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Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to *EmpowHR* and Information Research Inquiry System (IRIS) Crosswalk



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Manual Pay Processing

PROCEDURE MANUAL
Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to *EmpowHR*
and Information Research Inquiry System (IRIS) Crosswalk



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Introduction

This document displays various EPIC Web screens with their corresponding *EmpowHR* screens, as well as IRIS screens. Additionally, each screen includes a sample hyperlink of associated screens.

This section includes the following topics:

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Key Data* (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|---|--|--|
| EPIC Web | EmpowHR | IRIS |
| <i>Effective Date*</i> | <i>Effective Date</i> | <i>EFF-DATE (Effective)</i> |
| <i>Auth Date* (Authentication Date)</i> | <i>Auth Date (Authentication Date)</i> | <i>AUTHENTICATION DATE</i> |
| N/A | <i>Action</i> | N/A |
| N/A | <i>Reason Code</i> | N/A |
| N/A | <i>PAR Status</i> | N/A |
| N/A | <i>Agency Type</i> | N/A |
| <i>1st NOA* (Nature of Action)</i> | <i>NOA Code (Nature of Action)</i> | <i>NOA 1ST/NOA 2ND (Nature of Action)</i> |
| <i>1A Auth Code/1B Auth Code (Authority)</i> | <i>Authority (1)</i> | <i>NAT ACT AUTH 1ST (Nature of Action Authority)</i> |
| <i>2A Auth Code/2B Auth Code (Authority)</i> | <i>Authority (2)</i> | <i>NAT ACT AUTH 2ND (Nature of Action Authority)</i> |
| <i>Legal Auth (Authority) 1st/2nd</i> | <i>Legal Auth/Legal Auth (Authority)</i> | <i>1ST LEGAL AUTH (Authority)</i> |
| <i>Date NTE* (Not to Exceed)</i> | <i>NTE Date (Not to Exceed)</i> | <i>APPOINTMENT NTE (Not to Exceed)</i> |
| N/A | <i>PAR Request #</i> | N/A |



Remarks (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|------------------|----------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Detail Remark</i> | <i>Remark CD</i> | <i>REMARKS CODES</i> |

Personal Phone Numbers (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-------------------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Personal Phone Numbers</i> | N/A |

Award* (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-----------------------------------|-----------------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Award Amount*</i> | <i>*Amount</i> | <i>AMOUNT OF AWARD</i> |
| <i>Case Number*</i> | <i>*Case Number</i> | <i>CURRENT AWARDS CASE NUMBER</i> |
| <i>Award Code</i> | <i>*Award Code</i> | <i>AWARD CODE</i> |
| <i>Accounting to generate payment</i> | <i>Accounting Distribution</i> | <i>ACCOUNTING DISTRIBUTION</i> |
| <i>Agency</i> | <i>Sub-Agency Charged</i> | <i>AGENCY CHARGED</i> |
| <i>Station</i> | <i>Accounting Station Charged</i> | <i>ACCT STATION CHARGED</i> |



PAR Tracking Data (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>PAR (Personnel Action Request) Tracking Data</i> | N/A |

PAR Justification (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | PAR Justification | N/A |

Employee* (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---|---|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>SSN (Social Security Number)</i> | <i>*SSN (Social Security Number)</i> | <i>SSN (Social Security Number)</i> |
| <i>Name Last, Name First, Name Middle</i> | <i>Name</i> | <i>NAME</i> |
| <i>Gender</i> | <i>Gender</i> | <i>SEX CODE</i> |
| <i>Disability*</i> | <i>Disability Code</i> | <i>PHYSICAL DISABILITY CODE</i> |
| <i>ERI Code</i> | <i>ERI Code (Ethnicity and Race Identification)</i> | <i>ERI CODE (Ethnicity and Race Identification)</i> |
| N/A | <i>RNO Code (Race and National Origin)</i> | <i>RNO CODE (Race and National Origin)</i> |
| <i>Date of Birth*</i> | <i>Date of Birth</i> | <i>DATE OF BIRTH</i> |



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---------------------|-------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Draft Status</i> | N/A |
| <i>Citizenship*</i> | <i>Citizenship</i> | <i>CITIZENSHIP CODE</i> |

Additional Birth Information (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-----------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Birth Location</i> | N/A |
| N/A | <i>Birth State</i> | N/A |
| N/A | <i>Birth Country</i> | N/A |

Address (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|------------------------------|--|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Effective Date</i> | <i>*Effective Date</i> | <i>EFFECTIVE PP/YR (Pay Period/Year)</i> |
| <i>Current Residence</i> | <i>Home Address</i> | <i>RESIDENCE ADDRESS</i> |
| <i>Check Mailing Address Other Than Bank</i> | <i>Check Mailing Address</i> | <i>CHECK MAIL ADDRESS</i> |



Employee* (EPIC Web) Veterans Information to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---|---|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Veterans Preference*</i> | <i>Veterans Preference</i> | <i>VETERANS PREF CODE (Preference)</i> |
| <i>Veterans Status*</i> | <i>Veterans Status</i> | <i>VETERANS STATUS</i> |
| <i>Veterans Preference RIF*(Reduction in Force)</i> | <i>Veterans Preference RIF (Reduction in Force)</i> | <i>VETERANS PREF RIF (Reduction in Force)</i> |
| <i>Uniform Service Status*</i> | <i>Uniform Service Status</i> | <i>UNIFORM SERVICE STATUS</i> |
| <i>Creditable Military Service</i> | <i>Creditable Military Service</i> | <i>CREDITABLE MILITARY SERVICE</i> |

Marital Status (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|----------------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Marital Status</i> | N/A |
| N/A | <i>Marital Status Date</i> | N/A |

Employee* (EPIC Web) Education to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-------------------------|------------------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Education Level*</i> | <i>*Education Level</i> | <i>EDUCATION LEVEL</i> |
| <i>Year Degree Attained</i> | <i>*Year Acquired</i> | <i>DEGREE RCVD YEAR (Received)</i> |



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|--|------------------------------|------------------------------|
| EPIC Web | EmpowHR | IRIS |
| Instructional Program | *Education Major | INSTRUCTIONAL PROGRAM |
| N/A | *Major Specialization | N/A |
| N/A | Country | N/A |
| N/A | State | N/A |
| N/A | School Code | N/A |

Position* (EPIC Web) Job Data to EmpowHR Job Data and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|--|------------------------------|--|
| EPIC Web | EmpowHR | IRIS |
| Position Classification Code | Previous class Action | N/A |
| Dept* | Agency | AG |
| Agency* | Sub Agency | AGENCY |
| MR #* (Number) | Master RCD # (Number) | MR NUMBER (Master Record) |
| IP #* (Individual Position Number) | Position | IP NUMBER (Individual Position) |
| Previous/Correction Agency | Previous Sub-Agency | PREVIOUS AGENCY CODE |
| Losing/Gaining Department* | Losing/Gaining Dept | GAIN/LOSE DEPT (Department) |
| Org Structure Code | Department | DEPARTMENT CODE |
| N/A | Location | N/A |
| N/A | Business Unit | N/A |



Position* (EPIC Web) Data to EmpowHR Position Data and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---|--|
| EPIC Web | <i>EmpowHR</i> | IRIS |
| <i>Position Occupied</i> | <i>Posn Occupied (Position)</i> | <i>POSITION OCCUPIED</i> |
| <i>POI* (Personnel Office Identifier)</i> | <i>POI (Personnel Office Identifier)</i> | <i>POI (Personnel Office Identifier)</i> |
| N/A | <i>Employee Type</i> | N/A |
| N/A | <i>Reg/Temp (Regular Temporary)</i> | N/A |
| <i>Type Appointment</i> | <i>Type Appt (Appointment)</i> | <i>TYPE OF APPOINTMENT CODE</i> |
| <i>Work Schedule*</i> | <i>Work Schedule</i> | <i>WORK SCHEDULE</i> |
| <i>Tour of Duty Hours</i> | <i>Standard Hours</i> | <i>TOUR OF DUTY HOURS</i> |
| N/A | <i>Job Indicator</i> | N/A |
| <i>Supv Cd (Supervisory Code)</i> | <i>Supervisor Level</i> | <i>POSITION SUPERVISORY CODE</i> |
| <i>FLSA CD (Fair Labor Standards Act)</i> | <i>*FLSA Status (Fair Labor Standards Act)</i> | <i>FLSA (Fair Labor Standards Act)</i> |

Salary* (EPIC Web) to EmpowHR Compensation Data and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-----------------------------|----------------------------------|
| EPIC Web | <i>EmpowHR</i> | IRIS |
| <i>Pay Plan*</i> | <i>Salary Pay Plan</i> | <i>PAY PLAN</i> |
| <i>Grade*</i> | <i>Salary Grade</i> | <i>GRADE</i> |
| <i>Step*</i> | <i>Step</i> | <i>STEP</i> |
| <i>Pay Rate Determinant</i> | <i>Pay Rate Determinant</i> | <i>PAY RATE DETERMINANT CODE</i> |
| <i>Pay Basis</i> | <i>Pay Basis</i> | <i>SALARY RATE CODE</i> |



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|---|-------------------------------------|-----------------------------------|
| EPIC Web | EmpowHR | IRIS |
| <i>Var FT Reg Tod PT Emp</i> | <i>Variable FT Reg Tour of Duty</i> | <i>TOUR OF DUTY HOURS</i> |
| <i>Retained Information Pay Plan</i> | <i>Retain Pay Plan</i> | <i>PAY-PLAN</i> |
| <i>Retained Information Grade</i> | <i>Retain Grade</i> | <i>GRADE</i> |
| N/A | <i>*Salary Plan Table</i> | N/A |
| N/A | <i>Step Entry Date</i> | N/A |
| N/A | <i>Retain Plan Table</i> | N/A |
| <i>Date Entered Present Grade</i> | <i>Grade Entry Date</i> | <i>DATE ENTERED PRESENT GRADE</i> |

Salary* (EPIC Web) to EmpowHR Compensation Grade and Pay Retention and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|---|-------------------------------------|---------------------------------|
| EPIC Web | EmpowHR | IRIS |
| <i>OCC Series</i> | <i>Retained Occ Series Code</i> | <i>OCCUPATIONAL SERIES</i> |
| <i>Rate Expd</i> | <i>Retention Rights End Date</i> | <i>RETAIN RATE EXPIRE</i> |
| <i>OCC Ser Func</i> | <i>Retained Occ Functional code</i> | <i>OCC SERIES FUNCTION CODE</i> |

Salary* (EPIC Web) to EmpowHR Compensation Quoted Pay and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|---|-------------------|------------------------------|
| EPIC Web | EmpowHR | IRIS |
| <i>Pay Basis</i> | <i>FEGLI Base</i> | <i>BASIC COVERAGE AMOUNT</i> |



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|--------------------------|-------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Basic Pay*</i> | <i>Base Pay</i> | <i>SCHEDULED SALARY</i> |
| N/A | <i>Locality</i> | N/A |
| <i>Adjusted Basic Pay</i> | <i>Adjusted Base Pay</i> | <i>ADJ SALARY</i> |
| N/A | <i>Total Pay</i> | <i>TOTAL SALARY</i> |

Other Pay Information (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|------------------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Other Pay Information</i> | N/A |

Expected Pay (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Expected Pay</i> | N/A |

Accounting Info (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|------------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Accounting Info</i> | N/A |



Key Data* (EPIC Web) to EmpowHR Employment Data 1 and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|----------------------|------------------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>EOD Dt</i> | <i>DATE AGENCY EOD</i> |
| <i>Date NTE</i> | <i>Hire NTE Dt</i> | <i>APPOINT NTE</i> |
| N/A | <i>Rehire Dt</i> | N/A |
| N/A | <i>Separation Dt</i> | <i>LAST DAY PAY STATUS FOR RET</i> |

Service Computation Dates (EPIC Web) to EmpowHR Employment Data 1 and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---------------------------|------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>SCD-Retirement* (Service Computation Date)</i> | <i>Retire Date</i> | <i>DATE SCD RETIRE</i> |
| <i>SCD Leave*</i> | <i>Leave Date</i> | <i>DATE SCD LEAVE</i> |
| <i>SCD TSP (Thrift Savings Plan)</i> | <i>TSP Date</i> | <i>DATE SCD TSP</i> |
| <i>SCD Rif (Reduction-in-Force)</i> | <i>RIF Date</i> | <i>DATE SCD RIF</i> |
| N/A | <i>Severance Pay Date</i> | N/A |



Misc* (EPIC Web) to EmpowHR Service Conversion Dates and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---------------------------|----------------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Conv Begin Date</i> | N/A |
| <i>Career Tenure Start Date</i> | <i>Careen Tenure Date</i> | <i>DATE CAREER TENURE STARTS</i> |

Salary* (EPIC Web) SCD/WGI to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-------------------------|---------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>WGI Status</i> | <i>WGI DUE</i> |
| N/A | <i>Last Increase Dt</i> | |
| <i>SCD WGI</i> | <i>SCD-WGI Date</i> | <i>WGI SCD DATE</i> |

Expiration Dates (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-------------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Expiration Dates</i> | N/A |



Salary* (EPIC Web) to EmpowHR Appointment Limits and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-----------------------------------|-----------------------------------|
| EPIC Web | <i>EmpowHR</i> | IRIS |
| <i>Date Service Year Starts</i> | <i>Commencing Date of Service</i> | <i>DATE AGENCY EOD</i> |
| <i>Dollar Total</i> | <i>Amount Total</i> | <i>APPOINTMENT TOTAL DOLLAR</i> |
| <i>Hours Total</i> | <i>Hours Total</i> | <i>APPOINTMENT TOTAL HOURS</i> |
| <i>Days Total</i> | <i>Days Total</i> | <i>APPOINTMENT TOTAL DAYS</i> |
| <i>Dollar Balance</i> | <i>Amount Balance</i> | <i>APPOINTMENT BALANCE DOLLAR</i> |
| <i>Hours Balance</i> | <i>Hours Balance</i> | <i>APPOINTMENT BALANCE HOURS</i> |
| <i>Days Balance</i> | <i>Days Balance</i> | <i>APPOINTMENT BALANCE DAYS</i> |
| <i>Special Employment Program</i> | <i>Special Employment Program</i> | <i>SPEC EMP CD</i> |

Salary*, Benefits*, and Misc* (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-----------------------------------|---|
| EPIC Web | <i>EmpowHR</i> | IRIS |
| <i>Bargaining Unit</i> | <i>Bargaining Unit</i> | <i>BARGAINING UNIT STATUS</i> |
| <i>Union*/Local*</i> | <i>Union Code</i> | <i>UNION/LOCAL CODE</i> |
| <i>Last Date in Pay Status</i> | <i>Last Date Worked</i> | <i>LAST DAY PAY STATUS FOR RET</i> |
| <i>Tenure*</i> | <i>Tenure</i> | <i>TENURE GROUP</i> |
| <i>Sup/Managerial Probationary Period Required</i> | <i>Supv/Mgr Prob Period Reqrd</i> | <i>SUP MANAGER PROBATION PERIOD REQ</i> |



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|----------------------------------|------------------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Sup/Managerial Start Date</i> | <i>Supr/Mgr Prob Period Date</i> | <i>SUP MANAGER PROBATION BEGIN</i> |
| <i>Probationary Period Start Date</i> | <i>Emp Probation Period Date</i> | <i>PROBATION PERIOD STARTS</i> |
| N/A | <i>Begin Date</i> | N/A |
| <i>Salary Share Code</i> | <i>Salary Share Code</i> | <i>SALARY SHARE CODE</i> |
| <i>Salary Share Amount</i> | <i>Coop Share Amt</i> | <i>COOP SHARE AMOUNT</i> |
| <i>Rate Expd</i> | <i>Expires Date</i> | <i>RETAIN RATE EXPIRE</i> |
| N/A | <i>Reports To</i> | N/A |
| N/A | <i>Supervisor ID</i> | N/A |
| <i>Overtime Rate</i> | <i>Coop Overtime Rate</i> | <i>COOP RT OVERTIME</i> |
| <i>Holiday Rate</i> | <i>Coop Holiday Rate</i> | <i>HOLIDAY</i> |

Probation Dates (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|------------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Probation Dates</i> | N/A |

Non Pay Data (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Non Pay Data</i> | N/A |



Security Info (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|----------------------|-------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| N/A | <i>Security Info</i> | N/A |

Benefits* (EPIC Web) FEHB, FEGLI, TSP to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|---|------------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>FEHB Cov Code*</i> | <i>FEHB Eligibility</i> | <i>COVERAGE CODE</i> |
| <i>FEGLI Cov Amount</i> | <i>FEGLI Coverage Amt</i> | <i>BASIC COVERAGE AMOUNT</i> |
| <i>FEGLI Coverage Code*</i> | <i>FEGLI Code</i> | <i>FEGLI COVERAGE CODE</i> |
| <i>TSP Eligibility Code*</i> | <i>Thrift Savings Plan Eligibility Code</i> | <i>TSP ELIGIBILITY CODE</i> |
| N/A | <i>FEHB Date</i> | N/A |
| N/A | <i>Post 65 Basic Life Reduction</i> | N/A |

Misc* (EPIC Web) Annual Leave to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|--------------------------------------|---------------------------|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| <i>Category*</i> | <i>Annual Leave Category</i> | <i>ANNUAL LV CATEGORY</i> |
| <i>45 Day*</i> | <i>Annual Leave 45-Day Indicator</i> | <i>45 DAY CODE</i> |



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|-------------------------------------|---------------------------------------|
| EPIC Web | <i>EmpowHR</i> | IRIS |
| <i>Earning Status*</i> | <i>Earn Leave During Pay Period</i> | <i>LEAVE EARNING STATUS DURING PP</i> |

Pay Allowances (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|--|----------------------------------|------------------------------|
| EPIC Web | <i>EmpowHR</i> | IRIS |
| <i>COLA/Post Differential*</i> | <i>COLA/Post Differential</i> | <i>COLA/POST DIFF CODE</i> |
| <i>Rate</i> | <i>Quarters Deduction Code</i> | <i>QUARTER DED CODE</i> |
| <i>Amount</i> | <i>Quarters Deduction Amount</i> | <i>RATE</i> |
| <i>Allowance*</i> | <i>Allowance %</i> | <i>CODE</i> |
| <i>Allowance Rate</i> | <i>Allowance %</i> | <i>RATE</i> |
| <i>Allowance Total</i> | <i>Allowance %</i> | <i>TOTAL</i> |
| <i>Percentage of Base Pay</i> | <i>Allowance %</i> | <i>TYPE</i> |
| <i>Foreign Language</i> | <i>Foreign Lang %</i> | <i>FOREIGN LANG ALLOW</i> |
| <i>Taxable</i> | <i>Allowance %</i> | <i>TAXABLE</i> |
| <i>Allowance*</i> | <i>Allowance %</i> | <i>BALANCE</i> |
| <i>Special Employee*</i> | <i>Special Employee Code</i> | <i>SPECIAL EMPLOYEE CODE</i> |
| | <i>Wage Board Shift Rate Var</i> | <i>WB SHIFT 2ND 3RD VAR</i> |

Retirement (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk |
|--|
|--|



| EPIC Web | EmpowHR | IRIS |
|--|---|--|
| <i>FEHB Cov Code*</i> | <i>Fed Empl Retire Syst Coverage</i> | <i>FERS COVERAGE IND</i> |
| <i>Retirement Plan*</i> | <i>Retirement Plan</i> | <i>RETIREMENT COVERAGE CODE</i> |
| <i>CSRS Prev Cov Ind*</i> <i>FERS Prev Cov Ind*</i> | <i>Previous Retirement Coverage</i> | <i>CSRS PREVIOUS COVERAGE IND</i> <i>FERS PREVIOUS COVERAGE IND</i> |
| <i>Annuitant Indicator*</i> | <i>Annuitant Indicator</i> | <i>ANNUITANT IND</i> |

Annuity Commencement (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk | | |
|--|--|-----------------------------------|
| EPIC Web | EmpowHR | IRIS |
| N/A | <i>Annuity Commencement Date</i> | N/A |
| <i>Frozen Service</i> | <i>Civil Service Retire Syst Frozen Service</i> | <i>FROZEN CSRS SERVICE</i> |

Retirement/Termination (EPIC Web) to EmpowHR and IRIS Crosswalk

| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to EmpowHR Crosswalk |
|--|
|--|



| Web-Based Entry, Processing, Inquiry, and Correction System (EPIC Web) to <i>EmpowHR</i> Crosswalk | | |
|---|--|--|
| EPIC Web | <i>EmpowHR</i> | <i>IRIS</i> |
| Agency Use | <i>Retirement Dedctn Refund Rcvd</i> <i>Military Retired Pay Recipient</i> <i>Military Waiver Received</i> <i>Life Insurance Reduction</i> <i>Projected Sick Lve Usage Dt</i> <i>FERS Disability/SSA Benefits</i> <i>Part Time, After April 7, 1986</i> <i>Post-56 Military Deposit</i> <i>Survivor Election</i> <i>Administrative Fees</i> | 12 Characters are required to process PAR but values are not stored in IRIS. |



Screens

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| | |
|---|------------|
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EPIC Web Key Data* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 3/25/2015 -- 12:48 PM Show Print Friendly Version

108 Term Appt Nte
New Document

-- Select a status code and click the Update button --

Key Data* Employee* Position* Salary* Benefits* Misc*

SSN*

Last Name* First Name* Middle Name

Org

Dept*

Agency*

POI*

Dates

Eff Pay Period*

Effective Date*

Auth Date*

Date NTE*

1st

1st NOA*

1A Auth Code

1B Auth Code

Legal Auth 1st

2nd

2nd NOA

2A Auth Code

2B Auth Code

Legal Auth 2nd

Figure 1: EPIC Web Key Data* Page



EmpowHR Data Control Page

EMPOWHR
SOLUTIONS
FROM HERE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data | Checklist Generation

Empl ID: Empl Record:

Data Control Find | View All First 1 of 1 Last

Effective Date: 01/11/2015 **Go To Row** + -

Effective Seq: 1 1 Transaction Status: A:NFC Auto ▾

Auth Date: 12/19/2014 Contact Emplid: PAR Status: PRO Processed by Human Resources

Action: NFC NFC Originated Agency Type: Federal ▾

Reason Code: NFC From NFC

NOA Code: 894 GEN ADJ

Authority (1): QWM REG 531.207

Authority (2): ZLM E O 13686

NTE Date: PAR Request #

[Print SF-52](#) [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Justification](#)

[Print SF-50](#) [GPPA Website](#)

[Add/View Attachment](#)

Figure 2: EmpowHR Data Control Page

```

SSN 000000000 AG * PERSONNEL ACTIONS SUMMARY * 03/23/15 IR125
SCREEN 000 NAME 00000
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL
[REDACTED]
PROCESSED ----- DOCUMENT -----
PP YR EFF-DATE NATURE OF ACTION AGCY POI BATCH USER-ID

PLEASE ENTER SSNO AND PRESS ENTER 0000
PF1 = SUB MENU PF5 = HELP PF8 = PG/DOWN ENTER = INQUIRY CLEAR = EXIT

```

```

SSN 00000000 AG * SF-50B DATA ELEMENTS * 03/23/15 IR122
SCREEN 000 NAME

DATE OF BIRTH 00 00 00 PERS ACTN EFF 00 00 00
NAT ACT 1ST 3 POS 000 NAT ACT 2ND 3 POS 000
NAT ACT AUTH 1ST NAT ACT AUTH 2ND
APPOINT NTE 00 00 00 PROM NTE 00 00 00 NON PAY NTE 00 00 00
POSITION TITLE
WORKING TITLE MR/IP
PAY-PLAN OCC SERIES 0000 GRADE 00 STEP 00
SALARY RATE CODE TOTAL SALARY .00 SCHEDULED SALARY .00
GEOGRAPHIC ADJ RATE .00 ADJ SALARY .00 OTHER PAY .00
ORG STRUCTURE CODE 00 00 0000 00 00 00 (PF2 = ORG-NAME)
VETERANS PREF CODE 0 TENURE GROUP 0 AGENCY USE 1
VETERANS PREF RIF FEGLI CODE J5 AGENCY USE 2
PAY RATE DETER CODE RETIREMENT PLAN (1) (2) SCD LEAVE 00 00 00
WORK SCHEDULE TOUR OF DUTY HOURS 00.00 ANNUITANT IND
POSITION OCCUPIED 0 FLSA BARGAINING UNIT STATUS 0000
DUTY STATION CD 0000 000 NAME
REMARKS CODES
DEPARTMENT CODE AGENCY CODE POI 0000 PERS ACTION CODE 0
AUTHENTICATION DATE 00 00 00
PLEASE ENTER SSNO AND PRESS ENTER 0000
PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT

```



IRIS IR101, Salary Data Page

| | | | | |
|------------------------------------|------------|---------------------------|----------|--------------|
| SSN 000000000 | AG | * SALARY DATA * | 03/23/15 | IR101 |
| SCREEN 000 | NAME | | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY | .00 | |
| ORG STRUCTURE CODE PF2 = | ORG NAME | SCHEDULED SALARY | .00 | |
| 00 00 0000 00 00 00 00 | | LOCALITY/SUPPLEMENT AMT | .00 | |
| POSITION TITLE | | SALARY RATE CODE | | |
| POSITION TITLE CODE | | LOCALITY TABLE CODE | | |
| PAY PLAN/GRADE/STEP | 00 00 | GEOGRAPHIC ADJ PERCENT | .0000 | |
| MR/IP NUMBER | | PAY RATE DETERMINANT CODE | | |
| OCC SERIES/FUNCTION CODE | 0000 00 | PAY TABLE CODE | | |
| DUTY STATION CODE | 0000 000 | LEO INDICATOR | | |
| CITY/ST | | FAIR LABOR STANDARDS CODE | | |
| COUNTY | | FEGLI COVERAGE CODE | | |
| DOCUMENT DESCRIPTION CODE | | RETIREMENT COVERAGE CODE | | |
| DOCUMENT EFFECTIVE DATE | 00 00 00 | PAID STATUS CODE | 0 | |
| DOCUMENT BATCH 0000 PP | 00 YR 00 | SEPARATION ACCESSION TYPE | 0 | |
| PERS ACTION EFFECTIVE | 00 00 00 | FREQUENCY PAID CODE | 0 | |
| PERS AUTH DATE | 00 00 00 | EARNINGS LIMITATION CODE | | |
| ACCT STATION CD 0000 LOCATION CD 0 | | NOA 1ST | 000 | 00000 |
| PLEASE ENTER SSNO AND PRESS ENTER | | NOA 2ND | 000 | 00000 |
| PF1 = SUB MENU | PF5 = HELP | PMSA CODE | | CMSA CODE |
| | | | | 0000 |
| | | ENTER = INQUIRY | | CLEAR = EXIT |

