Release Notes for June 17, 2002

The following items have been migrated to Production for use by Agencies beginning on June 17, 2002.

- PAR workflow and Recruit workflow has been modified to incorporate the following changes
  - The Routes To search for 1st Authorizers, 2nd Authorizers and Approvers has been filtered by workflow role and Department ID.
  - The Routes To search for Reviewers and Processors has been modified to allow an action to route to all individuals in the appropriate role and Department ID (pooled).
  - The following routing options have been available to Agencies; 6-step, 5-step, 4-step, 3-step, 2-step (2 options) and a 1-step
  - Requesters, Reviewers and Processors can modify all available fields on the 7 pages of the Administer Workforce page group for PAR and all pages in the Job Requisition page group for recruit.
  - 1st Authorizers, 2nd Authorizers and Approvers will have access to modify only the following fields; Effective Date, PAR Status, Comments on the Tracking Data sub-page, and the CAN code for PAR. The following fields on the Job Requisition pages will be available for modification by the 1st Authorizers, 2nd Authorizers and Approvers: WIP Status, Comment, Job Code, Position Number, and Remarks.
  - Requesters have access to the following Work-in-Progress (WIP) statuses: REQ, 1st, 2nd, and INI.
  - 1st Authorizers have access to the following Work-in-Progress (WIP) statuses; 1st and RET.
  - 2nd Authorizers have access to the following Work-in-Progress (WIP) statuses; 2nd and RET.
  - Approvers have access to the following Work-in-Progress (WIP) statuses; SIG, DIS and RET.
  - Reviewers have access to the following Work-in-Progress (WIP) statuses; REV, RET and INI.
  - Processors have access to the following Work-in-Progress (WIP) statuses; PRO, RET, DIS and INI.
  - The **Route to Next EmplID** sub-page has been modified such that the user must click the Route To button for the list of eligible employees to appear. The user must then click the checkbox next to the employee they wish to route the action to.
  - The 1st Authorizers, 2nd Authorizers and Approvers must click the "Marked Worked" graphic for the action to be removed from their worklist once their work on it is complete.
  - The following warning message has been added when the above users click Marked Work, "You are about to remove this item from your worklist. Do you want to continue?" This message will serve as a check to ensure the user meant to delete that item.

- Reviewers and Processors will have pooled worklists meaning that the same action will appear on more than one worklist. When a user accesses the action, completes and saves it, the action will automatically be removed from all worklists on which it appeared.
- The link appearing on the worklist for PAR actions has been modified to include Department ID.
- The link appearing on the worklist for Recruit actions includes the requisition number, status, date, Department ID, and Set ID.
- All workflow roles with the appropriate security can check the status of actions or requisitions using the menu path and Tracking Data at any step in the process.
- The WIP Record and WIP activity tables have been modified to allow the above workflow modifications.
- A recruit 52 was created and can be accessed via the following path; Develop Workforce, Recruit Workforce USF, Report and Recruit 52.

- A customization has been incorporated to accommodate Application Messaging specific to CDC.
- The NOA code and NOA extension are no longer required fields for the Requester.
- The General Deductions page has been modified when a union has been entered as the deduction code, the Effective Date is now required and it must be keyed.
    - **PROCESSING REMINDER:** When processing union dues, be sure to always select "Default to Deduction Table" as the deduction calculation routine. A dues amount will never appear on the general deductions page in EHRP.
- The SF-50 was modified to correctly incorporate PSP amounts in the total pay shown on the form.
- The access to the Help POC Online Tool has been modified so that upon entering tickets, the Ticket Source will default to "Production" for the Agencies. Another change was made so that the Agencies can view only Production tickets.
- The Data Control page has been changed so that an NTE date can only be entered on this page after the NOA has been entered.
    - **PROCESSING REMINDER:** For appointment expirations, enter the NTE date on the Data Control page. Before saving the action, go to the Employment 1 page to ensure that the NTE date has defaulted correctly in the Hire NTE field
    - **PROCESSING REMINDER:** For Temporary Promotions, Temporary Position Changes, LWOP/Furloughs, and Suspensions enter the NTE date on the Data Control page and go to the Employment 1 page, click the Exp Dates to enter the NTE date on the Expiration Dates page. By entering the NTE dates, these individuals will appear on the public queries designed to alert the processors of the upcoming NTE dates.
- A maintenance patch has been applied to Auto WGI process to correct the calculation of locality pay.

