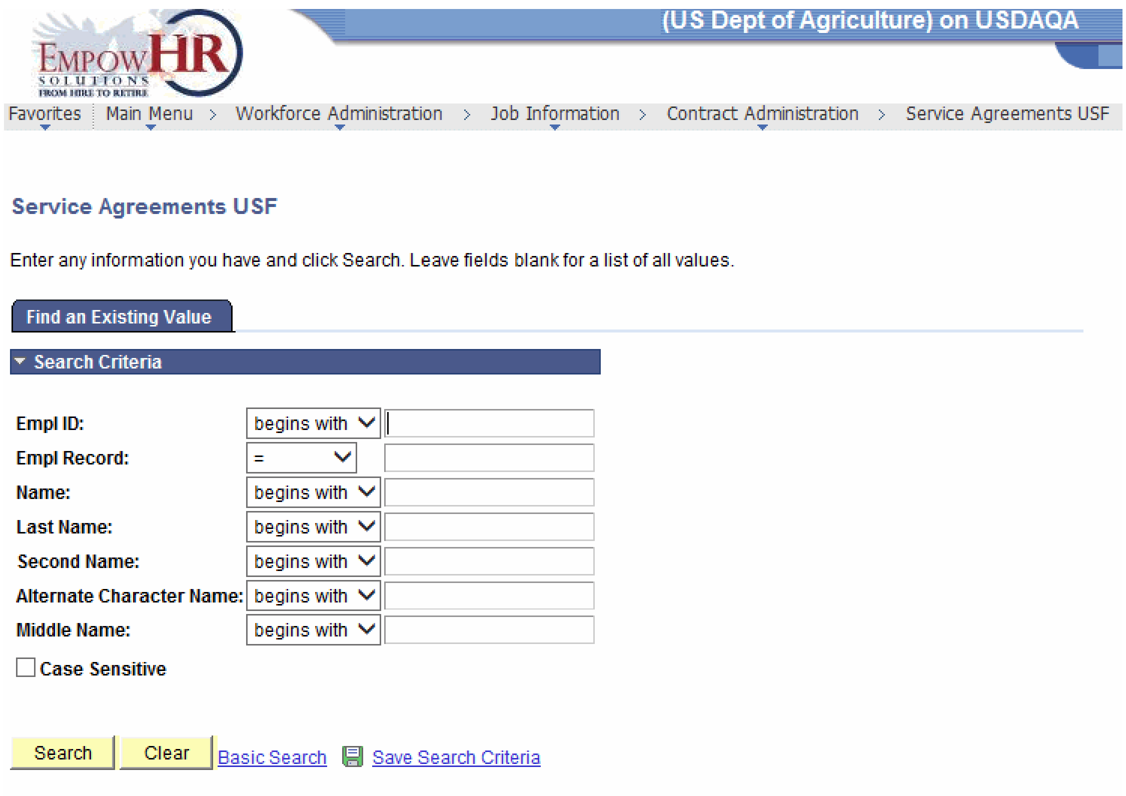


Figure 112: Service Agreements USF Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
Empl ID	Enter the beginning specific character or characters of the employee ID. **OR**

Field	Description/Instruction
	Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Empl Record	Enter the beginning specific character or characters of the employee record number. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee record number.
Name	Enter the beginning specific character or characters of the employee's first name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's first name.
Last Name	Enter the beginning specific character or characters of the employee's last name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee ID.
Second Name	Enter the beginning specific character or characters of the employee's second name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's second name.
Alternate Character Name	Enter the beginning specific character or characters of the employee's nickname.

Field	Description/Instruction
	OR Click the down arrow for additional options to narrow results. **OR** Enter the employee's nickname.
Middle Name	Enter the beginning specific character or characters of the employee's middle name. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the employee's middle name.
Case Sensitive	Check this box if applicable.

