MARS User Guide
Personnel Tracking –
Vacancies & Current Employees

United States Department of Commerce
National Oceanic and Atmospheric Administration
National Marine Fisheries Service
Office of the CIO

Personnel Tracking - Vacancies and Current Employees
Document Revision 2.2

# Personnel Tracking – Vacancies and Current Employees

The personnel process tracks the biweekly status of every NOAA Federal employee and the approved vacant positions within the current fiscal year. The Personnel database is populated from the National Finance Center (NFC) on an automatic biweekly download. Since NFC does not track vacancy information, the vacant positions are manually entered to complete a comprehensive NOAA personnel database. All Employee records (Active and Vacancies) are used to generate Employee Projections.

Workflow Diagram

Getting Started

The Personnel Tracking module requires all users to be assigned the MARS Personnel role. Each user with the Personnel role is limited to the security level for the Organization Code(s) reflected in the MARS Security Table.

To access the *Personnel Tracking* form, select *Personnel* from the *MARS Main menu* then *Personnel Tracking* from the submenu*.*
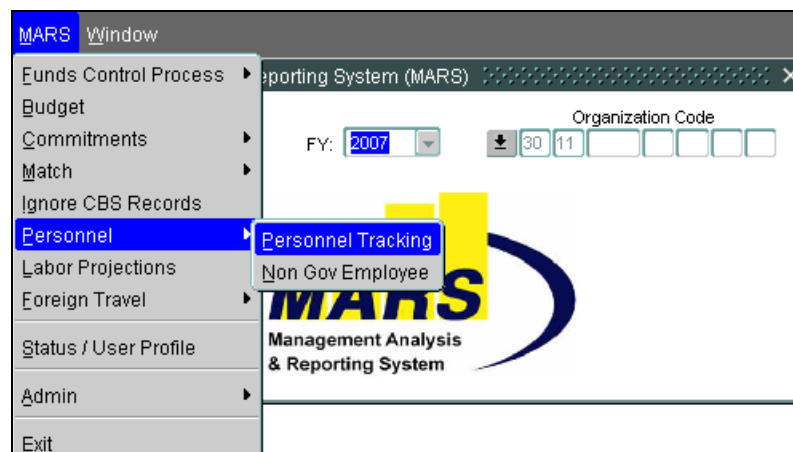
Personnel Tracking Form

The personnel data is entered in this form based on information from the NFC download or from vacancy information entered by the user. Gray Key Fields cannot be modified. These fields are either calculated, defaulted from other data entered, or system generated. The blue fields directly impact the labor projection.

The *Personnel Tracking Form* is divided into 4 sections. The top left section reflects the data downloaded from the NFC for the employee records or entered in MARS Vacancy data. The bottom left reflects the Projection Creation Data for Current Employees and Vacancy Records that are populated by the Admin.   The upper right section allows users to establish an Overtime

designation for NWS employees. The lower right section allows the user to mark a record and navigate to the resource materials.

Item	Description
First Name	Employee's first name or type "Vacant" for a Vacancy entry.
Last Name	Employee's last name or type "Vacant" for a Vacancy entry. Note: You can enter the last name as Vacant1, Vacant2, etc. to differentiate your Vacancies.
EMPNO	Employee Number is assigned by the CBS CFS (Core Financial System) for each employee. This number is used throughout the MARS system to identify the employee. Vacancies will automatically be assigned an EMPNO by the system when the record is Saved. The numbers assigned to Vacancies range from 90000 and 99999.
NFC Organization Code	The NFC Organization Code is assigned by the NFC for current employees. Since the NFC does not track Vacancies, the Org Code is not downloaded. A user can manually enter the Org Code to be used in the projection for the Vacancy.
Project /Task	The Project Code/Task is assigned by the NFC for current employees NFC default). Since the NFC does not track Vacancies, the Project/Task is not downloaded. A user needs to manually enter the Project/Task to be used in the projection for the Vacancy. Project/Task for current employees can be updated on the Labor Projection module for the MARS planning purposes.

Start Date   If the record is populated with NFC data, the field cannot be modified.   The field format is DD-MON-YYYY - e.g., 31-JAN-2007. This field is optional when entering in as a vacancy record. However, it is recommended that it be populated to help in projecting labor costs in MARS.

PD Identification Number   This number should come from the Position Organization Listing (POL) Report. This is an optional Data Entry field. However, if the number is unique, it can be matched when NFC data is downloaded into the system.

