



Office of Human Resources Management
Program Management Office

HR Connect - Overview



Employee Self Service (ESS)





What Can Employees Do in HR Connect?

- **Verify and update Personal Information:**
 - ✓ Name
 - ✓ Gender
 - ✓ Veteran's Preference
 - ✓ Address
 - ✓ Telephone
 - ✓ Emergency Contact Information

- **Verify Job Information:**
 - ✓ Employment and compensation information
 - ✓ Benefits and leave information
 - ✓ Performance rating information

- **Initiate resignation and retirement request actions**

- **Link to various external government websites**





Timetable for Updates to My Information

Type of information	Method and Timing of Update
Date of Birth	E-mail sent to HR, 2-3 weeks for update by Payroll Center
Education	Immediate update in HR Connect
E-mail(other, e.g. personal)	Immediate update in HR Connect
Emergency Contact	Immediate update in HR Connect
Gender	E-mail sent to HR, 2-3 weeks for update by Payroll Center
Disability	Immediate update in HR Connect
Home Address	Immediate update: Up to 2 weeks for Earnings Statement
Name Change	Update in HR Connect after verification:2-3 weeks for update by Payroll Center
Phone (other, e.g. fax, cell)	Immediate update in HR Connect
Race and Ethnicity	Immediate update in HR Connect
Veterans' Preference	Update in HR Connect after verification:2-3 weeks for update by Payroll Center
Job Related Skills	Immediate update in HR Connect
Blood Type/Religion	Immediate update in HR Connect
Resignation	Update in HR Connect after verification:2-3 weeks for update by Payroll Center
Retirement	Update in HR Connect after verification:2-3 weeks for update by Payroll Center





The Employee Home Page

About Me

- ▶ **My Information**
View or update your personal and emergency contact information.
- ▶ **Self Service Guide**
View a guide to your self service options.



HR Connect Help

- ▶ **HR Connect-2-Learn Training Resource Center**
This center offers learning and other helpful resources to support you in completing most HR Connect functions.
If you are unable to find a tool or resource and are interested in training [contact us](#).
- ▶ Have a question? - [eMail us](#)

Last Login

Your last successful login was SEP 14, 2012 09:51 a.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

Welcome to HR Connect - The HR and services portal for employees. Manage your career, update your personal information, get benefits information and so much more.

Links to HR Tools

- ▶ **NFC Employee Personal Page**
View your earnings statement, W-2, and payroll deductions. Update your payroll information: taxes, allotments, health insurance, and thrift savings contribution.
- ▶ **Fed Tax Withholding Calculator**
Estimate Federal tax biweekly withholding rates.
- ▶ **Salary Tables**
View the latest Federal salary tables and related information.
- ▶ **Thrift Savings Plan (TSP)**
Review your account balance or loan amount, change fund allocations, and perform Interfund transfers
- ▶ **Soc Sec Benefit Planner**
Learn about and calculate social security benefits.
- ▶ **Benefits, Life Events Planner**
Obtain information about Federal benefits, health/life insurance, and long term care.
- ▶ **USA Gov**
Access Federal Government resources, information, and services and link to state/local governments.
- ▶ **Safety and Health Info Mgmt**
Safety and Health Information Management System (SHIMS). Use this link to initiate a claim for Workers' Compensation and/or medical benefits relating to a work-related illness or injury.

Learning & Development

The below links will connect you to your organization's learning management system's homepage.

- ▶ LearnATF
- ▶ GAO Learning Center
- ▶ HUD/HVU
- ▶ Treasury TLM \$ (non-IRS)
- ▶ Treasury ELM \$ (IRS)



- ▶ **Go Learn**
Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.
- ▶ **Law Enforcement Training**
Obtain skills and knowledge to meet demanding challenges of a Federal law enforcement career.
- ▶ **Treasury Executive Institute**
Offers learning opportunities to meet the needs of the Department's senior executives.
- ▶ **Graduate School**
Provides career-related courses from the Government's continuing education institution.