Figure 5: IRIS IR101, Salary Data Page

IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | |
|-----------------------------------|--------------------|---------------------------------|------------------------------|--------------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS (CONT) * | 03/23/15 | IR1221 |
| SCREEN 000 | NAME | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | 00 |
| FEHBA COVERAGE 0 | VETERANS STATUS | | DATE SCD RETIRE | 00 00 00 |
| EDUC LEVEL 00 | YR DEG/CERT RCVD | 00 | DATE SCD RIF | 00 00 00 |
| INSTRUCTIONAL PROGRAM | | 000000 | DATE 6C RETIRE | 00 00 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 05 89 |
| UNIFORM SERVICE STATUS | | 0 | DATE SCD WGI | 00 00 00 |
| DATE RETIRED MILITARY | | 00 00 00 | DATE CAREER TENURE STARTS | 00 00 00 |
| CREDITABLE MILITARY SERVICE | | 0000 | DATE ENTERED PRESENT GRADE | 00 00 00 |
| FROZEN CSRS SERVICE | | 0000 | DATE PROBATION PERIOD STARTS | 00 00 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | |
| SALARY SHARE AMOUNT | | .00 | ANNUAL LV CATEGORY 8 | 45 DAY CODE |
| ANNUITANT SHARE AMT | | .00 | LEAVE EARN STATUS DURING PP | Y |
| COOP EMP CNTRL CD | | 0 | QTRS DEDUCT CODE 0 | RATE |
| COOP OVERTIME AMT | | .00 | COLA/POST DIFF CODE | 0 |
| COOP HOLIDAY RATE | | .00 | | |
| 1ST LEGAL AUTH | REG 531.207 | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 6: IRIS IR1221, SF-50B Data Elements (Cont) Page



IRIS IR1021, Dates & Misc Sal/Pers Data (Cont)

| SSN 000000000 AG | | * DATES & MISC SAL/PERS DATA (CONT) * | | 03/23/15 IR1021 | |
|--|-------------|---------------------------------------|----------|----------------------|-----|
| SCREEN 000 NAME | | | | | |
| DATE SES RECERT | 00 00 00 | AUO/AP CHANGE CODE | 0 | | |
| ENTERED TOUR DATE | 00 00 00 | AUO/AP PROJECTED ANNUAL AMT | .00 | | |
| SUPV MANAGER PROBATION PERIOD REQ | 0 | AUO/AP LAST CHANGE DATE | 00 00 00 | | |
| SUPV MANAGER PROBATION BEGIN | 00 00 00 | AUO/AP STANDBY PERCENT | 000 | | |
| PROBATION PERIOD STARTS | 00 00 00 | AUO/AP STANDBY HOURS WK(1) | 00 | (2) | 00 |
| PROBATION LAST RECORDED | 00 00 00 | ANNUITANT SHARE AMOUNT | .00 | | |
| NON PAY NTE | 00 00 00 | ANNUITANT INDICATOR | | | |
| PROMOTION NTE | 00 00 00 | SALARY SHARE CODE | 0 | | |
| APPOINTMENT NTE | 00 00 00 | SALARY RATE OVERTIME | HOLIDAY | | |
| APPOINTMENT LIMITATION CODE | 0 | PRIMARY FUND CODE | 00 | | |
| EXP APPOINTMENT LIMIT REPORT | | COOP EMPLOYEE CONTROL CODE | 0 | | |
| EXP APPOINTMENT LIMIT PP | 00 YR 00 | COOP SHARE AMOUNT | .00 | | |
| SERVICE YEAR START DATE | 00 00 00 | COOP RT OVERTIME | .00 | HOLIDAY | .00 |
| APPOINTMENT HOURS | DAYS DOLLAR | UNIFORM SERVICE RETIRE COLA | .00 | | |
| TOTAL | .00 000 | SEVERANCE PAY CODE | 0 | | |
| BALANCE | .00 000 | EARNINGS LIMITATION EX/SES | .00 | | |
| CAPPED AUO AVAILABILITY | .00 | ENVIRONMENTAL DIFF | .00 | | |
| CAPPED STANDBY AUO PERCENT | 000 | ALTERNATE-GEOGRAPHIC-PCT | .0000 | | |
| WB SHIFT 2ND | .00 3RD .00 | VAR | .00 | WAGE BOARD AREA CODE | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 7: IRIS IR1021, Data & Misc Sal/Pers Data (Cont) Page

Remarks (EPIC Web) to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|--|----|
| EPIC Web Remarks Page | 34 |
| EmpowHR PAR Remarks Page..... | 35 |
| IRIS IR122, SF-50B Data Elements Page..... | 36 |



EPIC Web Remarks Page

EPIC

Document List Search New Rollback Reports HCUP Home Help Log Out

CS1-D: 3/25/2015 — 12:22 PM Show Print Friendly Version

EPIC Processing Status: In Suspense Status Code: 4 -- Select a status code and click the Update button -- Update

Key Data* Employee* Position* Salary* Benefits* Misc* Remarks Notes

Detail Remark

Remark Status Code Code

K15
M01
M10
P01
P03
T07

Code Add Update Delete Clear


Description

Line 1
Line 2
Line 3
Line 4
Line 5
Line 6
Line 7
Line 8
Line 9

Figure 8: EPIC Web Remarks Page



EmpowHR PAR Remarks Page



FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

PAR Remarks

Empl ID 001007 Empl Rcd #
Effective Date 01/11/2015 Effseq 11 NOA Code 894

PAR Remarks

Find | View All First 1 of 1 Last

Remark CD:
778

☐ Insertion Required

Row 1:

Row 2:

Row 3:

Row 4:

Row 5:

Row 6:

Row 7:

Row 8:

Row 9:

OK

Cancel

Figure 9: EmpowHR PAR Remarks Page



IRIS IR122, SF-50B Data Elements Page

| | | | | | | | |
|-----------------------------------|--------------|---------------------|--------------------------|------------------------|----------|-------|----|
| SSN | 000000000 | AG | * SF-50B DATA ELEMENTS * | | 03/23/15 | IR122 | |
| SCREEN | 000 | NAME | | | | | |
| DATE OF BIRTH | 00 | 00 | 00 | PERS ACTN EFF | 00 | 00 | 00 |
| NAT ACT 1ST 3 POS | 000 | | | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 | 00 | 00 | PROM NTE | 00 | 00 | 00 |
| NON PAY NTE | 00 | | | 00 | 00 | 00 | |
| POSITION TITLE | | | | | | | |
| WORKING TITLE | | | | | | | |
| PAY-PLAN | OCC SERIES | 0000 | GRADE | 00 | STEP | 00 | |
| SALARY RATE CODE | TOTAL SALARY | .00 | | SCHEDULED SALARY | .00 | | |
| GEOGRAPHIC ADJ RATE | .00 | ADJ SALARY | .00 | OTHER PAY | .00 | | |
| ORG STRUCTURE CODE | 00 | 00 | 0000 | 00 | 00 | 00 | 00 |
| (PF2 = ORG-NAME) | | | | | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | | | |
| VETERANS PREF RIF | | FGLI CODE | J5 | AGENCY USE 2 | | | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE | 00 | 00 | 00 |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00.00 | ANNUITANT IND | | | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS | 0000 | | |
| DUTY STATION CD | 0000 | 000 | NAME | | | | |
| REMARKS CODES | | | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI | 0000 | PERS ACTION CODE | 0 | | |
| AUTHENTICATION DATE | 00 | 00 | 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | | | |
| PF1 = SUB MENU | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT | | | |

Figure 10: IRIS IR122, SF-50B Data Elements Page

Personal Phone Numbers (EmpowHR) Screen Print

For more information see:

EmpowHR Personal Phone Numbers Page.....37



EmpowHR Personal Phone Numbers Page

Personal Phone Numbers

| *Phone Type | Eff Date | Telephone | Phone Extension | Preferred |
|-------------|------------|-----------|-----------------|--------------------------|
| 1 Home | 01/11/2015 | | | <input type="checkbox"/> |

OK Cancel

Figure 11: EmpowHR Personal Phone Numbers Page

Award* (EPIC Web) to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|------------------------------|----|
| EPIC Web Awards* Page..... | 38 |
| EmpowHR Award Data Page..... | 39 |
| IRIS IR142, Awards Page..... | 40 |




EPIC Web Awards* Page

The screenshot displays the EPIC Web Awards* Page. At the top left is the EPIC logo and the text 'CS1-D: 3/25/2015 — 12:15 PM'. The top right navigation bar includes links for Document List, Search, New, Rollback, Reports, HCUP, Home, Help, and Log Out. A 'Show Print Friendly Version' link is also present. The main heading is '840 Individual Cash Award RB New Document'. Below this is a status selection dropdown with the text '-- Select a status code and click the Update button --' and an 'Update' button. The form is divided into two tabs: 'Key Data*' and 'Award*'. The 'Award*' tab is active and contains several input fields: Case Number*, Award Code*, Award Amount*, Tangible Benefits, Intangible Benefits, Verify Amount*, First Year Savings, Number of Persons, and Pay Code*. There are also three sub-sections: 'Accounting to generate payment' with fields for Code, Agency, and Station; 'Mailing Address' with an Address Indicator dropdown; and 'Dates' with From* and To* date pickers.

Figure 12: EPIC Web Award* Page



EmpowHR Award Data Page


Award Data

| Employee Data | | | |
|-----------------|------------------------|------------------------------|--------------------------------|
| Empl ID: | XXXXXX | Empl Record | 0 Effective Date 11/16/2014 11 |
| *Action: | AWD | Award - Monetary | |
| *Reason Code: | Special Act or Service | | |
| *Authority (1): | 999 | No Legal Authority Code | |
| Authority (2): | | | |
| *Award Code: | C023 | SPECIAL ACT OR SERVICE AWARD | |

| Award Data | |
|------------|----------|
| *From Date | *To Date |
| | |
| *Amount | |

| Information Data | |
|--------------------|---------------------|
| Number of Persons: | Tang / Intang: |
| 1 | Not Applicable |
| *Case Number: | First Year Savings: |
| | |

| Payroll Data | |
|---|---|
| <input type="checkbox"/> Use Stored Accounting Code | *Pay Code <input checked="" type="radio"/> Pay and/or process to W-2 <input type="radio"/> For Personnel Action only |
| Sub-Agency Charged: | |
| Accounting Station Charged: | |
| Accounting Distribution: | |

Figure 13: EmpowHR Award Data Page



IRIS IR142, Awards Page

| | | | | |
|-----------------------------------|------------|-----------------------------|--------------|-------|
| SSN 000000000 | AG | * AWARDS * | 03/23/15 | IR142 |
| SCREEN 000 | NAME | | | |
| CURRENT AWARDS CASE NUMBER | | | | |
| CASH AWARD AMT | .00 | EFF PP | 00 YR | 00 |
| PMRS/PFP BONUS AMT | .00 | EFF PP | 00 YR | 00 |
| AWARDS NUMBER 0000 | | | | |
| AWARDS CASE NUMBER | | AMOUNT OF AWARD | | .00 |
| EFFECTIVE DATE | 00 00 00 | PROCESSING PP BEGINS | 00 00 00 | |
| PERIOD COVERED - FROM DATE: | 00 00 00 | TANGIBLE BENEFITS | | |
| TO DATE: | 00 00 00 | INTANGIBLE BENEFITS | | |
| NUMBER PERSONS RECEIVING AWARD | 000 | AWARD TYPE CODE | | 0 |
| AWARD SCOPE | | AWARD CODE | | |
| AWARD NAME | | | | |
| FIRST YEAR SAVINGS | .00 | AMT PAID BY NON GOVT SOURCE | | .00 |
| ACCOUNTING DISTRIBUTION | | | | |
| FY APPN CODE | SUB LEV | | | |
| AGENCY CHARGED | | ACCT STATION CHARGED | 0000 | |
| AWARD AGENCY USE | | SF-50B | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 14: IRIS IR142, Awards Page

PAR Tracking Data (EmpowHR) Print

For more information see:

EmpowHR PAR Tracking Page.....41



EmpowHR PAR Tracking Page

PAR Tracking Data

Empl ID: Empl Record:

Effective Date: 04/08/2015 Transaction #/Sequence 11 Transaction Status I:InProgrs

*Action: **AWD** Award - Monetary PAR Status: PRO Processed by Human Resources

*Reason Code: Indiv Cash Award - Rating base

*NOA Code **840** INDIVIDUAL CASH AWARD RB

| Tracking Data | | | | | | |
|---------------|--------------------------|------------|----------|--------------------------|------------------------|------|
| *Action Taken | Action Dt Ovrde | PAR Status | *User ID | Override Operator Emplid | Emplid of Tracking Row | Name |
| 04/08/2015 | <input type="checkbox"/> | PRO | | <input type="checkbox"/> | | |

OK Cancel

Figure 15: EmpowHR PAR Tracking Data Page

PAR Justification (EmpowHR) Screen Print

For more information see:

EmpowHR PAR Justification Page.....42



EmpowHR PAR Justification Page

EMPowHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

PAR Justification

Empl ID: Empl Rcd#: SSN:

Effective Date: 01/11/2015 Transaction # / Sequence: 11 Transaction Status: A:NFC Auto

Action: NFC NFC Originated PAR Status: PRO Processed by Human Resources

Reason Code: NFC From NFC

NOA Code: 894 GEN ADJ

Not To Exceed Date:

Contact: [Redacted]

Par Justification:

Figure 16: EmpowHR PAR Justification Page

Employee* (EPIC Web) to EmpowHR and IRIS Crosswalks Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Employee* Page | 43 |
| EmpowHR Personal Data Page | 44 |
| IRIS IR101, Salary Data Page | 45 |
| IRIS IR122, SF-50 Data Elements Page | 45 |
| IRIS IR102, Dates & Misc Sal/Pers Data Page..... | 46 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 47 |
| IRIS IR123, Personnel Supplements Page | 47 |
| IRIS IR301, Disability/RNO/ERI Data Page | 48 |



EPIC Web Employee* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 3/25/2015 — 12:24 PM Show Print Friendly Version

**100 Career Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|----------------------|----------------------|----------------------|--------------------------|----------------------|
| Date of Birth* | <input type="text"/> | Disability* | <input type="text"/> | Veterans Preference RIF* | <input type="text"/> |
| Veterans Status* | <input type="text"/> | Veterans Preference* | <input type="text"/> | Uniform Service Status* | <input type="text"/> |
| Citizenship* | <input type="text"/> | Annuitant Indicator* | <input type="text"/> | | |
| Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> | | | | | |
| ERI Code <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White | | | | | |
| Education Education Level* <input type="text"/> Year Degree Attained <input type="text"/> Instructional Program <input type="text"/> | | | | | |

Figure 17: EPIC Web Employee* Page



EmpowHR Personal Data Page

EMPowHR
SOLUTIONS
FROM HERE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | **Personal Data** | Job | Position | Compensation | Employment 1 | Employment 2 | Benefit Data | Checklist Generation

Empl ID: Empl Record:

Personal Data [Find](#) | [View All](#) First **1** of 1 Last

Effective Date: 01/11/2015 Transaction# /Seq 1 PAR Status: Processed by Human Resources
NOA Code: 894 Action Type: NFC Originated Empl Status: Active

Name

First Name: Middle Name: MARIE
Last Name: Suffix:
Name:
Preferred First Name:

Gender: ☐ Male ☒ Female
Draft Status:
Date of Birth: 12/27/1955
Disability Code: 05 No Disability
Date of Death:

Citizenship

*Country: USA United States
Citizenship: 1 US Citizen/Naturalization

R N O Code: D Hispanic

ERI Code

☐ Hispanic or Latino ☐ American Indian or Alaska Native ☐ Asian
☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

[Additional Birth Info](#) [Address Info](#) [Phone Nbrs](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Country: USA *Type/Description: PR S S N: 580-14-5276

Figure 18: EmpowHR Personal Data Page



IRIS IR101, Salary Data Page

| | | | | |
|-----------------------------------|--------------------|---------------------------|--------------|-----------|
| SSN 000000000 | AG | * SALARY DATA * | 03/23/15 | IR101 |
| SCREEN 000 NAME | | | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY | .00 | |
| ORG STRUCTURE CODE | PF2 = ORG NAME | SCHEDULED SALARY | .00 | |
| 00 00 0000 00 00 00 00 | | LOCALITY/SUPPLEMENT AMT | .00 | |
| POSITION TITLE | | SALARY RATE CODE | | |
| | | LOCALITY TABLE CODE | | |
| POSITION TITLE CODE | | GEOGRAPHIC ADJ PERCENT | .0000 | |
| PAY PLAN/GRADE/STEP | 00 00 | PAY RATE DETERMINANT CODE | | |
| MR/IP NUMBER | | PAY TABLE CODE | | |
| OCC SERIES/FUNCTION CODE | 0000 00 | LEO INDICATOR | | |
| DUTY STATION CODE | 0000 000 | FAIR LABOR STANDARDS CODE | | |
| CITY/ST | | FEGLI COVERAGE CODE | | |
| COUNTY | | RETIREMENT COVERAGE CODE | | |
| DOCUMENT DESCRIPTION CODE | | PAID STATUS CODE | 0 | |
| | | SEPARATION ACCESSION TYPE | 0 | |
| DOCUMENT EFFECTIVE DATE | 00 00 00 | FREQUENCY PAID CODE | 0 | |
| DOCUMENT BATCH | 0000 PP 00 YR 00 | EARNINGS LIMITATION CODE | | |
| PERS ACTION EFFECTIVE | 00 00 00 | NOA 1ST | 000 | 000000 |
| PERS AUTH DATE | 00 00 00 | NOA 2ND | 000 | 000000 |
| ACCT STATION CD | 0000 LOCATION CD 0 | PMSA CODE | | CMSA CODE |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 19: IRIS IR101, Salary Data Page

IRIS IR122, SF-50 Data Elements Page

| | | | | |
|-----------------------------------|------------------------|--------------------------|------------------|-----------------------------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS * | 03/23/15 | IR122 |
| SCREEN 000 NAME | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE |
| POSITION TITLE | | | | 00 00 00 |
| WORKING TITLE | | MR/IP | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE 00 | STEP 00 | |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY | .00 | |
| GEOGRAPHIC ADJ RATE | .00 | ADJ SALARY | .00 | OTHER PAY .00 |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 |
| VETERANS PREF RIF | | FEGLI CODE | J5 | AGENCY USE 2 |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE 00 00 00 |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00 00 | ANNUITANT IND |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS 0000 |
| DUTY STATION CD | 0000 000 | NAME | | |
| REMARKS CODES | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI 0000 | PERS ACTION CODE | 0 |
| AUTHENTICATION DATE | 00 00 00 | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT |

Figure 20: IRIS IR122, SF-50B Data Elements Page



IRIS IR102, Dates & Misc Sal/Pers Data Page

| | | | | | |
|-----------------------------------|----------|--------------------------------|--------------|-----------------|--------------|
| SSN 000000000 | AG | * DATES & MISC SAL/PERS DATA * | | 03/23/15 | IR102 |
| SCREEN 000 | NAME | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | 00 | | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | .00 | | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | 0 | | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | 0 | | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | 00 | | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | 0000 | | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | 0 | | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | 0 | | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 | RATE | .00 | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | 00 00 00 | | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | 00 00 00 | | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | 00 00 00 | | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU | | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT |

Figure 21: IRIS IR102, Dates & Misc Sal/Pers Data Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|-----------------------------------|-------------------------------|---------------------------------|------------------------------|-----------------|---------------------|
| SSN <u>000000000</u> AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
| SCREEN <u>000</u> NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | <u>0</u> | TYPE OF APPOINTMENT | | <u>00</u> |
| FEHBA COVERAGE | <u>0</u> | VETERANS STATUS | DATE SCD RETIRE | <u>00</u> | <u>00</u> <u>00</u> |
| EDUC LEVEL | <u>00</u> | YR DEG/CERT RCVD | DATE SCD RIF | <u>00</u> | <u>00</u> <u>00</u> |
| INSTRUCTIONAL PROGRAM | <u>000000</u> | | DATE 6C RETIRE | <u>00</u> | <u>00</u> <u>00</u> |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | <u>11</u> | <u>05</u> <u>89</u> |
| UNIFORM SERVICE STATUS | <u>0</u> | | DATE SCD WGI | <u>00</u> | <u>00</u> <u>00</u> |
| DATE RETIRED MILITARY | <u>00</u> <u>00</u> <u>00</u> | | DATE CAREER TENURE STARTS | <u>00</u> | <u>00</u> <u>00</u> |
| CREDITABLE MILITARY SERVICE | <u>0000</u> | | DATE ENTERED PRESENT GRADE | <u>00</u> | <u>00</u> <u>00</u> |
| FROZEN CSRS SERVICE | <u>0000</u> | | DATE PROBATION PERIOD STARTS | <u>00</u> | <u>00</u> <u>00</u> |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | <u>00</u> | <u>00</u> <u>00</u> |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | <u>.00</u> | | ANNUAL LV CATEGORY | <u>8</u> | 45 DAY CODE |
| ANNUITANT SHARE AMT | <u>.00</u> | | LEAVE EARN STATUS DURING PP | | <u>Y</u> |
| COOP EMP CNTRL CD | <u>0</u> | | QTRS DEDUCT CODE | <u>0</u> | RATE <u>.00</u> |
| COOP OVERTIME AMT | <u>.00</u> | | COLA/POST DIFF CODE | | <u>0</u> |
| COOP HOLIDAY RATE | <u>.00</u> | | | | |
| 1ST LEGAL AUTH | REG <u>531.207</u> | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 22: IRIS IR1221, SF-50B Data Elements (Cont) Page

IRIS IR123, Personnel Supplements Page

| | | | | | |
|-----------------------------------|-------------------------------|--------------------------------|---|-------------------------------|----------|
| SSN <u>000000000</u> AG | | * PERSONNEL SUPPLEMENTS * | | 03/23/15 IR123 | |
| SCREEN <u>000</u> NAME | | | | | |
| EDUCATION LEVEL | <u>00</u> | SEPARATION ACCESSION TYPE | | | <u>0</u> |
| INSTRUCTIONAL PROGRAM | <u>000000</u> | CITIZENSHIP CODE | | | <u>0</u> |
| DEGREE CERTIFICATION RECEIVED | YR <u>00</u> | SEX CODE | | | |
| PERF EVALUATION ELIGIBILITY CODE | | VETERANS STATUS | | | |
| PERF EVALUATION PAY PERIOD | <u>00</u> YR <u>00</u> | WGI DUE | CODE <u>0</u> PP <u>00</u> YR <u>00</u> | | |
| PERF EVALUATION ANNIVERSARY | <u>00</u> <u>00</u> <u>00</u> | WGI NOTIFICATION GIVEN CD | <u>0</u> PP <u>00</u> | | |
| PERF EVALUATION GENERATED PP | <u>00</u> YR <u>00</u> | DATE WGI PROJECTED EFFECTIVE | <u>00</u> <u>00</u> <u>00</u> | | |
| PERF PENALTY STATUS | | PROMOTION PLAN CODE | | | <u>0</u> |
| DATE PENALTY BEGAN | <u>00</u> <u>00</u> <u>00</u> | SUPERVISORY MGR PROJ EXP NOTIF | | | |
| ACCESSION | PP <u>00</u> YR <u>00</u> | LAW BAR MEMBERSHIP CODE | | | <u>0</u> |
| ACCESSION METHOD | <u>0</u> | BAR MEMBERSHIP STATE CODE | | | |
| ACCESSION DATE | <u>00</u> <u>00</u> <u>00</u> | PROGRAM LANG CODE | 1 2 3 4 5 | | |
| ACCESSION NOA CODE | <u>000</u> | COMP EQ ABIL CODE | 1 2 3 4 | | |
| ACCESSION AUTH | | RETENTION RIGHTS END | | <u>00</u> <u>00</u> <u>00</u> | |
| APPOINTMENT NOA CODE | <u>000</u> | ADJP ELAPS PP COUNTER | | <u>000</u> | |
| NOA PREVIOUS 5 POSITIONS | <u>0</u> | WORKING TITLE CODE | | <u>0000</u> | |
| PATCO | | WORKING TITLE | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 23: IRIS IR123, Personnel Supplements Page



IRIS IR301, Disability/RNO/ERI Data Page

| | | | | |
|---|------|-----------------------------|------------------------------|-------|
| SSN 000000000 | AG | * DISABILITY/RNO/ERI DATA * | 03/23/15 | IR301 |
| SCREEN 000 | NAME | | | |
| PHYSICAL DISABILITY CODE 00 | | | | |
| RNO CODE | | | | |
| ERI CODE | | | | |
| - HISPANIC OR LATINO | | | | |
| - AMERICAN INDIAN OR ALASKA NATIVE | | | | |
| - ASIAN | | | | |
| - BLACK OR AFRICAN AMERICAN | | | | |
| - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER | | | | |
| - WHITE | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | |
| PF1 = SUB MENU PF5 = HELP | | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 24: IRIS IR301, Disability/RNO/ERI Data Page

Additional Birth Information (EmpowHR) Screen Print

For more information see:

EmpowHR Additional Birth Information Page.....49



EmpowHR Additional Birth Information Page

Figure 25: EmpowHR Additional Birth Information Page

Address (EPIC Web) to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|--|----|
| EPIC Web Address Information Page | 50 |
| EmpowHR Enter Address Information Page | 51 |
| IRIS IR124, Address/Check Information Page | 52 |



EPIC Web Address Information Page

EPIC

Document List Search New Rollback Reports HCUP Home Help Log Out

CS1-D: 3/25/2015 — 12:27 PM Show Print Friendly Version

Address
New Document

-- Select a status code and click the Update button -- Update

Key Data* Address

Current Residence

First Line Street Address
Second Line Street Address
Third Line Street Address
City Code
County Code
State Code
Zip Code
Zip Code 4

Check Mailing Address Other Than Bank

☐ Same as Residence Address

First Line Street Address
Second Line Street Address
City Code
State Code
Zip Code
Zip Code 4
Designated Agent Code

Figure 26: EPIC Web Address Page



EmpowHR Enter Address Information Page

[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [HR Processing](#)

Enter Address Information

Empl ID:

Insert new Address

PAR Records will not be marked Ready if you Edit or Insert an Address Record.

Address Information
Find First 1 of 1 Last

*Effective Date:

Record Origin: Data Load

Transaction Status:

Home Address

*Address 1:

Address 2:

Address 3:

*City:

*State:

*Postal:

County:

*Country: Virgin Islands (U.S.)

