

# **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 .....	2
Workflow Diagram .....	2
Getting Started .....	2
Personnel Tracking Form.....	2
Fields Directly Impacting Labor Projections .....	5
Over Time Settings .....	6
Buttons .....	7
Deactive Employees.....	7
List of Employees .....	7
Link .....	8
Icons for the Personnel Tracking Form (Vacancies and Current Employees).....	9
General Data Entry rules and Guidelines.....	9
Add a Record .....	10
Query a Record .....	16
Duplicate a Record.....	19
Edit a Record.....	19
Delete a Record.....	19
Fields That Can Be Modified on the Personnel Tracking for NFC Employees .....	21
Non Gov Employee.....	22
Links .....	22

## Personnel Tracking – Vacancies and Current Employees

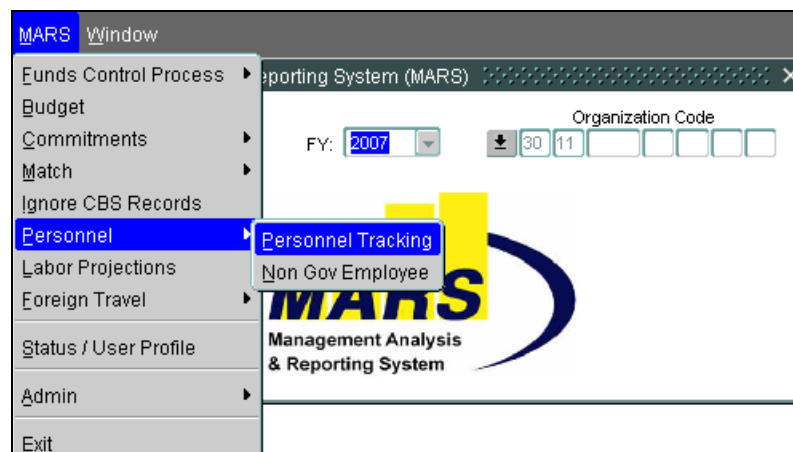
The personnel process tracks the biweekly status of every NOAA Federal employee and the approved vacant positions within the current fiscal year. The Personnel database is populated from the National Finance Center (NFC) on an automatic biweekly download. Since NFC does not track vacancy information, 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.

<u>Item</u>	<u>Description</u>
<b>First Name</b>	Employee's first name or type "Vacant" for a Vacancy entry.
<b>Last Name</b>	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.
<b>EMPNO</b>	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.
<b>NFC Organization Code</b>	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.
<b>Project /Task</b>	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.

<b>Start Date</b>	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.
<b>PD Identification Number</b>	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.
<b>Work Schedule Description</b>	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.
<b>Pay Plan</b>	The 2 position code denoting the employee's pay plan (i.e., ES, GS, GM, WG, WL, WS, ZA, ZP, ZS, ZT etc.)
<b>Grade</b>	A numerical value associated to the pay plan of the employee.
<b>Step</b>	A value from 00 to 10 indicating the employee's step within a specific Pay Grade from the government pay scale table.
<b>Job Title</b>	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.
<b>Duty Station</b>	Geographical employment location.
<b>FTE</b>	Full-Time Equivalent - The measurement of on-board employment whereby one full year for one employee equals a unit of one FTE.
<b>Supervisor Code</b>	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.
<b>Salary Year</b>	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.
<b>Benefits</b>	This amount is calculated based on the Employer's Contribution rate stored in the MARS rate table. This field is system generated.
<b>Labor</b>	The sum of the Annual Salary Amount and the Benefit Amount. This field is system generated.
<b>Hourly Rate</b>	This field is calculated by dividing the number hours worked by the annual

salary amount. This field is system generated.

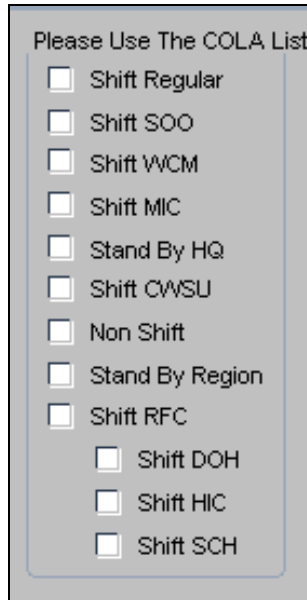
**Comments** There are 80 characters space to allow for notes.