6. Click **Search**. The Service Agreements tab is displayed.

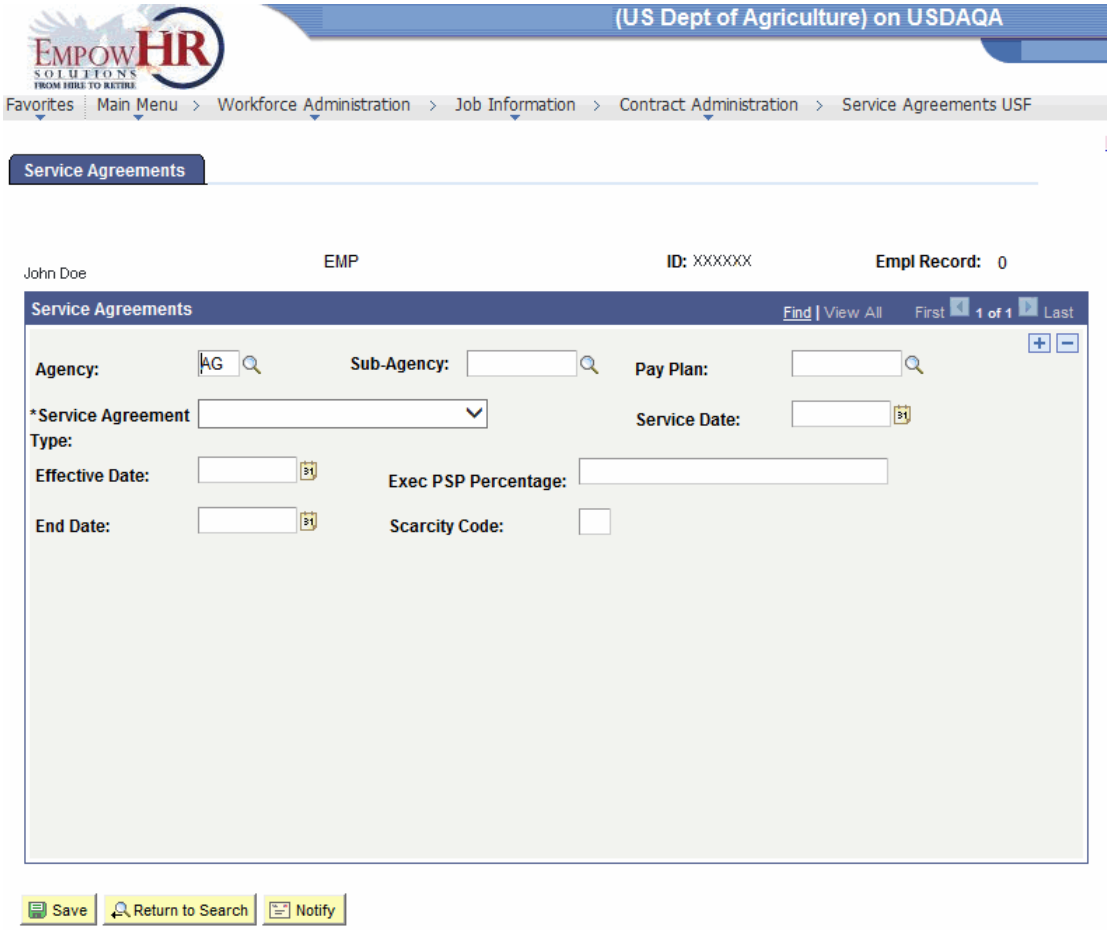


Figure 113: Service Agreements Tab

7. Complete the fields as follows:

Field	Description/Instruction
ID	Populated with the system-generated ID.
Empl Record	Populated with the employee record number (appointment number).
Service Agreements	**Instruction**
Agency	Enter the Agency or select an Agency by clicking the search icon.
Sub-Agency	Enter the Sub-Agency or select a Sub-Agency by clicking the search icon.
Pay Plan	Enter the Pay Plan or select a Pay Plan by clicking the search icon.
***Service Agreement Type**	Required field. Select the service agreement type from the drop-down menu. Valid values are **Long Term Training**, **Recruitment Bonus**, and **Relocation Bonus**.

Field	Description/Instruction
Service Date	Enter the service date or select a date from the calendar icon.
Effective Date	Enter the effective date or select a date by clicking the calendar icon.
Exec PSP Percentage	Enter the applicable percentage. Note: This field is for use by the Department of Health and Human Services (HHS) only.
End Date	Enter the end date or select a date by clicking the calendar icon.
Scarcity Code	Enter the code.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Notify**	Notifies the next individual in the workflow.

Configure Checklist

Configure checklist allows the user to establish checklists that can be assigned to employees, contingent workers and person(s) of interest.

