

## Mask Actions

### Awards Mask

Users may enter cash and time-off awards more efficiently for their employees by using the Awards Mask capability. This facility allows a user to enter data and initiate a process to **Run** that will automatically update the employee record

**NOTE:** The user must enter similar award types with the same effective date. For example, a user would use the Awards Mask capability to process a group of individual cash awards with an effective date of 04/18/03.

**NOTE:** Users may also enter an award directly into an employee record. A User might choose to enter the data directly when there are only a few to process.

### Navigational Path

Home > He Process Menu > HHS Custom Processes > MassMask > Employee Awards.

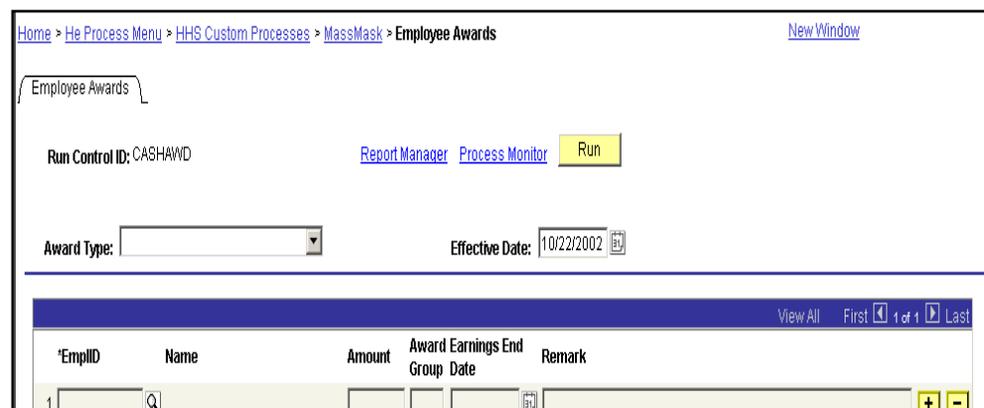
### Procedure

The following steps detail the procedure for processing awards using the Mask Capability functionality:

1 Follow the navigational path:

Home > He Process Menu > HHS Custom Processes > MassMask > Employee Awards.

The **Employee Awards** page appears:



The screenshot shows the 'Employee Awards' web page. At the top, there is a breadcrumb trail: Home > He Process Menu > HHS Custom Processes > MassMask > Employee Awards, and a 'New Window' link. Below the breadcrumb is a search box containing 'Employee Awards'. The main form area includes a 'Run Control ID: CASHAWD' label, a 'Report Manager' link, a 'Process Monitor' link, and a yellow 'Run' button. There is an 'Award Type' dropdown menu and an 'Effective Date' field with a calendar icon, showing '10/22/2002'. At the bottom, there is a table with columns: 'EmpID', 'Name', 'Amount', 'Award Earnings End Group Date', and 'Remark'. The table has a header row and one data row with the number '1' in the first column. To the right of the table are 'View All', 'First', '1 of 1', and 'Last' links, along with '+' and '-' buttons.

- 2 The user must select the **Award Type**: Group Cash, Group Time-off, Individual Cash or Individual Time-off.
- 3 Enter the **Effective Date** of the action group.
- 4 Enter an **Employee ID**.
- 5 Enter **Award Amount** (hours or dollars)
- 6 If applicable, enter **Award Group** indicator.
- 7 For **Time-Off Awards**, enter the **Earnings End Date**.
- 8 Enter **Remarks** if applicable. This remark will be loaded as a “ZZZ” remark for cash awards  
  
For **Time-Off Awards**, the remark will be a “T29”. Enter the amount of hours for the award.
- 9 Click the  to insert another employee’s award information.
- 10 Continue the above process until all employees have been entered.
- 11 When all the employees’ data has been entered, click the **RUN button**.
- 12 Select the “PSUNX” server on the **Process Scheduler Request** page.
- 13 Click **OK**.
- 14 Note the **Process Instance Number**, located below the **RUN** button on the **Employee Awards MassMask** page.
- 15 Click the **Process Monitor Hyperlink** to go to the **Process Requests** page.
- 16 Be sure the **Process HE\_AWARDS** shows a **Run Status** of “Success”. A **Run Status** of “Success” demonstrates that the process has completed.