Work Schedule Description   A code denoting the employee's work schedule. The code indicates the levels of full-time, part-time, and intermittent schedules. Use the List of Values for data input.

Pay Plan   The 2 position code denoting the employee's pay plan (i.e., ES, GS, GM, WG, WL, WS, ZA, ZP, ZS, ZT etc.)

Grade   A numerical value associated to the pay plan of the employee.

Step   A value from 00 to 10 indicating the employee's step within a specific Pay Grade from the government pay scale table.

Job Title   The employee's position title name should coincide with the employee's occupational series. Double click to receive a list of values to select a Job Title from. This field is mandatory.

Duty Station   Geographical employment location.

FTE   Full-Time Equivalent - The measurement of on-board employment whereby one full year for one employee equals a unit of one FTE.

Supervisor Code   Field is populated from the NFC download. Allows the user to identify and create valid projection data for some supervisors who are not ranked in the Demo evaluation process.

Salary Year   The Yearly Salary will be downloaded from NFC. For Vacancies use the "Find Salary for General Schedule" or "Find Salary for Pay Banding" buttons located on the right hand side of the FORM to enter the correct salary for the Grade and Step.

Benefits   This amount is calculated based on the Employer's Contribution rate stored in the MARS rate table. This field is system generated.

Labor   The sum of the Annual Salary Amount and the Benefit Amount. This field is system generated.

Hourly Rate   This field is calculated by dividing the number hours worked by the annual

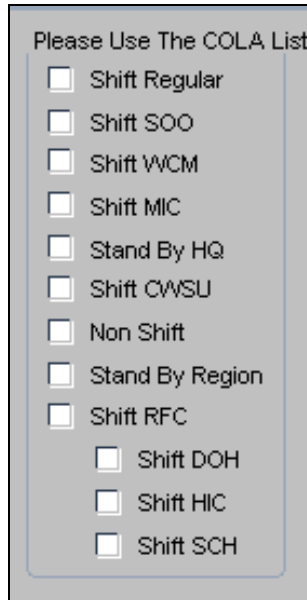salary amount. This field is system generated.

Comments There are 80 characters space to allow for notes.

Fields Directly Impacting Labor Projections

Item	Description
NFC Org Code	The default Organization Code assigned by NFC for current employees (manually enter for Vacancy) that will be used to create a Labor Projection Profile.
Project / Task Code	The default Project/Task Code assigned by NFC for current employees (manually enter for Vacancy) that will be used to create a Labor Projection Profile. Project/Task for current employees can be updated on the Labor Projection module for the MARS planning purposes.
Prom/Step%	If an employee's promotion/step is anticipated, the Admin will enter a percentage for Pay Banding Increase or Promotion Pay Raise to apply to the Annual salary amount.
Effective	Use the drop down box to select a Pay Period when the PROM/STEP% will be effective.
CAPS Percentage and Pay Period	These fields are entered for all employees under the CAPS. The field will increase the bi-weekly projection from the pay period selected forward by the percentage entered in the field.
JAN 1st Raise	The JAN 1st raise is entered for all employees. The field will increase the bi-weekly projection from PP 1 forward by the percentage entered in the field. This field is usually an estimate based on published information.
WGI Date	Date of the Employee's next Within Grade Increase supplied by the NFC. When this date falls within the current FY the Projection will be increased by 3% for the Pay Period that the date falls in. If this date appears as the year 2050, the employee is not on the General Schedule, but in on Pay Banding.
Series	The occupational series that identifies the employee's position title. Double click this field to see the list of values associated to the position titles.
COLA	Cost Of Living Allowances - COLA is applied and generated for an employee who lives in a geographical location that is designated to receive a living allowance.
Post Differential	In areas where the OPM has authorized both a cost-of-living allowance (COLA) and a post differential, the Government pays the full COLA and a partial differential (object 11-54), so as not to exceed 25 percent of the employee's hourly rate of basic pay.

Over Time Settings

Allows the user to identify what type of overtime the employee is entitled to receive, which will impact the labor projections (NWS).