To Configure a Checklist:

1. On the EmpowHR Main Menu page, select the ***Set Up HRMS*** menu group.

2. Select the ***Common Definitions*** menu.

3. Select the ***Checklists*** menu item.

4. Select the ***Checklist*** component. The Checklist page - Find an Existing Value tab is displayed.

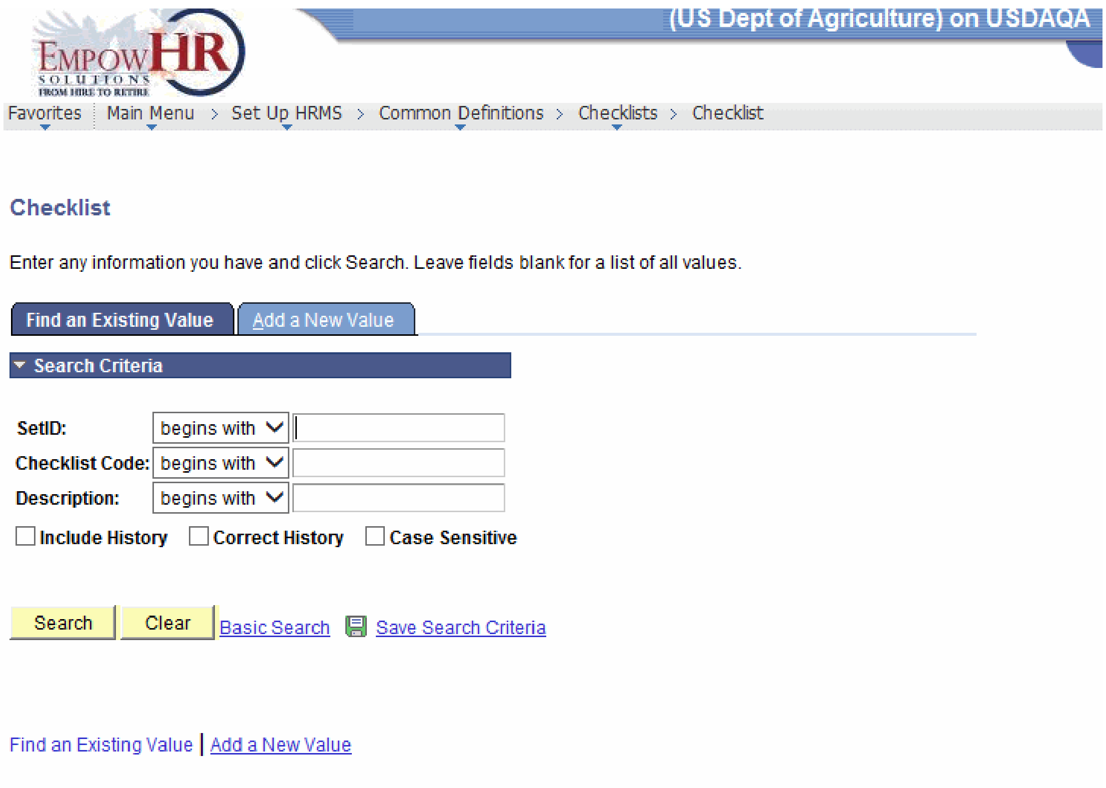


Figure 114: Checklist Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the SetID. **OR**

Field	Description/Instruction
	Click the down arrow for additional options to narrow results. **OR** Enter the SetID.
Checklist Code	Enter the beginning specific character or characters of the Checklist Code. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the checklist code.
Description	Enter the beginning specific character or characters of the description. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the description.
Include History	Check this box if applicable.
Correct History	Check this box if applicable.
Case Sensitive	Check this box if applicable.

6. Click **Search**. Select the applicable value. The Checklist Table page is displayed.

   OR

   Click **Clear** to clear the entries.

OR

Select the ***Add a New Value*** tab. The Checklist page - Add a New Value tab is displayed.

Figure 115: Checklist Page - Add a New Value Tab

7. Complete the field as follows:

Field	Instruction
SetID	Enter the SetID or select a SetID by clicking the search icon.
Checklist Code	Enter the checklist code.