My Career Info

- ▶ **Job Search - USAJOBS**
Looking for a new job? Check out job listings from USAJOBS.



- ▶ **Print Position Description**
Access the position description library to search, review, or print Treasury or Bureau specific position descriptions.





All About Employees: My Information

MY INFORMATION

Name: Halna,MARK S **PD #:** NB7128
EmplId: 600618 **5265**
Position Title: BANK EXAMINER/FTR NB-0570 -05 /

Supervisor of Record: Jalpur,David S

NOTE: Historical employee information is based on when your bureau converted to HR Connect.

[Tell Me When](#)

[Personal](#)

Review and update your personal information including your name, education, home address, work location, telephone numbers, e-mail, emergency contact, and other items about you.

To view the timetable for updates, click [here](#).

[Employment](#)

View your job-related data such as position, grade, work schedule, and last promotion date.

[Notification of Personnel Actions](#)

View your SF-50 Notification of Personnel Action.

[Compensation](#)

View your salary data and bonus/award history.

[Leave](#)

Check out your leave balances.

[Performance](#)

View your current rating of record and performance history.

[Benefits](#)

Review your Retirement, TSP, health insurance, life insurance, Medicare, and FECA benefits.

[Retirement](#) (Only use this option if you want to initiate a Retirement Action.)

[Tell Me More](#)

Initiate a Retirement Action if planning to retire within the next 30-60 days.

[Resignation](#) (Only use this option if you want to initiate a Resignation action.)

[Tell Me More](#)

Initiate a Resignation Action if you have decided to resign from your position.

[Back](#)



Have a question? Send an [e-mail](#).





Information Employees May Edit

Personal Data | Education | Address | Work Location | Phone / E-mail | Emergency Contacts

MY INFORMATION - PERSONAL

Click **EDIT** to change your information. When finished click **SAVE ALL**.

HR Connect no longer displays Race and National Origin (RNO) code, since it has been replaced by a new Race and Ethnicity (R&E) code. Employees are strongly urged to use the "My Information" link and update the new R&E information, so that accurate data is reported to the Equal Employment Opportunity Commission. Submission of this new R&E information is voluntary.

Name:	Halna, MARK S	PD #:	NB7128
EmpId:	600618		5265
Position Title:	BANK EXAMINER/FTR		NB-0570-05 /

Name:	Halna, MARK S	Edit
Gender:	Male	Edit
Disability:	NO DISABILITY	Edit
Veterans' Preference:	2-5 Point	Edit
Date of Birth:	07/04/1950	Edit
Race and Ethnicity:	Not Hispanic/Latino	Edit

White

[Save All](#)

[Next >>](#)

[Cancel](#)

? Have a question? Send an [e-mail](#).

[My Information Menu](#)

[Personal Data](#) | [Education](#) | [Address](#) | [Work Location](#) | [Phone / E-mail](#) | [Emergency Contacts](#) | [Job-Related Skills](#) | [ATF Info](#)

Employees can modify information on each tab where there is an **Add, Edit, or Delete** button.





Employment Info

MY INFORMATION - EMPLOYMENT

Name: Halna, MARK S PD #: NB7128
[EmplId:](#) 600618 5265
Position Title: BANK EXAMINER/FTR NB-0570 -05 /

EMPLOYMENT DATA

Organization Code: AJ00000174
Organization Description:
Supervisor of Record: Jalpur, David S - NATIONAL BANK EXAMINER
Position Occupied: 2-Excepted
Manager Level: 8-All Other Positions
Target Grade: 05
[FLSA:](#) Exempt
Work Schedule: F-Full Time
Weekly Duty Hours: 40.00 per Week
[Conv to Career Due Dt:](#)
Years of Service: 31
Retirement Plan: Other
[Tenure:](#) 1-Permanent
[SCD Leave:](#) 04/01/1981
Hire Date: 07/31/2011
[Grade Entry Date:](#) 07/31/2011
Date of Last VVGI:
Promotion NTE Date:
[Last Equivalent Increase:](#)
Appointment NTE Date:
Non Pay NTE Date:
Detail NTE Dt:
[Sensitivity Level:](#) 5-Moderate Risk
Bargaining Unit: 1225 - Comptroller of the Currency

Employees can view their job-related data such as position, grade, work schedule, and last promotion date.





