

EmpowHR System- Adjudicator

Help Guide

Prepared for



**United States Department of Agriculture
Office of Security Services
300 7th Street SW, Washington DC 20024**

Version 1.0

October 19, 2007



EMPOWHR ADJUDICATOR HELP GUIDE

EmpowHR System Adjudicator

In the EmpowHR system, the Adjudicator's tasks are to request background checks, to submit requests for Recapture/Re-Enrollment, and to enter background check results.

This guide is divided into two parts: Requesting Background Checks and Adjudicating an Applicant. The following sections contain EmpowHR screen shots and step-by-step instructions to assist the Adjudicator in performing their duties.

Adjudicating an Employee

- A. Logging into the system
- B. Main Menu Screen
- C. PAR Processing-Adjudication Information
- D. Search for an Applicant
- E. Entering an Adjudication Decision

Contacts are also listed on the last page should you require assistance.

Note: Eventually, you will first insert your PIV Credential into a card reader to access the system; you will be prompted to enter your Personal Identification Number (PIN).

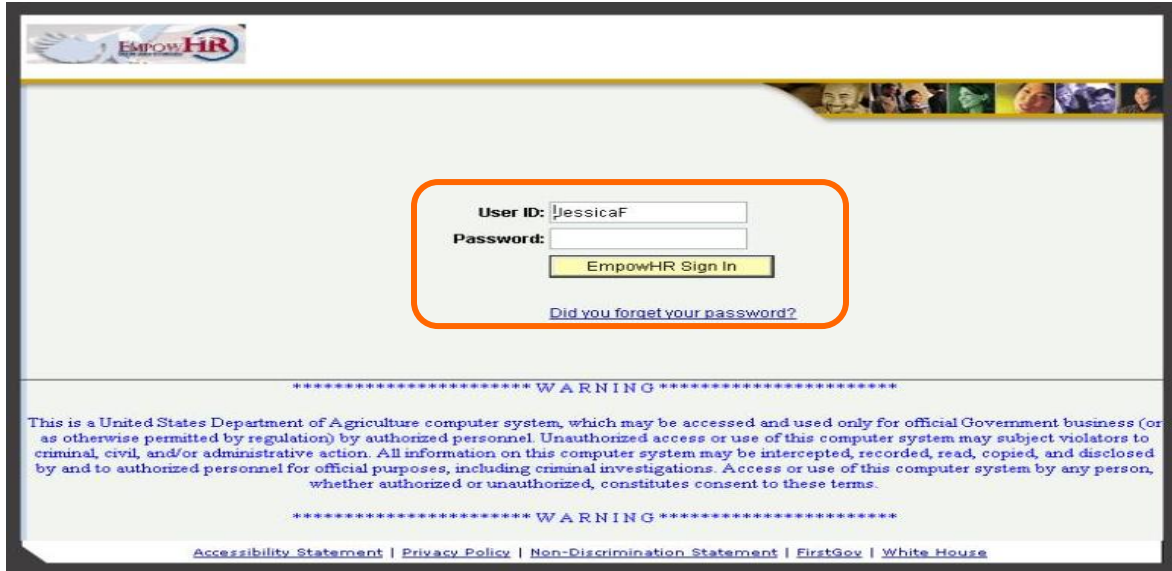
Make sure you do not remove your PIV Credential during the Adjudication process.

When you have completed your Role assignment activities or if you must leave your workstation, logout of the application and remove your PIV Credential from the card reader.

This **Help Guide** will demonstrate the temporary login procedures until the transition of utilizing card readers is in effect.

