



TSA HRAccess
MAP Offer Management
Processing Guide
for TSA
v1

March 7, 2012





Contents

- Introduction1**
 - How to Use this Guide1
 - Requesting an Account.....1
 - Important Concepts.....2
- MAP Offer Management Workflow2**
 - Multi-Band, Multi-Location4
- Accessing MAP Offer Management5**
- Using the Hiring Candidates Display Grid.....5**
 - The Stage Filter6
 - Sorting.....7
 - Action Buttons7
 - View Candidate Details/Status.....7
 - Process Candidate7
 - Audit Trail7
- Selected for Hire Stage.....9**
 - The Salary Tool..... 12
 - Finishing the Selected for Hire Stage 16
- Approve Stage..... 17**
- Onboarding Stage 19**
- Onboarded Stage 21**



Introduction

The MAP Offer Management process is the automation of the stages that a selected MAP candidate goes through, from being selected off of a cert, to being onboarded and going through e-Orientation. The process is based on a workflow of “stages,” each of which requires an action from an appropriate processor, such as a TSA HR Specialist, an HR Access Service Center employee, a MAP offer team member, and the candidate himself (or the Help Desk acting at his request). Although the process is a single automated workflow, with data flowing from each stage to the next, it uses several different tools and interfaces and requires some external actions from the TSA Drug, PerSec, and Pre-Hire. The process as a whole always makes it clear what stage a candidate is in so that there is visibility into the hiring process at all times. This guide describes all of the stages and actions required in the process of MAP Offer Management.

How to Use this Guide

This document is a step-by-step instruction set for TSA HR Specialists and Approvers that focuses only on the TSA-processed stages required for completing the MAP Offer Management process. It is designed to familiarize you with the new automated process surrounding the MAP Offer Management interface. It should be used by anyone who is part of the TSA MAP hiring team. Use the table of contents to identify the stage you want to work, and follow the instructions in that section. Each stage begins by telling you who is supposed to work that stage. You will need to have the appropriate specified privileges in order to work that stage.

Note: The stages in MAP Offer Management that do not appear in this guide are worked by the Recruitment and Hiring team in the Shared Service Center. Instructions for those steps are in a separate processing guide.

Requesting an Account

To access and use the MAP Offer Management Interface you must have an HRAccess account and appropriate permissions. To request an account you must fill out a Systems Access Request and Authorization Form.

New users can obtain an account request from the **HCInsight Portal** under the Announcement section or by contacting the TSA-HRAccess Help Desk via email: **HelpDesk@TSA-HRAccess.com** or by telephone: **877-TSA-7990**.

Existing RPA users may need to update their account and request explicit authority to use the MAP Offer Management Interface. An account request form can be obtained from the HCInsight Portal under the Announcement section. The link is listed as *System Access Authorization*.

Important Concepts

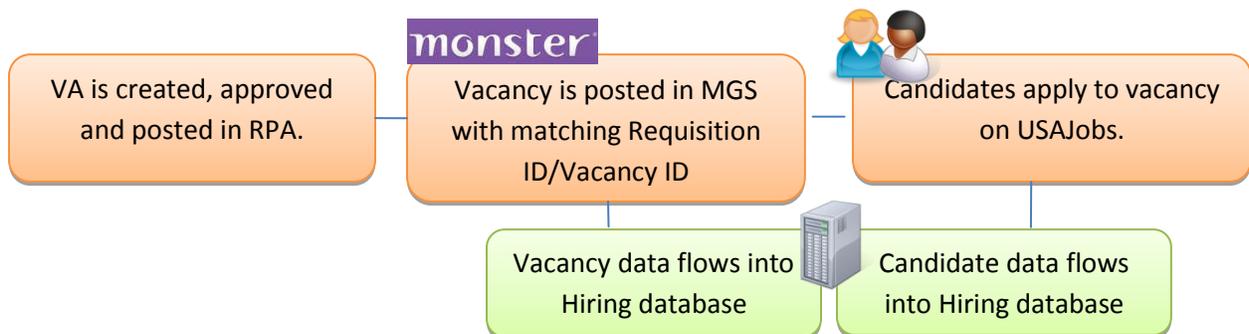
The automated MAP Offer Management process is comprised of *stages*. At each stage, you can update the status of the candidate, and you can advance the candidate to the next stage, as appropriate.

The MAP Offer Management process is a *role-based* process. Permissions have been established for each of the roles defined in this guide. Only employees with the appropriate permissions can work the stage of the process.