- Unlike previous conversions that used the 900-7 NOA as the conversion NOA, this conversion will pull in the employee's last OPM NOA as the conversion row. The previous agencies to deploy will have their conversion rows changed to the last OPM NOA in future pay periods.
- A department tree refresh was performed.
- A series of public queries have been migrated to allow those individuals with access to run the queries. Please see the table below for detailed information about the queries.

EHRP Public Queries

Name	Purpose	Parameters	Data Provided
HE007 – Savings Bonds	Provides a list of employees with savings bonds	• None	• Department ID • Empl ID • Employee Name • NID (SSN) • Effective Date • Bond Priority • Bond Denomination description • Other Registrant Type • Deduction Amount • Job Code • Job Title
HE008 – TSP Missing Deductions	Provides a list of employees who do not have TSP deductions entered.	• None	• Department ID • Empl ID • Employee Name • NID (SSN) • Job Code • Job Title • Plan Type
HE009 – CAN Changes	Provides a list of CAN Changes	• Start Date • End Date	• Department ID • POI • NID (SSN) • Acct Code • Employee Name • Effective Date

Name	Purpose	Parameters	Data Provided
			• Acct Code
HE010 – Staffing Runs	Provides Staffing Run data.	• Effective Date	• Department ID • NID (SSN) • Employee Name • Description • Pay Plan • Occ Series • Grade • Step • Salary • Acct Code • Reg/Temp • Full/Part Time • Job Code • Supervisory Code
HE011A – Probation Date Period	Provides data for the probation end dates for employees.	• Start Date • End Date	• Department ID • Empl ID • Employee Name • NID (SSN) • Job Code • Probations Dates • SES Probation Date • Mgr/Supv Probation Date
HE011B – SES Probation Date	Provides data for the probation end dates for employees.	• Start Date • End Date	• Department ID • Empl ID • Employee Name • NID (SSN) • Job Code • Probations Dates • SES Probation Date • Mgr/Supv Probation

Name	Purpose	Parameters	Data Provided
			Date
HE011C – Mgr/Supv Probation Date	Provides data for the probation end dates for employees.	• Start Date • End Date	• Department ID • Empl ID • Employee Name • NID (SSN) • Job Code • Probations Dates • SES Probation Date • Mgr/Supv Probation Date
HE012 – Health Benefits Field Report	Provides data on actions that impact or affect health benefits	• Begin Date Entered • End Date Entered	• Employee Name • Empl ID • NID (SSN) • Action • Action/Reason • NOA Code • NOA Description • Department ID
HE_ALL_ WIP_STATUS	Provides listing of all PAR transactions keyed within a specified date period. The listing outputs the current WIP status of each action. In addition, it provides the status as to whether the transaction was transmitted through the payroll interface. The status codes for the payroll interface update indicator are as follows: • N: Action not ready to be transmitted. • R: Action to be transmitted during	• Begin Date for Actions • End Date for Actions	• Employee ID • Effective Date • Effective Sequence • NOA Code • NOA Extension • Payroll Interface Update Indicator • Jobcode • Department ID • Grade • WIP Status • Action Date • Tracking Date Sequence

Name	Purpose	Parameters	Data Provided
	next interface run. • D: Action sent this pay period. • P: Action sent during a prior pay period.		
HE_ALL_WIP_ STATUS_BY_ EMPLID	Provides listing of PAR transactions keyed within a specified date period for an employee. The listing outputs the current WIP status of each action. In addition, it provides the status as to whether the transaction was transmitted through the payroll interface. The status codes for the payroll interface update indicator are as follows: • N: Action not ready to be transmitted. • R: Action to be transmitted during • D: Action sent this pay period. • P: Action sent during a prior pay period.	• Begin Date for Actions • End Date for Actions • Empl ID	• Employee ID • Effective Date • Effective Sequence • NOA Code • NOA Extension • Payroll Update Indicator • Jobcode • Department ID • Grade • WIP Status • Action Date • Tracking Date Sequence