Adjudicating an Employee

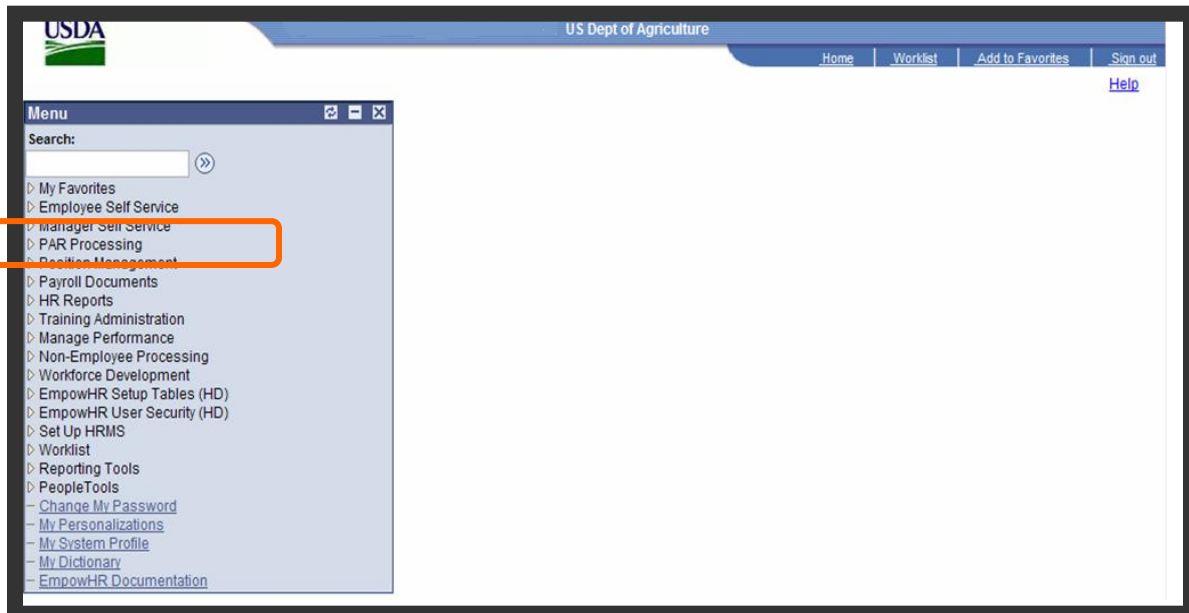
A. Log into EmpowHR

The screenshot shows the EmpowHR login interface. At the top left is the EmpowHR logo. A horizontal banner with several small portraits of people is at the top right. The login form is centered and enclosed in an orange rounded rectangle. It contains two input fields: 'User ID:' with the text 'JessicaF' and 'Password:'. Below these is a yellow 'EmpowHR Sign In' button. A link 'Did you forget your password?' is positioned below the button. Below the login form is a 'WARNING' section with a disclaimer about the system's use for official government business. At the bottom, there are links for 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'FirstGov', and 'White House'.

Step 1. Sign in to the EmpowHR System with your **User ID** and **Password**.

Once logged in you will be directed to the main page of EmpowHR. The left side menu links you to the required processes.

B. Main Menu Screen

The screenshot displays the main menu of the EmpowHR system. The top header includes the USDA logo, the text 'US Dept of Agriculture', and navigation links for 'Home', 'Worklist', 'Add to Favorites', 'Sign out', and 'Help'. A 'Menu' sidebar is open on the left, featuring a search bar and a list of menu items. The item 'PAR Processing' is highlighted with an orange rectangle. Other menu items include 'My Favorites', 'Employee Self Service', 'Manager Self Service', 'Position Management', 'Payroll Documents', 'HR Reports', 'Training Administration', 'Manage Performance', 'Non-Employee Processing', 'Workforce Development', 'EmpowHR Setup Tables (HD)', 'EmpowHR User Security (HD)', 'Set Up HRMS', 'Worklist', 'Reporting Tools', 'PeopleTools', 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'EmpowHR Documentation'.

Step 2. Click on **PAR Processing**.