Manager Self Service (MSS)





Why Do Managers Use HR Connect?

- ✓ Provides instant access to view and manage organization through the click of a mouse.
- ✓ Makes it easier to enter and access data
- ✓ Reduces paperwork and repetitive activities
- ✓ Reduces bottlenecks
- ✓ Decreases cycle time through automated processes
- ✓ Gives HR staff more time to advise clients
- ✓ Eliminates most paper SF-52s (which often are buried in an inbox or moving through interoffice mail)



Manager Self-Service Home Page



HR Connect
your online connection to human resources

Home | Sign out | Add to Favorites | Contact Us

Manager
Employee
Report Output
Menu

Profiles and Proxies

- Workflow Profile**
Set up your typical routing profile.
- Pick a Proxy**
Designate one or more of your employees to initiate or approve actions on your behalf.



Welcome to HR Connect - The HR and services portal for Managers. It's easier for you to manage your team with organized tools and resources to do your job better.

People and Positions

View information on employees and positions reporting to you. If information below is incorrect, contact the Human Resources office or send an e-mail using the link in the HR Connect Help box.

To initiate a personnel action request, click on the employee's name.



ePerformance

Learning & Development

The below links will connect you to your organization's learning management system's homepage.

- LearnATF
- GAO Learning Center
- HUD/HVU
- Treasury TLM\$ (non-IRS)
- Treasury ELM\$ (IRS)
- Go Learn
Serves as the Government-wide one-stop resource to obtain high quality e-Training product and services.
- Law Enforcement Training
Obtain skills and knowledge to meet demanding challenges of a Federal law enforcement career.
- Treasury Executive Institute
Offers learning opportunities to meet the needs of the Department's senior executives.
- Graduate School
Provides career-related courses from the Government's continuing education institution.

HR Connect Help

- HR Connect-2-Learn Training Resource Center**
This center offers learning and other helpful resources to support you in completing most HR Connect functions.
If you are unable to find a tool or resource and are interested in training contact us.
- Have a question? - eMail us

Manager: Donora, Frederick M

Organization: Electric Shop

Employee Name	Position Title	Sub Org
<ul style="list-style-type: none"> Subordinate Employees Search for or initiate an action on an employee not listed as a direct report above. Detailed Employees View employees detailed to your organization processed in HR Connect. <p style="text-align: center;">Expand to see details</p>		

Other Employees

Other Bureau Employees
Initiate a position-related or award action on employees outside your immediate organization.

Positions

Vacant Positions
View vacant positions and begin recruiting.

Establish New Position
Request a new position to be added to your organization.

Last Login

Your last successful login was MAR 25, 2008 07:26 a.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)

Worklist

Mass Actions

To initiate the same action for a group of several employees, use the mass action process.

- Mass Awards**
Initiate awards for a group of employees.

Manager Tools

- Workforce Analytics**
Access the Human Resources reporting site to obtain statistics and demographics on the Department of the Treasury's workforce.
- Print Position Description**
Access the position description library to search, review, or print Treasury or Bureau specific position descriptions.
- Safety and Health Information Management System (SHIMS)**
Use this link to review and act on your employees' requests for Workers' Compensation and/or medical benefits, pursuant to a work-related illness or injury.

Reports

- Alphabetical Roster**
View a list of employees in your organization.
- Birthdays Report**
View the Birthdays of employees in your organization.
- Emergency Contacts**
View emergency contacts and work location for your employees.
- Employee Leave Report**
View a listing of your Employees' leave balances.
- Employee Location Report**
View a listing of Employees at a specific work location.
- Group/Mass Pending and Processed Awards Report**



Viewing Employee Information

Profiles and Proxies

- ▶ **Workflow Profile**
Set up your typical routing profile.
- ▶ **Pick a Proxy**
Designate one or more of your employees to initiate or approve actions on your behalf



Welcome to HR Connect - The HR and services portal for Managers. It's easier for you to manage your team with organized tools and resources to do your job better.