Identified (checked) by the FMC on the Personnel Form (if *Shift CWSU, Non-Shift,* or *Stand-by Region* are not marked by the system during MARS Refresh):

> Regular Shift
> Shift SOO
> Shift WCM
> Shift MIC
> Stand-by HQ

Identified (checked) by the FMC (if *Shift RFC* marked by the system during MARS Refresh):

> Shift DOH
> Shift HIC
> Shift SCH

Marked by the system during MARS Refresh, could not be updated (checked) on the Personnel Form:

> Shift CWSU
> Non-Shift
> Stand-by Region
> Shift RFC

Buttons – These buttons are located at the right side of the form and provide specific commands, tools and functionality that is available to the user.
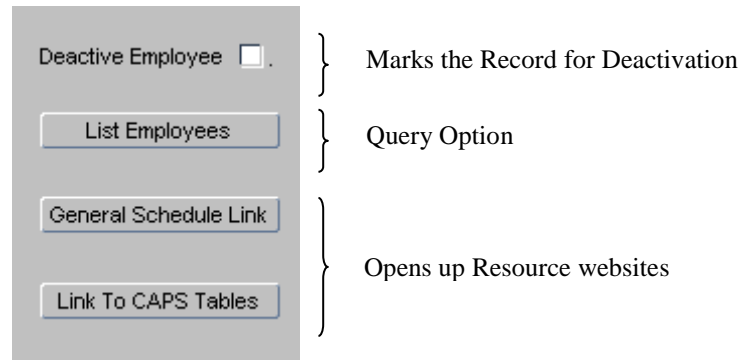
Deactive Employees – Identifies employees missing or removed from the current NFC pay period tables. An Employee with a current fiscal year Projection will remain available in the system.

List of Employees – Use this button to enter a Query to find employees and their current projection status.
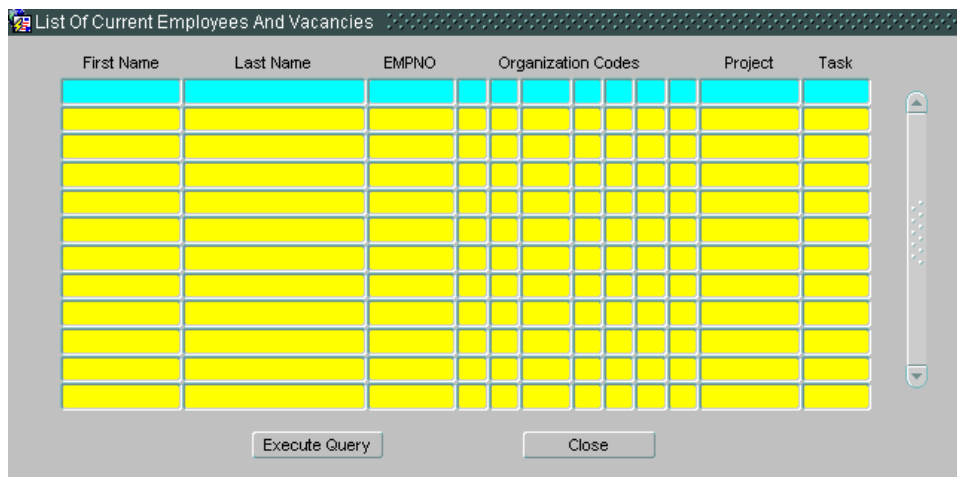
General Schedule Link - Use this button to bring up the OPM web page. This website will assist in finding the correct salary when entering a vacancy using the General Schedule.

Link to CAPS Tables- Use this button to bring up the Commerce Alternative Personnel System (CAPS) Pay Tables.

Icons for the Personnel Tracking Form (Vacancies and Current Employees)