## **Fields Directly Impacting Labor Projections**

<b><u>Item</u></b>	<b><u>Description</u></b>
<b>NFC Org Code</b>	The default Organization Code assigned by NFC for current employees (manually enter for Vacancy) that will be used to create a Labor Projection Profile.
<b>Project / Task Code</b>	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.
<b>Prom/Step%</b>	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.
<b>Effective</b>	Use the drop down box to select a Pay Period when the PROM/STEP% will be effective.
<b>CAPS Percentage and Pay Period</b>	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.
<b>JAN 1st Raise</b>	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.
<b>WGI Date</b>	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.
<b>Series</b>	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.
<b>COLA</b>	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.
<b>Post Differential</b>	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).



The screenshot shows a dialog box titled "Please Use The COLA List". It contains a list of shift types, each with an unchecked checkbox to its left. The shift types are: Shift Regular, Shift SOO, Shift WCM, Shift MIC, Stand By HQ, Shift CWSU, Non Shift, Stand By Region, Shift RFC, Shift DOH, Shift HIC, and Shift SCH. The dialog box has a light gray background and a blue border.

Shift Type	Checked
Shift Regular	<input type="checkbox"/>
Shift SOO	<input type="checkbox"/>
Shift WCM	<input type="checkbox"/>
Shift MIC	<input type="checkbox"/>
Stand By HQ	<input type="checkbox"/>
Shift CWSU	<input type="checkbox"/>
Non Shift	<input type="checkbox"/>
Stand By Region	<input type="checkbox"/>
Shift RFC	<input type="checkbox"/>
Shift DOH	<input type="checkbox"/>
Shift HIC	<input type="checkbox"/>
Shift SCH	<input type="checkbox"/>

**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

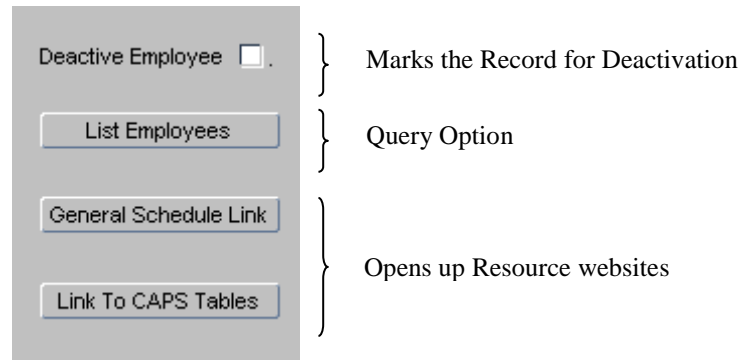
**Identified (checked) by the FMC** (if *Shift RFC* marked by the system during MARS Refresh):

- Shift DOH
- Shift HIC
- Shift SCH

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

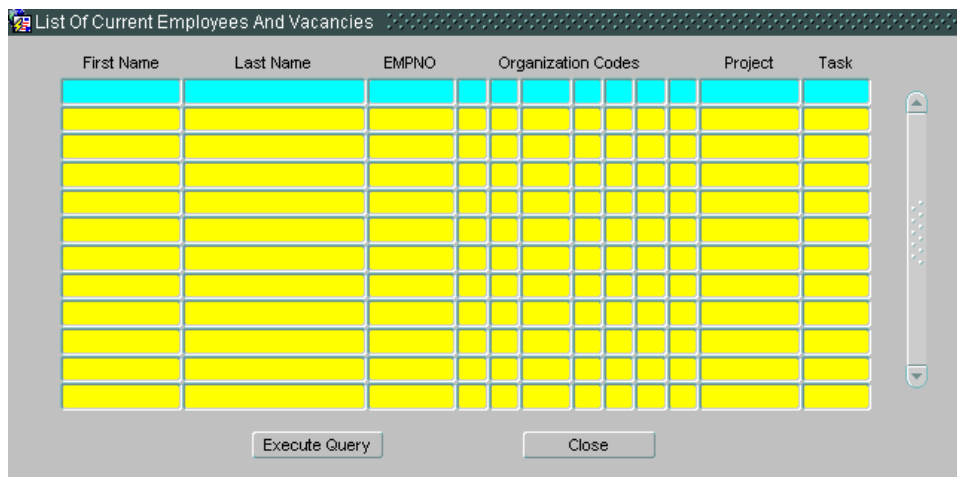
- Shift CWSU
- Non-Shift
- Stand-by Region
- Shift RFC