People and Positions

View information on employees and positions reporting to you. If information below is incorrect, contact the Human Resources office or send an e-mail using the link in the HR Connect Help box.



To initiate a personnel action request, click on the employee's name.

Manager: Lille, Ethan R

Organization: Admn. Mgmt. Br. - Kansas City

Employee Name	Position Title	Sub Org
Mango, Grant E	Human Resources Specialist	
Maradi, Crystal R.	ADMV OFFCR	
Tahlequah, Thaddeus William	PHYS SECUR SPECLST	

Select Employee

Subordinate Employees

Search for or initiate an action on an employee not listed as a direct report above.

Detailed Employees

View employees detailed to your organization processed in HR Connect.

[Expand to see details](#)

Other Employees

Other Bureau Employees

Initiate a position-related or award action on employees outside your immediate organization.

Positions

Vacant Positions

View vacant positions and begin recruiting.

Establish New Position

Request a new position to be added to your organization.

Worklist

Currently there are no items in your worklist.

HR Connect Help

- ▶ **HR Connect-2-Learn Training Resource Center**
This center offers learning and other helpful resources to support you in completing most HR Connect functions.
If you are unable to find a tool or resource and are interested in training [contact us](#).
- ▶ Have a question? - [eMail us](#)

Last Login

Your last successful login was SEP 13, 2012 02:17 p.m. There have been 0 unsuccessful logins since.

[Privacy and Security Policy](#)





Viewing Employee Information

The employee's page will open

The screenshot displays the HR Connect web application interface. At the top, there is a navigation bar with the HR Connect logo and the tagline "your online connection to human resources". Below the navigation bar, there are several tabs: Manager, HR, Employee, Report Output, Bureau Maintenance, and Menu. The "Employee" tab is selected, and a "Menu" dropdown is open on the left side, showing a search bar and a list of navigation options including My Favorites, Contingent Worker, Person of Interest, Manager Self Service, Recruiting, Workforce Administration, Benefits, Compensation, Payroll for North America, Payroll Interface, Workforce Development, Organizational Development, Bureau Maintenance, Set Up HRMS, Tree Manager, Reporting Tools, Treasury Portal Apps, PeopleTools, and My System Profile.

The main content area is titled "Employee Data/Personnel Actions" and displays the following information for Jane Doe:

- Name: Doe, Jane
- EmpID: 444563
- Position Title: Dir Off Admin Svcs
- Position Nbr: 15029513
- Position Backstop: 03 Administrative Management
- PD #: F00996
- ES -0342 -00 /

A warning message is displayed below the employee information, stating: "This information reflects the most recent entries in HR Connect. If there is a discrepancy with any of the information, please contact us. To view historical information, click on the HISTORY link. To initiate a personnel action request, click on one of the actions links on the right. Check the status of requests by clicking the PENDING ACTION link."

The interface is divided into two main sections: "POSITION INFORMATION" and "PERSONNEL ACTIONS".

POSITION INFORMATION

- Organization Code:
- Organization:
- Description:
- Supervisor of Record: 15026455 - Dep Assist Administrator For M
- Position Occupied: 2-Excepted
- Manager Level: 2-Supervisor or Manager
- Target Grade: 03
- FLSA: Exempt
- Work Schedule: F-Full Time
- Weekly Duty Hours: 40
- Tenure: 3-Indefinite
- Sensitivity Level: 3-Critical Sensitive

PERSONNEL ACTIONS

- [Promotion](#)
- [Temporary Promotion](#)
- [Termination of Temporary Promotion](#)
- [Change to Lower Grade](#)
- [Change in Duty Location](#)
- [Realignment](#)
- [Reassignment](#)
- [Change in Hours](#)
- [Change in Work Schedule](#)
- [Detail](#)





Viewing Employee Information




HR Connect

your online connection to human resources

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

Manager
HR
Employee
Report Output
Bureau Maintenance
Menu

Menu

Search:

- ▶ My Favorites
- ▶ Contingent Worker
- ▶ Person of Interest
- ▶ Manager Self Service
- ▶ Recruiting
- ▶ Workforce Administration
- ▶ Benefits
- ▶ Compensation
- ▶ Payroll for North America
- ▶ Payroll Interface
- ▶ Workforce Development
- ▶ Organizational Development
- ▶ Bureau Maintenance
- ▶ Set Up HRMS
- ▶ Tree Manager
- ▶ Reporting Tools
- ▶ Treasury Portal Apps
- ▶ PeopleTools
- ▶ My System Profile

POSITION INFORMATION

Organization Code: 2621680000

Organization: BOSNIA,HERZ,USAID BOSNIA,HERZ

Description:

Supervisor of Record: 15026455 - Dep Assist Administrator For M

Position Occupied: 2-Excepted

Manager Level: 2-Supervisor or Manager

Target Grade: 03

FLSA: Exempt

Work Schedule: F-Full Time

Weekly Duty Hours: 40

Tenure: 3-Indefinite

Sensitivity Level: 3-Critical Sensitive

Bargaining Unit: 1075 - Am Foreign Service Association

Work Location: BOSNIA-HERZEGOVINA -SARAJEVO
SARAJEVO, BIH

PERSONNEL ACTIONS

- [Promotion](#)
- [Temporary Promotion](#)
- [Termination of Temporary Promotion](#)
- [Change to Lower Grade](#)
- [Change in Duty Location](#)
- [Realignment](#)
- [Reassignment](#)
- [Change in Hours](#)
- [Change in Work Schedule](#)
- [Detail](#)
- [Termination of Detail](#)
- [Leave Without Pay NTE](#)
- [Extension](#)
- [Conversions](#)
- [Return to Duty \(LWOP\)](#)
- [Return to Duty \(Other\)](#)
- [Suspension](#)
- [Retirement](#)
- [Termination](#)
- [Backfill](#)
- [Emergency Contact](#)
- Awards**
 - [Individual Cash Award](#)
 - [Individual Time Off](#)
 - [Foreign Language \(Law Enforcement\)](#)
 - [Quality Step Increase](#)
 - [Travel Savings Incentive \(Gainsharing\)](#)

EMPLOYMENT INFORMATION

Base Pay:	\$73,623.00	Excludes Locality
Locality Pay:	\$12,163.00	%16.520
Adjusted Base Pay:	\$85,786.00	
Remaining GEO:	\$0.00	0.00 %
Other Pay:	\$0.00	0.000 %
Total Pay:	\$85,786.00	

[Conv to Career Due Dt:](#)

Years of Service: 7

[HISTORY](#)

View Employee History data

→





Personnel Actions

PERSONNEL ACTIONS

[Promotion](#)
[Temporary Promotion](#)
[Termination of Temporary Promotion](#)
[Change to Lower Grade](#)
[Change in Duty Location](#)
[Realignment](#)
[Reassignment](#)
[Change in Hours](#)
[Change in Work Schedule](#)
[Detail](#)
[Termination of Detail](#)
[Leave Without Pay NTE](#)
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[Return to Duty \(LWOP\)](#)
[Return to Duty \(Other\)](#)
[Suspension](#)
[Retirement](#)
[Termination](#)
[Backfill](#)
[Emergency Contact](#)
Awards
[Individual Cash Award](#)
[Individual Time Off](#)
[Foreign Language \(Law Enforcement\)](#)
[Quality Step Increase](#)
[Travel Savings Incentive \(Gainsharing\)](#)

- The following personnel actions may be initiated by a Manager
- To initiate a PAR action, select the employee, and then desired action.
- PAR Example: Cash Award
 - Click on Individual Cash Award





People and Positions Recruitment – Vacant Positions

Vacant Positions

This page allows you to view your current vacancies. Requested positions are proposed positions that require review by an HR specialist. Vacant positions have been budgeted and approved for your organization and you may begin recruiting at any time. "Recruit" displays beside the vacant or requested position where a recruitment action has been initiated. To add an additional requested position to your organization, click on the ESTABLISH NEW POSITION link at the bottom of the page.