Check Mailing Address

Address 1:

Address 2:

Address 3:

City:

State:

Postal Code

- Other:

County:

Country:

OK

Cancel

Figure 27: EmpowHR Enter Address Information Page



IRIS IR124, Address/Check Information Page

| | | | | | |
|--|--|-------------------------------|--------------------------------|-------------------|--|
| SSN 000000000 AG | | * ADDRESS/CHECK INFORMATION * | | 03/23/15 IR124 | |
| SCREEN 000 NAME | | | | | |
| POSITION CURSOR ON ROUTE NUMBER, PRESS PF2 FOR FINANCIAL INSTITUTION ADDRESS | | | | | |
| * RESIDENCE ADDRESS * | | | * CHECK BANK ADDRESS * | | |
| | | | ACCOUNT TYPE | | |
| | | | ROUTE NO 000000000 | | |
| | | | ACCOUNT EFT | | |
| CITY CD 0000 COUNTY CD 000 STATE/COUNTRY | | | | | |
| * CHECK MAIL ADDRESS * | | | DISBURSING OFFICE CD 0 | | |
| | | | DISTRIBUTION CD 0 | | |
| | | | DESIGNATED AGENT 0000 | | |
| | | | TA CONTACT POINT 00 0000 00 00 | | |
| CITY CD 0000 STATE CD | | | | | |
| EFFECTIVE PP 00 YR 00 | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | | |
| PF1 = SUB MENU | | PF5 = HELP | | ENTER = INQUIRY | |
| | | | | 0000 CLEAR = EXIT | |

Figure 28: IRIS IR124, Address/Check Information Page

Employee* (EPIC Web) Veterans Information to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Employee* Page | 53 |
| EmpowHR Veterans Info Page..... | 54 |
| IRIS IR122, SF-50B Data Elements Page..... | 55 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 55 |



EPIC Web Employee* Page

[Document List](#)
[Search](#)
[New](#)
[Rollback](#)
[Reports](#)
[HCUP](#)
[Home](#)
[Help](#)
[Log Out](#)

CS1-D: 3/25/2015 — 12:38 PM

Show Print Friendly Version

100 Career Appt
New Document


-- Select a status code and click the Update button -- Update

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|---|----------------------|---|--------------------------|---|
| Date of Birth* | <div> <div> <input type="text"/> </div> <div> </div> </div> | Disability* | <div> <div> <input type="text"/> </div> <div> </div> </div> | Veterans Preference RIF* | <div> <div> <input type="text"/> </div> <div> </div> </div> |
| Veterans Status* | <div> <div> <input type="text"/> </div> <div> </div> </div> | Veterans Preference* | <div> <div> <input type="text"/> </div> <div> </div> </div> | Uniform Service Status* | <div> <div> <input type="text"/> </div> <div> </div> </div> |
| Citizenship* | <div> <div> <input type="text"/> </div> <div> </div> </div> | Annuitant Indicator* | <div> <div> <input type="text"/> </div> <div> </div> </div> | | |
| <div>Gender</div> <div> <input type="radio"/> Male <input type="radio"/> Female </div> | | | | | |
| <div>ERI Code</div> <div> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White </div> | | | | | |
| <div>Education</div> <div> <div>Education Level*</div> <div> <div> <input type="text"/> </div> <div> </div> </div> <div>Year Degree Attained</div> <div> <div> <input type="text"/> </div> <div> </div> </div> <div>Instructional Program</div> <div> <div> <input type="text"/> </div> <div> </div> </div> </div> | | | | | |

Figure 29: EPIC Web Employee* Page



EmpowHR Veterans Info Page


SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Veterans Info

| | | | |
|------------------------------|-----------------------------------|---|----------------------|
| Veterans Preference: | <input type="text"/> | | |
| Veterans Status: | <input type="text"/> | | |
| Military Branch: | <input type="text"/> | | |
| Military Separation Status: | <input type="text"/> | Military Grade: | <input type="text"/> |
| Military Service Start Date: | <input type="text"/> | End Date: | <input type="text"/> |
| Uniform Service Status: | <input type="text"/> | | |
| Creditable Military Service: | <input type="text" value="0000"/> | | |
| Veterans Preference RIF | <input type="text"/> | <input type="checkbox"/> Notify Military Pay Center | |
| | | <input type="checkbox"/> Military Service Verified | |
| | | <input type="checkbox"/> Disabled Veteran | |

OK Cancel

Figure 30: EmpowHR Veterans Info Page



IRIS IR122, SF-50B Data Elements Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS * | | 03/23/15 IR122 | |
|-----------------------------------|------------------------|--------------------------|------------------|---|----------|
| SCREEN 000 NAME | | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 |
| POSITION TITLE | | | | | |
| WORKING TITLE | | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE | 00 | STEP | 00 |
| SALARY RATE CODE | TOTAL SALARY | 00 | SCHEDULED SALARY | | |
| GEOGRAPHIC ADJ RATE | 00 | ADJ SALARY | 00 | OTHER PAY 00 | |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | |
| VETERANS PREF RIF | | FGLI CODE | J5 | AGENCY USE 2 | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE 00 00 00 | |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00.00 | ANNUITANT IND | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS 0000 | |
| DUTY STATION CD | 0000 000 | NAME | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | | AGENCY CODE | POI 0000 | PERS ACTION CODE 0 | |
| AUTHENTICATION DATE | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | |

Figure 31: IRIS IR122, SF-50B Data Elements Page

IRIS IR1221, SF-50B Data Elements (Cont) Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
|-----------------------------------|--------------------|---------------------------------|----------------------------|--|--|
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | 00 | |
| FEHBA COVERAGE | 0 | VETERANS STATUS | DATE SCD RETIRE | 00 00 00 | |
| EDUC LEVEL | 00 | YR DEG/CERT RCVD | DATE SCD RIF | 00 00 00 | |
| INSTRUCTIONAL PROGRAM | 000000 | DATE 6C RETIRE | DATE SCD TSP | 00 00 00 | |
| TSP ELIGIBILITY CODE | | DATE SCD WGI | DATE SCD WGI | 11 05 89 | |
| UNIFORM SERVICE STATUS | 0 | DATE CAREER TENURE STARTS | DATE ENTERED PRESENT GRADE | 00 00 00 | |
| DATE RETIRED MILITARY | 00 00 00 | DATE PROBATION PERIOD STARTS | DATE SUPR/MGR PROB PERIOD | 00 00 00 | |
| CREDITABLE MILITARY SERVICE | 0000 | GAIN/LOSE DEPT | ANNUAL LV CATEGORY | 8 45 DAY CODE | |
| FROZEN CSRS SERVICE | 0000 | LEAVE EARN STATUS DURING PP | QTRS DEDUCT CODE | 0 RATE | |
| CSRS COVERAGE AT APPT | | COLA/POST DIFF CODE | | 0 | |
| SPEC EMP CD | SPEC EMP PGM CD | | | | |
| SALARY SHARE AMOUNT | 00 | | | | |
| ANNUITANT SHARE AMT | 00 | | | | |
| COOP EMP CNTRL CD | 0 | | | | |
| COOP OVERTIME AMT | 00 | | | | |
| COOP HOLIDAY RATE | 00 | | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | |

Figure 32: IRIS IR1221, SF-50B Data Elements (Cont) Page



Marital Status (EmpowHR) Screen Print

For more information see:

| | |
|----------------------------------|----|
| EmpowHR Marital Status Page..... | 56 |
|----------------------------------|----|

EmpowHR Marital Status Page

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites Main Menu > PAR Processing > HR Processing

Marital Status

*Marital Status: Unknown ▼

Marital Status Date:

OK Cancel

Figure 33: EmpowHR Marital Status Page

Employee (EPIC Web) Education to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Employee* Page | 57 |
| EmpowHR Education Details Page | 58 |
| IRIS IR123, Personnel Supplements Page | 59 |
| IRIS IR130, Education and Certificate Page..... | 59 |



EPIC Web Employee* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 3/25/2015 — 12:38 PM Show Print Friendly Version

**100 Career Appt
New Document**

-- Select a status code and click the Update button -- Update

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|----------------------|----------------------|----------------------|--------------------------|----------------------|
| Date of Birth* | <input type="text"/> | Disability* | <input type="text"/> | Veterans Preference RIF* | <input type="text"/> |
| Veterans Status* | <input type="text"/> | Veterans Preference* | <input type="text"/> | Uniform Service Status* | <input type="text"/> |
| Citizenship* | <input type="text"/> | Annuitant Indicator* | <input type="text"/> | | |
| Gender <input type="radio"/> Male <input type="radio"/> Female | | | | | |
| ERI Code <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White | | | | | |
| Education Education Level* <input type="text"/> Year Degree Attained <input type="text"/> Instructional Program <input type="text"/> | | | | | |

Figure 34: EPIC Web Employee* Page



EmpowHR Education Details Page

EMPOWHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Education Details

Professional Education Find | View All First 1 of 1 Last

Highest Level of Education is displayed first. Highest Level of Education is transmitted to NFC.

Education

Empl ID

Level of Education

*Education Level: Bachelor's degree

*Year Acquired

**** Enter only for Post High School Education**

Instructional Program

*Education Major

*Major Specialization: Agriculture, General

School

Country: USA State:

School Code:

OK Cancel

Figure 35: EmpowHR Education Details Page



IRIS IR123, Personnel Supplements Page

| | | | | | |
|---|-------------|----------------------------------|----------|----------|-------|
| SSN 000000000 | AG | * PERSONNEL SUPPLEMENTS * | | 03/23/15 | IR123 |
| SCREEN 000 NAME | | | | | |
| EDUCATION LEVEL | 00 | SEPARATION ACCESSION TYPE | 0 | | |
| INSTRUCTIONAL PROGRAM | 000000 | CITIZENSHIP CODE | 0 | | |
| DEGREE CERTIFICATION RECEIVED | YR 00 | SEX CODE | | | |
| PERF EVALUATION ELIGIBILITY CODE | | VETERANS STATUS | | | |
| PERF EVALUATION PAY PERIOD | 00 YR 00 | WGI DUE | CODE 0 | PP 00 | YR 00 |
| PERF EVALUATION ANNIVERSARY | 00 00 00 | WGI NOTIFICATION GIVEN | CD 0 | PP 00 | |
| PERF EVALUATION GENERATED | PP 00 YR 00 | DATE WGI PROJECTED EFFECTIVE | 00 00 00 | | |
| PERF PENALTY STATUS | | PROMOTION PLAN CODE | 0 | | |
| DATE PENALTY BEGAN | 00 00 00 | SUPERVISORY MGR L PROB EXP NOTIF | | | |
| ACCESSION | PP 00 YR 00 | LAW BAR MEMBERSHIP CODE | 0 | | |
| ACCESSION METHOD | 0 | BAR MEMBERSHIP STATE CODE | | | |
| ACCESSION DATE | 00 00 00 | PROGRAM LANG CODE | 1 | 2 | 3 4 5 |
| ACCESSION NOA CODE | 000 | COMP EQ ABIL CODE | 1 | 2 | 3 4 |
| ACCESSION AUTH | | RETENTION RIGHTS END | 00 00 00 | | |
| APPOINTMENT NOA CODE | 000 | ADJP ELAPS PP COUNTER | 000 | | |
| APPT AUTHORITY | | WORKING TITLE CODE | 0000 | | |
| NOA PREVIOUS 5 POSITIONS | 0 | WORKING TITLE | | | |
| PATCO | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 36: IRIS IR123, Personnel Supplements Page

IRIS IR130, Education and Certificate Page

| | | | | | |
|--|-----------------------|-------------------------------|-------------------|------------|-------------|
| SSN 000000000 | AG | * EDUCATION AND CERTIFICATE * | | 03/23/15 | IR130 |
| SCREEN 000 NAME | | | | | |
| EDUCATION LEVEL | INSTRUCTIONAL PROGRAM | DEGREE RCVD YEAR | SCHOOL CODE | STATE CODE | SCHOOL NAME |
| | | | | | |
| CERTIFICATE NUMBER | CERTIFICATE NAME | CERTIFICATE YEAR | CERTIFICATE STATE | | |
| | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 37: IRIS IR130, Education and Certificate Page



Position* (EPIC Web) Job Data to EmpowHR Job Data and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Position* Page..... | 60 |
| EPIC Web Misc Page | 61 |
| EPIC Web Misc* Page..... | 62 |
| HCUP Position Page..... | 62 |
| EmpowHR Job Data Page | 63 |
| IRIS IR101, Salary Data Page | 64 |
| IRIS IR122, SF-50B Data Elements Page..... | 64 |
| IRIS IR127, Detail Assign/Temporary Promotion Page..... | 65 |
| IRIS IR145, Demonstration Project Data Page..... | 65 |
| IRIS IR1231, Personnel Supplements (Cont) Page..... | 66 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 66 |
| IRIS IR131, SSNO Change Data Page..... | 67 |

EPIC Web Position* Page

EPIC

Document List Search New Rollback Reports HCUP Home Help Log Out

CS1-D: 3/25/2015 — 12:55 PM Show Print Friendly Version

721 Reassignment
New Document

-- Select a status code and click the Update button -- Update

Key Data* Employee **Position*** Salary* Benefits Misc

Position Classification Code Special Population Code

PMSO Key

Dept* Agency* POI*

Grade* MR # IP #

Figure 38: EPIC Web Position* Page



EPIC Web Misc* Page

The screenshot shows the EPIC Web Misc* Page. At the top, there is a navigation bar with links: Document List, Search, New, Rollback, Reports, HCUP, Home, Help, and Log Out. Below this, the page title is "101 Career Cond Appt New Document". A status bar indicates "CS1-D: 4/1/2015 — 8:53 AM" and a "Show Print Friendly Version" link. The main form area has a tabbed interface with tabs: Key Data*, Employee*, Position*, Salary*, Benefits*, and Misc*. The Misc* tab is active. It contains several fields: Tenure* (dropdown), SCD RIF (text), Sup/Managerial Probationary Period Required (dropdown), Sup/Managerial Start Date (text), Probationary Period Start Date* (text), Career Tenure Start Date (text), Date Entered Present Grade* (text), Special Employee* (dropdown), Special Employment Program (text), Losing/Gaining Department* (text), Type Appointment* (dropdown), Leave Ceiling Reason (75-character limit) (text), Annual Leave Category* (dropdown), 45 Day* (text), and Earning Status* (dropdown). There is an "Update" button at the top right of the form area.

Figure 40: EPIC Web Misc* Page

HCUP Position Page

The screenshot shows the HCUP Position Page. At the top, there is a navigation bar with links: Package, Package List, Package Search, New Package, Load History, Rollback, EPIC, Home, Help, and Log Out. Below this, the page title is "HCUP". A status bar indicates "WEBAPP22: 4/17/2015 — 12:04 PM" and a "Show Print Friendly Version" link. The main form area has a tabbed interface with tabs: Key Data*, Employee, Bonus, Position, Salary, Benefits, Misc, Remarks, and Notes. The Position tab is active. It contains several fields: Position Classification Code (text), Position Occupied (text), Special Population Code (text), PMSO Key (text), Dept (text), Agency (text), POI (text), Grade (text), MR # (text), IP # (text), History Position Data (text), Occ Series (text), Occ Ser Func (text), Supv Cd (text), Official Title Cd Pre (text), Official Title Cd (text), Official Title Sf (text), Prof Category (text), MR Agency Use (text), Official Title (text), FLSA Cd (text), Pay Table Cd (text), Position Sensitivity Cd (text), PATCO Cd (text), Comp Level Cd (text), Work Title Cd (text), Org Structure Cd1 (text), Org Structure Cd2 (text), Org Structure Cd3 (text), Org Structure Cd4 (text), Org Structure Cd5 (text), Org Structure Cd6 (text), Org Structure Cd7 (text), Duty Station State Cd (text), Duty Station City Cd (text), Bargain Unit (text), and Document Type (text). There is an "Update" button at the top right of the form area.

Figure 41: HCUP Position Page



EmpowHR Job Data Page

[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [HR Processing](#)

Data Control | Personal Data | **Job** | Position | Compensation | Employment 1 | Employment 2 | Benefit Data | Checklist Generation

Empl ID:
Empl Record:

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

Effective Date: 01/11/2015
Transaction# /Seq 1
PAR Status:

NOA Code: 894
Action Type:
Empl Status: Active

Position: 90083142
GS- 1145- 11 Agri Prog Specst
☐ Position Management Record

NFC Position# 90083142

☐ Position Override

Job Code: 028016
GS- 1145- 11

Master RCD # 028016

Agency:
 Sub-Agency:
 Business Unit:
 Department:
 Location:
 Tax Location:

Losing/Gaining Dept.:

Classification

Previous Class Action: 0:Leave Position Vacant/Active

Previous Sub-Agency:

[Departmental Hierarchy](#)
[Detail](#)
[NFC Job Information](#)

Save | Return to Search | Previous in List | Next in List | Previous tab | Next tab | Update/Display | Include History | Correct History

Figure 42: EmpowHR Job Data Page



IRIS IR101, Salary Data Page

| | | |
|------------------------------------|-----------------|------------------------------|
| SSN 000000000 AG | * SALARY DATA * | 03/23/15 IR101 |
| SCREEN 000 NAME | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY .00 |
| ORG STRUCTURE CODE PF2 = ORG NAME | | SCHEDULED SALARY .00 |
| 00 00 0000 00 00 00 00 | | LOCALITY/SUPPLEMENT AMT .00 |
| POSITION TITLE | | SALARY RATE CODE |
| | | LOCALITY TABLE CODE |
| POSITION TITLE CODE | | GEOGRAPHIC ADJ PERCENT .0000 |
| PAY PLAN/GRADE/STEP 00 00 | | PAY RATE DETERMINANT CODE |
| MR/IP NUMBER | | PAY TABLE CODE |
| OCC SERIES/FUNCTION CODE 0000 00 | | LEO INDICATOR |
| DUTY STATION CODE 0000 000 | | FAIR LABOR STANDARDS CODE |
| CITY/ST | | FGLI COVERAGE CODE |
| COUNTY | | RETIREMENT COVERAGE CODE |
| DOCUMENT DESCRIPTION CODE | | PAID STATUS CODE 0 |
| | | SEPARATION ACCESSION TYPE 0 |
| DOCUMENT EFFECTIVE DATE 00 00 00 | | FREQUENCY PAID CODE 0 |
| DOCUMENT BATCH 0000 PP 00 YR 00 | | EARNINGS LIMITATION CODE |
| PERS ACTION EFFECTIVE 00 00 00 | | NOA 1ST 000 00000 |
| PERS AUTH DATE 00 00 00 | | NOA 2ND 000 00000 |
| ACCT STATION CD 0000 LOCATION CD 0 | | PMSA CODE CMSA CODE |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 |
| PF1 = SUB MENU PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 43: IRIS IR101, Salary Data Page

IRIS IR122, SF-50B Data Elements Page

| | | |
|---|----------------------------------|-----------------------------|
| SSN 000000000 AG | * SF-50B DATA ELEMENTS * | 03/23/15 IR122 |
| SCREEN 000 NAME | | |
| DATE OF BIRTH 00 00 00 | PERS ACTN EFF 00 00 00 | |
| NAT ACT 1ST 3 POS 000 | NAT ACT 2ND 3 POS 000 | |
| NAT ACT AUTH 1ST | NAT ACT AUTH 2ND | |
| APPOINT NTE 00 00 00 | PROM NTE 00 00 00 | NON PAY NTE 00 00 00 |
| POSITION TITLE | | |
| WORKING TITLE | MR/IP | |
| PAY-PLAN | OCC SERIES 0000 GRADE 00 STEP 00 | |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY .00 |
| GEOGRAPHIC ADJ RATE .00 | ADJ SALARY .00 | OTHER PAY .00 |
| ORG STRUCTURE CODE 00 00 0000 00 00 00 00 | | (PF2 = ORG-NAME) |
| VETERANS PREF CODE 0 | TENURE GROUP 0 | AGENCY USE 1 |
| VETERANS PREF RIF | FGLI CODE J5 | AGENCY USE 2 |
| PAY RATE DETER CODE | RETIREMENT PLAN (1) (2) | SCD LEAVE 00 00 00 |
| WORK SCHEDULE | TOUR OF DUTY HOURS 00.00 | ANNUITANT IND |
| POSITION OCCUPIED 0 | FLSA | BARGAINING UNIT STATUS 0000 |
| DUTY STATION CD 0000 000 NAME | | |
| REMARKS CODES | | |
| DEPARTMENT CODE | AGENCY CODE | POI 0000 PERS ACTION CODE 0 |
| AUTHENTICATION DATE 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT |

Figure 44: IRIS IR122, SF-50B Data Elements Page



IRIS IR127, Detail Assign/Temporary Promotion Page

| | | | | | |
|-----------------------------------|--|---------------------------------------|----------------------------------|------------------------------|--|
| SSN 000000000 AG | | * DETAIL ASSIGN/TEMPORARY PROMOTION * | | 03/23/15 IR127 | |
| SCREEN 000 NAME | | | | | |
| DEPT CODE | | AGENCY | | POI 0000 | |
| MR NO | | IP NO | | | |
| PAY PLAN | | GRADE 00 | | | |
| PROMOTION NOT TO EXCEED DATE | | | DATE DETAILED ASSIGNMENT EXPIRES | | |
| 00 00 00 | | | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU PF5 = HELP | | | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 45: IRIS IR127, Detail Assign/Temporary Promotion Page

IRIS IR145, Demonstration Project Data Page

| | | | | | |
|---|--|--------------------------------|--|------------------------------|--|
| SSN 000000000 AG | | * DEMONSTRATION PROJECT DATA * | | 03/23/15 IR145 | |
| SCREEN 000 NAME | | | | | |
| CASE FILE NUMBER | | | | | |
| PROJECT INDICATOR | | | | | |
| PAY PLAN/GRADE/STEP 00 00 | | | | | |
| MR/IP NUMBER | | | | | |
| OCC SERIES CODE 0000 | | | | | |
| POSITION OFFICIAL TITLE | | | | | |
| ADJUSTED SALARY .00 | | | | | |
| DUTY STATION CODE 0000 000 | | | | | |
| PERSONNEL OFFICE ID 0000 | | | | | |
| ORG STRUCTURE CODE 00 00 0000 00 00 00 00 | | | | | |
| NAT-ACT 1ST 3 POSITIONS 000 | | | | | |
| NAT-ACT 2ND 3 POSITIONS 000 | | | | | |
| PERS ACTION EFFECTIVE 00 00 00 | | | | | |
| PRESENT GRADE DATE 00 00 00 | | | | | |
| DATE PROBATION PERIOD START 00 00 00 | | | | | |
| DATE CHANGE IN TENURE 00 00 00 | | | | | |
| TENURE GROUP 0 | | | | | |
| SERVICE AGREEMENT EXPIRE DATE 00 00 00 | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU PF5 = HELP | | | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 46: IRIS IR145, Demonstration Project Data Page



IRIS IR1231, Personnel Supplements (Cont) Page

| | | | | | |
|--|----------|----------------------------------|---------------|----------|--------|
| SSN 000000000 | AG | * PERSONNEL SUPPLEMENTS (CONT) * | | 03/23/15 | IR1231 |
| SCREEN 000 NAME | | | | | |
| FROM TO CODE | 0 | RECRUITMENT BONUS | .00 PCT | .00 | |
| LAST ACTION PP NUMBER | 00 | RELOCATION BONUS | .00 PCT | .00 | |
| AGENCY USE | | RETENTION ALLOWANCE | .00 PCT | .00 | |
| GAIN LOSE DEPT | | SUPERVISORY DIFF RATE | .00 PCT | .00 | |
| CONFLICT OF INTEREST SUBMITTED | | SUPERVISORY DIFF AMT | | | |
| NOA PREV 3 POSITIONS | 000 | STUDENT LOAN REPAYMENT | | | |
| NOA CORRECTION DATE | 00 00 00 | STAFFING DIFF RATE | .00 PCT | .00 | |
| PAY PROTECTION FLAG | | FOREIGN LANG ALLOW | 000000.00 PCT | .00 | |
| NFC EMPLOYEE STATUS | 0 | CASH AWARD AMOUNT | | .00 | |
| NFC ASD DATE2 | 00 00 00 | CASH AWARD EFFECTIVE | PP 00 YR | 00 | |
| NFC ASD SALARY | .00 | MERIT PAY COMPUTED SALARY | | .00 | |
| AGENCY INFO 1 | | MERIT PAY INCREASE AMOUNT | | .00 | |
| AGENCY INFO 2 | | PMRS/PFP BONUS AMT | | .00 | |
| AGENCY INFO 3 | | PMRS/PFP BONUS EFFECTIVE | PP 00 YR | 00 | |
| AGENCY INFO 4 | | FUNDING UNIT | | | |
| AGENCY INFO 5 | | AGENCY USE 1 | AGENCY USE 2 | | |
| PREVIOUS AGENCY CODE | | AGENCY USE 3 | AGENCY USE 4 | 00000 | |
| | | AGENCY USE 5 | | 000000 | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 47: IRIS IR1231, Personnel Supplements (Cont) Page

IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|--|--------------------|---------------------------------|------------------------------|----------|-------------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 | IR1221 |
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | | 00 |
| FEHBA COVERAGE | 0 | VETERANS STATUS | DATE SCD RETIRE | 00 00 | 00 |
| EDUC LEVEL | 00 | YR DEG/CERT RCVD | DATE SCD RIF | 00 00 | 00 |
| INSTRUCTIONAL PROGRAM | | 000000 | DATE 6C RETIRE | 00 00 | 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 05 | 89 |
| UNIFORM SERVICE STATUS | | 0 | DATE SCD WGI | 00 00 | 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 00 | 00 |
| CREDITABLE MILITARY SERVICE | | 0000 | DATE ENTERED PRESENT GRADE | 00 00 | 00 |
| FROZEN CSRS SERVICE | | 0000 | DATE PROBATION PERIOD STARTS | 00 00 | 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 00 | 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | | .00 | ANNUAL LV CATEGORY | 8 | 45 DAY CODE |
| ANNUITANT SHARE AMT | | .00 | LEAVE EARN STATUS DURING PP | | Y |
| COOP EMP CNTRL CD | | 0 | QTRS DEDUCT CODE | 0 | RATE |
| COOP OVERTIME AMT | | .00 | COLA/POST DIFF CODE | | 0 |
| COOP HOLIDAY RATE | | .00 | | | |
| 1ST LEGAL AUTH | REG | 531.207 | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 48: IRIS IR1221, SF-50B Data Elements (Cont) Page



IRIS IR131, SSNO Change Data Page

| | | | | |
|--|----|----------------------|----------|-------|
| SSN 000000000 | AG | * SSNO CHANGE DATA * | 03/23/15 | IR131 |
| SCREEN 000 | | | | |
| SSNO CHANGED TO | | 000000000 | | |
| SSNO CHANGED FROM | | 000000000 | | |
| ORG STRUCTURE CODE AGCY | | | | |
| DEPARTMENT CODE | | | | |
| PROCESSED PAY PERIOD BEGINS | | 00 00 00 | | |
| <p>INQUIRY COMPLETE - NO SSNO CHANGE DATA 0326</p> <p>PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT</p> | | | | |

Figure 49: IRIS IR131, SSNO Change Data Page

Position (EPIC Web) Data to EmpowHR Position Data and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Position* Page..... | 68 |
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| IRIS IR122, SF-50B Data Elements Page..... | 73 |
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| IRIS IR127, Detail Assign/Temporary Promotion Page..... | 74 |
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| IRIS IR1221, SF-50B Data Elements (Cont) Page | 75 |



EPIC Web Position* Page

EPIC
WEBAPP21: 4/16/2015 — 9:42 AM

Document List Search New Rollback Reports HCUP Home Help Log Out
Show Print Friendly Version