**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.



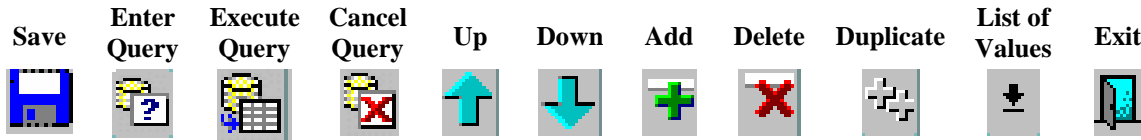
## Management Analysis and Reporting System (MARS) Users Guide

The screenshot shows the OPM.GOV website. The top navigation bar includes links for A-Z Index, Contact Us, Forms, and FAQs. The main navigation bar lists categories: ABOUT, POLICY, INSURANCE, RETIREMENT, INVESTIGATIONS, AGENCY SERVICES, and NEWS. The breadcrumb trail indicates the path: OPM.gov Main > Policy > Pay & Leave > Salaries & Wages. The left sidebar lists various HR topics, with 'Pay & Leave' and 'Salaries & Wages' highlighted. The main content area is titled 'Pay & Leave' and 'SALARIES & WAGES'. It features a year selector (2016, 2015, 2014, 2013, 2012, 2011, Earlier Pay Tables) and a '2016' section. The 2016 section contains text about the Office of Personnel Management's role in providing policy leadership and expertise on various pay programs, including the General Schedule (GS), Law Enforcement Officer (LEO) Pay Schedules, and the Federal Wage System (FWS). It also provides information on how to obtain an FWS Wage Schedule and a link to the FWS wage schedules website. A 'General Schedule (GS) & Locality Pay Tables' section lists links for 2016 GS Pay Tables, a Spreadsheet of General Schedule Rates, information about the Spreadsheet Format, and a General Schedule Salary Calculator. A 'RELATED INFORMATION' section lists links for Executive Order for 2016 Pay Schedules, Locality Payments Under President's Alternative Plan for January 2016, 2016 Locality Pay Area Definitions, Continuation of Locality Payments for Non-General Schedule Employees (November 20, 2015), and Duty Station Locator.

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

The screenshot shows the U.S. Department of Commerce Office of the Secretary HR PRACTITIONERS page. The header includes the U.S. Department of Commerce logo, the text 'U.S. DEPARTMENT of COMMERCE Office of the Secretary', and the text 'Office of Human Resources Management'. A search bar is located in the top right corner. The main heading is 'HR PRACTITIONERS'. The breadcrumb trail indicates the path: Home > HR Practitioners > Compensation & Leave. The main content area is titled 'Commerce Alternative Personnel System (Formerly DEMO Project): Pay Tables'. Below the title, there is a paragraph stating: 'These are the Commerce Alternative Personnel System (CAPS) pay tables. These pay tables are updated annually based on locality, special rate and general increase information.' The page is divided into two columns. The left column lists 'Standard Pay Tables' and 'Specialty Pay Tables' for the years 2016, 2015, 2014, 2013, 2012, 2011, 2010, 2009, 2008, and 2007. The right column lists various HR topics: Benefits Policies, Classification & Position Management, Compensation & Leave, Employee Relations, HR Flexibilities, Performance Management & Awards, Resources & Tools, SES Policies, Strategic Management of Human Capital, and Training & Development. At the bottom right, there is a link to 'A - Z HR Policy Library for HR Practitioners'.