Name:
Organization:

Status	Position Title	Pay Plan/ Series/Grade	Position Backstop	PD#	Position Number	Sub Org
Vacant	Director	ES-0340-00	01	26057	65720106	
Vacant - Detail	Director	ES-0340-00	01	26057	65720105	
Vacant	Mgmt & Prog Anal	GS-0343-15	03	26019	15028811	
Vacant	Office Automation Clrk	GS-0326-05	05	00000	65720173	

Need to know more about types of recruit actions click [here](#).
To remove requested or vacant positions click [here](#).
[Establish New Position](#)
[Establish New Position](#)
Request a new position to be added to your organization.
[Back](#)

? Have a question? Send an [e-mail](#).

This is a view of the vacant positions in a Manager's organization

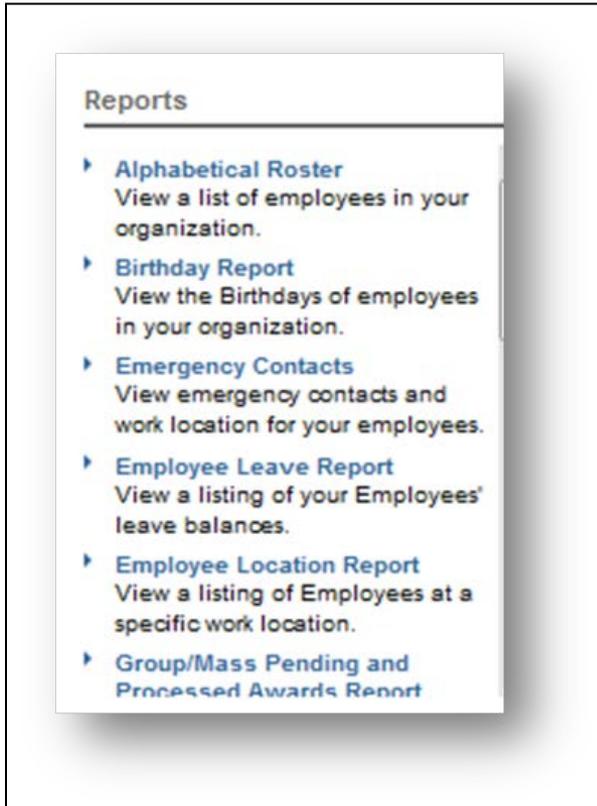
Managers may begin recruiting by clicking on the [Vacant](#) hyperlink

Managers may request that a new position be added by clicking on the [Establish New Position](#) hyperlink





Some Manager Reports



- **Alphabetical Roster** – displays the names of employees in your organization; also provides information on the employees' position, salary, and service computation date.
- **Emergency Contacts** – compiles and displays emergency contact information for all employees in your organization.
- **Employee Location Report** – specifies the exact physical location of the building the employee is assigned to.
- **Performance Appraisal Summary Report** – provides a listing of each employee in your organization and their most recent performance rating.
- **Pending Actions - All** – displays the status of all pending actions that the manager initiated.
- **Pending and Processed Actions** – allows managers to query the system for a status report on both pending actions and historical data on actions that were already processed.





Manager Tools – Workforce Analytics

- Workforce Analytics contains a sizable collection of standardized reports to help you better manage your workforce.
- Report Builder to create/design own reports
- Share library capability
- Seasoned report writers
- Replacement to FOCUS reports
- Current and historical data



WA – Demographic Reports



Workforce Analytics Data Driven Insight

[Home](#) | [Current](#) | [Historical](#) | [Report Builder](#) | [Shared Library](#) | [Plan/Forecast](#) | [Manager Reports](#) | [Customer Support](#)

Current Period Analysis

This section provides predefined templates for workforce reports based on data as of the most recent pay period. These reports focus on workforce demographics and statistics. The reports provide capability to drill down to varying levels of detail - click on any highlighted text for drill down. Many reports have filter capability to allow customization of the report data. Simply modify the filter fields at the top of the report and click on View Report to update the report results real time.