Save	Enter Query	Execute Query	Cancel Query	Up	Down	Add	Delete	Duplicate	List of Values	Exit
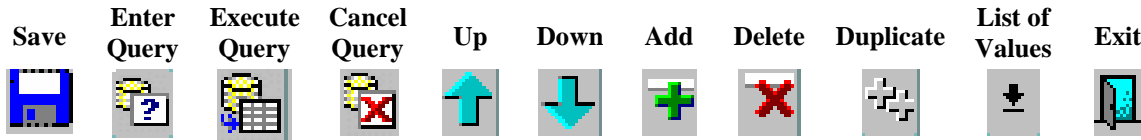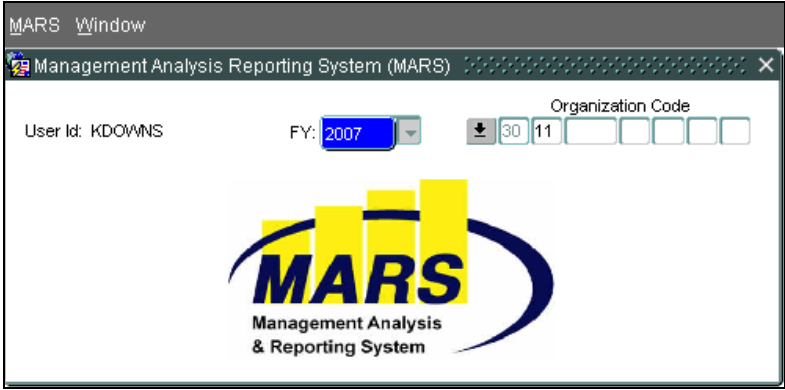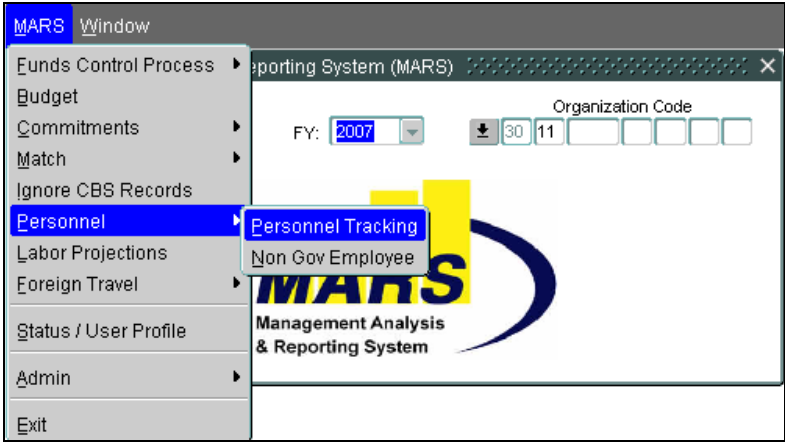
General Data Entry rules and Guidelines

- The Top portion of the Form has restricted use for Current and Deactivated Employees. Since this is official data, most fields cannot be changed.

- Employee data will be automatically entered with the first download from the NFC. Check the values in the "Vacancy Projection Creation Data" for accuracy before creating a projection. Official corrective actions to the NFC personnel database can only be made by contacting the NOAA Workforce Management Office.

- When a NEW Employee is downloaded from the NFC, the default OPT (Organization/Project/Task) will be listed. This default information will also be copied to the Projection profile. Edit the OPT information on the *Labor Projection* Forms, NOT in the *Personnel Tracking* Form.

- Existing NFC employees cannot be deleted.

Add a Record

The only records that can be added to the *Personnel Tracking Form* are for vacancies. Users perform the following steps to add a **Vacancy** record in the *Personnel Form*.

Step	*Action*
1	Select the proper Fiscal Year from t he *Main MARS* Form. If the user is responsible for more than one FMC, select the appropriate FMC.
2	Select *Personnel* from the *MARS Main Menu*, then *Personnel Tracking* from submenu.

3	The *Personnel Tracking Form* will open in the insert mode.
	The record will display the word *Vacant* in the first and last names.
	• Vacancies are Fiscal Year sensitive. • All Vacancies are required to be re-entered each Fiscal Year. • Each new Vacancy entered will be given a unique Employee Number.
4	The cursor is in the *First Name* field. The First and Last Name populated with "*Vacant*" can be modified. Click or Tab to the *Last Name* field.

5	Click or tab to the *NFC Organization Code* field. Enter a valid Organization Code or double click into each field and select from the *List of Values (LOV)*.
	For vacancies, the Organization, Project Task (OPT) information will be used for projection data generation.
6	Enter a valid Project or double click in the *Project* field and select from the *LOV*. Enter a valid Task or double click in the *Task* field and select from the *LOV*. These are required fields. The system will advance to the next field. *Note: If the **Project Code** is selected from the **LOV**, the system will populate the **Task**.*