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

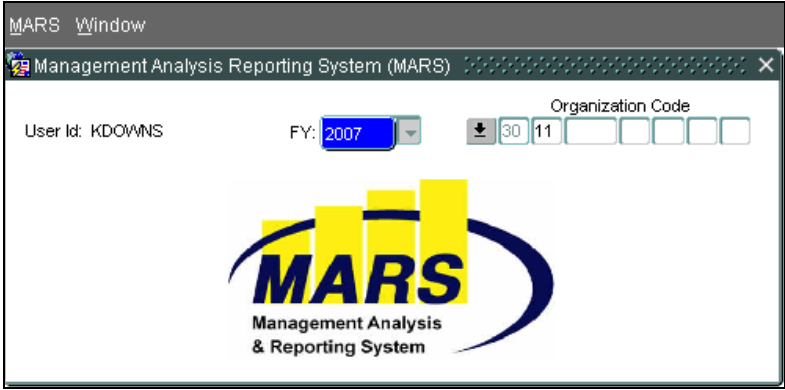
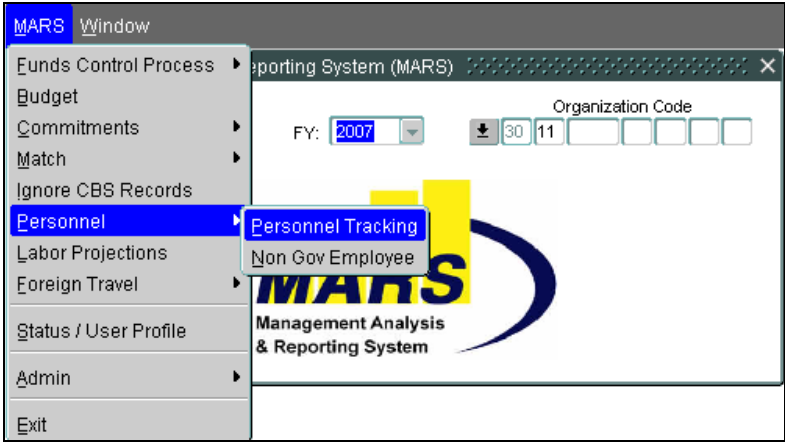


## General Data Entry rules and Guidelines

- 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	<p>Select the proper Fiscal Year from the <b><i>Main MARS Form</i></b>. If the user is responsible for more than one FMC, select the appropriate FMC.</p> 
2	<p>Select <b><i>Personnel</i></b> from the <b><i>MARS Main Menu</i></b>, then <b><i>Personnel Tracking</i></b> from submenu.</p> 

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**.*

First Name: VACANT Last Name: VACANT Billet Filled: EMPNO:

NFC Organization Code: Project: Task: Line Office Start Date DD-MON-YYYY:

PD Identification No.: Work Sch Description: FT-PERM Pay Plan: GS Grade: 0 Step: 0

Job Title: Duty Station:

FTE: 1.00 Supervisor Code: Salary/Year: Benefits: Labor: Hourly Rate: \$.00

Comments:

- 7 Click in the **Line Office Start Date DD-MON-YYY** field. Enter in the date when Vacancy is expected to be filled.

First Name: VACANT Last Name: VACANT Billet Filled: EMPNO:

NFC Organization Code: Project: Task: Line Office Start Date DD-MON-YYYY:

PD Identification No.: Work Sch Description: FT-PERM Pay Plan: GS Grade: 0 Step: 0

Job Title: Duty Station:

FTE: 1.00 Supervisor Code: Salary/Year: Benefits: Labor: Hourly Rate: \$.00

Comments:

- 8 Click to **PD Identification No.** field. If known, enter in the PD Identification No. for the Vacancy.

First Name: VACANT Last Name: VACANT Billet Filled: EMPNO:

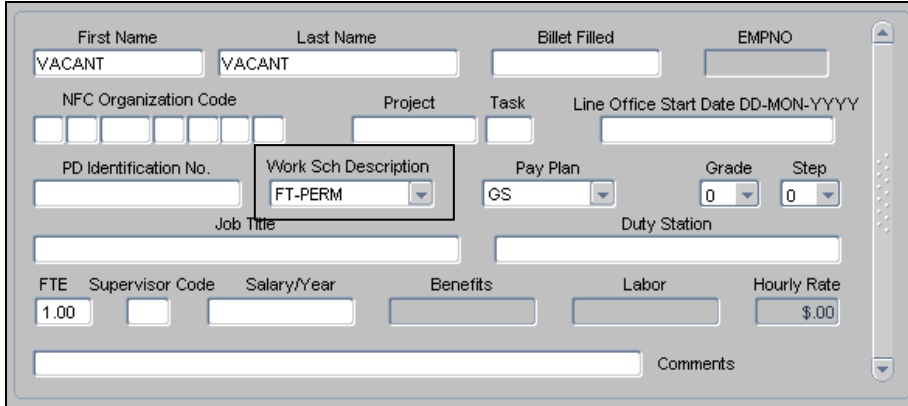
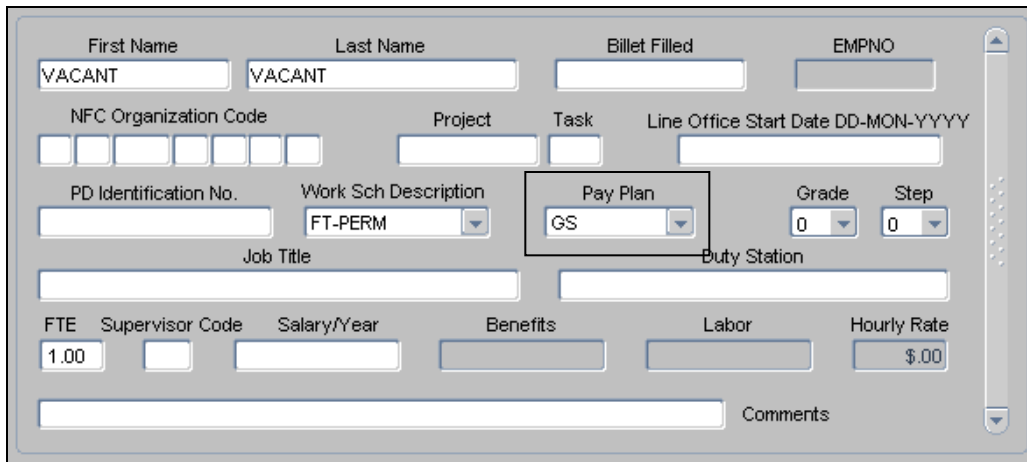
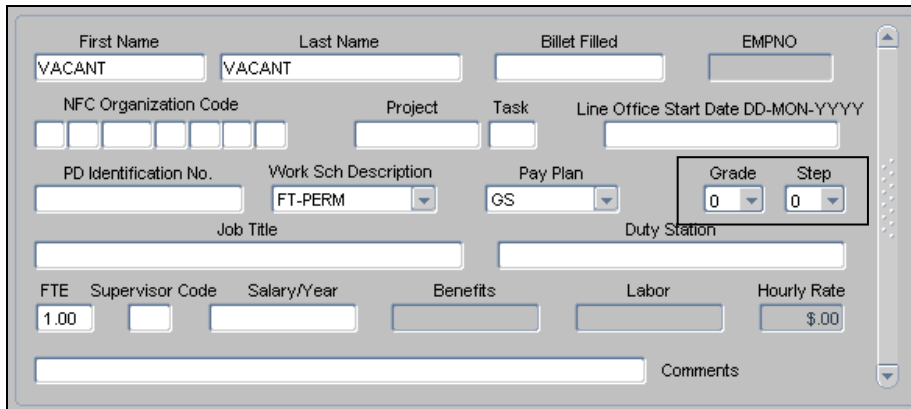
NFC Organization Code: Project: Task: Line Office Start Date DD-MON-YYYY:

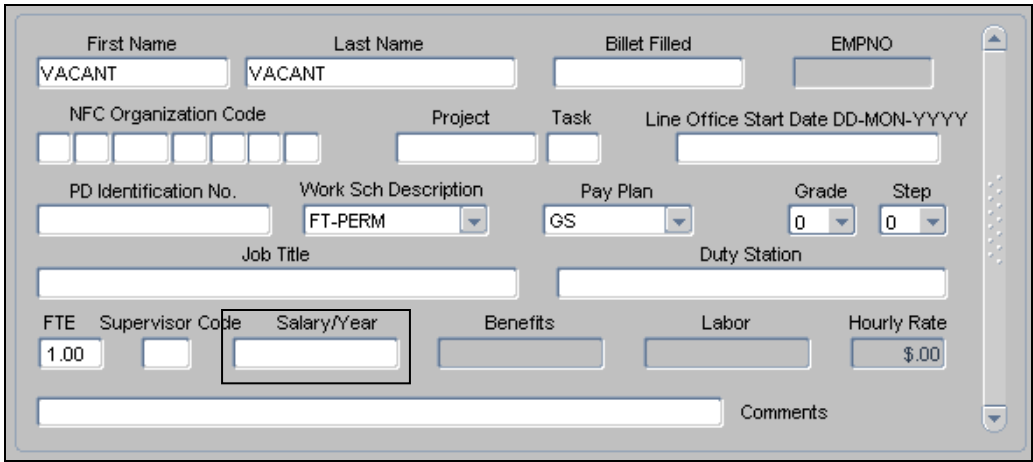
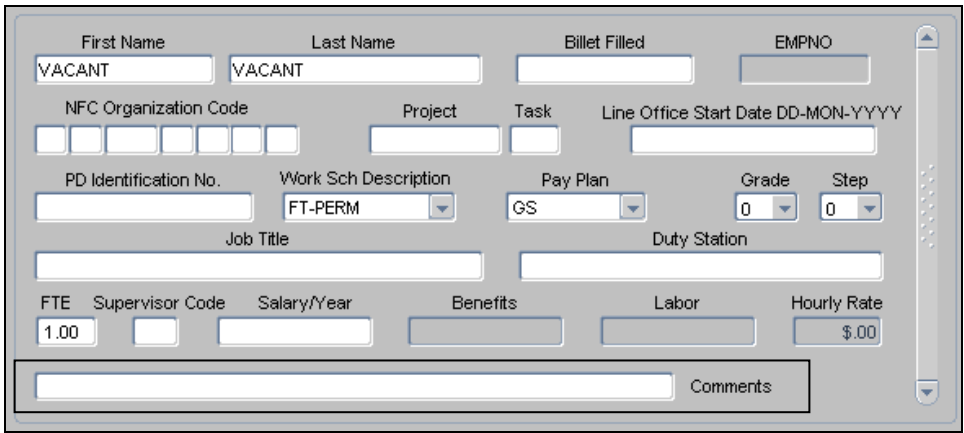




PD Identification No.: Work Sch Description: FT-PERM Pay Plan: GS Grade: 0 Step: 0

Job Title: Duty Station:

FTE: 1.00 Supervisor Code: Salary/Year: Benefits: Labor: Hourly Rate: \$.00

Comments:

	<p>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.</p>
9	<p>Click to <b>Work Sch Description</b>. The system defaults this field to <b>FT-PERM</b>. Click in the field to select the code from the <b>LOV</b>.</p> 
10	<p>Click to <b>Pay Plan</b> field. Click in the field and select from the <b>LOV</b>.</p> 
11	<p>Click to <b>Grade Step</b> fields. Enter the grade and step for the position.</p> 