[\[+/-\]](#) Demographics Reports

- [Average Age and Years of Service](#) *(Read More)*
- [Average Grade and Salary for General Schedule Workforce](#) *(Read More)*
- [Headcount Report](#) *(Read More)*
- [Health Benefits Participation](#) *(Read More)*
- [POI Headcount](#) *(Read More)*
- [Performance Evaluation Summary Report](#) *(Read More)*
- [PATCOB](#) *(Read More)*
- [Position Sensitivity Report](#) *(Read More)*
- [Senior Pay Level](#) *(Read More)*
- [Supervisory/Managerial Statistics](#) *(Read More)*
- [Union Participation](#) *(Read More)*
- [Veterans Status Report](#) *(Read More)*
- [Work Schedule Report](#) *(Read More)*
- [Work Schedule By Appointment Type Report](#) *(Read More)*
- [EPerformance Summary](#) *(Read More)*



WA – Sample Report



Supervisory/Managerial Statistics

Organization: Department of Commerce
As of PP27 ending on 1/12/2013

Report provides the total workforce by supervisory codes.

Organization	Supervisor	Supervisor CSRA	Management Official	Team Leader	Leader	Non Supervisory	Intermittent On Call	Total Employees
BEA	94	1	0	2	0	379	0	476
BIS	71	1	13	1	0	299	0	385
CENSUS	1266	877	82	0	252	11469	0	13946
EDA	28	0	5	0	0	152	0	185
ESA	3	4	9	0	0	17	0	33
ITA	400	3	40	13	0	975	0	1431
MBDA	10	0	1	0	0	41	0	52
NIST	382	0	0	0	8	2665	0	3055
NOAA	1416	156	388	53	68	10253	0	12334
NTIA	33	3	9	0	0	252	0	297
NTIS	18	0	3	0	0	80	0	101
OIG	39	0	2	1	0	96	0	138
OS	153	1	9	1	5	628	0	797
PTO	1038	21	14	15	13	10526	0	11627
Total	4951	1067	575	86	346	37832	0	44857

Selected Employment Type: All
Selected Occupational Series: _All
Selected Targeted Disability: All
Selected ERI: All





HR Self Service (HRSS)





Benefits of HR Connect for HR Users

- ✓ **Promotes accountability – audit trail – who does what and when – who does what correctly**
- ✓ **Assures data gets sent to the payroll provider**
- ✓ **Workflow for HR**
- ✓ **Ability to route the actions to the most appropriate group to work on.**





HR Page

UNCLASSIFIED

Census

HR Documents

▶ [HR Connect User's Manual \(Web\)](#)
View the HR Connect User's Manual (Web Version).

▶ [Print Position Description](#)
Access the position description library to search, review, or print Treasury and bureau specific position descriptions.



SF-50 Notifications

▶ [SF-50 Notifications](#)
Print SF-50 Notifications for multiple employees.

Change PeopleSoft Password

▶ [Click to update your password](#)
Update your PeopleSoft password.

HR Connect Help

▶ [HR Connect-2-Learn Training Resource Center](#)
This center offers learning and other helpful resources to support you in completing most HR Connect functions.

If you are unable to find a tool or resource and are interested in training [contact us](#).

▶ [Have a question? - eMail us](#)

HR Processing

▶ [HR Connect Menu](#)
Use this link to process personnel and position related actions and other HR transactions.

▶ [HR Online Inquiry](#)
Use this link to view an employee's current personnel information.

▶ [SF-50 Notification of Personnel Action](#)
Use this link to view or print all of an employee's SF-50s.

▶ [My Information Updates](#)
Click here to see action needed by HR for My Information updates.

▶ [Position Wizard](#)
Use this link to access the condensed set of pages for the quick creation of positions.

▶ [Hire Wizard](#)
Use this link to access the condensed set of pages for quick accession data entry.