8. Click **Add** to add the new checklist code. The Checklist Table page is displayed.

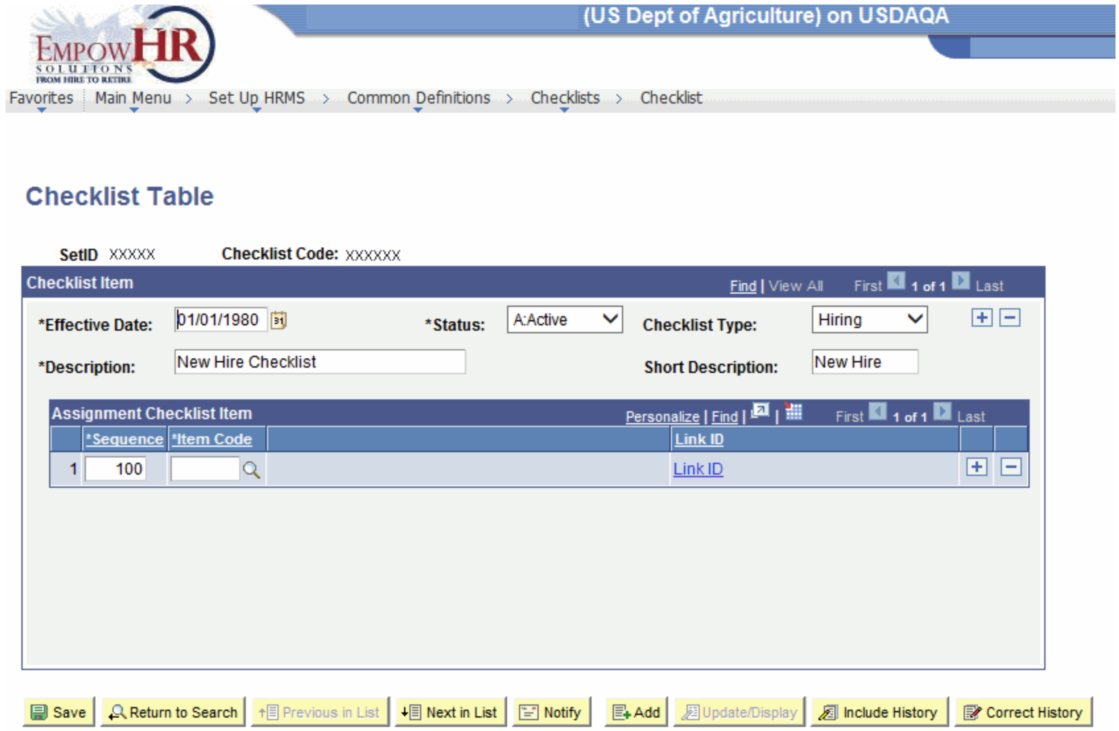


Figure 116: Checklist Table Page

9. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the SetID entered in the search criteria.
Checklist Code	Populated with the checklist code entered or selected in the search criteria.
Checklist Item	**Instruction**
***Effective Date**	Required field. Enter the effective date or select a date by clicking the calendar icon.
***Status**	Required field. Select the status from the drop-down menu. Valid values are **`Active`** and **`Inactive`**.
Checklist Type	Select the checklist type from the drop-down list.
***Description**	Required field. Enter the description.
Short Description	Enter the short description.
Assignment Checklist Item	**Instruction**
***Sequence**	Required field. System generated. The system automatically sequences the item codes in multiples of 100. When a data row is inserted for a new

Field	Description/Instruction
	item, the system automatically assigns the next multiple of 100. To rearrange the order in which the items appear, change the sequence number to the desired numerical order.
***Item Code**	Required field. Enter the item code or select a code by clicking the search icon.
Link ID	Click this link to display the link IDs.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Notify**	Notifies the next individual in the workflow.
Click **Add**	Returns the user to the applicable page to Add data.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.
Click **Include History**	Includes historical data.
Click **Correct History**	Returns the user to the applicable page to correct history data.

Configure Person of Interest Types

This component allows authorized users to establish Person of Interest types that can be associated with person(s) of interest and will be maintained in EmpowHR.

To Configure a Person of Interest Type:

1. On the EmpowHR Main Menu page, select the ***Set Up HRMS*** menu group.

2. Select the ***Foundation Tables*** menu.

3. Select the ***Organization*** menu item.

4. Select the ***Person of Interest Types*** component. The POI Type page - Find an Existing Value tab is displayed.

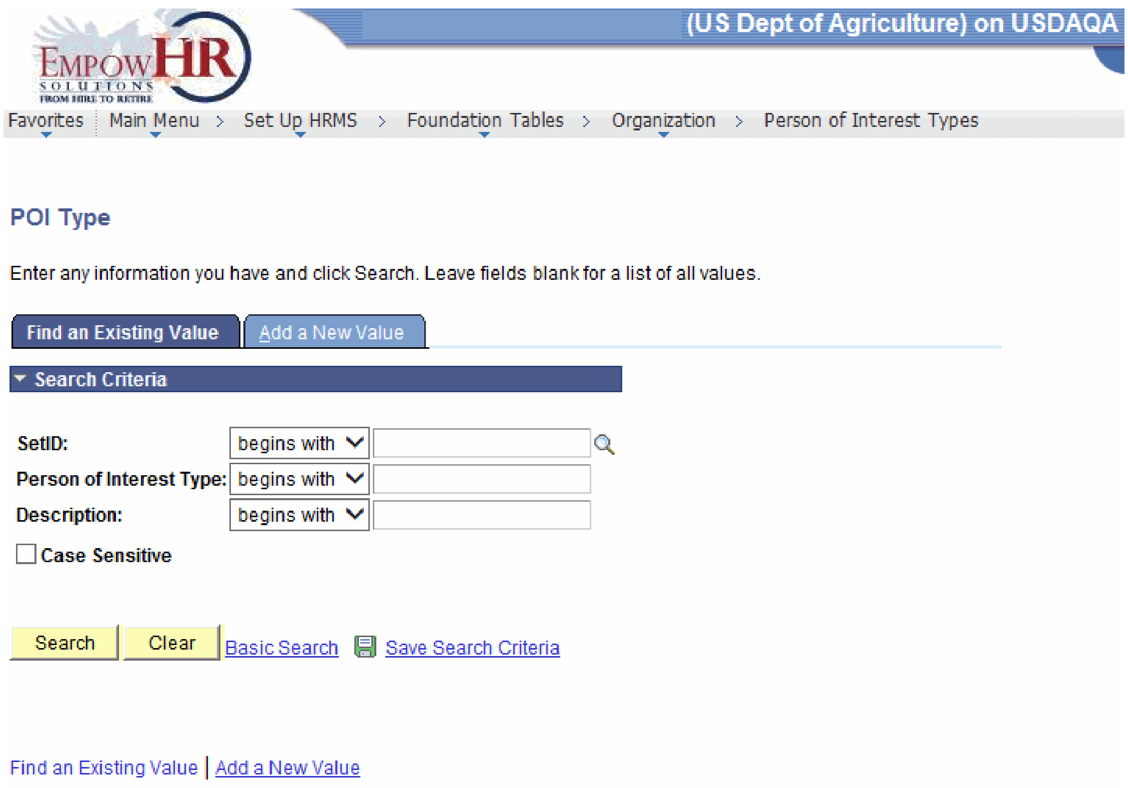


Figure 117: POI Type Page - Find an Existing Value Tab

5. Complete the fields as follows:

Field	Description/Instruction
SetID	Enter the beginning specific character or characters of the SetID. **OR**

Field	Description/Instruction
	Click the down arrow for additional options to narrow results. **OR** Enter the SetID.
Person of Interest Type	Enter the beginning of specific character or characters of the person of interest type. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the person of interest type.
Description	Enter the beginning specific character or characters of the description. **OR** Click the down arrow for additional options to narrow results. **OR** Enter the description.
Case Sensitive	Check this box if applicable.

6. Click **Search** to search for the values entered. Select the applicable value. The POI Type page - Person of Interest Type Table tab is displayed.

   OR

   Click **Clear** to clear the entries.

OR

Select the ***Add a New Value*** tab. The POI Type page - Add a New Value tab is displayed.

Figure 118: POI Type Page - Add a New Value Tab

7. Complete the field as follows:

Field	Instruction
SetID	Enter the SetID or select an ID by clicking the search icon.
Person of Interest Type	Enter the POI type.