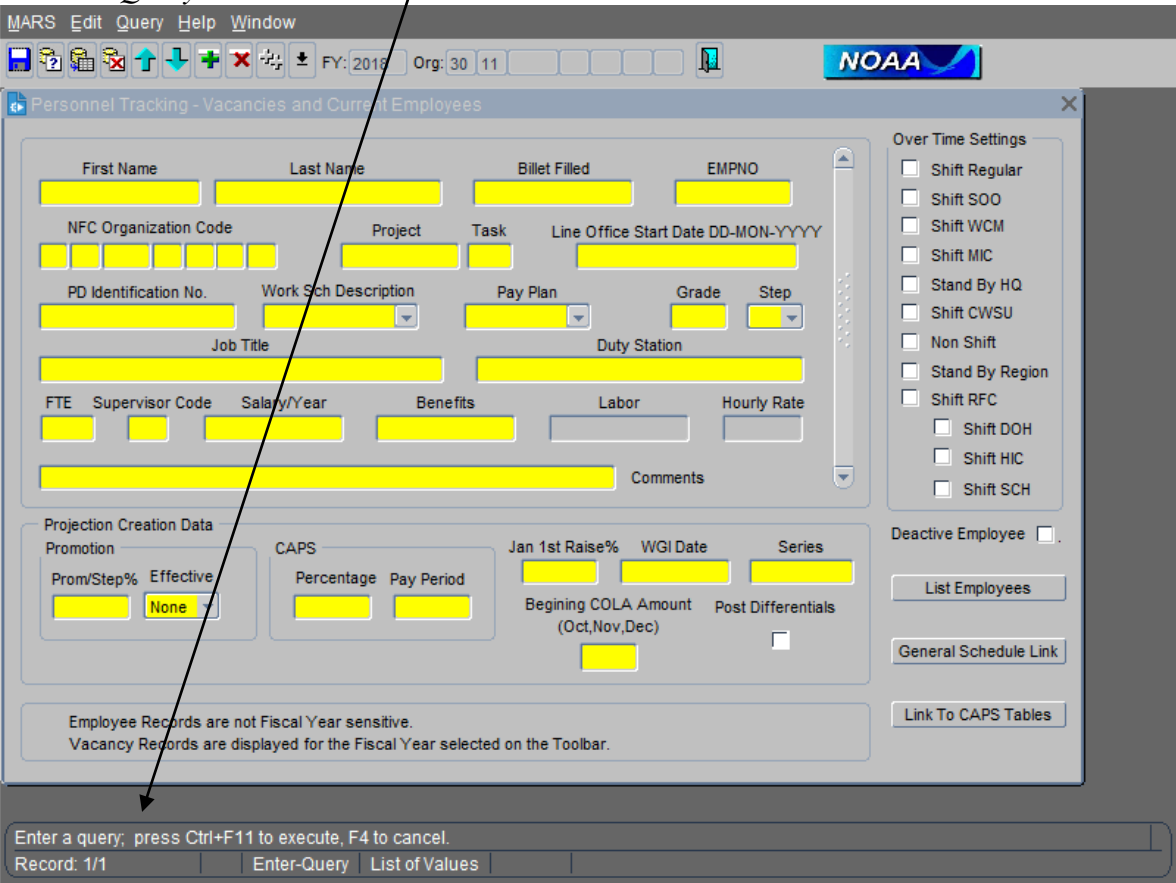
12	Enter in <b>Job Title</b> , <b>Duty Station</b> (location), and <b>FTE</b> of the Vacancy.
13	<p>Click or Tab to <b>Salary/Year</b> field. Enter the amount of annual labor.</p>  <p>Salary amounts are entered manually for Vacancies. Look up the Salary amount using the buttons: <b>Find Salary For General Schedule</b> or <b>Find Salary For Pay Banding</b>.</p> <p>When the salary has been entered for the first time, the <b>Benefits</b>, <b>Labor</b> and <b>Hourly Rate</b> will be calculated once the record has been saved.</p>
14	<p>Click to <b>Comments</b> field. Enter in a note. This is an optional field.</p> 
17	<p>Click on  to save record. Once the first record has been saved, to enter a new record, press the <b>Down</b>  <b>Arrow</b> or press the <b>Add Record</b>  icon. (Warning - you must commit after updating or adding each record). Click on the Exit  icon to exit the form.</p> <p><b>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.</b></p> <p>The <b>EMPNO</b> number will be generated when the record has been committed to the database.</p>



## 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	<p>Click on  to enter query mode.</p> <p><i>Note: In the bottom left hand corner of the screen, the system indicates that the system is in “Enter a Query” mode.</i></p> 
2	<p>Enter data into any field that is highlighted in “yellow” and click the Execute Query icon.</p> <p>Within some of these fields, you can double click to select the data from the <i>List of Values</i>.</p>

**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.

The screenshot shows the MARS Personnel Tracking - Vacancies and Current Employees form. The form is titled "Personnel Tracking - Vacancies and Current Employees" and includes a NOAA logo. The form contains various input fields for employee information, including First Name (VACANT), Last Name (SA - GALVESTON), EMPNO (948156), and others. A toolbar at the top includes navigation arrows. A vertical scrollbar on the right side of the form is circled, and an arrow points from the text "Record: 14/?" at the bottom left to the scrollbar. The bottom of the form displays the message "Record: 14/?" and a "List of Values" button.