142 Ses Career Appt
New Document

-- Select a status code and click the Update button --

Key Data* Employee* **Position*** Salary* Benefits* Misc*

Position Occupied* Special Population Code

PMSO Key

Dept* Agency* POI*
Grade* MR #* IP #*

Document Type: 063 Asterisks (*) indicate required fields ☐ Multiple Adds

Figure 50: EPIC Web Position* Page



EPIC Web Misc* Page

Document List
Search
New
Rollback
Reports
HCUP
Home
Help
Log Out

CS1-D: 4/1/2015 — 8:53 AM
Show Print Friendly Version

101 Career Cond Appt
New Document

-- Select a status code and click the Update button --
Update

Key Data*
Employee*
Position*
Salary*
Benefits*
Misc*

Tenure*
SCD RIF
Sup/Managerial Probationary Period Required
Career Tenure Start Date
Special Employment Program
Leave Ceiling Reason (75-character limit)

Date Entered Present Grade*
Special Employee*
Type Appointment*

Losing/Gaining Department*

Annual Leave
Category*
45 Day*
Earning Status*

Figure 51: EPIC Web Misc* Page



EPIC Web Salary* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 4/1/2015 — 8:53 AM Show Print Friendly Version

**101 Career Cond Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|--|--|--|---------|-----------|-------|
| Pay Plan* <input type="text"/> | Grade* <input type="text"/> | Step* <input type="text"/> | | | |
| Pay Rate Determinant* <input type="text"/> | Pay Basis <input type="text"/> | Basic Pay* <input type="text"/> | | | |
| Verify Basic Pay* <input type="text"/> | Adjusted Basic Pay <input type="text"/> | COLA/Post Differential* <input type="text"/> | | | |
| Salary Share Code <input type="text"/> | Work Schedule* <input type="text"/> | Tour of Duty Hours <input type="text"/> | | | |
| SCD WGI <input type="text"/> | Salary Share Amount <input type="text"/> | Var Ft Reg Tod Pt Emp <input type="text"/> | | | |
| Coop | | | | | |
| Overtime Rate <input type="text"/> | | Holiday Rate <input type="text"/> | | | |
| Quarters Deduction | | | | | |
| Rate <input type="text"/> | | | | | |
| Amount <input type="text"/> | | | | | |

Figure 52: EPIC Web Salary* Page



HCUP Position Page

HCUP Package Package List Package Search New Package Load History Rollback EPIC Home Help Log Out
 WEBAPP22: 4/17/2015 -- 12:04 PM Show Print Friendly Version

EPIC Processing Status: In Suspense Status Code: 9 -- Select a status code and click the Update button -- Update

Key Data* Employee Bonus Position Salary Benefits Misc Remarks Notes

Position Classification Code Position Occupied 1 Special Population Code Copy PMSO Data
 Update Position Data

PMSO Key

Dept Agency POI
 Grade MR # IP #

History Position Data

Occ Series Occ Ser Func 00 Supv Cd 8
 Official Title Pre Official Title Cd Official Title Sf
 Prof Category MR Agency Use Official Title
 FLSA Cd E Pay Table Cd
 PATCO Cd A Comp Level Cd
 Work Title Accounting Station Cd
 Org Structure Cd1 70 Org Structure Cd2 20 Org Structure Cd3 0200
 Org Structure Cd4 10 Org Structure Cd5 40 Org Structure Cd6 00
 Org Structure Cd7 00 Duty Station State Cd 22 Duty Station City Cd 1690
 Duty Station 071 Bargain Unit 2311
 Document Type: 063 Asterisks (*) indicate required fields

Figure 53: HCUP Position Page



EmpowHR Position Data Page

EMPowHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | Personal Data | Job | **Position** | Compensation | Employment 1 | Employment 2 | Benefit Data | Checklist Generation

Empl ID: Empl Record: 0

Position Data Find | View All | First 1 of 1 | Last

| | | | | | |
|--------------------|------------------|---|--------------------------------|----------------------|------------------|
| Effective Date: | 01/11/2015 | Transaction# /Seq | 1 | PAR Status: | |
| NOA Code: | | Action Type: | | Empl Status: | Active |
| LEO Position: | | <input checked="" type="checkbox"/> SF-113G Ceiling | | *Regular Shift: | N:Not Applicable |
| POI: | 4883 | | | Rate / Factor: | |
| Pay Group: | | NFC Biweekly | | | |
| Pay Frequency: | BiweeklyB | Holiday Schedule: | FHL | FED Holiday Schedule | |
| Work Period: | B | Type Appt: | 01:CompetitiveCareer,SESCareer | | |
| *Employee Type: | S | Posn Occupied: | 1:Competitive | | |
| | Salaried | Work Schedule: | F:Full Time | | |
| Fund Source | | *FLSA Status: | E:Exempt | Job Indicator: | |
| Employee | N:Not Applicable | Adds to FTE Actual Count: | <input type="checkbox"/> | | |
| Classification: | | Standard Hours: | 40.00 | FTE: | |
| *Reg/Temp: | R:Regular | | | | |
| Supervisor Level: | | | | | |
| Special Population | | | | | |
| Code: | | | | | |

Save | Return to Search | Previous in List | Next in List | Previous tab | Next tab | Update/Display | Include History | Correct History

Figure 54: EmpowHR Position Data Page



IRIS IR101, Salary Data Page

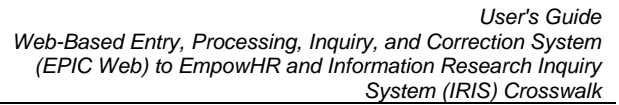
| SSN 000000000 AG | | * SALARY DATA * | | 03/23/15 IR101 | |
|-----------------------------------|--------------------|---------------------------|--------------|----------------|--|
| SCREEN 000 NAME | | | | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY | .00 | | |
| ORG STRUCTURE CODE | PF2 = ORG NAME | SCHEDULED SALARY | .00 | | |
| 00 00 0000 00 00 00 00 | | LOCALITY/SUPPLEMENT AMT | .00 | | |
| POSITION TITLE | | SALARY RATE CODE | | | |
| | | LOCALITY TABLE CODE | | | |
| POSITION TITLE CODE | | GEOGRAPHIC ADJ PERCENT | .0000 | | |
| PAY PLAN/GRADE/STEP | 00 00 | PAY RATE DETERMINANT CODE | | | |
| MR/IP NUMBER | | PAY TABLE CODE | | | |
| OCC SERIES/FUNCTION CODE | 0000 00 | LEO INDICATOR | | | |
| DUTY STATION CODE | 0000 000 | FAIR LABOR STANDARDS CODE | | | |
| CITY/ST | | FGLI COVERAGE CODE | | | |
| COUNTY | | RETIREMENT COVERAGE CODE | | | |
| DOCUMENT DESCRIPTION CODE | | PAID STATUS CODE | 0 | | |
| | | SEPARATION ACCESSION TYPE | 0 | | |
| DOCUMENT EFFECTIVE DATE | 00 00 00 | FREQUENCY PAID CODE | 0 | | |
| DOCUMENT BATCH | 0000 PP 00 YR 00 | EARNINGS LIMITATION CODE | | | |
| PERS ACTION EFFECTIVE | 00 00 00 | NOA 1ST | 000 | 00000 | |
| PERS AUTH DATE | 00 00 00 | NOA 2ND | 000 | 00000 | |
| ACCT STATION CD | 0000 LOCATION CD 0 | PMSA CODE | | CMSA CODE | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT | | |

Figure 55: IRIS IR101, Salary Data

IRIS IR122, SF-50B Data Elements Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS * | | 03/23/15 IR122 | |
|-----------------------------------|------------------------|--------------------------|------------------|-----------------------------|----------|
| SCREEN 000 NAME | | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 |
| POSITION TITLE | | | | | |
| WORKING TITLE | | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE 00 | STEP 00 | | |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY | .00 | | |
| GEOGRAPHIC ADJ RATE | .00 ADJ SALARY | OTHER PAY | .00 | | |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | |
| VETERANS PREF RIF | | FGLI CODE | J5 | AGENCY USE 2 | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE 00 00 00 | |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00.00 | ANNUITANT IND | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS 0000 | |
| DUTY STATION CD | 0000 000 NAME | | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI 0000 | PERS ACTION CODE | 0 | |
| AUTHENTICATION DATE | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 56: IRIS IR122, SF-50B Data Elements



```

SSN 000000000 AG * PERSONNEL ACTIONS SUMMARY * 03/23/15 1R125
SCREEN 000 NAME 00000
POSITION CURSOR ON NATURE OF ACTION FIELD, PRESS PF2 FOR NOA LITERAL
          [REDACTED]
PROCESSED ----- DOCUMENT -----
PP  YR  EFF-DATE  NATURE OF ACTION  AGCY  POI  BATCH  USER-ID

PLEASE ENTER SSNO AND PRESS ENTER 0000
PF1 = SUB MENU  PF5 = HELP  PF8 = PG/DOWN  ENTER = INQUIRY  CLEAR = EXIT

```

IRIS IR127, Detail Assign/Temporary Promotion Page

```

SSN 000000000 AG * DETAIL ASSIGN/TEMPORARY PROMOTION * 03/23/15 IR127
SCREEN 000 NAME

DEPT CODE      AGENCY      POI 0000      DEPT CODE      AGENCY      POI 0000
MR NO          IP NO          MR NO          IP NO
PAY PLAN      GRADE 00      GRADE 00
PROMOTION NOT TO EXCEED DATE      DATE DETAILED ASSIGNMENT EXPIRES
00 00 00      00 00 00

PLEASE ENTER SSNO AND PRESS ENTER      0000
PF1 = SUB MENU      PF5 = HELP      ENTER = INQUIRY      CLEAR = EXIT

```

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IRIS IR102, Dates & Misc Sal/Pers Data Page

| SSN 000000000 AG | | * DATES & MISC SAL/PERS DATA * | | 03/23/15 | IR102 |
|---|----------|--------------------------------|----------|----------|-------|
| SCREEN 000 NAME | | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | 00 | | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | .00 | | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | 0 | | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | 0 | | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | 00 | | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | 0000 | | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | 0 | | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | 0 | | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 RATE | .00 | | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | 00 00 00 | | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | 00 00 00 | | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | 00 00 00 | | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 59: IRIS IR102, Dates & Misc Sal/Pers Data Page

IRIS IR1221, SF-50B Data Elements (Cont) Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 | IR1221 |
|--|----------------------|---------------------------------|-------------|----------|--------|
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS 0 | TYPE OF APPOINTMENT | 00 | | |
| FEHBA COVERAGE 0 | VETERANS STATUS | DATE SCD RETIRE | 00 00 00 | | |
| EDUC LEVEL 00 | YR DEG/CERT RCVD 00 | DATE SCD RIF | 00 00 00 | | |
| INSTRUCTIONAL PROGRAM | 000000 | DATE 6C RETIRE | 00 00 00 | | |
| TSP ELIGIBILITY CODE | | DATE SCD TSP | 11 05 89 | | |
| UNIFORM SERVICE STATUS | 0 | DATE SCD WGI | 00 00 00 | | |
| DATE RETIRED MILITARY | 00 00 00 | DATE CAREER TENURE STARTS | 00 00 00 | | |
| CREDITABLE MILITARY SERVICE | 0000 | DATE ENTERED PRESENT GRADE | 00 00 00 | | |
| FROZEN CSRS SERVICE | 0000 | DATE PROBATION PERIOD STARTS | 00 00 00 | | |
| CSRS COVERAGE AT APPT | | DATE SUPR/MGR PROB PERIOD | 00 00 00 | | |
| SPEC EMP CD | SPEC EMP PGM CD | GAIN/LOSE DEPT | | | |
| SALARY SHARE AMOUNT | .00 | ANNUAL LV CATEGORY 8 | 45 DAY CODE | | |
| ANNUITANT SHARE AMT | .00 | LEAVE EARN STATUS DURING PP | Y | | |
| COOP EMP CNTRL CD | 0 | QTRS DEDUCT CODE 0 RATE | .00 | | |
| COOP OVERTIME AMT | .00 | COLA/POST DIFF CODE | 0 | | |
| COOP HOLIDAY RATE | .00 | | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 60: IRIS IR1221, SF-50B Data Elements (Cont) Page



Salary* (EPIC Web) to EmpowHR Compensation Data and IRIS Crosswalk Screen Prints

For more information see:


| | |
|--|----|
| EPIC Web Salary* Page | 76 |
| EPIC Web Misc* Page | 77 |
| EmpowHR Compensation Data Page | 78 |
| IRIS IR101, Salary Data Page | 79 |
| IRIS IR122, SF-50B Data Elements Page | 79 |
| IRIS IR127, Detail Assign/Temporary Promotion Page | 80 |
| IRIS IR128, Retained Grade Data Page | 80 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 81 |

EPIC Web Salary* Page

Figure 61: EPIC Web Salary* Page



EPIC Web Misc* Page



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100 Career Appt
New Document

-- Select a status code and click the Update button -- [Update](#)

Key Data*

Employee*

Position*

Salary*

Benefits*

Misc*

Tenure*

Sup/Managerial Start Date

Date Entered Present Grade*

Losing/Gaining Department*

SCD RIF

Probationary Period Start Date

Special Employee*

Type Appointment*

Annual Leave

Category*

45 Day*

Earning Status*

Sup/Managerial Probationary Period Required

Career Tenure Start Date

Special Employment Program

Leave Ceiling Reason (75-character limit)

Figure 62: EPIC Web Misc* Page



EmpowHR Compensation Data Page

EMPowHR SOLUTIONS
FROM HERE TO BETTER

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | Personal Data | Job | Position | **Compensation** | Employment 1 | Employment 2 | Benefit Data | Checklist Generation

Empl ID: Empl Record:

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

Effective Date: 01/11/2015 Transaction# /Seq PAR Status: [+](#) [-](#)

NOA Code: Action Type: NFC Originated Empl Status: Active

Pay Rate Determinant: 0:Regular Rate Pay Basis: PA:Per Annum

Salary Pay Plan: GS *Salary Plan Table: 0000 Salary Grade: 11 Step: 9 Step Entry Date: 09/23/2012

Retain Pay Plan: Retain Plan Table: Retain Grade: Step: 0 Grade Entry Date: 10/08/2000

Variable FT Reg Tour of Duty 0

Grade and Pay Retention

Retention Rights End Date

Retained Occ Series Code

Retained Occ Functional Code

Retained Pay Table Retained Grade

Quoted Pay

Base Pay: 64,978.00 Compensation Frequency: Annual

Locality: 9,201.00 Annuity Offset Amount:

Adjusted Base Pay: 74,179.00 ☐ Benefit Base Override FEGLI Base: 74,179.000

Total Pay: 74,179.00

[Other Pay Information](#) [Expected Pay](#) Accounting Info

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

Figure 63: EmpowHR Compensation Data Page



IRIS IR101, Salary Data Page

| SSN 000000000 AG | | * SALARY DATA * | | 03/23/15 IR101 | |
|-----------------------------------|--------------------|---------------------------|--------------|----------------|--|
| SCREEN 000 NAME | | | | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY | .00 | | |
| ORG STRUCTURE CODE | PF2 = ORG NAME | SCHEDULED SALARY | .00 | | |
| 00 00 0000 00 00 00 00 | | LOCALITY/SUPPLEMENT AMT | .00 | | |
| POSITION TITLE | | SALARY RATE CODE | | | |
| | | LOCALITY TABLE CODE | | | |
| POSITION TITLE CODE | | GEOGRAPHIC ADJ PERCENT | .0000 | | |
| PAY PLAN/GRADE/STEP | 00 00 | PAY RATE DETERMINANT CODE | | | |
| MR/IP NUMBER | | PAY TABLE CODE | | | |
| OCC SERIES/FUNCTION CODE | 0000 00 | LEO INDICATOR | | | |
| DUTY STATION CODE | 0000 000 | FAIR LABOR STANDARDS CODE | | | |
| CITY/ST | | FGLI COVERAGE CODE | | | |
| COUNTY | | RETIREMENT COVERAGE CODE | | | |
| DOCUMENT DESCRIPTION CODE | | PAID STATUS CODE | 0 | | |
| | | SEPARATION ACCESSION TYPE | 0 | | |
| DOCUMENT EFFECTIVE DATE | 00 00 00 | FREQUENCY PAID CODE | 0 | | |
| DOCUMENT BATCH | 0000 PP 00 YR 00 | EARNINGS LIMITATION CODE | | | |
| PERS ACTION EFFECTIVE | 00 00 00 | NOA 1ST | 000 | 00000 | |
| PERS AUTH DATE | 00 00 00 | NOA 2ND | 000 | 00000 | |
| ACCT STATION CD | 0000 LOCATION CD 0 | PMSA CODE | | CMSA CODE | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT | | |

Figure 64: IRIS IR101, Salary Data Page

IRIS IR122, SF-50B Data Elements Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS * | | 03/23/15 IR122 | |
|-----------------------------------|--------------------------|--------------------------|------------------|------------------------|----------|
| SCREEN 000 NAME | | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 |
| POSITION TITLE | | | | | |
| WORKING TITLE | | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE 00 | STEP 00 | | |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY | .00 | | |
| GEOGRAPHIC ADJ RATE | .00 ADJ SALARY | OTHER PAY | .00 | | |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | |
| VETERANS PREF RIF | FGLI CODE J5 | AGENCY USE 2 | | | |
| PAY RATE DETER CODE | RETIREMENT PLAN (1) (2) | SCD LEAVE | 00 00 00 | | |
| WORK SCHEDULE | TOUR OF DUTY HOURS 00.00 | ANNUITANT IND | | | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS | 0000 |
| DUTY STATION CD | 0000 000 NAME | | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI 0000 | PERS ACTION CODE | 0 | |
| AUTHENTICATION DATE | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 65: IRIS IR122, SF-50B Data Elements Page



IRIS IR127, Detail Assign/Temporary Promotion Page

| | | | | | |
|--|----------|---------------------------------------|--|------------------------------|----------|
| SSN 000000000 | AG | * DETAIL ASSIGN/TEMPORARY PROMOTION * | | 03/23/15 | IR127 |
| SCREEN 000 NAME | | | | | |
| | | | | | |
| DEPT CODE | AGENCY | POI 0000 | DEPT CODE | AGENCY | POI 0000 |
| MR NO | IP NO | | MR NO | IP NO | |
| PAY PLAN | GRADE 00 | | | GRADE 00 | |
| PROMOTION NOT TO EXCEED DATE 00 00 00 | | | DATE DETAILED ASSIGNMENT EXPIRES 00 00 00 | | |
| | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 66: IRIS IR127, Detail Assign/Temporary Promotion Page

IRIS IR128, Retained Grade Data Page

| | | | | | |
|-------------------------------------|----------|-------------------------|--------------------------|------------------------------|-------|
| SSN 000000000 | AG | * RETAINED GRADE DATA * | | 03/23/15 | IR128 |
| SCREEN 000 NAME | | | | | |
| | | | | | |
| RATE EXPIRE NOTIFICATION | | | | | |
| RETAIN RATE EXPIRE 00 00 00 | | | | | |
| * OCCUPIED POSITION * | | | * FORMER POSITION * | | |
| PAY PLAN | GRADE 00 | | PAY PLAN | GRADE 00 | |
| OCCUPATIONAL SERIES | 0000 | | OCCUPATIONAL SERIES | 0000 | |
| OCC SERIES FUNCTION CODE | 00 | | OCC SERIES FUNCTION CODE | 00 | |
| | | | | | |
| WAGE MARINE RETAINED DATA | | | | | |
| RET WM MAR PAY PLAN GRADE 00 | | | | | |
| RET WM MAR OCCUPATIONAL SERIES 0000 | | | | | |
| | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 67: IRIS IR128, Retained Grade Data Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|--|--------------------|---------------------------------|------------------------------|-----------------|--------------|
| SSN 000000000 AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | | 00 |
| FEHBA COVERAGE | 0 | VETERANS STATUS | DATE SCD RETIRE | 00 | 00 00 |
| EDUC LEVEL | 00 | YR DEG/CERT RCVD | DATE SCD RIF | 00 | 00 00 |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 | 00 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 | 05 89 |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 | 00 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 | 00 00 |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 | 00 00 |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 | 00 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 | 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY | 8 | 45 DAY CODE |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | | Y |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE | 0 | RATE |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | | .00 |
| COOP HOLIDAY RATE | .00 | | | | 0 |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU | | PF5 HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 68: IRIS IR1221, SF-50B Data Elements (Cont) Page

Salary* (EPIC Web) to EmpowHR Compensation Grade and Pay Retention and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Salary* Retained Information Page | 82 |
| EmpowHR Compensation Grade and Pay Retention Page | 83 |
| IRIS IR128, Retained Grade Data Page..... | 84 |



EPIC Web Salary* Retained Information Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
WEBAPP20: 4/7/2015 — 9:07 AM Show Print Friendly Version

713 Chg To Lower Grade, Level Or Band
New Document

-- Select a status code and click the Update button --

| Key Data* | Employee | Position* | Salary* | Benefits | Misc* |
|-----------------------------|----------|-----------|--------------------|----------|------------------------|
| Pay Plan* | | | Grade* | | Step* |
| Pay Rate Determinant | | | Pay Basis | | Basic Pay |
| Verify Basic Pay | | | Adjusted Basic Pay | | COLA/Post Differential |
| Work Schedule | | | SCD WGI | | Var Ft Reg Tod Pt Emp |
| Coop | | | | | |
| Overtime Rate | | | | | |
| Holiday Rate | | | | | |
| Retained Information | | | | | |
| Pay Plan | | | | | |
| Grade | | | | | |
| Occ Series | | | | | |
| Occ Ser Func | | | | | |
| Rate Expd | | | | | |

Figure 69: EPIC Web Salary* Page



EmpowHR Compensation Grade and Pay Retention Page

[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [HR Processing](#)

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

Empl ID: Empl Record:

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

Effective Date: 01/11/2015 Transaction# /Seq: **PAR Status:**

NOA Code: **Action Type:** NFC Originated **Empl Status:** Active

Pay Rate Determinant: 0:Regular Rate Pay Basis: PA:Per Annum

Salary Pay Plan: GS *Salary Plan Table: 0000 Salary Grade: 11 Step: 9 Step Entry Date: 09/23/2012

Retain Pay Plan: Retain Plan Table: Retain Grade: Step: 0 Grade Entry Date: 10/08/2000

Variable FT Reg Tour of Duty 0

Grade and Pay Retention

Retention Rights End Date:

Retained Occ Series Code:

Retained Occ Functional Code:

Retained Pay Table: Retained Grade:

Quoted Pay

Base Pay: 64,978.00 Compensation Frequency: Annual

Locality: 9,201.00 Annuity Offset Amount:

Adjusted Base Pay: 74,179.00 ☐ Benefit Base Override FEGLI Base: 74,179.000

Total Pay: 74,179.00

[Other Pay Information](#) [Expected Pay](#) Accounting Info

Figure 70: EmpowHR Compensation Grade and Pay Retention Page



IRIS IR128, Retained Grade Data Page

| | | | | | |
|-----------------------------------|----------|--------------------------|---------------------|----------|--------------|
| SSN 000000000 | AG | * RETAINED GRADE DATA * | | 03/23/15 | IR128 |
| SCREEN 000 | NAME | | | | |
| RATE EXPIRE NOTIFICATION | | | | | |
| RETAIN RATE EXPIRE | | 00 00 00 | | | |
| * OCCUPIED POSITION * | | | * FORMER POSITION * | | |
| PAY PLAN | GRADE 00 | PAY PLAN | GRADE 00 | | |
| OCCUPATIONAL SERIES | 0000 | OCCUPATIONAL SERIES | 0000 | | |
| OCC SERIES FUNCTION CODE | 00 | OCC SERIES FUNCTION CODE | 00 | | |
| WAGE MARINE RETAINED DATA | | | | | |
| RET WM MAR | | PAY PLAN | GRADE 00 | | |
| RET WM MAR | | OCCUPATIONAL SERIES | 0000 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | | |
| PF1 = SUB MENU | | PF5 = HELP | ENTER = INQUIRY | 0000 | CLEAR = EXIT |

Figure 71: IRIS IR128, Retained Grade Data Page

Salary* (EPIC Web) to EmpowHR Quoted Pay and IRIS Crosswalk Prints

For more information see:

| | |
|--|----|
| EPIC Web Salary* Page | 85 |
| EmpowHR Compensation Quoted Pay Page..... | 86 |
| IRIS IR122, SF-50B Data Elements Page..... | 87 |
| IRIS IR116, Life Insurance Page | 87 |



EPIC Web Salary* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 4/1/2015 -- 8:53 AM Show Print Friendly Version

**101 Career Cond Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|--|-----------|-----------|---------------------|-----------|--------------------------|
| Pay Plan* | | | Grade* | | Step* |
| Pay Rate Determinant* | | | Pay Basis | | Basic Pay* |
| Verify Basic Pay* | | | Adjusted Basic Pay | | COLA/Post Differential* |
| Salary Share Code | | | Work Schedule* | | Tour of Duty Hours |
| SCD WGI | | | Salary Share Amount | | Var Ft Reg Tod Pt Emp |
| Coop | | | | | |
| Overtime Rate <input type="text"/> Holiday Rate <input type="text"/> | | | | | |
| Quarters Deduction | | | | | |
| Rate <input type="text"/> | | | | | |
| Amount <input type="text"/> | | | | | |

Figure 72: EPIC Web Salary* Page



EmpowHR Compensation Quoted Pay Page

EMPowHR SOLUTIONS
FROM HR TO ACTURE

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | Personal Data | Job | Position | **Compensation** | Employment 1 | Employment 2 | Benefit Data | Checklist Generation

Empl ID: Empl Record:

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

Effective Date: 01/11/2015 Transaction# /Seq PAR Status: [+](#) [-](#)

NOA Code: Action Type: NFC Originated Empl Status: Active

Pay Rate Determinant: 0:Regular Rate Pay Basis: PA:Per Annum

Salary Pay Plan: GS *Salary Plan Table: 0000 Salary Grade: 11 Step: 9 Step Entry Date: 09/23/2012

Retain Pay Plan: Retain Plan Table: Retain Grade: Step: 0 Grade Entry Date: 10/08/2000

Variable FT Reg Tour of Duty 0

Grade and Pay Retention

Retention Rights End Date

Retained Occ Series Code

Retained Occ Functional Code

Retained Pay Table Retained Grade

Quoted Pay

Base Pay: 64,978.00 Compensation Frequency: Annual

Locality: 9,201.00 Annuity Offset Amount:

Adjusted Base Pay: 74,179.00 ☐ Benefit Base Override FEGLI Base: 74,179.00

Total Pay: 74,179.00

[Other Pay Information](#) [Expected Pay](#) Accounting Info

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

Figure 73: EmpowHR Compensation Quoted Pay Page



IRIS IR122, SF-50B Data Elements Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS * | | 03/23/15 IR122 | |
|-----------------------------------|--|--------------------------|--|---|--|
| SCREEN 000 NAME | | | | | |
| DATE OF BIRTH 00 00 00 | | PERS ACTN EFF 00 00 00 | | | |
| NAT ACT 1ST 3 POS 000 | | NAT ACT 2ND 3 POS 000 | | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE 00 00 00 | | PROM NTE 00 00 00 | | NON PAY NTE 00 00 00 | |
| POSITION TITLE | | | | | |
| WORKING TITLE | | | | | |
| PAY-PLAN | | OCC SERIES 0000 | | MR/IP | |
| SALARY RATE CODE | | TOTAL SALARY 00 | | STEP 00 | |
| GEOGRAPHIC ADJ RATE | | ADJ SALARY 00 | | SCHEDULED SALARY 00 | |
| ORG STRUCTURE CODE | | 00 00 0000 00 00 00 00 | | (PF2 = ORG-NAME) | |
| VETERANS PREF CODE 0 | | TENURE GROUP 0 | | AGENCY USE 1 | |
| VETERANS PREF RIF | | FEGLI CODE J5 | | AGENCY USE 2 | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | | (2) SCD LEAVE 00 00 00 | |
| WORK SCHEDULE | | TOUR OF DUTY HOURS 00.00 | | ANNUITANT IND | |
| POSITION OCCUPIED 0 | | FLSA | | BARGAINING UNIT STATUS 0000 | |
| DUTY STATION CD 0000 0000 | | NAME | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | | AGENCY CODE | | POI 0000 PERS ACTION CODE 0 | |
| AUTHENTICATION DATE 00 00 00 | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | |

Figure 74: IRIS IR122, SF-50B Data Elements Page

IRIS IR116, Life Insurance Page

| SSN 000000000 AG | | * LIFE INSURANCE * | | 03/23/15 IR116 | |
|-----------------------------------|--|---------------------------|--|------------------------------|--|
| SCREEN 000 NAME | | | | | |
| FEGLI COURT ORDER | | FEGLI DESIGNATED BENEFIT | | | |
| FEGLI ASSIGNMENT IND | | FEGLI POST ELECT BASE INS | | 00 | |
| FEGLI AGE CHANGE DATE 00 00 00 | | RECORD NUMBER 0000 | | | |
| PLAN CODE | | BENEFIT TYPE | | 0 | |
| COVERAGE CODE | | AGE BRACKET CODE | | | |
| DATE EFFECTIVE 00 00 00 | | BASIC COST ALTERNATE | | | |
| BASIC COVERAGE AMOUNT 00 | | ACTION CODE | | 0 | |
| BIWEEK DEDUCT NON TABLE 00 | | COVERAGE AMOUNT FURNISHED | | | |
| OPTION A FACTOR | | BASIC RATE DETERMINANT | | 0 | |
| OPTION B FACTOR | | PLAN TYPE | | 0 | |
| OPTION C FACTOR | | ADJUST FLAG | | | |
| | | TAX DEFERRED CODE | | | |
| PLAN NAME | | | | | |
| COVERAGE DESCRIPTION: | | | | | |
| PAYEE NAME | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 75: IRIS IR116, Life Insurance Page



Other Pay (EmpowHR) Screen Print

For more information see:

EmpowHR Other Pay Information Page.....88

EmpowHR Other Pay Information Page

EMPOWHR SOLUTIONS FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Other Pay Information

| Other Pay | | | | Personalize Find View All [Print Icon] [Grid Icon] | First 1 of 1 Last |
|-----------|---------------|-------------|--------------------------|--|-----------------------|
| | Earnings Code | Description | Quoted Annualized Amount | Expected Amount | |
| 1 | | | | | [+] |

OK Cancel

Figure 76: EmpowHR Other Pay Information Page

Expected Pay (EmpowHR) Screen Print

For more information see:

EmpowHR Expected Pay Page89



EmpowHR Expected Pay Page



Favorites | Main Menu > PAR Processing > HR Processing

Expected Pay

Geog Location Code:

Locality Pay Area:

LEO Special Pay Area:

Locality Percentage:

| | | | |
|-----------------|-------|----------------|------------|
| Change Percent: | 0.010 | Change Amount: | 735.000000 |
|-----------------|-------|----------------|------------|

| | Base Pay | With Locality/LEO Adjustment |
|-----------|------------|------------------------------|
| Hourly: | 31.130000 | 35.540000 |
| Daily: | 249.04 | 278.72 |
| Biweekly: | 2,490.40 | 2,843.20 |
| Monthly: | 5,395.867 | 6,160.270 |
| Annual: | 64,978.000 | 74,179.000 |

| | |
|--------------------------|------|
| Total Other/Premium Pay: | 0.00 |
|--------------------------|------|

| | |
|------------|-----------|
| Total Pay: | 74,179.00 |
|------------|-----------|

Figure 77: EmpowHR Expected Pay Page

Accounting Information (EmpowHR) Screen Print

For more information see:

EmpowHR Accounting Info Page90



EmpowHR Accounting Info Page

Figure 78: EmpowHR Accounting Information Page

Key Data* (EPIC Web) to EmpowHR Employment Data 1 and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Key Data* Page..... | 91 |
| EmpowHR Employment Data 1 Page | 92 |
| IRIS IR102, Dates & Mis Sal/Pers Data Page..... | 93 |
| IRIS IR122, SF-50B Data Elements Page..... | 93 |
| IRIS IR132, Separation Information Page..... | 94 |



EPIC Web Key Data* Page

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108 Term Appt Nte

New Document

-- Select a status code and click the Update button --

Update

Key Data*

Employee*

Position*

Salary*

Benefits*

Misc*

SSN*

Last Name*

 First Name*

 Middle Name

Org

Dept*

Agency*

POI*

Dates

Eff Pay Period*

Effective Date*

Auth Date*

Date NTE*

1st

1st NOA*

1A Auth Code

1B Auth Code

Legal Auth 1st

2nd

2nd NOA

2A Auth Code


2B Auth Code

Legal Auth 2nd

Figure 79: EPIC Web Key Data* Page



EmpowHR Employment Data 1 Page

 [Home](#) | [Worklist](#) | [Add to Favorites](#)

[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [HR Processing](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | **[Employment 1](#)** | [Employment 2](#) | [Benefit Data](#) | [Checklist Generation](#)

[New Window](#) | [Personaliz](#)

Empl ID: **Empl Record:**

Employment Data 1 [Find](#) | [View All](#) First **1** of 1 [Last](#)

Effective Date: 01/11/2015 **Transaction# /Seq** 1 **PAR Status:** Processed by Human Resources

NOA Code: 894 **Action Type:** NFC Originated **Empl Status:** Active [+](#) [-](#)

EOD Dt: 10/01/1995 **Hire NTE Dt:** [Exp Dates](#)

Rehire Dt: **Separation Dt:** **Next Review Dt:** [Appt Data](#)

| Service Computation Dates | | Service Conversion Dates | |
|---------------------------------------|--------------------------------|---|--|
| Leave Date: 02/02/1986 | Retire Date: 02/02/1986 | Conv Begin Date: 02/02/1989 | |
| R I F Date: 02/02/1986 | T S P Date: 02/02/1986 | Career Tenure Date: <input type="text"/> | |
| Severance Pay Date: 02/02/1986 | | | |

| Within-Grade Increase Data | |
|--|-------------------------------------|
| W G I Status: <input type="text" value="No"/> | Last Increase Dt: 09/23/2012 |
| | S C D-W G I Date: 09/23/2012 |

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Previous tab](#) | [Next tab](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

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

Figure 80: EmpowHR Employment Data 1 Page



IRIS IR102, Dates & Mis Sal/Pers Data Page

| SSN 000000000 AG | | * DATES & MISC SAL/PERS DATA * | | 03/23/15 IR102 | |
|---|----------|--------------------------------|----------|----------------|--|
| SCREEN 000 NAME | | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | 00 | | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | .00 | | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | 0 | | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | 0 | | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | 00 | | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | 0000 | | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | 0 | | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | 0 | | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 RATE | .00 | | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | 00 00 00 | | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | 00 00 00 | | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | 00 00 00 | | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 81: IRIS IR102, Dates & Misc Sal/Pers Data Page

IRIS IR122, SF-50B Data Elements Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS * | | 03/23/15 IR122 | |
|---|------------------------|--------------------------|----------|------------------------|----------|
| SCREEN 000 NAME | | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 |
| POSITION TITLE | | | | | |
| WORKING TITLE | MR/IP | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE | 00 | STEP | 00 |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY | .00 | | |
| GEOGRAPHIC ADJ RATE | .00 ADJ SALARY | OTHER PAY | .00 | | |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | |
| VETERANS PREF RIF | | FEGLI CODE | J5 | AGENCY USE 2 | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE | 00 00 00 |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00 00 | ANNUITANT IND | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS | 0000 |
| DUTY STATION CD | 0000 000 NAME | | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI | 0000 | PERS ACTION CODE | 0 |
| AUTHENTICATION DATE | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 82: IRIS IR122, SF-50B Data Elements Page



IRIS IR132, Separation Information Page

| | | | | | |
|--------------------------------------|----|------------------------------|--|------------------------------|-------|
| SSN 000000000 | AG | * SEPARATION INFORMATION * | | 03/23/15 | IR132 |
| SCREEN 000 NAME | | | | | |
| PREPARE LEAVE RECORD | | PAY RAISE RATE LUMP SUM | | .00 | |
| FINAL TA RECEIVED | | SCD WGI | | 00 00 00 | |
| PREPARE RETIRE RECORD 0 | | SUPV MGR PROBATION BEGIN | | 00 00 00 | |
| RECORD STATUS CODE 0 | | PROBATION PERIOD START | | 00 00 00 | |
| PROCESSED PP 00 YR 00 | | PERSONNEL ACTION EFFECTIVE | | 00 00 00 | |
| LUMP SUM ENDING DATE HOURS .00 | | NATURE OF ACTION 2ND/AUTH | | 000 | |
| LAST DAY PAY STATUS FOR RET 00 00 00 | | | | | |
| * INTERMITTENT * | | | | | |
| INTERIM LUMP SUM CODE | | ELAPSED CAL DAYS SINCE WGI | | 0000 | |
| DAYS WORKED SINCE LAST WGI 000 | | ELAPSED CAL DAYS TO CAREER | | 0000 | |
| DAYS WORKED THIS APPOINT 0000 | | DAYS WORKED ON ROLL | | 00000 | |
| PAID STATUS DAYS TO CAREER 000 | | ELAPSED CAL DAYS DURING PROB | | 0000 | |
| DAYS WORKED CALENDAR YEAR 000 | | ELAPSED CAL DAYS SCD | | 0000 | |
| DAYS WORKED DURING PROB 000 | | DAYS WORKED SINCE LAST SCD | | 0000 | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 = HELP | | ENTER = INQUIRY CLEAR = EXIT | |

Figure 83: IRIS IR132, Separation Information Page

Service Computation Dates (SCD) (EPIC Web) to EmpowHR Employment Data 1 and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|----|
| EPIC Web Benefits* Page..... | 95 |
| EPIC Web Misc* Page..... | 96 |
| EmpowHR Employment 1 Service Computation Dates Page | 97 |
| IRIS IR102, Dates & Misc Sal/Pers Data Page..... | 98 |
| IRIS IR122, SF-50B Data Elements Page..... | 98 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 99 |



EPIC Web Benefits* Page

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New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|--|--|---------|-----------|-------|
| FEHB Cov Code* <input type="text"/> | FEGLI Cov Amount <input type="text"/> | FEGLI Coverage Code* <input type="text"/> | | | |
| Coverage at Appointment* <input type="text"/> | Retirement Plan* <input type="text"/> | SCD Retirement* <input type="text"/> | | | |
| SCD Leave* <input type="text"/> | TSP Eligibility Code* <input type="text"/> | SCD TSP <input type="text"/> | | | |
| Date Retired Military <input type="text"/> | Frozen Service <input type="text"/> | Creditable Military Service <input type="text"/> | | | |
| CSRS Prev Cov Ind* <input type="text"/> | FERS Prev Cov Ind* <input type="text"/> | CBPO Ret SCD Date <input type="text"/> | | | |
| Agency Use <input type="text"/> | | | | | |

Figure 84: EPIC Web Benefits* Page



EPIC Web Misc* Page

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**100 Career Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|--|---|--|---------|-----------|-------|
| Tenure* <input type="text"/> | SCD RIF <input type="text"/> | Sup/Managerial Probationary Period Required <input type="text"/> | | | |
| Sup/Managerial Start Date <input type="text"/> | Probationary Period Start Date <input type="text"/> | Career Tenure Start Date <input type="text"/> | | | |
| Date Entered Present Grade* <input type="text"/> | Special Employee* <input type="text"/> | Special Employment Program <input type="text"/> | | | |
| Losing/Gaining Department* <input type="text"/> | Type Appointment* <input type="text"/> | Leave Ceiling Reason (75-character limit) <input type="text"/> | | | |
| Annual Leave | | | | | |
| Category* <input type="text"/> | 45 Day* <input type="text"/> | Earning Status* <input type="text"/> | | | |

Figure 85: EPIC Web Misc* Page

[Home](#)
[Worklist](#)
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[Favorites](#)
[Main Menu](#)
[PAR Processing](#)
[HR Processing](#)

[New Window](#)
[Personalize](#)

[Data Control](#)
[Personal Data](#)
[Job](#)
[Position](#)
[Compensation](#)
[Employment 1](#)
[Employment 2](#)
[Benefit Data](#)
[Checklist Generation](#)

Empl ID:

Empl Record:

Employment Data 1

[Find](#)
[View All](#)

First

1 of 1

Last

Effective Date:

01/11/2015

Transaction# /Seq

1

PAR Status:

Processed by Human Resources

NOA Code:

894

Action Type:

NFC Originated

Empl Status:

Active

+

-

EOD Dt:

10/01/1995

Hire NTE Dt:

[Exp Dates](#)

Rehire Dt:

Separation Dt:

Next Review Dt:

[Appt Data](#)

Service Computation Dates

Leave Date:

02/02/1986

Retire Date:

02/02/1986

R I F Date:

02/02/1986

T S P Date:

02/02/1986

Severance Pay Date:

02/02/1986

Service Conversion Dates

Conv Begin Date:

02/02/1989

Career Tenure Date:

Within-Grade Increase Data

W G I Status:

No

Last Increase Dt:

09/23/2012

S C D-W G I Date:

09/23/2012

Save

Return to Search

Previous in List

Next in List

Previous tab

Next tab

Update/Display

Include History

Correct History

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[Personal Data](#)
[Job](#)
[Position](#)
[Compensation](#)
[Employment 1](#)
[Employment 2](#)
[Benefit Data](#)
[Checklist Generation](#)

Figure 86: EmpowHR Employment 1 Service Computation Dates Page



IRIS IR102, Dates & Misc Sal/Pers Data Page

| | | | | | |
|---|----------|--------------------------------|----------|----------|-------|
| SSN 000000000 | AG | * DATES & MISC SAL/PERS DATA * | | 03/23/15 | IR102 |
| SCREEN 000 | NAME | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | 00 | | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | .00 | | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | 0 | | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | 0 | | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | 00 | | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | 0000 | | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | 0 | | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | 0 | | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 RATE | .00 | | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | 00 00 00 | | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | 00 00 00 | | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | 00 00 00 | | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 87: IRIS IR102, Dates & Misc Sal/Pers Data Page

IRIS IR122, SF-50B Data Elements Page

| | | | | | |
|---|------------------------|--------------------------|----------|------------------------|----------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS * | | 03/23/15 | IR122 |
| SCREEN 000 | NAME | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 |
| POSITION TITLE | | | | | |
| WORKING TITLE | | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE | 00 | STEP | 00 |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY | .00 | | |
| GEOGRAPHIC ADJ RATE | .00 | ADJ SALARY | .00 | OTHER PAY | .00 |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | |
| VETERANS PREF RIF | | FGLI CODE | J5 | AGENCY USE 2 | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE | 00 00 00 |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00.00 | ANNUITANT IND | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS | 0000 |
| DUTY STATION CD | 0000 000 | NAME | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI | 0000 | PERS ACTION CODE | 0 |
| AUTHENTICATION DATE | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 88: IRIS IR122, SF-50B Data Elements Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|--|--------------------|---------------------------------|------------------------------|-----------------|--------------|
| SSN 000000000 AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | | 00 |
| FEHBA COVERAGE | 0 | VETERANS STATUS | DATE SCD RETIRE | 00 | 00 00 |
| EDUC LEVEL | 00 | YR DEG/CERT RCVD | DATE SCD RIF | 00 | 00 00 |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 | 00 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 | 05 89 |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 | 00 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 | 00 00 |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 | 00 00 |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 | 00 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 | 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY | 8 | 45 DAY CODE |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | | Y |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE | 0 | RATE |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | | .00 |
| COOP HOLIDAY RATE | .00 | | | | 0 |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU | | PF5 HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 89: IRIS IR1221, SF-50B Data Elements (Cont) Page

Misc* (EPIC Web) to EmpowHR Service Conversion Dates and IRIS Crosswalk Screen Prints

For more information see:

| | |
|--|-----|
| EPIC Web Misc* Page | 100 |
| EmpowHR Employment 1 Service Conversion Dates Page | 101 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 102 |



EPIC Web Misc* Page

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New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|--|--|--|---|---|--|
| Tenure* <input type="text"/> | SCD RIF <input type="text"/> | Sup/Managerial Probationary Period Required <input type="text"/> | Sup/Managerial Start Date <input type="text"/> | Probationary Period Start Date <input type="text"/> | Career Tenure Start Date <input type="text"/> |
| Date Entered Present Grade* <input type="text"/> | Special Employee* <input type="text"/> | Special Employment Program <input type="text"/> | Losing/Gaining Department* <input type="text"/> | Type Appointment* <input type="text"/> | Leave Ceiling Reason (75-character limit) <input type="text"/> |
| Annual Leave | | | | | |
| Category* <input type="text"/> 45 Day* <input type="text"/> Earning Status* <input type="text"/> | | | | | |

Figure 90: EPIC Web Misc* Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|--|---------------------|---------------------------------|------------------------------|-----------------|--------------|
| SSN 000000000 AG * | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | | 00 |
| FEHBA COVERAGE 0 | VETERANS STATUS | | DATE SCD RETIRE | 00 00 | 00 |
| EDUC LEVEL 00 | YR DEG/CERT RCVD 00 | | DATE SCD RIF | 00 00 | 00 |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 00 | 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 05 | 89 |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 00 | 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 00 | 00 |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 00 | 00 |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 00 | 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 00 | 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY 8 | 45 DAY CODE | |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | | Y |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE 0 | RATE | .00 |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | | 0 |
| COOP HOLIDAY RATE | .00 | | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU | | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 92: IRIS IR1221, SF-50B Data Elements (Cont) Page

Salary* (EPIC Web) SCD/WGI to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|--|-----|
| EPIC Web Salary* Page | 103 |
| EmpowHR Employment 1 Within-Grade Increase Data Page | 104 |
| IRIS IR303, WGI Information Page | 105 |
| IRIS IR102, Dates & Misc Sal/Pers Data Page..... | 105 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 106 |
| IRIS IR123, Personnel Supplements Page | 106 |



EPIC Web Salary* Page

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**100 Career Appt
New Document**


-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---------------------------|-----------|-----------|---------------------|-----------|--------------------------|
| Pay Plan* | | | Grade* | | Step* |
| Pay Rate Determinant* | | | Pay Basis | | Basic Pay* |
| Verify Basic Pay* | | | Adjusted Basic Pay | | COLA/Post Differential* |
| Salary Share Code | | | Work Schedule* | | Tour of Duty Hours |
| SCD WGI | | | Salary Share Amount | | Var Ft Reg Tod Pt Emp |
| Coop | | | | | |
| Overtime Rate | | | | | |
| Holiday Rate | | | | | |
| Quarters Deduction | | | | | |
| Rate | | | | | |
| Amount | | | | | |

Figure 93: EPIC Web Salary* Page



EmpowHR Employment 1 Within-Grade Increase Data Page

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[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [HR Processing](#)

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

[New Window](#) | [Personaliz](#)

Empl ID: Empl Record:

Employment Data 1 [Find](#) | [View All](#) First **1 of 1** Last

Effective Date: 01/11/2015 Transaction#/Seq 1 PAR Status: Processed by Human Resources
NOA Code: 894 Action Type: NFC Originated Empl Status: Active [Exp Dates](#)

EOD Dt: 10/01/1995 Hire NTE Dt: [Appt Data](#)

Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

| Service Computation Dates | | Service Conversion Dates | |
|--------------------------------|-------------------------|-----------------------------|--|
| Leave Date: 02/02/1986 | Retire Date: 02/02/1986 | Conv Begin Date: 02/02/1989 | |
| R I F Date: 02/02/1986 | T S P Date: 02/02/1986 | Career Tenure Date: | |
| Severance Pay Date: 02/02/1986 | | | |

Within-Grade Increase Data

W G I Status: Last Increase Dt: 09/23/2012
S C D-W G I Date: 09/23/2012

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Previous tab](#) | [Next tab](#) | [Update/Display](#) | [Include History](#) | [Correct History](#)

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

Figure 94: EmpowHR Employment 1 Within-Grade Increase Data Page



IRIS IR303, WGI Information Page

| | | | | | |
|-----------------------------------|----------|---------------------|-------------------------------|----------|-------|
| SSN 000000000 | AG | * WGI INFORMATION * | | 03/23/15 | IR303 |
| SCREEN 000 NAME | | | | | |
| PAY PLAN | GRADE 00 | STEP 00 | WORK SCHEDULE | | |
| WGI SCD DATE | 00 00 00 | 00 00 00 | DATE WGI PROJECTED EFF | 00 00 00 | |
| WGI DUE | | | WGI DENIED | | |
| WGI NOTIFICATION GIVEN | | | PAY PERIOD NOTIFICATION GIVEN | 00 | |
| CRITICAL ELEMENT CODE | 0 | | PERF EVAL ANNIVERSARY DATE | 00 00 00 | |
| * WGI AND QSI INFORMATION * | | | | | |
| INT DAYS WKD LAST WGI | 0 | | | | |
| INT ELAPSED CAL DAYS WGI | 0 | | | | |
| LWOP SINCE LAST WGI | .00 | | | | |
| AWOL SINCE LAST WGI | .00 | | | | |
| SUSP SINCE LAST WGI | .00 | | | | |
| DATE LAST RECORDED QSI | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP | | | ENTER = INQUIRY CLEAR = EXIT | | |

Figure 95: IRIS IR303, WGI Information Page

IRIS IR102, Dates & Misc Sal/Pers Data Page

| | | | | | |
|--|----------|--------------------------------|------------------------------|----------|-------|
| SSN 000000000 | AG | * DATES & MISC SAL/PERS DATA * | | 03/23/15 | IR102 |
| SCREEN 000 NAME | | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | | 00 | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | | .00 | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | | 0 | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | | 0 | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | | 00 | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | | 0000 | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | | 0 | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | | 0 | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 RATE | | .00 | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | | 00 00 00 | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | | 00 00 00 | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | | 00 00 00 | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | | 00 00 00 | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN | | | ENTER = INQUIRY CLEAR = EXIT | | |

Figure 96: IRIS IR102, Dates & Misc Sal/Pers Data Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | |
|--|---------------------|---------------------------------|------------------------------|-------------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS (CONT) * | 03/23/15 | IR1221 |
| SCREEN 000 NAME | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | 00 |
| FEHBA COVERAGE 0 | VETERANS STATUS | | DATE SCD RETIRE | 00 00 00 |
| EDUC LEVEL 00 | YR DEG/CERT RCVD 00 | | DATE SCD RIF | 00 00 00 |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 00 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 05 89 |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 00 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 00 00 |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 00 00 |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 00 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY 8 | 45 DAY CODE |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | Y |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE 0 | RATE .00 |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | 0 |
| COOP HOLIDAY RATE | .00 | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | | | | |

Figure 97: IRIS IR1221, SF-50B Data Elements (Cont) Page

IRIS IR123, Personnel Supplements Page

| | | | | |
|---|-------------|----------------------------------|----------|-------------|
| SSN 000000000 | AG | * PERSONNEL SUPPLEMENTS * | 03/23/15 | IR123 |
| SCREEN 000 NAME | | | | |
| EDUCATION LEVEL | 00 | SEPARATION ACCESSION TYPE | 0 | |
| INSTRUCTIONAL PROGRAM | 000000 | CITIZENSHIP CODE | 0 | |
| DEGREE CERTIFICATION RECEIVED | YR 00 | SEX CODE | | |
| PERF EVALUATION ELIGIBILITY CODE | | VETERANS STATUS | | |
| PERF EVALUATION PAY PERIOD 00 | YR 00 | WGI DUE | CODE 0 | PP 00 YR 00 |
| PERF EVALUATION ANNIVERSARY 00 | 00 00 | WGI NOTIFICATION GIVEN CD 0 | PP 00 | |
| PERF EVALUATION GENERATED PP 00 | YR 00 | DATE WGI PROJECTED EFFECTIVE | 00 | 00 00 |
| PERF PENALTY STATUS | | PROMOTION PLAN CODE | 0 | |
| DATE PENALTY BEGAN | 00 00 00 | SUPERVISORY MGR L PROB EXP NOTIF | | |
| ACCESSION | PP 00 YR 00 | LAW BAR MEMBERSHIP CODE | 0 | |
| ACCESSION METHOD | 0 | BAR MEMBERSHIP STATE CODE | | |
| ACCESSION DATE | 00 00 00 | PROGRAM LANG CODE 1 2 3 4 5 | | |
| ACCESSION NOA CODE | 000 | COMP EQ ABIL CODE 1 2 3 4 | | |
| ACCESSION AUTH | | RETENTION RIGHTS END | 00 | 00 00 |
| APPOINTMENT NOA CODE | 000 | ADJP ELAPS PP COUNTER | 000 | |
| APPT AUTHORITY | | WORKING TITLE CODE | 0000 | |
| NOA PREVIOUS 5 POSITIONS | 0 | WORKING TITLE | | |
| PATCO | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | |

Figure 98: IRIS IR123, Personnel Supplement Page



Expiration Dates (EmpowHR) Screen Print

For more information see:

EmpowHR Expiration Dates Page107

EmpowHR Expiration Dates Page

EMPOWHR SOLUTIONS
 FROM HIRE TO RETIRE

Favorites Main Menu > PAR Processing > HR Processing

Expiration Dates

Temporary Promotion: 31

Temporary Position Change: 31

LWOP: 31

Detail: 31

OK Cancel

Figure 99: EmpowHR Expiration Dates Page

Salary* (EPIC Web) to EmpowHR Appointment Limits and IRIS Crosswalk Screen Prints

For more information see:

EPIC Web Salary* Page108
 EPIC Web Misc* Page109
 EmpowHR Appointment Info Page.....110
 IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page111
 IRIS IR102, Dates & Misc Sal/Pers Data Page.....111
 IRIS IR1221, SF-50B Data Elements (Cont) Page112



EPIC Web Salary* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
WEBAPP20: 4/7/2015 — 12:54 PM Show Print Friendly Version

115 Appt Nte
New Document

-- Select a status code and click the Update button -- Update

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---------------------------|-------------------------|--------------------------|---------------------|--------------------------|-----------------------|
| Pay Plan* | Pay Rate | Verify Basic Pay* | Salary Share Code | Date Service Year Starts | Var Ft Reg Tod Pt Emp |
| Grade* | Pay Basis | Adjusted Basic Pay | Work Schedule* | SCD WGI | Step* |
| Basic Pay* | COLA/Post Differential* | Tour of Duty Hours | Salary Share Amount | | |
| Quarters Deduction | | Appointment Limit | | | |
| Rate | | Dollar Total | Hours Total | Days Total | |
| Amount | | Dollar Balance | Hours Balance | Days Balance | |