▶ [Hire Integration Wizard](#)
Use this link to access new hires from CareerConnector, USA Staffing, or EODS and process them through the Hire Wizard to expedite accession data entry.

▶ [Process Monitor](#)
Click here to see if the process request you submitted has successfully completed.

▶ [Worklist Status](#)
Click here to view items that no longer display on your worklist because they have been worked.



Worklist

Currently there are no items in your worklist.

Recruitment Tools

Use HR Connect to build the content for CareerConnector vacancy announcements.

▶ [View Requisition Requests](#)
Click here to view a manager's request to initiate recruitment.

▶ [CareerConnector Login](#)
Click here to use CareerConnector to create vacancy announcements and manage the application process.

▶ [CareerConnector Resources](#)
Access eLearning, the Remarks Maker, the shared question library, communication and deployment information, and other CareerConnector resources.

ePerformance

▶ [ePerformance](#)
Create, maintain, and perform routine administrative tasks on your performance documents.



Learning & Development

The below links will connect you to our organization's learning management system's homepage.

- ▶ [LearnATF](#)
- ▶ [GAO Learning Center](#)
- ▶ [HUD/HVU](#)
- ▶ [Treasury TLMS \(non-IRS\)](#)
- ▶ [Treasury ELMS \(IRS\)](#)
- ▶ [USAID University](#)



Go Learn

Serves as the Government-stop resource to obtain high Training product and service

▶ [Law Enforcement Training](#)
Obtain skills and knowledge demanding challenges of a law enforcement career.

▶ [Treasury Executive Institute](#)
Offers learning opportunities the needs of the Department executives.

▶ [Graduate School](#)
Provides career-related cou the Government's continuing education institution.

▶ [Commerce Learning Center](#)
The Commerce Learning C Learning Management Syst includes many e-learning offerings.

Training at Census

The intranet home for all Census Bureau training options, including Census Corporate University, IT Training, Management Development Program, course catalogs, career resource center, and others

Bureau Reports

Click on the report name to obtain a report.

- ▶ [Emergency Contacts Listing](#)
View the emergency contacts and work location of employees based on organization level or reporting manager.
- ▶ [Group/Mass Awards](#)
Group/Mass Awards and the employees given each award.
- ▶ [HCUP On-Hold Report](#)
View the HCUP On-Hold Report to review on hold HCUP Packages in your organization.
- ▶ [HCUP Status Report](#)
View the HCUP Status Report to review HCUP Packages in your organization.
- ▶ [Ind. Pending/Processed Awards](#)
View the status of pending





PAR Record

Union, Tanya R EmpID: 332207 Emp Rcd Nbr: 0

Data Control | Personal Data | Job Data | Position Data | Compensation Data | Agency Comp | Employment Data 1

Data Control Find | View All | First | 1 of 41 | Last

*Actual Effective Date: 12/04/2011 Proposed Effective Date: 12/04/2011

*Transaction #/ Sequence: 1 | 1 Not To Exceed Date: NTE # Days: Authentication Date: 12/06/2011 NFC Ins: PP/Yr Processed: / HCUP Status: *PI upd ind: Processed *Action: HIR Hire PAR Status: HR Processed by HR *Reason Code: NPS New Position Contact: NOA Code: 130 Transfer Authority (1): KVM REG 315.501 Authority (2): Print SF-52 Print SF-50 [HCUP Impact](#) [PAR Remarks](#) Award Data [Tracking Data](#) SING Search PAR Request#: Mismatch [GPPA Website](#) Award Address SING Error(s) SING Addendum

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

[Data Control](#) | [Personal Data](#) | [Job Data](#) | [Position Data](#) | [Compensation Data](#) | [Agency Comp](#) | [Employment Data 1](#) | [Employment Data 2](#) | [NFC Data 1](#) | [NFC Data 2](#)

- History Maintained in HRC starting from date of Conversion
- Daily outbound file to NFC at 4pm ET
- Daily inbound file from NFC to HRC
 - Results from previous day outbound
 - Insert Auto Actions bi-weekly
- SING Reports
- Apply HCUP actions from NFC to HRC