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 <b>scroll bars</b> . To scroll through multiple detail records use the up  and down  arrows or the <b>scroll bars</b> .
4	Make the desired changes. Field edits will follow the same format as in the Add mode.
5	Click on  to save.  <i>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.</i>

## 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 " <i>Do you want to commit the changes you have made?</i> " Click <i>N</i> for (No) to return to the Form or click <i>Y</i> ; for (Yes) to mark the record for deletion. Existing NFC employees cannot be deleted.
5	Click on  to commit the deleted record(s). <i>NOTE: Once the record(s) has been saved, they are permanently deleted!</i>

## 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.

**Personnel Tracking - Vacancies and Current Employees**

First Name: VACANT Last Name: VACANT Billet Filled: EMPNO:

NFC Organization Code: Project: Task: Line Office Start Date DD-MON-YYYY:

PD Identification No.: Work Sch Description: FT-PERM Pay Plan: GS Grade: 0 Step: 0

Job Title: Duty Station:

FTE: 1.00 Supervisor Code: Salary/Year: Benefits: Labor: Hourly Rate: \$.00

Comments:

**Projection Creation Data**

Promotion: Prom/Step% Effective: None

**CAPS**

Percentage: Pay Period:

Jan 1st Raise%: WGI Date: Series:

Beginning COLA Amount (Oct,Nov,Dec): Post Differentials:

**Over Time Settings**

- ☐ Shift Regular
- ☐ Shift SOO
- ☐ Shift WCM
- ☐ Shift MIC
- ☐ Stand By HQ
- ☐ Shift CWSU
- ☐ Non Shift
- ☐ Stand By Region
- ☐ Shift RFC
- ☐ Shift DOH
- ☐ Shift HIC
- ☐ Shift SCH

Deactive Employee: ☐

List Employees

General Schedule Link

Link To CAPS Tables

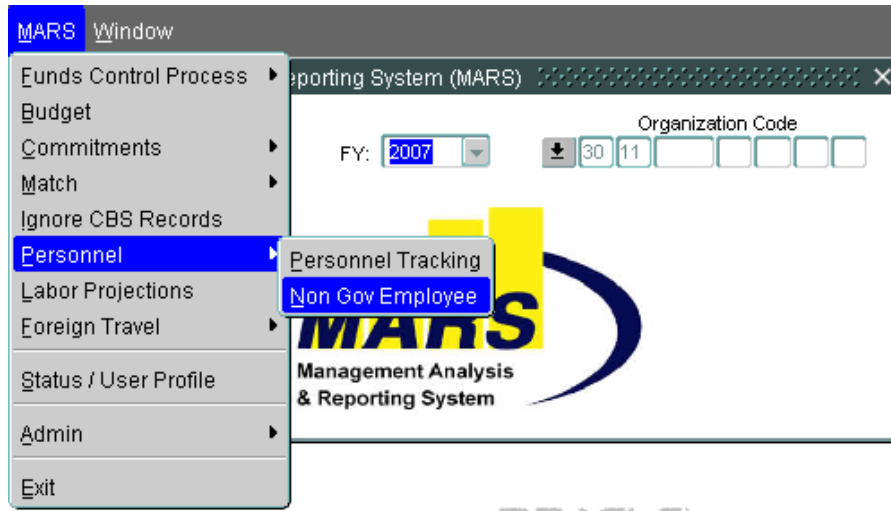
Employee Records are not Fiscal Year sensitive.  
Vacancy Records are displayed for the Fiscal Year selected on the Toolbar.

**Annotations:**

- NWS Overtime Setting (points to Over Time Settings panel)
- JAN 1<sup>st</sup> Raise Series (points to Jan 1st Raise% field)
- Prom/Step% / Effective Date  
CAPS Percentage / CAPS Pay Period  
COLA / Post Differential Flag (bracketed at bottom)

## 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.

A screenshot of the 'Non-Governmental Employee Information' form within the MARS application. The form is titled 'Non-Governmental Employee Information' and has a 'NOAA' logo in the top right corner. It contains several input fields for employee data: First Name, Middle Name, Last Name, Empno, Organization Code, Active Status (checkbox), Phd (checkbox), Division, Branch, Employee Type, Position, Notes, Phone Number, Extension, Location/Building, Room, and Email. The form is organized into a structured layout with labels and input boxes.

## 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/>