7	Click in the *Line Office Start Date DD-MON-YYY* field. Enter in the date when Vacancy is expected to be filled.
8	Click to *PD Identification No.* field. If known, enter in the PD Identification No. for the Vacancy.
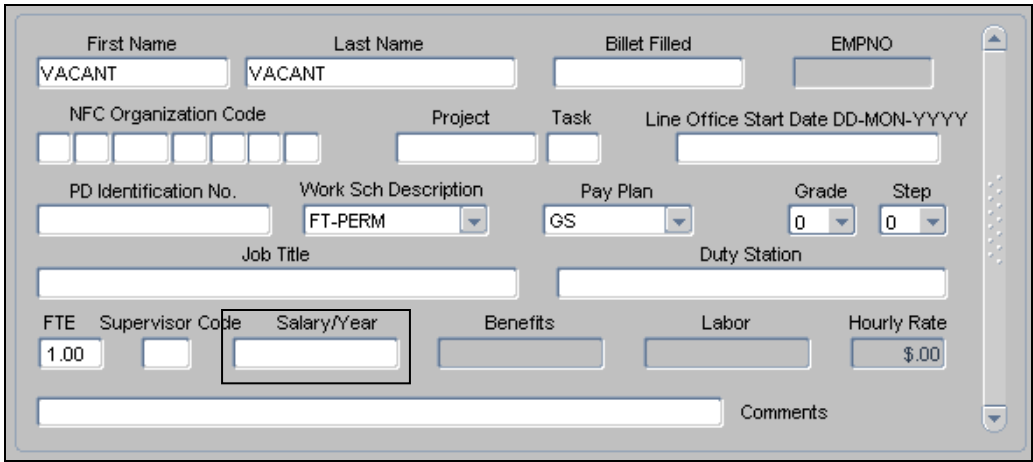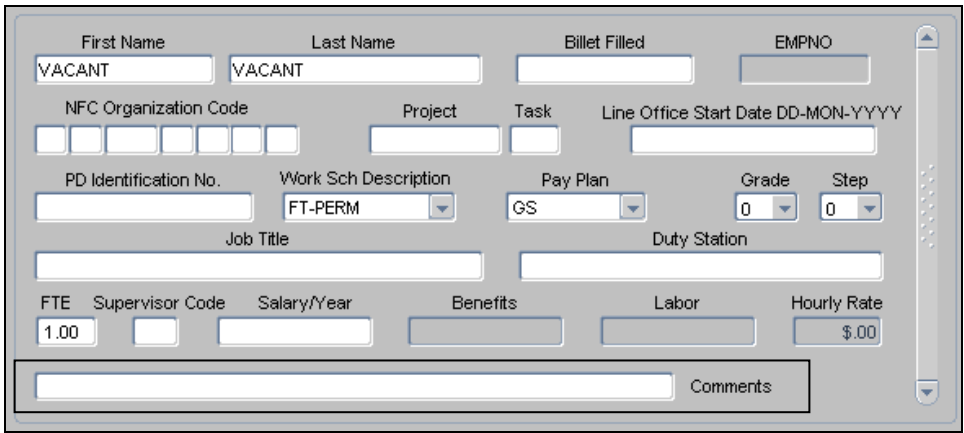
	It is helpful to add the Vacancy records using information from the Position Organization Listing (POL) report. Work with the personnel specialist in revising/updating the POL report. All current positions have a position number, but not all of the position numbers are unique.
9	Click to *Work Sch Description*. The system defaults this field to *FT-PERM*. Click in the field to select the code from the *LOV*.
10	Click to *Pay Plan* field. Click in the field and select from the *LOV*.
11	Click to *Grade Step* fields. Enter the grade and step for the position.
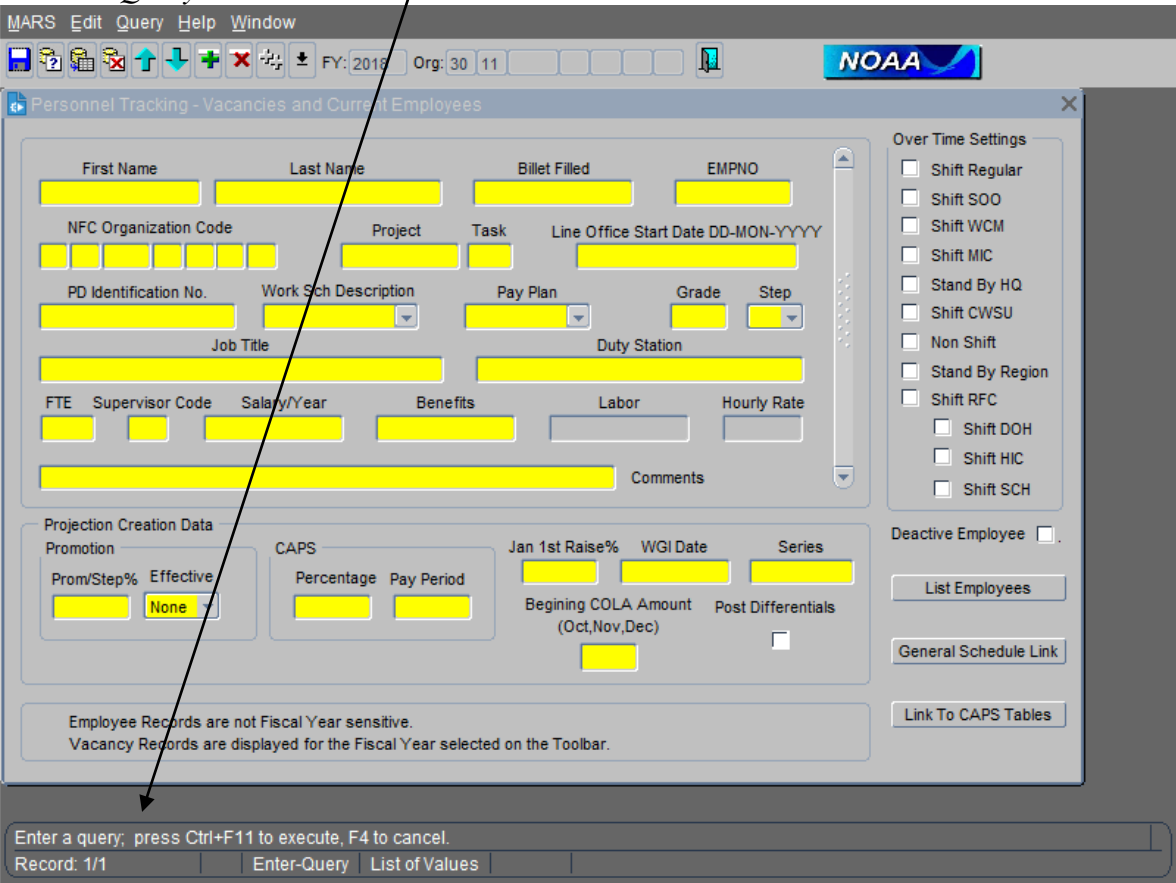
12	Enter in *Job Title*, *Duty Station* (location), and *FTE* of the Vacancy.
13	Click or Tab to *Salary/Year* field. Enter the amount of annual labor. Salary amounts are entered manually for Vacancies. Look up the Salary amount using the buttons: *Find Salary For General Schedule* or *Find Salary For Pay Banding*. When the salary has been entered for the first time, the *Benefits*, *Labor* and *Hourly Rate* will be calculated once the record has been saved.
14	Click to *Comments* field. Enter in a note. This is an optional field.
17	Click on to save record. Once the first record has been saved, to enter a new record, press the *Down* *Arrow* or press the *Add Record* icon. (*Warning - you must commit after updating or adding each record*). Click on the Exit icon to exit the form. ***If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without saving your changes.*** The *EMPNO* number will be generated when the record has been committed to the database.

