

For: State and County Offices

Processing Special Employee Code “34” for Travel Reimbursement

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Using the TRVL system to process reimbursements for local travel ended September 30, 2014. Beginning October 1, 2014 all FSA employees shall submit local travel reimbursement claims through WebTA and will receive payment with their regular salary EFT deposit.

A correction to personnel records must be completed by each State’s EmpowHR processor for all county (CO) employees, who are expected to have local travel expenses, to reflect special employee code “34” in their profiles. This will enable county employees to be reimbursed for their local travel such as mileage and toll fares. This reimbursement process is currently in place for COC members.

B Purpose

This notice provides guidance to the State EmpowHR processor to:

- complete corrections to personnel records in EmpowHR
- verify that the corrections have been applied properly in the NFC database.

All corrections should be completed by COB Monday, October 6, 2014, for any CO employee with local travel for October 1 through 3, 2014, and Thursday, October 9, 2014, for all other CO employees that are expected to have local travel in FY 2015

C Contacts

If any State Office experiences issues with the HCUPS/corrections or is not able to finish this project, then they should e-mail Debbie Lee at debbie.lee@kcc.usda.gov with the name and EmpowHR ID for each employee whose profile needs to be corrected.

<p>Disposal</p> <p>March 1, 2015</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice PM-2919

2 Actions To Be Completed by EmpowHR Processors

A History Override Instructions

The History Override component in EmpowHR allows processors to correct personnel history data. All packages have a starting action.

State EmpowHR processors shall use the EmpowHR History Override component according to this table to correct personnel profiles to include special employee code "34".

Step	Instruction
1	Access EmpowHR and navigate to the Par Processing Menu.
2	Click the History Override Panel and select the employee's ID or name.
3	From the History Override Panel, locate the NOA 894/Pay Adjustment with the effective date of 01.12.2014. This is the starting action. Change the WIP status to COR.
4	From the Benefits tab, scroll down to the Special Employee Code. Use the dropdown to select "34" Travel Reimbursements.
5	The next actions will become intervening actions. Change each WIP status to COR.
6	Correct all of the succeeding actions by inputting the "34" under the Benefits tab.
7	Navigate to the Data Control tab. Click the Review Box on each action to verify that you made the appropriate correction.
8	Scroll to the bottom of the History Correction Panel and change the History Override Package Status to RELEASE PACKAGE.
9	Click Save.

B Verifying History Override Applied

State EmpowHR processors shall verify:

- in EmpowHR that all History Override Actions reflect "APPLIED"
- that the data was applied correctly in the NFC database by checking IRIS 122, page 2, for each employee. Code 34 will be displayed on the left side of the page.