8. Click **Add**. The POI Types tab is displayed.

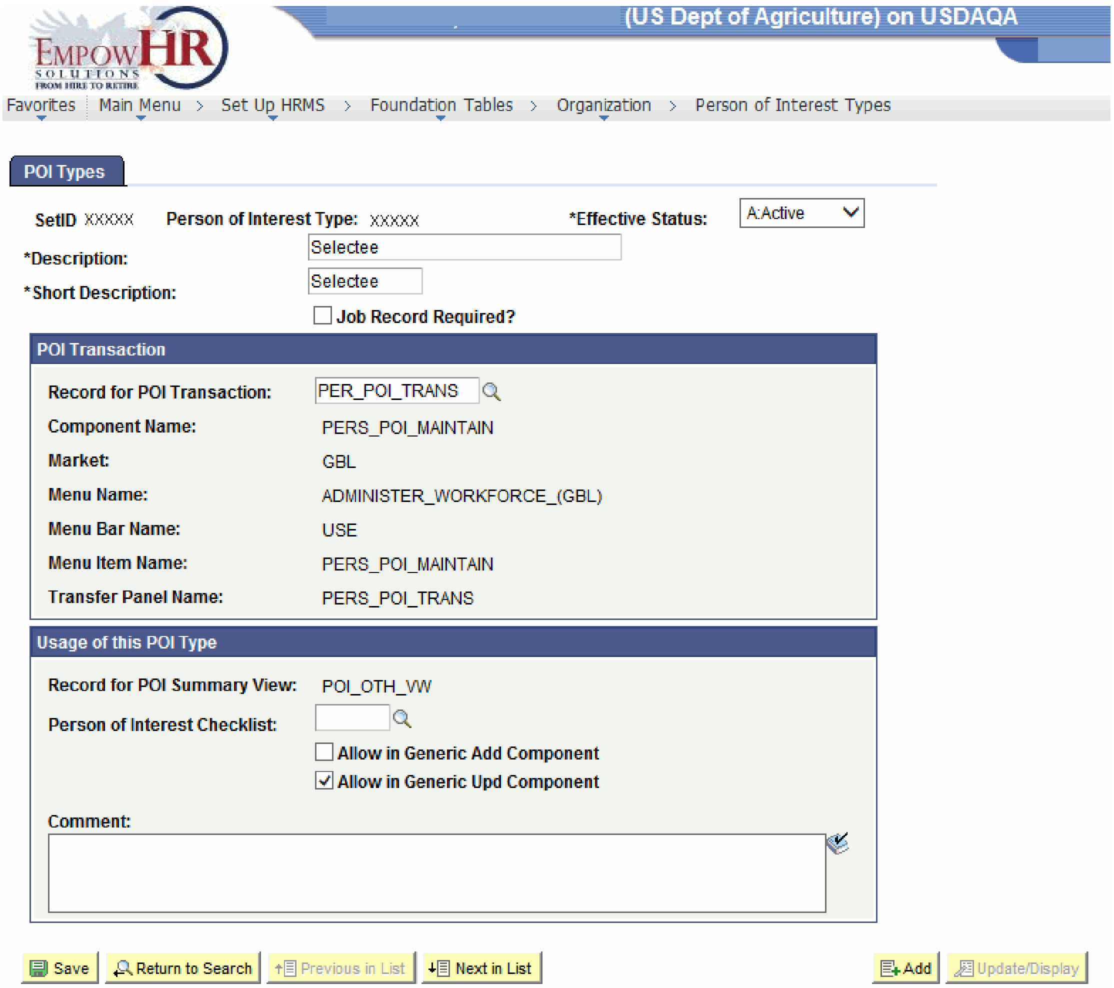


Figure 119: POI Types Tab

9. Complete the fields as follows:

Field	Description/Instruction
SetID	Populated with the SetID entered in the search criteria.
Person of Interest Type	Populated with the person of interest type entered or selected in the search criteria.
***Effective Status**	Required field. Select the effective status from the drop-down menu. Valid values are **Active** and **Inactive**.
***Description**	Required field. Enter the description.
***Short Description**	Required field. Enter the short description.
Job Record Required	Check this box if applicable.
POI Transaction	**Instruction**

Field	Description/Instruction
Record for POI Transaction	Enter the record for POI transaction or select a record by clicking the search icon.
Component Name	Enter the component name or select a name by clicking the search icon.
Market	Enter the market or select a market by clicking the search icon.
Menu Name	Enter the menu name.
Menu Bar Name	Enter the menu bar name.
Menu Item Name	Enter the menu item name.
Transfer Panel Name	Enter the transfer panel name.
Usage of this POI Type	**Instruction**
Record for POI Summary View	Enter the record for POI summary view or select a record by clicking the search icon.
Person of Interest Checklist	Enter the person of interest checklist or select a checklist by clicking the search icon.
Allow in Generic Add Component	Check this box if applicable.
Allow in Generic Upd Component	Check this box if applicable.
Comment	Enter the applicable comments.

At this point, the following options are available:

Step	Description
Click **Save**	Saves the new data entered.
Click **Return to Search**	Returns the user to the applicable page to search for another record.
Click **Previous in List**	Returns to the previous person in the list.
Click **Next in List**	Advances to the next person in the list.
Click **Add**	Returns the user to the applicable page to add data.
Click **Update/Display**	Returns the user to the applicable page to update the data entered.

Index

A

B

C

D

E

G

I

J

M

N