Query a Record

A user is able to select records by entering Query Mode.

Users perform the following steps to query a record in the *Personnel Tracking Form*:

Step	Action
1	Click on [icon] to enter query mode. *Note: In the bottom left hand corner of the screen, the system indicates that the system is in "Enter a Query" mode.*
2	Enter data into any field that is highlighted in "yellow" and click the Execute Query icon. Within some of these fields, you can double click to select the data from the *List of Values*.

3	The system will display an *Employee Query*.

Once the query has been executed, An *Employee Query* Form will display directing the user to "*Select an Employee Type*". The choices are *Employee/Vacancies, Deactivated or Both*.

If *Employee/Vacancies* or *Deactivated is* selected, another *Employee Query* Form will display directing the user to *Select the Kind of Employee*. The choices are *Current NFC Employee, Vacancy or Both*. Once a selection has been made the record(s) will display.

If *Both* is selected, the record(s) will display.

| 4 | Depending on the query, the results may return multiple records.

In this example there are 14 records that have been retrieved. Use the ⬆ up and ⬇ down arrow keys or the *slide bar* to scroll through the query record set.

The messages at the bottom of the Form display helpful information. The message will indicate the number of records selected (i.e., 1/1 indicates one of one record; 3/? indicates multiple records -- the 3 represents the record being viewed or highlighted if in a list format. |

Duplicate a Record

The Duplicate feature is not available in this form. When the Duplicate Icon is selected, the following message will appear.

Edit a Record

Users perform the following steps to edit an allocation in the *Personnel Tracking Form*:

Step	*Action*
1	Click on the Enter Query icon.
2	Enter data in any field that is highlighted in "yellow". Within some of these fields, you can double click to select the data from the list of values.
3	Click the Execute Query icon. To scroll through multiple Personnel records, use the up and down arrows or the *scroll bars*. To scroll through multiple detail records use the up and down arrows or the *scroll bars*.
4	Make the desired changes. Field edits will follow the same format as in the Add mode.
5	Click on to save. *If you attempt to exit a form and the system has detected unsaved changes, the Form will prompt you to either go back and save or exit the Form without saving your changes.*

Delete a Record

The only records that can be deleted in the *Personnel Tracking Form* are Vacancy records that have been entered by a user.
Users perform the following steps to delete a record in the *Personnel Tracking Form*:

Step	*Action*
1	Click on the Enter Query icon.
2	Enter data in any field that is highlighted in "yellow". Within some of these fields, you can double click to select the data from the list of values
3	Click the Execute Query icon.

	To scroll through multiple Personnel records, place your cursor in the Form, use the up ⬆ and down ⬇ arrows or the scroll bars. To scroll through multiple detail records use the up ⬆ and down ⬇ arrows or the scroll bars.
4	Click on ❌ to delete record. A CAUTION message will appear saying *"Do you want to commit the changes you have made?"* Click *N* for (No) to return to the Form or click *Y*; for (Yes) to mark the record for deletion. Existing NFC employees cannot be deleted.
5	Click on 💾 to commit the deleted record(s). *NOTE: Once the record(s) has been saved, they are permanently deleted!*

Fields That Can Be Modified on the Personnel Tracking for NFC Employees

The bottom portion of the **Form** allows fields to be entered for Current Employees and Vacancies, which will impact their projections.

Prom/Step% / Effective Date
CAPS Percentage / CAPS Pay Period
COLA / Post Differential Flag

Non Gov Employee

To access the *Non-Governmental Employee Information Input* form, select *Personnel* from the *MARS Main menu,* then *Non Gov Employee* from the submenu*.*
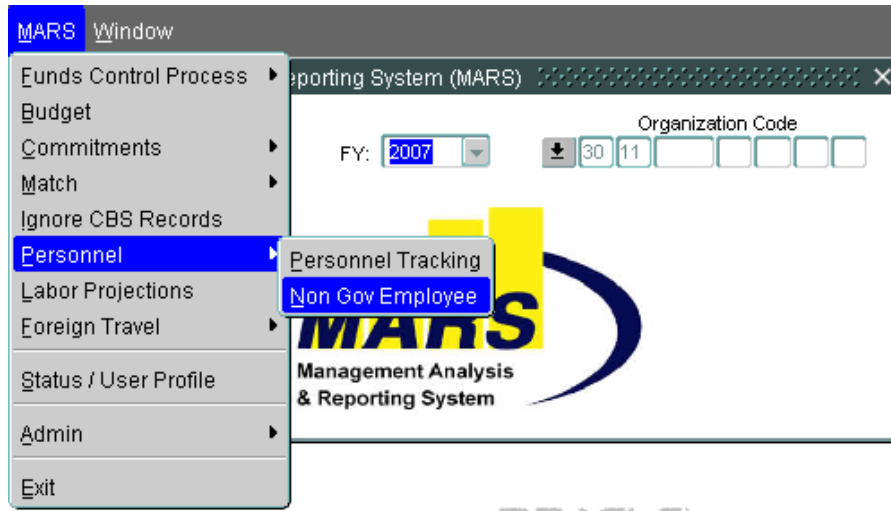
The Non-Governmental Employee Information form allows users to enter data for employees not on the National Finance Center database.

Links

Both the Office of Personnel Management (OPM) and the NOAA Human Resources (HR) have web sites that are helpful if you need additional personnel information.

OPM web site is **https://www.opm.gov/**

NOAA web site is **http://www.noaa.gov/**