**Alert**                    **NOTE:** If an action is in progress when the process is run, the Mask will insert a row at the most current processed or corrected row. When the action in progress is completed, it is the HR Processors responsibility to modify the rows as applicable.

**Process Check**        Users may use Mass Mask Query to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager

Query Name: HE\_MASS\_MASK\_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query function and reports.

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**Health Benefits Mask**    Users may enter start/change health benefit actions more efficiently for their employees by using the Health Benefits Mask capability. This allows a user to enter data and initiate a process that will automatically update the employee's health benefits record. This functionality will be particularly helpful during Federal Employees Health Benefits (**FEHB**) **Open Season**.

**NOTE:** Users can still enter data for FEHB actions for individual employees, but Par Actions are not keyed. The data is entered on the Health Benefits page.

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**Navigational Path**        **Home>He Process Menu>HHS Custom Processes>MassMask>Health Benefits Mask**

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**Procedure**                The following steps detail the procedure for processing Health Benefits using the Mask functionality.

**1**                              Follow the navigational path:

Home>He Process Menu>HHS Custom Processes>MassMask>Health Benefits Mask

The **Health Benefits Mask** page appears:

Home > He Process Menu > HHS Custom Processes > MassMask > Health Benefit Mask

Heath Benefit Mask

Run Control ID: FEHB [Report Manager](#) [Process Monitor](#)

NOA Code: 962 NOA Code Ext: 0 Effective Date: 10/24/2002

EmpID	Name	Plan Type	Benefit Plan	Coverage Code
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

View All First 1 of 1 Last

2 Enter the **Effective Date** for the action group. (This date will be populating the **Coverage Begin Date**, **Deduction Begin Date** and the **Election Date** fields on the **Health Benefits** page.)

NOTE: The **Effective Date** of the action group applies to all employees included in the mask.

3 Enter the **Employee ID**.

4 Enter the **Plan Type (10)**.

5 Enter the **Benefit Plan** (Carrier code)

6 Enter the **Coverage Code**.

7 Click the  to insert another employee's health benefit information.

8 Continue steps 3 through 7 until all employees have been entered.

9 When all employees' data has been entered, click Run.

10 Select the "PSUNIX" server on the Process Request page.

11 Click OK.

12 Note the **Process Instance Number**. This number is found below the **Run** button on the **Health Benefits Mask** page.

13 Click the **Process Monitor Hyperlink** to go the Process Requests page. Be sure the **Process (HE\_HLTH\_ELCT)** shows a **Run Status** of **Success**.

A **Run Status** of **Success** demonstrates that the process has completed.



**Process Check** Users may use **Mass Mask Query** to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager

Query Name: HE\_MASS\_MASK\_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query function and reports.

**Self to Family Coverage** If the employee is changing from self to family coverage and did not have any dependent data in EHRP, the mask action will insert a dependent of **J. Doe** into the **Dependent/Beneficiary** page.

The mask query will identify those employees who have a **J. Doe** inserted in to their record. The **processing status** on the query will show **Review for Dependent Data**.

An individual with **Super User (correct history)** capability can correct the **J. Doe** entry by doing the following:

1. Go to the **Dependent /Beneficiary** page group and update the record with the accurate dependent(s) information.
2. Go to the **Health Benefits** page group and update the **Dependents** page with the accurate dependent(s) information.

**Life Changes** If the user has a **life change** (e.g. gets married, has a child, etc.) and wants to change to family coverage outside of the **FEHB Open Season**, the User would need to do the following:

1. Add the dependent information on the **Dependent /Beneficiary** page.
2. Insert **one row** to identify the **new election** on the **Health Benefits** page.