C. PAR Processing-Adjudication Information



Main Menu >

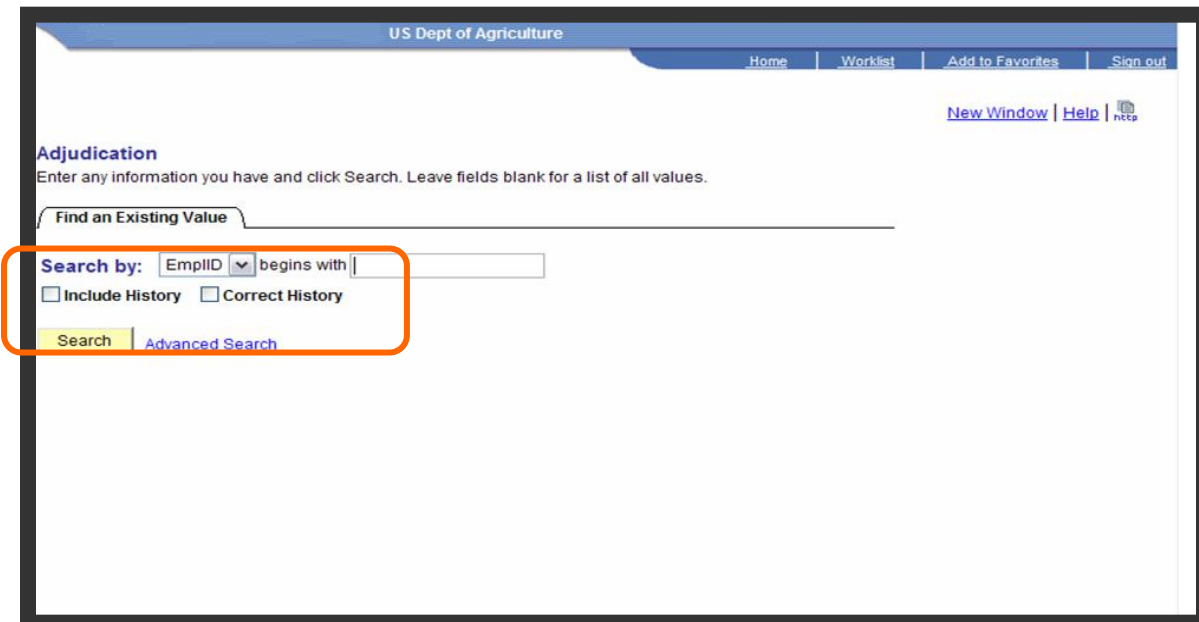
PAR Processing

PAR Processing

 Action Table Setup Action Table Setup	 Hire Employee Identifies details of the hire including employee name, address, job, payroll, and compensation details	 Org Structure Mass Change
 Update Reports To Update Reports To	 Mass Reports to Update Mass Reports to Update	 Address Processing Address Info
 Adjudication Information Adjudication Information	 Schools Define Schools.	 HR Processing Identifies personnel action details of request ready for human resources to process
 Update Applied Action Update Applied Recs	 Correct Applied Action Identifies details regarding corrections to a personnel action	 Cancel Applied Action Identifies details regarding the cancellation of a personnel action


Step 3. Click the link for **Adjudication Information**.

