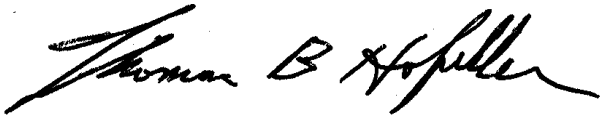
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PM-2679

For: FSA Employees

Announcing EmpowHR

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Enterprise Human Resources Integration (EHRI) is an OPM initiative that will ultimately:

- allow transferring data between losing and gaining agencies
- interface with OPM for more timely retirement processing.

USDA has chosen the EmpowHR application to satisfy OPM's EHRI requirements.

EmpowHR:

- is an integrated suite of applications that automate common administrative tasks associated with human resources (HR) using industry best practices

- includes an integrated set of business processes and supports all critical HR components in a single enterprise system.

EmpowHR's components include the following:

- employee performance and accountability
- employee self service (ESS) and manager self service (MSS)
- history correction update processing
- HR processing
- payroll action request processing
- position classification
- position management
- report writing/queries
- workflow.

NFC maintains the web-based EmpowHR application on its servers. FSA HRD provides an EmpowHR Help Desk to support end-users.

Disposal Date	Distribution
February 1, 2009	All FSA employees; State Offices; State Offices relay to County Offices

1 Overview (Continued)

B Purpose

For offices **not** currently using EmpowHR MSS and ESS functions for performance and awards, this notice announces EmpowHR and informs offices **not** currently using EmpowHR that they are required to use EmpowHR MSS and ESS functions for **performance plans, reviews, appraisals, and awards in FY 2009**. Other functions are optional and may be used as determined by States.

C EmpowHR System Benefits

EmpowHR is a paperless system that, once mastered, improves performance management and awards accountability. All users will have access to the following functionalities:

- managing and tracking performance evaluation processes electronically
- requesting and tracking awards by employees and supervisors
- resetting passwords and changing contact information; such as telephone numbers and e-mail addresses
- tracking personnel actions electronically
- updating personal information; such as address, emergency contact information, and phone number by employees, without visiting HRD.

These features will be available 24 hours per day, 365 days per year.

3 Implementing EmpowHR

A Timeline

EmpowHR will be implemented according to the following timeline:

- introduction through this notice, manager meetings, and all employee meetings in October 2008
- training through AgLearn and face-to-face sessions in November 2008
- implementation by December 31, 2008.

3 Implementing EmpowHR (Continued)

B EmpowHR Functions Being Implemented

The following EmpowHR functions are being implemented:

Note: For active EmpowHR users, these may be in addition to other functions currently available.

- ESS:
  - tasks > performance
  - view > award tracking
- MSS:
  - employee awards
  - employee emergency contacts
  - employee job information
  - employee personal information
  - employee personnel actions
  - employee positions description
  - tasks > awards
- Manage Performance > (all functions)
- My System Profile.

The following functions are **not** being implemented and should **not** be used even though they will be displayed on user screens; ESS:

- tasks:
  - career plan
  - education
  - exit interview
  - job classification request
  - skills information
- view > training summary
- personal information > email addresses.

3 Implementing EmpowHR (Continued)

C Phased EmpowHR Implementation

Offices **not** currently using EmpowHR MSS and ESS functions for performance management and awards should continue to use the paper process until they have been trained and are ready to implement EmpowHR, which **must** occur by **November 30, 2008**. When an office is ready to implement EmpowHR, the first step will be transferring FY 2009 performance plans into EmpowHR. This can easily be done using the cut-and-paste function. After implementation, **all** performance plans, reviews, appraisals, and awards will be completed using EmpowHR.

Important: Using EmpowHR's performance module shall **not** replace face-to-face conversations between the supervisor and employee for performance management.

D Access to EmpowHR

All employees will need to be given access to EmpowHR. Instructions for gaining access to EmpowHR will be issued in a subsequent notice.

E EmpowHR Procedures Manual and Training Materials

All employees will be trained on EmpowHR. Details of this training will be issued in a subsequent notice.

F Contact Information

If there are any questions about this notice, contact the appropriate servicing personnel office according to the following.

IF located in…	THEN contact…
National Office (Washington, DC area)	HRD, EPB at 1 of the following: • 202-401-0679 • 202-401-0694 • 202-205-9057 (TTY).
• APFO • Kansas City • St. Louis	Kansas City Human Resources Office, Human Capital Management Section at either of the following: • 816-823-4669 • 800-735-2966 (TTY).
State or County Office	State Office Administrative Officer.