**NOTE:** It is not necessary to insert a termination row. The payroll interface will send the update to payroll.

**Correcting User Health Benefit Errors** *Errors discovered on the same day keyed:*

If a User makes a typo on a Health Benefits action and it is discovered the same day, the user should contact their Super User. The **Super User** will utilize correct history to correct the typo. The payroll interface will then pick up the update.



***Errors discovered after the date keyed:***

There are three options available for rectifying errors discovered after the date keyed.

**Option 1:** The user may enter a **new row** with the accurate data.

**NOTE:** *The effective date of this new row must be more current than the previous row in the employee's health benefits record.*

**Option 2:** The User may request that their **Super User** delete the erroneous row first. Once the **deletion** occurs, the correct data must be re-entered. This **re-entry** will trigger the notification of the change to the payroll interface

**Option 3:** If the correction is on an **historic row** (not the current row), a **Super User** may **insert the row with an effective date that is less** than the current row's effective date. However, a **Help POC Ticket is required** to request the action be **resent** for payroll pickup.

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**Employee  
Realignment  
Mask**

Employee realignment actions may be processed in one of three ways:

- I. Mask Process
- II. Mass Process
- III. Manual Process

The Mask Process is covered here in Section 3 the Mask Actions.  
The Mass process is covered in Chapter 18, Section 2, Mass Actions.  
**The Manual Process is covered in Chapter \_\_\_\_\_**

A mask template is available to Users for the initiation of an employee Realignment. The Mask process will update the employee's record and the employee's current position to reflect the new Department ID (Admin Code).

The following data will appear on the **Data Control Page** for the realignment action:

- Effective Date
- Action: POS (Position Change)
- Reason: REO (Reorganization/Restructure)

- NOA Code: 790 (Realignment)
- NOA Extension: 0
- Legal Authority: UNM

**Navigational Path**

**Home>He Process Menu>HHS custom Processes>MassMask>Employee Realignments**

**Procedure**

The following steps detail the procedure for processing Mask employee realignments.

1 Follow the navigational path:

Home>He Process Menu>HHS custom Processes>MassMask>Employee Realignments

The **Employee Realignments** page appears:

[Home](#) > [He Process Menu](#) > [HHS Custom Processes](#) > [MassMask](#) > [Employee Realignments](#) [New Window](#)

Emp. Realignment

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Effective Date:

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EmpID	Name	SetID	New Department	New Location Code	Authority 1 Descr - Part 1	Authority 1 Descr - Part 2	New Account Code	New Description
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				

2 Enter the **Effective Date**. (The date would be the same for all employees being realigned.)

3 Enter the **Employee ID**.

4 Enter the **SetID** of the new department to which the employee is being realigned.

5 Enter the new **Department ID**.

6 Enter the new **Location Code** when applicable. If this field is left blank, the

old value will carry over.

- 7 Enter the description for the “UNM” legal authority that will appear on the employee’s record.
- 8 If applicable, enter additional legal authority description in the **Part 2** field.
- 9 Enter the new **CAN** if applicable. If this field is left blank the old value will carry over.
- 10 If desired, enter a remark in the **Description** field. This will be treated as the ‘ZZZ’ remark.
- 11 Click the  to insert another employee’s information.
- 12 Continue the above process, steps 2 through 11, until all employees have been entered.
- 13 When all employees’ data has been entered, click **Run**.
- 14 Select the “PSUNX” server on the Process Scheduler Request page.
- 15 Click **OK**.
- 16 Note the **Process Instance Number**. This number is found below the **Run** button on the **Employee Realignment** page)
- 17 Click the **Process Monitor Hyperlink** to go to the **Process Requests** page. Be sure the process HE\_ **REALIGN** shows a **Run Status** of **Success**.
- 18 A **Run Status** of **Success** demonstrates that the process has completed.

Users may use **Mass Mask Query** to generate a report to determine what has been processed or what errors have occurred. The query navigational path and query name follow.

Home > PeopleTools > Query Manager > Use > Query Manager

Query Name: HE\_MASS\_MASK\_STATUS.

Please see **Information Tools** in **Chapter 18** for instructions on how to use the Mass Mask Query function and reports.

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