D. Search for the Employee



US Dept of Agriculture

Home | Worklist | Add to Favorites | Sign out

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

Adjudication

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

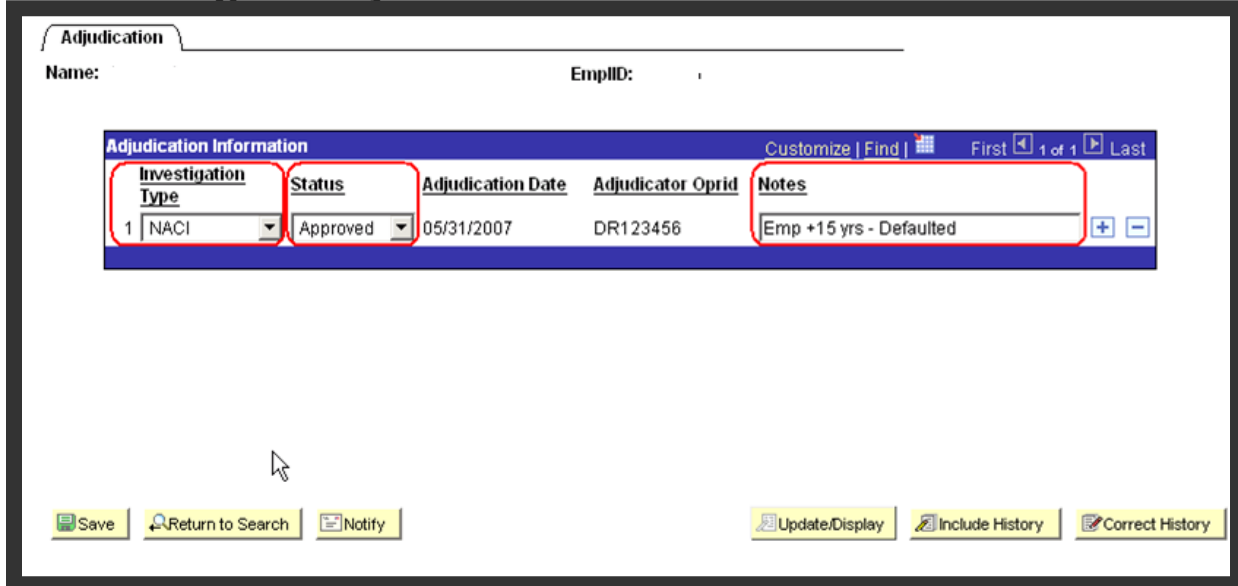
Search by: EmpID begins with

☐ Include History ☐ Correct History

[Search](#) | [Advanced Search](#)

Step 4. Search for the Employee in the **begins with** field.

E. Entering an Adjudication Decision



Adjudication

Name: _____ EmplID: _____

Investigation Type	Status	Adjudication Date	Adjudicator Opid	Notes
1 NACI	Approved	05/31/2007	DR123456	Emp +15 yrs - Defaulted

Buttons: Save, Return to Search, Notify, Update/Display, Include History, Correct History

Step 5. Investigation Type: Use the droplist to select the appropriate Investigation Type the employee has completed. If the employees completed background investigation is not in the droplist because it is higher than a NACI, select the “**NACI**” option because that is the highest background investigation level that HSPD-12 is concerned with.

Note: An applicant is eligible to enroll for a LincPass after the successfully adjudicated fingerprint (FBI/NCHC) results have been entered into EmpowHR. Enrollment for a LincPass is not contingent upon a background investigation (NACI) being completed.

Step 6. Status: Use the droplist to select the “**Approved**” option for confirmed background investigation.

Adjudication

Name: _____ EmplID: _____

Adjudication Information					Customize Find First 1 of 1 Last
Investigation Type	Status	Adjudication Date	Adjudicator OprID	Notes	
1 NACI	Approved	05/31/2007	DR123456	Emp +15 yrs - Defaulted	

Step 7. Notes: Reference this field can be used to enter in the true adjudicator name and actual adjudication date.

Note: **Adjudication Date** and **Adjudicator OprID**, these two fields are populated by the system.

Step 8. Save the updates by clicking the **Save** button.



EMPOWHR ADJUDICATOR HELP GUIDE

CONTACTS FOR ASSISTANCE:

Questions regarding the Business Process and Policies:

- Website: <http://hspd12.usda.gov/>
- Email: USDAHSPD12HELP@dm.usda.gov
- HSPD12 LincPass Support Line Local: 703-245-7888; Toll Free: 1-888-212-9309

Questions regarding the USAccess System:

- www.FedIDCard.gov
- Email: Usaccess.helpdesk@hp.com
- USAccess Help Desk 866-493-8391