Figure 100: EPIC Web Salary* Page



EPIC Web Misc* Page

Document List
Search
New
Rollback
Reports
HCUP
Home
Help
Log Out

WEBAPP20: 4/7/2015 — 2:25 PM
Show Print Friendly Version

100 Career Appt
New Document

-- Select a status code and click the Update button -- Update

Key Data*Employee*Position*Salary*Benefits*Misc*

Tenure*

Sup/Managerial Start Date

Date Entered Present Grade*

Losing/Gaining Department*

SCD RIF

Probationary Period Start Date

Special Employee*

Type Appointment*

Annual Leave

Category*

45 Day*

Earning Status*

Sup/Managerial Probationary Period Required

Career Tenure Start Date

Special Employment Program

Leave Ceiling Reason (75-character limit)

Figure 101: EPIC Web Misc* Page



EmpowHR Appointment Info Page

EMPowHR
SOLUTIONS
FROM HERE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:

Appointment Limits

Amount Total: Hours Total: Days Total:

Amount Balance Hours Balance Days Balance

Commencing Date of Service

Special Employment Program:

Welfare to Work

Figure 102: EmpowHR Appointment Info Page



IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page

| SSN 000000000 AG | | * DATES & MISC SAL/PERS DATA (CONT) * | | 03/23/15 IR1021 | |
|---------------------------------------|-----------------|---------------------------------------|----------|-----------------|-----|
| SCREEN 000 NAME | | | | | |
| DATE SES RECERT | 00 00 00 | AUO/AP CHANGE CODE | 0 | | |
| ENTERED TOUR DATE | 00 00 00 | AUO/AP PROJECTED ANNUAL AMT | .00 | | |
| SUPV MANAGER PROBATION PERIOD REQ | 0 | AUO/AP LAST CHANGE DATE | 00 00 00 | | |
| SUPV MANAGER PROBATION BEGIN | 00 00 00 | AUO/AP STANDBY PERCENT | 000 | | |
| PROBATION PERIOD STARTS | 00 00 00 | AUO/AP STANDBY HOURS WK(1) | 00 | (2) | 00 |
| PROBATION LAST RECORDED | 00 00 00 | ANNUITANT SHARE AMOUNT | .00 | | |
| NON PAY NTE | 00 00 00 | ANNUITANT INDICATOR | | | |
| PROMOTION NTE | 00 00 00 | SALARY SHARE CODE | 0 | | |
| APPOINTMENT NTE | 00 00 00 | SALARY RATE OVERTIME | HOLIDAY | | |
| APPOINTMENT LIMITATION CODE | 0 | PRIMARY FUND CODE | 00 | | |
| EXP APPOINTMENT LIMIT REPORT | | COOP EMPLOYEE CONTROL CODE | 0 | | |
| EXP APPOINTMENT LIMIT PP | 00 YR 00 | COOP SHARE AMOUNT | .00 | | |
| SERVICE YEAR START DATE | 00 00 00 | COOP RT OVERTIME | .00 | HOLIDAY | .00 |
| APPOINTMENT HOURS | DAYS DOLLAR | UNIFORM SERVICE RETIRE COLA | .00 | | |
| TOTAL | .00 000 | SEVERANCE PAY CODE | 0 | | |
| BALANCE | .00 000 | EARNINGS LIMITATION EX/SES | .00 | | |
| CAPPED AUO AVAILABILITY | .00 | ENVIRONMENTAL DIFF | .00 | | |
| CAPPED STANDBY AUO PERCENT | 000 | ALTERNATE-GEOGRAPHIC-PCT | .0000 | | |
| WB SHIFT 2ND | .00 3RD .00 VAR | WAGE BOARD AREA CODE | .00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP | | ENTER = INQUIRY | | CLEAR = EXIT | |

Figure 103: IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page

IRIS IR102, Dates & Misc Sal/Pers Data Page

| SSN 000000000 AG | | * DATES & MISC SAL/PERS DATA * | | 03/23/15 IR102 | |
|--|----------|--------------------------------|----------|----------------|--|
| SCREEN 000 NAME | | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | 00 | | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | .00 | | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | 0 | | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | 0 | | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | 00 | | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | 0000 | | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | 0 | | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | 0 | | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 RATE | .00 | | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | 00 00 00 | | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | 00 00 00 | | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | 00 00 00 | | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN | | ENTER = INQUIRY | | CLEAR = EXIT | |

Figure 104: IRIS IR102, Dates & Misc Sal/Pers Data Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|-----------------------------------|---------------------|---------------------------------|------------------------------|-----------------|--------------|
| SSN 000000000 AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | 00 | |
| FEHBA COVERAGE 0 | VETERANS STATUS | | DATE SCD RETIRE | 00 | 00 00 |
| EDUC LEVEL 00 | YR DEG/CERT RCVD 00 | | DATE SCD RIF | 00 | 00 00 |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 | 00 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 | 05 89 |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 | 00 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 | 00 00 |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 | 00 00 |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 | 00 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 | 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY 8 | 45 | DAY CODE |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | Y | |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE 0 | RATE | .00 |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | 0 | |
| COOP HOLIDAY RATE | .00 | | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 105: IRIS IR1221, SF-50B Data Elements (Cont) Page

Salary*, Benefits*, and Misc* (EPIC Web) to EmpowHR Employment Data 2 Screen Prints

For more information see:

| | |
|---|-----|
| HCUP Position Page..... | 113 |
| EPIC Web Benefits* Page..... | 113 |
| EPIC Web* Union Page..... | 114 |
| EPIC Web Misc* Page..... | 115 |
| EPIC Web Salary Page..... | 116 |
| EPIC Web Salary* Page | 117 |
| EmpowHR Employment 2 Page..... | 118 |
| IRIS IR102, Dates & Misc Sal/Pers Data Page..... | 119 |
| IRIS IR122, SF-50B Data Elements Page..... | 119 |
| IRIS IR308, Union/Association Dues Page..... | 120 |
| IRIS IR132, Separation Information Page..... | 120 |
| IRIS IR128, Retained Grade Data Page..... | 121 |
| IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page | 121 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 122 |



HCUP Position Page

Figure 106: HCUP Position Page

EPIC Web Benefits* Page

Figure 107: EPIC Web Benefits* Page




EPIC Web* Union Page

The screenshot displays the EPIC Web interface for the 'Union*' page. The header includes the EPIC logo, the date and time 'WEBAPP22: 4/15/2015 — 2:02 PM', and a navigation menu with links: Document List, Search, New, Rollback, Reports, HCUP, Home, Help, and Log Out. A 'Show Print Friendly Version' link is also present. The main heading is 'Authorization of Labor Organization Dues' with a sub-heading 'New Document'. Below this is a status code selection dropdown menu with the text '-- Select a status code and click the Update button --' and an 'Update' button. The form is divided into three tabs: 'Key Data*', 'Union*', and 'Deduction'. The 'Union*' tab is active, showing a section titled 'Organization Code' with two input fields: 'Union*' and 'Local*'. Below these is an 'Employee Authorization Date*' field with a calendar icon. The background of the form area is a light gray gradient.

Figure 108: EPIC Web Union* Page



EPIC Web Misc* Page



[Document List](#)
[Search](#)
[New](#)
[Rollback](#)
[Reports](#)
[HCUP](#)
[Home](#)
[Help](#)
[Log Out](#)

CS1-D: 4/1/2015 — 8:53 AM
 [Show Print Friendly Version](#)

101 Career Cond Appt New Document

-- Select a status code and click the Update button -- [Update](#)

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|--|--|--|--|---|
| Tenure* <input type="text"/> | SCD RIF <input type="text"/> | Sup/Managerial Probationary Period Required <input type="text"/> | Probationary Period Start Date* <input type="text"/> | Career Tenure Start Date <input type="text"/> | Special Employment Program <input type="text"/> |
| Sup/Managerial Start Date <input type="text"/> | Date Entered Present Grade* <input type="text"/> | Special Employee* <input type="text"/> | Type Appointment* <input type="text"/> | Leave Ceiling Reason (75-character limit) <input type="text"/> | |
| Losing/Gaining Department* <input type="text"/> | <div> Annual Leave </div> <div> Category* <input type="text"/> 45 Day* <input type="text"/> Earning Status* <input type="text"/> </div> | | | | |

Figure 109: EPIC Web Misc* Page



EPIC Web Salary Page

EPIC

Document List Search New Rollback Reports HCUP Home Help Log Out

WEBAPP21: 4/14/2015 — 7:39 AM Show Print Friendly Version

006 Update New Document

-- Select a status code and click the Update button -- Update

Key Data* Employee Salary Benefits Misc

COLA/Post Differential SCD WGI Salary Share Code Salary Share Amount Date Service Year Starts

Retained Information

Rate Expd

Quarters Deduction

Rate Amount

Appointment Limit

Dollar Total Hours Total Days Total Dollar Balance Hours Balance Days Balance

Figure 110: EPIC Web Salary Page



EPIC Web Salary* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 4/1/2015 — 8:53 AM Show Print Friendly Version

**101 Career Cond Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|--|-----------|-----------|---------------------|-----------|--------------------------|
| Pay Plan* | | | Grade* | | Step* |
| Pay Rate Determinant* | | | Pay Basis | | Basic Pay* |
| Verify Basic Pay* | | | Adjusted Basic Pay | | COLA/Post Differential* |
| Salary Share Code | | | Work Schedule* | | Tour of Duty Hours |
| SCD WGI | | | Salary Share Amount | | Var Ft Reg Tod Pt Emp |
| Coop | | | | | |
| Overtime Rate <input type="text"/> Holiday Rate <input type="text"/> | | | | | |
| Quarters Deduction | | | | | |
| Rate <input type="text"/> | | | | | |
| Amount <input type="text"/> | | | | | |

Figure 111: EPIC Web Salary* Page



EmpowHR Employment 2 Page

EMPowHR SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | **Employment 2** | Benefit Data | Checklist Generation

Empl ID: Empl Record:

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

*Effective Date: 04/08/2015 Transaction# /Seq 1 PAR Status: NOA Code: 840 Action Type: Award Empl Status: + -

Bargaining Unit: 2311 Last Date Worked: Retained Grade Expires: Union Code: Begin Date: Expires Date: Union Anniversary Date: Tenure: 1:Group I

| Reports To as of PAR Effective Date | Reports To as of Today |
|-------------------------------------|---------------------------------|
| Reports To: Supervisor ID: | Reports To: Supervisor ID: |

| New Position | Supervisor/Managerial Position |
|----------------------------|--|
| Emp Probation Period Date: | Supv/Mgr Prob Period Reqrd: 2:Served Supv/Mgr Prob Period Date: |

| Coop | |
|-------------------------------------|---------------------|
| Salary Share Code: 0:Not Applicable | Coop Overtime Rate: |
| Coop Share Amt: | Coop Holiday Rate: |

[Probation Dates](#) [Non Pay Data](#) [Security Info](#)

Save Return to Search Previous in List Next in List Previous tab Next tab Update/Display Include History Correct History

Figure 112: EmpowHR Employment 2 Page



IRIS IR102, Dates & Misc Sal/Pers Data Page

| SSN 000000000 AG | | * DATES & MISC SAL/PERS DATA * | | 03/23/15 IR102 | |
|---|----------|--------------------------------|----------|----------------|--|
| SCREEN 000 NAME | | | | | |
| ENTERED PRESENT GRADE | 00 00 00 | TYPE OF APPOINTMENT CODE | 00 | | |
| SCD WGI | 00 00 00 | WORK SCHEDULE | | | |
| LAST RECORD WGI | 00 00 00 | TOUR OF DUTY HOURS | .00 | | |
| DATE SCD RETIRE | 00 00 00 | ALTERNATE WORK SCHEDULE | 0 | | |
| LAST ADJ SCD RET | 00 00 00 | SEASONAL STATUS QUO | 0 | | |
| DATE SCD RIF | 00 00 00 | SPECIAL EMPLOYEE CODE | | | |
| LAST ADJ SCD RIF | 00 00 00 | CURRENT EMPLOYMENT STATUS | 00 | | |
| DATE SCD LEAVE | 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD | | | |
| LAST ADJ SCD LEAVE | 00 00 00 | BARGAINING UNIT STATUS | 0000 | | |
| DATE 6C RETIRE | 00 00 00 | POSITION SUPERVISORY CODE | 0 | | |
| DT RETENTION ALLOW | 00 00 00 | UNIFORM SERVICE STATUS | 0 | | |
| SERVICE AGREE EXPIRE | 00 00 00 | EMPLOYEE TYPE | | | |
| DATE LONGEVITY | 00 00 00 | PROFESSIONAL CATEGORY | | | |
| LONGEVITY PERCENT | .00 | QUARTER DED CODE 0 RATE | .00 | | |
| TDY POST DIFFERENTIAL | 0000 | POSITION SENSITIVITY CODE | | | |
| COPR STATUS | | CHANGE IN TENURE | 00 00 00 | | |
| APPOINTMENT DATE | 00 00 00 | CONVERSION CAREER TENURE | 00 00 00 | | |
| DATE AGENCY EOD | 00 00 00 | CAREER PERM TENURE STARTS | 00 00 00 | | |
| DATE ENTERED POI | 00 00 00 | CAREER PERM LAST RECORDED | 00 00 00 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 113: IRIS IR102, Dates & Misc Sal/Pers Data Page

IRIS IR122, SF-50B Data Elements Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS * | | 03/23/15 IR122 | |
|---|------------------------|--------------------------|----------|------------------------|----------|
| SCREEN 000 NAME | | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 |
| POSITION TITLE | | | | | |
| WORKING TITLE | MR/IP | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE | 00 | STEP | 00 |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY | .00 | | |
| GEOGRAPHIC ADJ RATE | .00 ADJ SALARY | OTHER PAY | .00 | | |
| ORG STRUCTURE CODE | 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | |
| VETERANS PREF RIF | | FEGLI CODE | J5 | AGENCY USE 2 | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE | 00 00 00 |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00 00 | ANNUITANT IND | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS | 0000 |
| DUTY STATION CD | 0000 000 NAME | | | | |
| REMARKS CODES | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI | 0000 | PERS ACTION CODE | 0 |
| AUTHENTICATION DATE | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 114: IRIS IR122, SF-50B Data Elements Page



IRIS IR308, Union/Association Dues Page

| | | | | |
|--|----|----------------------------|----------|-------|
| SSN 000000000 | AG | * UNION/ASSOCIATION DUES * | 03/23/15 | IR308 |
| SCREEN 000 NAME | | | | |
| RECORD 0000 | | | | |
| TRANSACTION CODE 00 | | | | |
| DUES CODE | | | | |
| AUTHORITY DATE 00 00 00 | | | | |
| DEDUCTION IND CODE 0 | | | | |
| AMOUNT PER PAY PERIOD .00 | | | | |
| MINIMUM DEDUCTION AMT .00 | | | | |
| PERCENT DEDUCTION .00000 | | | | |
| UNION/LOCAL CODE 00 0000 | | | | |
| ADDRESS: | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | |
| PF1 = SUB MENU PF5 = HELP PF12 = PREV ENTER = INQUIRY CLEAR = EXIT | | | | |

Figure 115: IRIS IR308, Union/Association Dues Page

IRIS IR132, Separation Information Page

| | | | | |
|--|----|----------------------------|----------|-------|
| SSN 000000000 | AG | * SEPARATION INFORMATION * | 03/23/15 | IR132 |
| SCREEN 000 NAME | | | | |
| PREPARE LEAVE RECORD | | | | |
| FINAL TA RECEIVED | | | | |
| PREPARE RETIRE RECORD 0 | | | | |
| RECORD STATUS CODE 0 | | | | |
| PROCESSED PP 00 YR 00 | | | | |
| LUMP SUM ENDING DATE HOURS .00 | | | | |
| LAST DAY PAY STATUS FOR RET 00 00 00 | | | | |
| PAY RAISE RATE LUMP SUM .00 | | | | |
| SCD WGI 00 00 00 | | | | |
| SUPV MGR PROBATION BEGIN 00 00 00 | | | | |
| PROBATION PERIOD START 00 00 00 | | | | |
| PERSONNEL ACTION EFFECTIVE 00 00 00 | | | | |
| NATURE OF ACTION 2ND/AUTH 000 | | | | |
| * INTERMITTENT * | | | | |
| INTERIM LUMP SUM CODE | | | | |
| DAYS WORKED SINCE LAST WGI 000 | | | | |
| DAYS WORKED THIS APPOINT 0000 | | | | |
| PAID STATUS DAYS TO CAREER 000 | | | | |
| DAYS WORKED CALENDAR YEAR 000 | | | | |
| DAYS WORKED DURING PROB 000 | | | | |
| ELAPSED CAL DAYS SINCE WGI 0000 | | | | |
| ELAPSED CAL DAYS TO CAREER 0000 | | | | |
| DAYS WORKED ON ROLL 00000 | | | | |
| ELAPSED CAL DAYS DURING PROB 0000 | | | | |
| ELAPSED CAL DAYS SCD 0000 | | | | |
| DAYS WORKED SINCE LAST SCD 0000 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | |
| PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT | | | | |

Figure 116: IRIS IR132, Separation Information Page



IRIS IR128, Retained Grade Data Page

| | | | | | |
|-----------------------------------|---------------------|--------------------------|---------------------|-----------------|-------------------|
| SSN 000000000 | AG | * RETAINED GRADE DATA * | | 03/23/15 | IR128 |
| SCREEN 000 NAME | | | | | |
| RATE EXPIRE NOTIFICATION | | | | | |
| RETAIN RATE EXPIRE 00 00 00 | | | | | |
| * OCCUPIED POSITION * | | | * FORMER POSITION * | | |
| PAY PLAN | GRADE 00 | PAY PLAN | GRADE 00 | | |
| OCCUPATIONAL SERIES | 0000 | OCCUPATIONAL SERIES | 0000 | | |
| OCC SERIES FUNCTION CODE | 00 | OCC SERIES FUNCTION CODE | 00 | | |
| WAGE MARINE RETAINED DATA | | | | | |
| RET WM MAR | PAY PLAN | GRADE 00 | | | |
| RET WM MAR | OCCUPATIONAL SERIES | 0000 | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | | |
| PF1 = SUB MENU | | PF5 = HELP | | ENTER = INQUIRY | 0000 CLEAR = EXIT |

Figure 117: IRIS IR128, Retained Grade Data Page

IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page

| | | | | | |
|-----------------------------------|-----------------|---------------------------------------|-------------|-----------------|-------------------|
| SSN 000000000 | AG | * DATES & MISC SAL/PERS DATA (CONT) * | | 03/23/15 | IR1021 |
| SCREEN 000 NAME | | | | | |
| DATE SES RECERT | 00 00 00 | AUO/AP CHANGE CODE | 0 | | |
| ENTERED TOUR DATE | 00 00 00 | AUO/AP PROJECTED ANNUAL AMT | .00 | | |
| SUPV MANAGER PROBATION PERIOD REQ | 0 | AUO/AP LAST CHANGE DATE | 00 00 00 | | |
| SUPV MANAGER PROBATION BEGIN | 00 00 00 | AUO/AP STANDBY PERCENT | 000 | | |
| PROBATION PERIOD STARTS | 00 00 00 | AUO/AP STANDBY HOURS WK(1) | 00 (2) 00 | | |
| PROBATION LAST RECORDED | 00 00 00 | ANNUITANT SHARE AMOUNT | .00 | | |
| NON PAY NTE | 00 00 00 | ANNUITANT INDICATOR | | | |
| PROMOTION NTE | 00 00 00 | SALARY SHARE CODE | 0 | | |
| APPOINTMENT NTE | 00 00 00 | SALARY RATE OVERTIME | HOLIDAY | | |
| APPOINTMENT LIMITATION CODE | 0 | PRIMARY FUND CODE | 00 | | |
| EXP APPOINTMENT LIMIT REPORT | | COOP EMPLOYEE CONTROL CODE | 0 | | |
| EXP APPOINTMENT LIMIT PP | 00 YR 00 | COOP SHARE AMOUNT | .00 | | |
| SERVICE YEAR START DATE | 00 00 00 | COOP RT OVERTIME | .00 HOLIDAY | | |
| APPOINTMENT HOURS | DAYS DOLLAR | UNIFORM SERVICE RETIRE COLA | .00 | | |
| TOTAL | .00 000 | SEVERANCE PAY CODE | 0 | | |
| BALANCE | .00 000 | EARNINGS LIMITATION EX/SES | .00 | | |
| CAPPED AUO AVAILABILITY | .00 | ENVIRONMENTAL DIFF | .00 | | |
| CAPPED STANDBY AUO PERCENT | 000 | ALTERNATE-GEOGRAPHIC-PCT | .0000 | | |
| WB SHIFT 2ND | .00 3RD .00 VAR | .00 WAGE BOARD AREA CODE | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | | |
| PF1 = SUB MENU | | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY | 0000 CLEAR = EXIT |

Figure 118: IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | | |
|-----------------------------------|--------------------|-------------------------------|------------------------------|-----------------|--------------|
| SSN 000000000 AG * | | SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | 00 | |
| FEHBA COVERAGE 0 | VETERANS STATUS | 0 | DATE SCD RETIRE | 00 | 00 00 |
| EDUC LEVEL 00 | YR DEG/CERT RCVD | 00 | DATE SCD RIF | 00 | 00 00 |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 | 00 00 |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 | 05 89 |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 | 00 00 |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 | 00 00 |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 | 00 00 |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 | 00 00 |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 | 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY 8 | 45 | DAY CODE |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | Y | |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE 0 | RATE | .00 |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | 0 | |
| COOP HOLIDAY RATE | .00 | | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 | |
| PF1 = SUB MENU | | PF5 HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 119: IRIS IR1221, SF-50B Data Elements (Cont) Page

Probation Dates (EmpowHR) Screen Print

For more information see:

EmpowHR Probation Dates Page.....123



EmpowHR Probation Dates Page

EmpowHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites Main Menu > PAR Processing > HR Processing

Probation Dates

Supervisor/Mgr Probtn Req Cd: **Not Required** ▼ SES Probation End Date:

Supervisor/Mgr Probtn Start Dt: Supervisor/Mgr Probtn End Dt:

Probation Start Date: Probation End Dt:

OK Cancel

Figure 120: EmpowHR Probation Dates Page

Non Pay Data (EmpowHR) Screen Print

For more information see:

EmpowHR Non Pay Data Page124



EmpowHR Non Pay Data Page

EMPowHR
SOLUTIONS
FROM HIRE TO RETIRE

Favorites Main Menu > PAR Processing > HR Processing

Non Pay Data

NOA Code: _____

Expiration Date: _____ Last Date Worked: _____

SCD Hours: _____ Probation Hours: _____ Career Tenure Hours: _____

OK Cancel

Figure 121: EmpowHR Non Pay Data Page

Security Info (EmpowHR) Screen Print

For more information see:

EmpowHR Security Info Page.....125



EmpowHR Security Info Page

[Favorites](#) | [Main Menu](#) > [PAR Processing](#) > [HR Processing](#)

Empl ID

Empl Record

Effective Date

04/08/2015

Transaction #/Sequence

Security Clearance

0.Not Required

Sensitivity Code

Computer Sensitivity

Financial Disclosure

Financial Disclosure Required:

☐

Due Date:

01/01/1900

Investigation

LincPass Required

Yes

Notes

Submitting Office Number

5317

[Card Shipping Information](#)

Security Office Identifier

AG34

BEAR60

01/31/2008

Investigation

☐ NACI by HR

☐ Initiated by PSO

☐ Requirements Met

☐ Not Required

Security Clearance Status

Security Clearance Status Date

04/08/2015

Comments

OK

Cancel

Figure 122: EmpowHR Security Info Page

Benefits* (EPIC Web) FEHB, FEGLI, TSP to EmpowHR and IRIS Crosswalk Screen prints

For more information see:

| | |
|---|-----|
| EPIC Web Benefits* Page..... | 126 |
| EmpowHR Benefit Data Page | 127 |
| IRIS IR115, Health Benefits Page..... | 128 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 128 |



| | |
|--|-----|
| IRIS IR118, Thrift Savings Data Page | 129 |
| IRIS IR101, Salary Data Page | 129 |
| IRIS IR116, Life Insurance Page | 130 |
| IRIS IR122, SF-50B Data Elements Page..... | 130 |

EPIC Web Benefits* Page

Figure 123: EPIC Web Benefits* Page



EmpowHR Benefit Data Page

EMPowHR SOLUTIONS
FROM HIRE TO RETIRE

Favorites | Main Menu > PAR Processing > HR Processing

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | **Benefit Data** | Checklist Generation

Empl ID: Empl Record:

Benefits Data Find | View All First 1 of 2 Last

*Effective Date: 04/08/2015 Transaction# /Seq PAR Status: + -

NOA Code: Action Type: Empl Status:

FEHB Eligibility

☒ 1-Enrolled
☐ 2-Ineligible
☐ 3-Waived
☐ 4-Eligible - Pending
☐ 6-Court Ordered-Enrolled
☐ 7-Court Ordered-Eligible Pend
☐ 8-Court Ordered-Self to Family
☐ 5-Cancelled ☐ 9-Terminated

FEHB Date: 01/04/2009 31

Thrift Savings Plan Eligibility

Thrift Savings Plan Eligibility Code: 9:CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP

[Explanation of Thrift Savings Plan Eligibility Codes](#)

FEGLI

FEGLI Code: J5 Basic+B(1x)+A+C(5x)

☐ Living Benefits Living Coverage Amount: FEGLI Coverage Amt: 93

☐ FEGLI Court Order

Figure 124: EmpowHR Benefit Data Page



IRIS IR115, Health Benefits Page

| | | | | |
|-----------------------------------|----|---------------------------------------|----------|-------|
| SSN 000000000 | AG | * HEALTH BENEFITS * | 03/23/15 | IR115 |
| SCREEN 000 NAME | | | | |
| FEHB COVERAGE CODE 0 | | DATE FEHB EFFECTIVE 00 00 00 | | |
| PART TIME FEHB COVERAGE 0 | | | | |
| TEMPORARY FEHB SCD DATE 00 00 00 | | TERM REENROLL OPP 00 00 00 | | |
| PLAN NAME | | RECORD NUMBER 0000 | | |
| ENROLLMENT CODE 0 | | CONTROL NUMBER | | |
| COVERAGE CODE | | DATE EFFECTIVE 00 00 00 | | |
| CHANGE CODE | | DEDUCTION AMOUNT .00 | | |
| ADJUST FLAG | | CONTRIBUTION AMOUNT .00 | | |
| DEDUCTION IND | | TAX DEFERRED CODE | | |
| BENEFIT TYPE 0 | | DED YTD NON DEFERRED .00 | | |
| ACTION CODE 000 | | DED YTD DEFERRED .00 | | |
| ACTION SOURCE 0 | | ENROLLMENT FUTURE USE | | |
| PRORATION IND | | COVERAGE DATE 00 00 00 | | |
| MERGER IND | | BEGIN DATE 00 00 00 END DATE 00 00 00 | | |
| TERMINATION IND | | HB EVENT CHANGE 00 | | |
| HEALTH BENEFIT USE | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP | | ENTER = INQUIRY CLEAR = EXIT | | |

Figure 125: IRIS IR115, Health Benefits Page

IRIS IR1221, SF-50B Data Elements (Cont) Page

| | | | | |
|---------------------------------------|----------------------|---------------------------------|-------------|--------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS (CONT) * | 03/23/15 | IR1221 |
| SCREEN 000 NAME | | | | |
| SEX CD | CITIZENSHIP STATUS 0 | TYPE OF APPOINTMENT | 00 | |
| FEHBA COVERAGE 0 | VETERANS STATUS | DATE SCD RETIRE | 00 00 00 | |
| EDUC LEVEL 00 | YR DEG/CERT RCVD 00 | DATE SCD RIF | 00 00 00 | |
| INSTRUCTIONAL PROGRAM | 000000 | DATE 6C RETIRE | 00 00 00 | |
| TSP ELIGIBILITY CODE | | DATE SCD TSP | 11 05 89 | |
| UNIFORM SERVICE STATUS | 0 | DATE SCD WGI | 00 00 00 | |
| DATE RETIRED MILITARY | 00 00 00 | DATE CAREER TENURE STARTS | 00 00 00 | |
| CREDITABLE MILITARY SERVICE | 0000 | DATE ENTERED PRESENT GRADE | 00 00 00 | |
| FROZEN CSRS SERVICE | 0000 | DATE PROBATION PERIOD STARTS | 00 00 00 | |
| CSRS COVERAGE AT APPT | | DATE SUPR/MGR PROB PERIOD | 00 00 00 | |
| SPEC EMP CD | SPEC EMP PGM CD | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | ANNUAL LV CATEGORY 8 | 45 DAY CODE | |
| ANNUITANT SHARE AMT | .00 | LEAVE EARN STATUS DURING PP | Y | |
| COOP EMP CNTRL CD | 0 | QTRS DEDUCT CODE 0 | RATE .00 | |
| COOP OVERTIME AMT | .00 | COLA/POST DIFF CODE | 0 | |
| COOP HOLIDAY RATE | .00 | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP | | ENTER = INQUIRY CLEAR = EXIT | | |

Figure 126: IRIS IR1221, SF-50B Data Elements (Cont) Page



IRIS IR118, Thrift Savings Data Page

| | | | | | |
|-----------------------------------|----------|----------------------------|-----------------|--------------|-------|
| SSN 000000000 | AG | * THRIFT SAVINGS DATA * | | 03/23/15 | IR118 |
| SCREEN 000 NAME | | | | | |
| DATE TSP ELIGIBILITY | 00 00 00 | CHANGE STATUS CODE | | | |
| TSP ELIGIBILITY CODE | | EFF DATE OF STATUS CHANGE | 00 00 00 | | |
| UNCAPPED SALARY FOR TSP | .00 | PERCENT OF DEDUCTION | 000.00 | | |
| TSP SCD | 00 00 00 | DOLLAR AMT OF DEDUCTION | 0000 | | |
| BUILD TSP DATA RECORD | | TSP-TRANSFER-IND | | | |
| THRIFT SAVINGS RECORD 0000 | | | | | |
| PLAN CODE | | NON DEFERRED DED FACTOR | .0000 | | |
| COVERAGE CODE | | DEFERRED DEDUCTION FACTOR | .0000 | | |
| EFF DATE OF ACTION | 00 00 00 | DED AFTER OASDI LIMIT | .0000 | | |
| DED LIMIT TO OASDI | | NON DEFERRED DED YTD | .00 | | |
| BENEFIT TYPE | 0 | DEFERRED EMP DEDUCTION YTD | .00 | | |
| DEDUCTION TYPE | 0 | TSP BASE PAY YTD | .00 | | |
| ACTION CODE | 0 | AGY 1 PCT AND/OR MATCH YTD | .00 | | |
| DEDUCTIONS BEGAN | 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP | | | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 127: IRIS IR118, Thrift Savings Data Page

IRIS IR101, Salary Data Page

| | | | | | |
|-----------------------------------|------------------------|---------------------------|-----------------|--------------|-------|
| SSN 000000000 | AG | * SALARY DATA * | | 03/23/15 | IR101 |
| SCREEN 000 NAME | | | | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY | .00 | | |
| ORG STRUCTURE CODE | PF2 = ORG NAME | SCHEDULED SALARY | .00 | | |
| | 00 00 0000 00 00 00 00 | LOCALITY/SUPPLEMENT AMT | .00 | | |
| POSITION TITLE | | SALARY RATE CODE | | | |
| | | LOCALITY TABLE CODE | | | |
| POSITION TITLE CODE | | GEOGRAPHIC ADJ PERCENT | .0000 | | |
| PAY PLAN/GRADE/STEP | 00 00 | PAY RATE DETERMINANT CODE | | | |
| MR/IP NUMBER | | PAY TABLE CODE | | | |
| OCC SERIES/FUNCTION CODE | 0000 00 | LEO INDICATOR | | | |
| DUTY STATION CODE | 0000 000 | FAIR LABOR STANDARDS CODE | | | |
| CITY/ST | | FGLI COVERAGE CODE | | | |
| COUNTY | | RETIREMENT COVERAGE CODE | | | |
| DOCUMENT DESCRIPTION CODE | | PAID STATUS CODE | 0 | | |
| | | SEPARATION ACCESSION TYPE | 0 | | |
| DOCUMENT EFFECTIVE DATE | 00 00 00 | FREQUENCY PAID CODE | 0 | | |
| DOCUMENT BATCH | 0000 PP 00 YR 00 | EARNINGS LIMITATION CODE | | | |
| PERS ACTION EFFECTIVE | 00 00 00 | NOA 1ST | 000 | 00000 | |
| PERS AUTH DATE | 00 00 00 | NOA 2ND | 000 | 00000 | |
| ACCT STATION CD | 0000 LOCATION CD 0 | PMSA CODE | | CMSA CODE | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU PF5 = HELP | | | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 128: IRIS IR101, Salary Data Page



IRIS IR116, Life Insurance Page

| | | | | |
|-----------------------------------|----|-------------------------------|-----------------|--------------|
| SSN 000000000 | AG | * LIFE INSURANCE * | 03/23/15 | IR116 |
| SCREEN 000 NAME | | | | |
| FEGLI COURT ORDER | | FEGLI DESIGNATED BENEFIT | | |
| FEGLI ASSIGNMENT IND | | FEGLI POST ELECT BASE INS .00 | | |
| FEGLI AGE CHANGE DATE 00 00 00 | | RECORD NUMBER 0000 | | |
| PLAN CODE | | BENEFIT TYPE 0 | | |
| COVERAGE CODE | | AGE BRACKET CODE | | |
| DATE EFFECTIVE 00 00 00 | | BASIC COST ALTERNATE | | |
| BASIC COVERAGE AMOUNT .00 | | ACTION CODE 0 | | |
| BIWEEK DEDUCT NON TABLE .00 | | COVERAGE AMOUNT FURNISHED | | |
| OPTION A FACTOR | | BASIC RATE DETERMINANT 0 | | |
| OPTION B FACTOR | | PLAN TYPE 0 | | |
| OPTION C FACTOR | | ADJUST FLAG | | |
| | | TAX DEFERRED CODE | | |
| PLAN NAME | | | | |
| COVERAGE DESCRIPTION: | | | | |
| PAYEE NAME | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 129: IRIS IR116, Life Insurance Page

IRIS IR122, SF-50B Data Elements Page

| | | | | |
|---|--------------------------|-----------------------------|--------------------|--------------|
| SSN 000000000 | AG | * SF-50B DATA ELEMENTS * | 03/23/15 | IR122 |
| SCREEN 000 NAME | | | | |
| DATE OF BIRTH 00 00 00 | PERS ACTN EFF 00 00 00 | | | |
| NAT ACT 1ST 3 POS 000 | NAT ACT 2ND 3 POS 000 | | | |
| NAT ACT AUTH 1ST | NAT ACT AUTH 2ND | | | |
| APPOINT NTE 00 00 00 | PROM NTE 00 00 00 | NON PAY NTE 00 00 00 | | |
| POSITION TITLE | | | | |
| WORKING TITLE | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE 00 | STEP 00 | MR/IP |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY .00 | | |
| GEOGRAPHIC ADJ RATE .00 | ADJ SALARY .00 | OTHER PAY .00 | | |
| ORG STRUCTURE CODE 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE 0 | TENURE GROUP 0 | AGENCY USE 1 | | |
| VETERANS PREF RIF | FEGLI CODE J5 | AGENCY USE 2 | | |
| PAY RATE DETER CODE | RETIREMENT PLAN (1) | (2) | SCD LEAVE 00 00 00 | |
| WORK SCHEDULE | TOUR OF DUTY HOURS 00.00 | ANNUITANT IND | | |
| POSITION OCCUPIED 0 | FLSA | BARGAINING UNIT STATUS 0000 | | |
| DUTY STATION CD 0000 000 | NAME | | | |
| REMARKS CODES | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI 0000 | PERS ACTION CODE 0 | |
| AUTHENTICATION DATE 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY | CLEAR = EXIT |

Figure 130: IRIS IR122, SF-50B Data Elements Page



Misc* (EPIC Web) Annual Leave to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|-----|
| EPIC Web Misc* Page | 131 |
| EmpowHR Benefit Data Annual Leave Page | 132 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 133 |
| IRIS IR136, Annual/Sick Leave Page | 133 |

EPIC Web Misc* Page

Figure 131: EPIC Web Misc* Page



EmpowHR Benefit Data Annual Leave Page

EMPowHR
SOLUTIONS
FROM HIRE TO RETIRE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > PAR Processing > HR Processing

[New Window](#) | [Personalize Page](#) |

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | **Benefit Data** | Checklist Generation

Empl ID: Empl Record:

Benefits Data Find | View All First 1 of 1 Last

Effective Date: 01/11/2015 Transaction# / Seq 1 PAR Status: Processed by Human Resources

NOA Code: 894 Action Type: NFC Originated Empl Status: Active

FEHB Eligibility

☒ 1-Enrolled
☐ 2-Ineligible
☐ 3-Waived
☐ 4-Eligible - Pending
☐ 6-Court Ordered-Enrolled
☐ 7-Court Ordered-Eligible Pend
☐ 8-Court Ordered-Self to Family
☐ 5-Cancelled ☐ 9-Terminated

FEHB Date: 01/03/1999

Thrift Savings Plan Eligibility

Thrift Savings Plan Eligibility Code: 9:CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP

[Explanation of Thrift Savings Plan Eligibility Codes](#)

FEGLI

FEGLI Code: W0 Basic+B(5x)

☐ Living Benefits Living Coverage Amount: FEGLI Coverage Amt: 76

☐ FEGLI Court Order

Annual Leave

Annual Leave Category: 8 Hours ☒ Earn Leave During Pay Period

Annual Leave 45-Day Indicator: ☐

Leave Ceiling Reason:

Figure 132: EmpowHR Benefit Data Annual Leave Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| SSN 000000000 AG * SF-50B DATA ELEMENTS (CONT) * 03/23/15 IR1221 | |
|--|---------------------------------------|
| SCREEN 000 NAME | |
| SEX CD CITIZENSHIP STATUS 0 | TYPE OF APPOINTMENT 00 |
| FEHBA COVERAGE 0 VETERANS STATUS | DATE SCD RETIRE 00 00 00 |
| EDUC LEVEL 00 YR DEG/CERT RCVD 00 | DATE SCD RIF 00 00 00 |
| INSTRUCTIONAL PROGRAM 000000 | DATE 6C RETIRE 00 00 00 |
| TSP ELIGIBILITY CODE | DATE SCD TSP 11 05 89 |
| UNIFORM SERVICE STATUS 0 | DATE SCD WGI 00 00 00 |
| DATE RETIRED MILITARY 00 00 00 | DATE CAREER TENURE STARTS 00 00 00 |
| CREDITABLE MILITARY SERVICE 0000 | DATE ENTERED PRESENT GRADE 00 00 00 |
| FROZEN CSRS SERVICE 0000 | DATE PROBATION PERIOD STARTS 00 00 00 |
| CSRS COVERAGE AT APPT | DATE SUPR/MGR PROB PERIOD 00 00 00 |
| SPEC EMP CD SPEC EMP PGM CD | GAIN/LOSE DEPT |
| SALARY SHARE AMOUNT .00 | ANNUAL LV CATEGORY 8 45 DAY CODE |
| ANNUITANT SHARE AMT .00 | LEAVE EARN STATUS DURING PP Y |
| COOP EMP CNTRL CD 0 | QTRS DEDUCT CODE 0 RATE .00 |
| COOP OVERTIME AMT .00 | COLA/POST DIFF CODE 0 |
| COOP HOLIDAY RATE .00 | |
| 1ST LEGAL AUTH REG 531.207 | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | |

Figure 133: IRIS IR1221, SF-50B Data Elements (Cont) Page

IRIS IR136, Annual/Sick Leave Page

| SSN 000000000 AG * ANNUAL/SICK LEAVE * 03/23/15 IR136 | |
|---|-------------------------------|
| SCREEN 000 NAME | |
| * ANNUAL LEAVE * | |
| CARRYOVER BALANCE .00 | CARRYOVER BALANCE .00 |
| ACCRUALS YTD 0 | ACCRUALS YTD 0 |
| LEAVE USED YTD .00 | LEAVE USED YTD .00 |
| CURRENT BALANCE .00 | CURRENT BALANCE .00 |
| ACCRUAL REDUCTION 0 | ACCRUAL REDUCTION 000 |
| PART-TIME CARRYOVER HOURS .00 | PART-TIME CARRYOVER HOURS .00 |
| LEAVE FORFEITED .00 | SICK LEAVE ERROR 0 |
| ACCRUED SES 0 | FROZEN SICK LEAVE BALANCE .00 |
| ANNUAL LEAVE ERROR 0 | |
| CARRYOVER PRIOR YEAR .00 | * ANNUAL LEAVE RESTORED * |
| ANNUAL LEAVE CATEGORY 0 | 1ST RESTORED YEAR 00 |
| LEAVE EARNING STATUS PP | 1ST RESTORED HOURS .00 |
| 45 DAY CARRYOVER CD HRS .00 | 2ND RESTORED YEAR 00 |
| INTERIM LUMP SUM CODE | 2ND RESTORED HOURS .00 |
| DATE CHANGED JULIAN 00000 CAL 00 00 00 | 3RD RESTORED YEAR 00 |
| LEAVE CHANGED ID | 3RD RESTORED HOURS .00 |
| LEAVE CEILING REASON | LEAVE RESTORED FORFEITED .00 |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | |
| PF1 = SUB MENU PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT | |

Figure 134: IRIS IR136, Annual/Sick Leave Page



Pay Allowances (EPIC Web) to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|-----|
| EPIC Web Salary* Page | 134 |
| EPIC Web Allowance* Page | 135 |
| EPIC Web Misc* Page | 136 |
| EmpowHR Pay Allowances Page | 137 |
| IRIS IR1231, Personnel Supplements (Cont) Page..... | 138 |
| IRIS IR109, Allowances/Cola/Post Diff Page..... | 138 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 139 |
| IRIS IR102, Dates & Misc Sal/Pers Data Page..... | 139 |
| IRIS IR122, SF-50B Data Elements Page..... | 140 |
| IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page | 140 |

EPIC Web Salary* Page

EPIC

Document List Search New Rollback Reports HCUP Home Help Log Out

CS1-D: 4/1/2015 — 8:53 AM Show Print Friendly Version

101 Career Cond Appt
New Document

-- Select a status code and click the Update button -- Update

Key Data* Employee* Position* **Salary*** Benefits* Misc*

Pay Plan* Grade* Step*

Pay Rate Determinant* Pay Basis Basic Pay*

Verify Basic Pay* Adjusted Basic Pay COLA/Post Differential*

Salary Share Code Work Schedule* Tour of Duty Hours

SCD WGI Salary Share Amount Var Ft Reg Tod Pt Emp

Coop

Overtime Rate Holiday Rate

Quarters Deduction

Rate

Amount

Figure 135: EPIC Web Salary* Page



EPIC Web Allowance* Page

Copy EPIC
WEBAPP20: 4/7/2015 — 2:41 PM
Document List Search New Rollback Reports HCUP Home Help Log Out
Show Print Friendly Version

Allowance
New Document

-- Select a status code and click the Update button -- Update

Key Data* Allowance*

Transaction* Allowance*

Taxable
Yes No

Allowance Rate
Allowance Total
Percentage of Base Pay

Allowance Type*

- 179-Parking Fringe
- 498-Reassignment
- 510-Comparability
- 511-Uniform (Taxable)
- 512-Separate Maintenance (Non Taxable)
- 513-Separate Maintenance (Taxable)
- 514-Post
- 515-Education
- 516-Foreign Language

Figure 136: EPIC Web Allowance* Page



EPIC Web Misc* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 4/1/2015 — 8:53 AM Show Print Friendly Version

**101 Career Cond Appt
New Document**

-- Select a status code and click the Update button -- Update

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|-----------------------------|----------------------------|-------------------|---------------------------------|-------------------|---|
| Tenure* | Sup/Managerial Start Date | SCD RIF | Probationary Period Start Date* | Special Employee* | Sup/Managerial Probationary Period Required |
| Date Entered Present Grade* | Losing/Gaining Department* | Type Appointment* | Annual Leave Category* | 45 Day* | Earning Status* |
| | | | | | Special Employment Program |
| | | | | | Leave Ceiling Reason (75-character limit) |

Figure 137: EPIC Web Misc* Page



EmpowHR Pay Allowances Page

[Home](#)
[Worklist](#)
[Add to Favorites](#)
[Sign out](#)

[Favorites](#)
[Main Menu](#)
[PAR Processing](#)
[HR Processing](#)

Thrift Savings Plan Eligibility Code

9 CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP

[Explanation of Thrift Savings Plan Eligibility Codes](#)

FEGLI

FEGLI Code:

1

Basic+B(1x)+C(1x)

☐ Living Benefits

Living Coverage Amount:

FEGLI Coverage Amt:

☐ FEGLI Court Order

Annual Leave

Annual Leave Category:

8 Hours

☒ Earn Leave During Pay Period

Annual Leave 45-Day Indicator:
☐

Leave Ceiling Reason:

Pay Allowances

Foreign Lang %:
COLA/Post Differential:

0:None

Allowance %:
Quarters Deduction Code:

Special Employee Code:

00

NOT APPLICABLE

Quarters Deduction Amount:

Wage Board Shift Rate Var:

Retirement

Retirement Plan:

1

Civil Service

Fed Empl Retire Syst Coverage:

Automatically Covered By FER

Fed Empl Retire Syst Prev Cover Ind:
☐

Previous Retirement Coverage:

Never Covered

Annuitant Indicator:

9

Not Applicable

Annuity Commencement Date:

Civil Service Retire Syst Frozen Service:

0000

Date CBPO Ret Sch

Civil Service Retire Syst Prev Cover Ind:
☐

[Retirement / Termination Info](#)

EmpowHR-only

Agency Use Field:

Save

Return to Search

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Next in List

Previous tab

Next tab

Update/Display

Include History

Correct History

Figure 138: EmpowHR Pay Allowances Page



IRIS IR1231, Personnel Supplements (Cont) Page

| | | | | | |
|--|----------|----------------------------------|---------------|----------|--------|
| SSN 000000000 | AG | * PERSONNEL SUPPLEMENTS (CONT) * | | 03/23/15 | IR1231 |
| SCREEN 000 NAME | | | | | |
| FROM TO CODE | 0 | RECRUITMENT BONUS | .00 PCT | .00 | |
| LAST ACTION PP NUMBER | 00 | RELOCATION BONUS | .00 PCT | .00 | |
| AGENCY USE | | RETENTION ALLOWANCE | .00 PCT | .00 | |
| GAIN LOSE DEPT | | SUPERVISORY DIFF RATE | .00 PCT | .00 | |
| CONFLICT OF INTEREST SUBMITTED | | SUPERVISORY DIFF AMT | | | |
| NOA PREV 3 POSITIONS | 000 | STUDENT LOAN REPAYMENT | | | |
| NOA CORRECTION DATE | 00 00 00 | STAFFING DIFF RATE | .00 PCT | .00 | |
| PAY PROTECTION FLAG | | FOREIGN LANG ALLOW | 000000.00 PCT | .00 | |
| NFC EMPLOYEE STATUS | 0 | CASH AWARD AMOUNT | | .00 | |
| NFC ASD DATE2 | 00 00 00 | CASH AWARD EFFECTIVE | PP 00 YR | 00 | |
| NFC ASD SALARY | .00 | MERIT PAY COMPUTED SALARY | | .00 | |
| AGENCY INFO 1 | | MERIT PAY INCREASE AMOUNT | | .00 | |
| AGENCY INFO 2 | | PMRS/PFP BONUS AMT | | .00 | |
| AGENCY INFO 3 | | PMRS/PFP BONUS EFFECTIVE | PP 00 YR | 00 | |
| AGENCY INFO 4 | | FUNDING UNIT | | | |
| AGENCY INFO 5 | | AGENCY USE 1 | AGENCY USE 2 | | |
| PREVIOUS AGENCY CODE | | AGENCY USE 3 | AGENCY USE 4 | 00000 | |
| | | AGENCY USE 5 | | 000000 | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 139: IRIS IR1231, Personnel Supplements (Cont) Page

IRIS IR109, Allowances/Cola/Post Diff Page

| | | | | | |
|--|----|-------------------------------|-----------------------|----------|-------|
| SSN 000000000 | AG | * ALLOWANCES/COLA/POST DIFF * | | 03/23/15 | IR109 |
| SCREEN 000 NAME | | | | | |
| COLA/POST DIFF CODES | | | ALLOWANCE RECORD 0000 | | |
| COLA POST DIFF CODE | 0 | TYPE | | 000 | |
| ALLOWANCE COLA CODE | | TAXABLE | | | |
| FOREIGN POST PAY DIFF CODE | | CODE | | 0 | |
| | | TOTAL | | .00 | |
| | | RATE | | .00 | |
| | | BALANCE | | .00 | |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | | | | | |
| PF1 = SUB MENU PF5 = HELP ENTER = INQUIRY CLEAR = EXIT | | | | | |

Figure 140: IRIS IR109, Allowances/Cola/Post Diff Page



IRIS IR1221, SF-50B Data Elements (Cont) Page

| SSN 000000000 AG * SF-50B DATA ELEMENTS (CONT) * 03/23/15 IR1221 | |
|--|---|
| SCREEN 000 NAME | |
| SEX CD | CITIZENSHIP STATUS 0 |
| FEHBA COVERAGE 0 | VETERANS STATUS 0 |
| EDUC LEVEL 00 | YR DEG/CERT RCVD 00 |
| INSTRUCTIONAL PROGRAM | 000000 |
| TSP ELIGIBILITY CODE | DATE SCD TSP 11 05 89 |
| UNIFORM SERVICE STATUS | DATE SCD WGI 00 00 00 |
| DATE RETIRED MILITARY 00 00 00 | DATE CAREER TENURE STARTS 00 00 00 |
| CREDITABLE MILITARY SERVICE 0000 | DATE ENTERED PRESENT GRADE 00 00 00 |
| FROZEN CSRS SERVICE 0000 | DATE PROBATION PERIOD STARTS 00 00 00 |
| CSRS COVERAGE AT APPT | DATE SUPR/MGR PROB PERIOD 00 00 00 |
| SPEC EMP CD | SPEC EMP PGM CD |
| SALARY SHARE AMOUNT .00 | ANNUAL LV CATEGORY 8 45 DAY CODE |
| ANNUITANT SHARE AMT .00 | LEAVE EARN STATUS DURING PP Y |
| COOP EMP CNTRL CD 0 | QTRS DEDUCT CODE 0 RATE .00 |
| COOP OVERTIME AMT .00 | COLA/POST DIFF CODE 0 |
| COOP HOLIDAY RATE .00 | |
| 1ST LEGAL AUTH | REG 531.207 |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | |
| PF1 = SUB MENU | PF5 = HELP PF7 = PG/UP ENTER = INQUIRY CLEAR = EXIT |

Figure 141: IRIS IR1221, SF-50B Data Elements (Cont) Page

IRIS IR102, Dates & Misc Sal/Pers Data Page

| SSN 000000000 AG * DATES & MISC SAL/PERS DATA * 03/23/15 IR102 | |
|--|--|
| SCREEN 000 NAME | |
| ENTERED PRESENT GRADE 00 00 00 | TYPE OF APPOINTMENT CODE 00 |
| SCD WGI 00 00 00 | WORK SCHEDULE |
| LAST RECORD WGI 00 00 00 | TOUR OF DUTY HOURS .00 |
| DATE SCD RETIRE 00 00 00 | ALTERNATE WORK SCHEDULE 0 |
| LAST ADJ SCD RET 00 00 00 | SEASONAL STATUS QUO 0 |
| DATE SCD RIF 00 00 00 | SPECIAL EMPLOYEE CODE |
| LAST ADJ SCD RIF 00 00 00 | CURRENT EMPLOYMENT STATUS 00 |
| DATE SCD LEAVE 00 00 00 | SPECIAL EMPLOYMENT PROGRAMS CD |
| LAST ADJ SCD LEAVE 00 00 00 | BARGAINING UNIT STATUS 0000 |
| DATE 6C RETIRE 00 00 00 | POSITION SUPERVISORY CODE 0 |
| DT RETENTION ALLOW 00 00 00 | UNIFORM SERVICE STATUS 0 |
| SERVICE AGREE EXPIRE 00 00 00 | EMPLOYEE TYPE |
| DATE LONGEVITY 00 00 00 | PROFESSIONAL CATEGORY |
| LONGEVITY PERCENT .00 | QUARTER DED CODE 0 RATE .00 |
| TDY POST DIFFERENTIAL 0000 | POSITION SENSITIVITY CODE |
| COPR STATUS | CHANGE IN TENURE 00 00 00 |
| APPOINTMENT DATE 00 00 00 | CONVERSION CAREER TENURE 00 00 00 |
| DATE AGENCY EOD 00 00 00 | CAREER PERM TENURE STARTS 00 00 00 |
| DATE ENTERED POI 00 00 00 | CAREER PERM LAST RECORDED 00 00 00 |
| PLEASE ENTER SSNO AND PRESS ENTER 0000 | |
| PF1 = SUB MENU | PF5 = HELP PF8 = PG/DWN ENTER = INQUIRY CLEAR = EXIT |

Figure 142: IRIS IR102, Dates & Misc Sal/Pers Data Page



IRIS IR122, SF-50B Data Elements Page

| | | | | |
|---|--------------------------|-----------------------------|--------------------|------------------------------|
| SSN 000000000 AG | * SF-50B DATA ELEMENTS * | | 03/23/15 | IR122 |
| SCREEN 000 NAME | | | | |
| DATE OF BIRTH 00 00 00 | PERS ACTN EFF 00 00 00 | | | |
| NAT ACT 1ST 3 POS 000 | NAT ACT 2ND 3 POS 000 | | | |
| NAT ACT AUTH 1ST | NAT ACT AUTH 2ND | | | |
| APPOINT NTE 00 00 00 | PROM NTE 00 00 00 | NON PAY NTE 00 00 00 | | |
| POSITION TITLE | | | | |
| WORKING TITLE | | | | |
| PAY-PLAN | OCC SERIES 0000 | GRADE 00 | STEP 00 | MR/IP |
| SALARY RATE CODE | TOTAL SALARY .00 | SCHEDULED SALARY .00 | | |
| GEOGRAPHIC ADJ RATE .00 | ADJ SALARY .00 | OTHER PAY .00 | | |
| ORG STRUCTURE CODE 00 00 0000 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE 0 | TENURE GROUP 0 | AGENCY USE 1 | | |
| VETERANS PREF RIF | FGLI CODE J5 | AGENCY USE 2 | | |
| PAY RATE DETER CODE | RETIREMENT PLAN (1) | (2) | SCD LEAVE 00 00 00 | |
| WORK SCHEDULE | TOUR OF DUTY HOURS 00.00 | ANNUITANT IND | | |
| POSITION OCCUPIED 0 | FLSA | BARGAINING UNIT STATUS 0000 | | |
| DUTY STATION CD 0000 000 | NAME | | | |
| REMARKS CODES | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI 0000 | PERS ACTION CODE 0 | |
| AUTHENTICATION DATE 00 00 00 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | | PF5 = HELP | PF8 = PG/DWN | ENTER = INQUIRY CLEAR = EXIT |

Figure 143: IRIS IR122, SF-50B Data Elements Page

IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page

| | | | | |
|---------------------------------------|---------------------------------------|------------|-------------|------------------------------|
| SSN 000000000 AG | * DATES & MISC SAL/PERS DATA (CONT) * | | 03/23/15 | IR1021 |
| SCREEN 000 NAME | | | | |
| DATE SES RECERT 00 00 00 | AUO/AP CHANGE CODE | | 0 | |
| ENTERED TOUR DATE 00 00 00 | AUO/AP PROJECTED ANNUAL AMT | | .00 | |
| SUPV MANAGER PROBATION PERIOD REQ 0 | AUO/AP LAST CHANGE DATE 00 00 00 | | | |
| SUPV MANAGER PROBATION BEGIN 00 00 00 | AUO/AP STANDBY PERCENT | | 000 | |
| PROBATION PERIOD STARTS 00 00 00 | AUO/AP STANDBY HOURS WK(1) 00 (2) 00 | | | |
| PROBATION LAST RECORDED 00 00 00 | ANNUITANT SHARE AMOUNT | | .00 | |
| NON PAY NTE 00 00 00 | ANNUITANT INDICATOR | | | |
| PROMOTION NTE 00 00 00 | SALARY SHARE CODE | | 0 | |
| APPOINTMENT NTE 00 00 00 | SALARY RATE OVERTIME | | HOLIDAY | |
| APPOINTMENT LIMITATION CODE 0 | PRIMARY FUND CODE | | 00 | |
| EXP APPOINTMENT LIMIT REPORT | COOP EMPLOYEE CONTROL CODE | | 0 | |
| EXP APPOINTMENT LIMIT PP 00 YR 00 | COOP SHARE AMOUNT | | .00 | |
| SERVICE YEAR START DATE 00 00 00 | COOP RT OVERTIME .00 | | HOLIDAY .00 | |
| APPOINTMENT HOURS DAYS DOLLAR | UNIFORM SERVICE RETIRE COLA | | .00 | |
| TOTAL .00 000 | SEVERANCE PAY CODE | | 0 | |
| BALANCE .00 000 | EARNINGS LIMITATION EX/SES | | .00 | |
| CAPPED AUO AVAILABILITY .00 | ENVIRONMENTAL DIFF | | .00 | |
| CAPPED STANDBY AUO PERCENT 000 | ALTERNATE-GEOGRAPHIC-PCT | | .0000 | |
| WB SHIFT 2ND .00 3RD .00 VAR .00 | WAGE BOARD AREA CODE | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | 0000 |
| PF1 = SUB MENU | | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY CLEAR = EXIT |

Figure 144: IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page



Retirement (EPIC Web) to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|-----|
| EPIC Web Benefits* Page..... | 141 |
| EPIC Web Employee* Page | 142 |
| EmpowHR Retirement Page..... | 143 |
| IRIS IR101, Salary Data Page | 144 |
| IRIS IR117, Retirement Data Page | 144 |
| IRIS IR144, Processing Indicators Page | 145 |
| IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page | 145 |
| IRIS IR122, SF-50B Data Elements Page..... | 146 |

EPIC Web Benefits* Page

EPIC

Document List Search New Rollback Reports HCUP Home Help Log Out

WEBAPP20: 4/7/2015 — 11:29 AM Show Print Friendly Version

100 Career Appt
New Document

-- Select a status code and click the Update button -- Update

Key Data* Employee* Position* Salary* **Benefits*** Misc*

FEHB Cov Code* FEGLI Cov Amount FEGLI Coverage Code*

Coverage at Appointment* Retirement Plan* SCD Retirement*

SCD Leave* TSP Eligibility Code* SCD TSP

Date Retired Military Frozen Service Creditable Military Service

CSRS Prev Cov Ind* FERS Prev Cov Ind* CBPO Ret SCD Date

Agency Use

Figure 145: EPIC Web Benefits* Page



EPIC Web Employee* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
CS1-D: 3/25/2015 — 12:38 PM Show Print Friendly Version

**100 Career Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|----------------------|----------------------|----------------------|--------------------------|----------------------|
| Date of Birth* | <input type="text"/> | Disability* | <input type="text"/> | Veterans Preference RIF* | <input type="text"/> |
| Veterans Status* | <input type="text"/> | Veterans Preference* | <input type="text"/> | Uniform Service Status* | <input type="text"/> |
| Citizenship* | <input type="text"/> | Annuitant Indicator* | <input type="text"/> | | |
| Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> | | | | | |
| ERI Code <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White | | | | | |
| Education Education Level* <input type="text"/> Year Degree Attained <input type="text"/> Instructional Program <input type="text"/> | | | | | |

Figure 146: EPIC Web Employee* Page



EmpowHR Retirement Page

[Home](#)
[Worklist](#)
[Add to Favorites](#)
[Sign out](#)

[Favorites](#)
[Main Menu](#)
[PAR Processing](#)
[HR Processing](#)

Thrift Savings Plan Eligibility Code

9 CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP

[Explanation of Thrift Savings Plan Eligibility Codes](#)

FEGLI

FEGLI Code:

11

Basic+B(1x)+C(1x)

☐ Living Benefits

Living Coverage Amount:

FEGLI Coverage Amt:

☐ FEGLI Court Order

Annual Leave

Annual Leave Category:

8 Hours

☒ Earn Leave During Pay Period

Annual Leave 45-Day Indicator:

☐

Leave Ceiling Reason:

Pay Allowances

Foreign Lang %:

COLA/Post Differential:

0.None

Allowance %:

Quarters Deduction Code:

Special Employee Code:

00

NOT APPLICABLE

Quarters Deduction Amount:

Wage Board Shift Rate Var:

Retirement

Retirement Plan:

1

Civil Service

Fed Empl Retire Syst Coverage:

Automatically Covered By FER

Fed Empl Retire Syst Prev Cover Ind:

☐

Previous Retirement Coverage:

Never Covered

Annuitant Indicator:

9

Not Applicable

Annuity Commencement Date:

Civil Service Retire Syst Frozen Service:

0000

Date CBPO Ret Sch

Civil Service Retire Syst Prev Cover Ind:

☐

[Retirement / Termination Info](#)

EmpowHR-only

Agency Use Field:

Save

Return to Search

Previous in List

Next in List

Previous tab

Next tab

Update/Display

Include History

Correct History

Figure 147: EmpowHR Retirement Page



IRIS IR101, Salary Data Page

| | | |
|------------------------------------|-----------------|------------------------------|
| SSN 000000000 AG | * SALARY DATA * | 03/23/15 IR101 |
| SCREEN 000 NAME | | |
| DEPARTMENT CODE | POI | ADJUSTED SALARY .00 |
| ORG STRUCTURE CODE PF2 = ORG NAME | | SCHEDULED SALARY .00 |
| 00 00 0000 00 00 00 00 | | LOCALITY/SUPPLEMENT AMT .00 |
| POSITION TITLE | | SALARY RATE CODE |
| | | LOCALITY TABLE CODE |
| POSITION TITLE CODE | | GEOGRAPHIC ADJ PERCENT .0000 |
| PAY PLAN/GRADE/STEP 00 00 | | PAY RATE DETERMINANT CODE |
| MR/IP NUMBER | | PAY TABLE CODE |
| OCC SERIES/FUNCTION CODE 0000 00 | | LEO INDICATOR |
| DUTY STATION CODE 0000 000 | | FAIR LABOR STANDARDS CODE |
| CITY/ST | | FGLI COVERAGE CODE |
| COUNTY | | RETIREMENT COVERAGE CODE |
| DOCUMENT DESCRIPTION CODE | | PAID STATUS CODE 0 |
| | | SEPARATION ACCESSION TYPE 0 |
| DOCUMENT EFFECTIVE DATE 00 00 00 | | FREQUENCY PAID CODE 0 |
| DOCUMENT BATCH 0000 PP 00 YR 00 | | EARNINGS LIMITATION CODE |
| PERS ACTION EFFECTIVE 00 00 00 | | NOA 1ST 000 00000 |
| PERS AUTH DATE 00 00 00 | | NOA 2ND 000 00000 |
| ACCT STATION CD 0000 LOCATION CD 0 | | PMSA CODE CMSA CODE |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 |
| PF1 = SUB MENU PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 148: IRIS IR101, Salary Data Page

IRIS IR117, Retirement Data Page

| | | |
|-------------------------------------|--------------------------------------|----------------|
| SSN 000000000 AG | * RETIREMENT DATA * | 03/23/15 IR117 |
| SCREEN 000 NAME | | |
| CUMULATIVE RETIREMENT DED .00 | DATE EOD FOREIGN SERVICE 00 00 00 | |
| DEDUCTION PRIOR TO CONV .00 | FROZEN FOREIGN SERV TIME MO 00 YR 00 | |
| TOTAL RETIREMENT DED .00 | FROZEN CSRS SERVICE 0000 | |
| CREDITABLE MILITARY SERV 0000 | FROZEN SICK LEAVE BALANCE .00 | |
| DATE RETIRED FROM MILITARY 00 00 00 | CSRS COVERAGE AT APPT | |
| RETIREMENT COVERAGE CODE | FERS COVERAGE IND | |
| CBPO RETIREMENT SCD DATE 00 00 00 | CSRS PREVIOUS COVERAGE IND | |
| | FERS PREVIOUS COVERAGE IND | |
| | RECORD NUMBER 0000 | |
| PARTICIPATION ELIGIBILITY CODE | ACTION CODE 0 | |
| PLAN CODE | DED LIMIT TO OASDI | |
| EFF DATE OF ACTION 00 00 00 | NON DEFERRED DED YTD .00 | |
| BENEFIT TYPE 0 | DEFERRED DEDUCTION YTD .00 | |
| NON DEFERRED DEDUCTION .0000 | DATE DEDUCTION BEGAN 00 00 00 | |
| DEFERRED DEDUCTION .0000 | EARNINGS YTD .00 | |
| DEDUCTION TYPE 0 | AGY CONTRIBUTIONS YTD .00 | |
| DED AFTER OASDI LIMIT .0000 | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | 0000 |
| PF1 = SUB MENU PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 149: IRIS IR117, Retirement Data Page



IRIS IR144, Processing Indicators Page

| SSN 000000000 | AG | * PROCESSING INDICATORS * | 03/23/15 | IR144 |
|-----------------------------------|------------|---------------------------|--------------|-------|
| SCREEN 000 NAME | | | | |
| ACCESSION BREAK IN SERVICE IND | 0 | EMPLOYEE CEILING IND | 0 | |
| SPLIT TA REQUIRED IND | | FERS COVERAGE IND | | |
| THRIFT SAVINGS PLAN CHANGE IND | | POSITION STATUS BUDGET | | |
| UNION DUES CHANGE IND | | CPDF COVERAGE CODE | | |
| HEALTH BENEFIT CHANGE IND | | FATAL/NON FATAL ERROR IND | 0 | |
| PERFORMANCE EVAL CHANGE IND | | PLACEMENT FOLLOWUP IND | | |
| CASH AWARD IND | | NAME CORRECTION IND | | |
| FLEXFACTOR PARTICIPANT CODE | | FGLI IND | | |
| INACTIVE NO PAY DUE IND | | TSP TRANSFER IND | | |
| EMPLOYEE TRANSFER IND | | EMP EXP PARTICIPATION IND | | |
| MULTI ELEMENT CHANGE IND | | SPPS IND | | |
| NFC DATA BASE MODIFICATION IND | | REMOTE PRINTING FLAG | | |
| MSG OVERRIDE | | | | |
| SALARY USE FIELDS | | | | |
| 1ST | | | | |
| 2ND | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | |
| PF1 = SUB MENU | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 150: IRIS IR144, Processing Indicators Page

IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page

| SSN 000000000 | AG | * DATES & MISC SAL/PERS DATA (CONT) * | 03/23/15 | IR1021 |
|-----------------------------------|------------|---------------------------------------|-----------------|--------------|
| SCREEN 000 NAME | | | | |
| DATE SES RECERT | 00 00 00 | AUO/AP CHANGE CODE | 0 | |
| ENTERED TOUR DATE | 00 00 00 | AUO/AP PROJECTED ANNUAL AMT | .00 | |
| SUPV MANAGER PROBATION PERIOD REQ | 0 | AUO/AP LAST CHANGE DATE | 00 00 00 | |
| SUPV MANAGER PROBATION BEGIN | 00 00 00 | AUO/AP STANDBY PERCENT | 000 | |
| PROBATION PERIOD STARTS | 00 00 00 | AUO/AP STANDBY HOURS WK(1) 00 (2) 00 | | |
| PROBATION LAST RECORDED | 00 00 00 | ANNUITANT SHARE AMOUNT | .00 | |
| NON PAY NTE | 00 00 00 | ANNUITANT INDICATOR | | |
| PROMOTION NTE | 00 00 00 | SALARY SHARE CODE | 0 | |
| APPOINTMENT NTE | 00 00 00 | SALARY RATE OVERTIME HOLIDAY | | |
| APPOINTMENT LIMITATION CODE | 0 | PRIMARY FUND CODE | 00 | |
| EXP APPOINTMENT LIMIT REPORT | | COOP EMPLOYEE CONTROL CODE | 0 | |
| EXP APPOINTMENT LIMIT PP 00 YR 00 | | COOP SHARE AMOUNT | .00 | |
| SERVICE YEAR START DATE | 00 00 00 | COOP RT OVERTIME .00 HOLIDAY | .00 | |
| APPOINTMENT HOURS DAYS DOLLAR | | UNIFORM SERVICE RETIRE COLA | .00 | |
| TOTAL .00 000 .00 | | SEVERANCE PAY CODE | 0 | |
| BALANCE .00 000 .00 | | EARNINGS LIMITATION EX/SES | .00 | |
| CAPPED AUO AVAILABILITY | .00 | ENVIRONMENTAL DIFF | .00 | |
| CAPPED STANDBY AUO PERCENT | 000 | ALTERNATE-GEOGRAPHIC-PCT | .0000 | |
| WB SHIFT 2ND .00 3RD .00 VAR .00 | | WAGE BOARD AREA CODE | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | |
| PF1 = SUB MENU | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT |

Figure 151: IRIS IR1021, Dates & Misc Sal/Pers Data (Cont) Page



IRIS IR122, SF-50B Data Elements Page

| | | | | | | |
|-----------------------------------|--------------|---------------------|--------------------------|------------------------|----------|------------------------------|
| SSN | 00000000 | AG | * SF-50B DATA ELEMENTS * | | 03/23/15 | IR122 |
| SCREEN | 000 | NAME | | | | |
| DATE OF BIRTH | 00 00 00 | PERS ACTN EFF | 00 00 00 | | | |
| NAT ACT 1ST 3 POS | 000 | NAT ACT 2ND 3 POS | 000 | | | |
| NAT ACT AUTH 1ST | | NAT ACT AUTH 2ND | | | | |
| APPOINT NTE | 00 00 00 | PROM NTE | 00 00 00 | NON PAY NTE | 00 00 00 | |
| POSITION TITLE | | | | | | |
| WORKING TITLE | | | | | | |
| PAY-PLAN | OCC SERIES | 0000 | GRADE | 00 | STEP | 00 |
| SALARY RATE CODE | TOTAL SALARY | .00 | SCHEDULED SALARY | | | .00 |
| GEOGRAPHIC ADJ RATE | .00 | ADJ SALARY | .00 | OTHER PAY | .00 | |
| ORG STRUCTURE CODE | 00 00 0000 | 00 00 00 00 | (PF2 = ORG-NAME) | | | |
| VETERANS PREF CODE | 0 | TENURE GROUP | 0 | AGENCY USE 1 | | |
| VETERANS PREF RIF | | FEGLI CODE | J5 | AGENCY USE 2 | | |
| PAY RATE DETER CODE | | RETIREMENT PLAN (1) | (2) | SCD LEAVE | 00 00 00 | |
| WORK SCHEDULE | | TOUR OF DUTY HOURS | 00.00 | ANNUITANT IND | | |
| POSITION OCCUPIED | 0 | FLSA | | BARGAINING UNIT STATUS | 0000 | |
| DUTY STATION CD | 0000 000 | NAME | | | | |
| REMARKS CODES | | | | | | |
| DEPARTMENT CODE | AGENCY CODE | POI | 0000 | PERS ACTION CODE | 0 | |
| AUTHENTICATION DATE | 00 00 00 | | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | | | | 0000 |
| PF1 = SUB MENU | | PF5 = HELP | | PF8 = PG/DWN | | ENTER = INQUIRY CLEAR = EXIT |

Figure 152: IRIS IR122, SF-50B Data Elements Page

Annuity Commencement (EPIC Web) to EmpowHR and IRIS Crosswalk Screen Prints

For more information see:

| | |
|---|-----|
| EPIC Web Benefits* Page..... | 147 |
| EmpowHR Retirement Page..... | 148 |
| IRIS IR117, Retirement Data Page | 149 |
| IRIS IR1221, SF-50B Data Elements (Cont) Page | 149 |



EPIC Web Benefits* Page

EPIC Document List Search New Rollback Reports HCUP Home Help Log Out
WEBAPP20: 4/7/2015 — 11:29 AM Show Print Friendly Version

**100 Career Appt
New Document**

-- Select a status code and click the Update button --

| Key Data* | Employee* | Position* | Salary* | Benefits* | Misc* |
|---|--|--|---------|-----------|-------|
| FEHB Cov Code* <input type="text"/> | FEGLI Cov Amount <input type="text"/> | FEGLI Coverage Code* <input type="text"/> | | | |
| Coverage at Appointment* <input type="text"/> | Retirement Plan* <input type="text"/> | SCD Retirement* <input type="text"/> | | | |
| SCD Leave* <input type="text"/> | TSP Eligibility Code* <input type="text"/> | SCD TSP <input type="text"/> | | | |
| Date Retired Military <input type="text"/> | Frozen Service <input type="text"/> | Creditable Military Service <input type="text"/> | | | |
| CSRS Prev Cov Ind* <input type="text"/> | FERS Prev Cov Ind* <input type="text"/> | CBPO Ret SCD Date <input type="text"/> | | | |
| Agency Use <input type="text"/> | | | | | |

Figure 153: EPIC Benefits* Page



EmpowHR Retirement Page

EMPowHR
SOLUTIONS
FROM HIRE TO RETIRE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > PAR Processing > HR Processing

Thrift Savings Plan Eligibility Code: 9 CURRENTLY PARTICIPATING OR HAS PARTICIPATED IN TSP
[Explanation of Thrift Savings Plan Eligibility Codes](#)

FEGLI

FEGLI Code: 1 Basic+B(1x)+C(1x)
☐ Living Benefits Living Coverage Amount: FEGLI Coverage Amt:
☐ FEGLI Court Order

Annual Leave

Annual Leave Category: 8 Hours ☒ Earn Leave During Pay Period
Annual Leave 45-Day Indicator:
Leave Ceiling Reason:

Pay Allowances

Foreign Lang %: COLA/Post Differential: 0:None
Allowance %: Quarters Deduction Code:
Special Employee Code: 00 NOT APPLICABLE Quarters Deduction Amount:
Wage Board Shift Rate Var:

Retirement

Retirement Plan: 1 Civil Service
Fed Empl Retire Syst Coverage: Automatically Covered By FER Fed Empl Retire Syst Prev Cover Ind:
Previous Retirement Coverage: Never Covered
Annuitant Indicator: 9 Not Applicable
Annuity Commencement Date:
Civil Service Retire Syst Frozen Service: 0000 Date CBPO Ret Sch:
Civil Service Retire Syst Prev Cover Ind:
[Retirement / Termination Info](#)

EmpowHR-only

Agency Use Field:

Save Return to Search Previous in List Next in List Previous tab Next tab Update/Display Include History Correct History

Figure 154: EmpowHR Retirement Page



IRIS IR117, Retirement Data Page

| SSN 000000000 AG | | * RETIREMENT DATA * | | 03/23/15 IR117 | |
|-----------------------------------|------------|-----------------------------|--------------|----------------|--|
| SCREEN 000 NAME | | | | | |
| CUMULATIVE RETIREMENT DED | .00 | DATE EOD FOREIGN SERVICE | 00 00 00 | | |
| DEDUCTION PRIOR TO CONV | .00 | FROZEN FOREIGN SERV TIME MO | 00 YR 00 | | |
| TOTAL RETIREMENT DED | .00 | FROZEN CSRS SERVICE | 0000 | | |
| CREDITABLE MILITARY SERV | 0000 | FROZEN SICK LEAVE BALANCE | .00 | | |
| DATE RETIRED FROM MILITARY | 00 00 00 | CSRS COVERAGE AT APPT | | | |
| RETIREMENT COVERAGE CODE | | FERS COVERAGE IND | | | |
| CBPO RETIREMENT SCD DATE | 00 00 00 | CSRS PREVIOUS COVERAGE IND | | | |
| | | FERS PREVIOUS COVERAGE IND | | | |
| RECORD NUMBER 0000 | | | | | |
| PARTICIPATION ELIGIBILITY CODE | | ACTION CODE | 0 | | |
| PLAN CODE | | DED LIMIT TO OASDI | | | |
| EFF DATE OF ACTION | 00 00 00 | NON DEFERRED DED YTD | .00 | | |
| BENEFIT TYPE | 0 | DEFERRED DEDUCTION YTD | .00 | | |
| NON DEFERRED DEDUCTION | .0000 | DATE DEDUCTION BEGAN | 00 00 00 | | |
| DEFERRED DEDUCTION | .0000 | EARNINGS YTD | .00 | | |
| DEDUCTION TYPE | 0 | AGY CONTRIBUTIONS YTD | .00 | | |
| DED AFTER OASDI LIMIT | .0000 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU | PF5 = HELP | ENTER = INQUIRY | CLEAR = EXIT | | |

Figure 155: IRIS IR117, Retirement Data Page

IRIS IR1221, SF-50B Data Elements (Cont) Page

| SSN 000000000 AG | | * SF-50B DATA ELEMENTS (CONT) * | | 03/23/15 IR1221 | |
|-----------------------------------|---------------------|---------------------------------|------------------------------|-----------------|-----|
| SCREEN 000 NAME | | | | | |
| SEX CD | CITIZENSHIP STATUS | 0 | TYPE OF APPOINTMENT | 00 | |
| FEHBA COVERAGE | 0 | VETERANS STATUS | DATE SCD RETIRE | 00 00 00 | |
| EDUC LEVEL | 00 YR DEG/CERT RCVD | 00 | DATE SCD RIF | 00 00 00 | |
| INSTRUCTIONAL PROGRAM | 000000 | | DATE 6C RETIRE | 00 00 00 | |
| TSP ELIGIBILITY CODE | | | DATE SCD TSP | 11 05 89 | |
| UNIFORM SERVICE STATUS | 0 | | DATE SCD WGI | 00 00 00 | |
| DATE RETIRED MILITARY | 00 00 00 | | DATE CAREER TENURE STARTS | 00 00 00 | |
| CREDITABLE MILITARY SERVICE | 0000 | | DATE ENTERED PRESENT GRADE | 00 00 00 | |
| FROZEN CSRS SERVICE | 0000 | | DATE PROBATION PERIOD STARTS | 00 00 00 | |
| CSRS COVERAGE AT APPT | | | DATE SUPR/MGR PROB PERIOD | 00 00 00 | |
| SPEC EMP CD | SPEC EMP PGM CD | | GAIN/LOSE DEPT | | |
| SALARY SHARE AMOUNT | .00 | | ANNUAL LV CATEGORY | 8 45 DAY CODE | |
| ANNUITANT SHARE AMT | .00 | | LEAVE EARN STATUS DURING PP | Y | |
| COOP EMP CNTRL CD | 0 | | QTRS DEDUCT CODE | 0 RATE | .00 |
| COOP OVERTIME AMT | .00 | | COLA/POST DIFF CODE | 0 | |
| COOP HOLIDAY RATE | .00 | | | | |
| 1ST LEGAL AUTH | REG 531.207 | | | | |
| PLEASE ENTER SSNO AND PRESS ENTER | | | 0000 | | |
| PF1 = SUB MENU | PF5 = HELP | PF7 = PG/UP | ENTER = INQUIRY | CLEAR = EXIT | |

Figure 156: IRIS IR1221, SF-50B Data Elements (Cont) Page



Retirement/Termination (EmpowHR) Screen Prints

For more information see:

EmpowHR Retirement/Termination Info Page.....150

EmpowHR Retirement/Termination Info Page

The screenshot displays the EmpowHR Retirement/Termination Info Page. The page header includes the EmpowHR logo and navigation links: Home, Worklist, Add to Favorites, and Sign out. A sidebar on the left shows a breadcrumb trail: Favorites > Main Menu > PAR Processing > HR Processing. The main content area is titled 'Retirement/Termination Info' and contains a form titled 'Retirement or Death Related'. The form includes the following fields and options:

- Retirement Deductn Refund Rcvd: No or Rep (dropdown)
- Military Retired Pay Recipient: No or Rep (dropdown)
- Military Waiver Received: No (dropdown)
- Life Insurance Reduction: 50% Redc (dropdown)
- Projected Sick Lve Usage Dt: 12/26/2007 (text field)
- Checkboxes:
 - ☐ FERS Disability/SSA Benefits
 - ☒ Survivor Election
 - ☐ Part Time, After April 7, 1986
 - ☐ Administrative Fees
 - ☐ Post-56 Military Deposit

At the bottom of the form are 'OK' and 'Cancel' buttons.

Figure 157: EmpowHR Retirement/Termination Info Page