MAP Offer Management Workflow

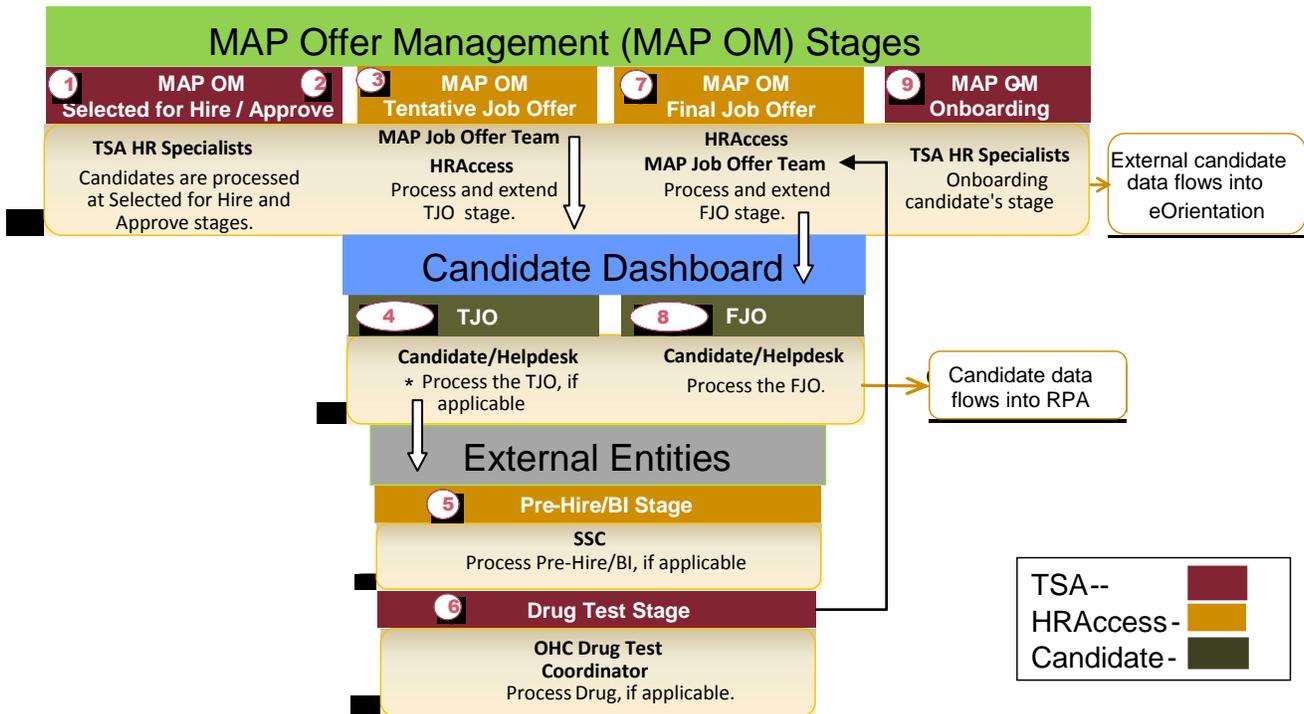
This section describes the phases of processing for MAP Offer Management. Note that MAP Offer Management still requires some actions on the part of persons who are not using the MAP Offer Management interface, such as the candidates themselves and the TSA drug testing process.

The MAP Offer Management process begins with creating a VA and posting it in the RPA system and in Monster Government Solutions (MGS):



Qualified candidates appear in a cert sent by MGS. At that point the RHSC uses the MAP Cert Selection tool to select a candidate from the cert. The rest of the MAP Offer Management process is shown below:

MAP OM Process Overview



* Internal candidates are typically extended the FJO and bypass the TJO unless a drug test is needed.

MAP Offer Management goes through the following stages:

Preliminary: MAP Cert Selection Tool – Worked by the Recruitment and Hiring Service Center (RHSC). Here candidates are selected and their data flows to the Selected for Hire Stage.

Please Note: Position change actions originally initiated after November 8, 2011, are processed through the MAP Offer Management Interface (OMI). After selecting candidates from the Certificate of Eligibles (Cert) in the Monster Hiring Portal, your selections will not appear in MAP OMI until they have been reviewed and authorized by a Recruiting and Hiring Service Center (RHSC) specialist. This evaluation process may take up to 48 hours to complete, depending on whether there are any special circumstances involved with validating the selection. If your selected candidates do not appear in MAP OMI *and* the Cert is not returned to you for correction 48 hours after you submit your candidate selection, please contact the HRAccess Help Desk for assistance at 1-877-872-7990.

Please also note that if a position change action was originally initiated prior to November 8, 2011, it will be processed through the manual work stream, instead of the automated work stream described in this guide.



Selected for Hire Stage – Worked by TSA HR Specialists.

Approve Stage – Worked by TSA HR Specialists.

Tentative Job Offer Stage – Worked by the MAP Offer Team of RHSC.

Candidate Dashboard – Worked by the candidates or the Help Desk on their behalf.

MAP Pre-Hire Stage – Worked by the RHSC.

MAP Drug Stage – Worked by RHSC.

Final Job Offer Stage – Worked by the MAP Offer Team of RHSC.

Final Offer Wizard – Worked by the candidates or the Help Desk on their behalf.

Onboarding Stage – Worked by TSA Airport/HR Specialists.

Onboarded Stage – End of processing.

Post-MAP Offer Management Processing – Worked by the MAP Offer Team of RHSC:

RPA Appointment Request

eOrientation QA

Multi-Band, Multi-Location

Certs coming over from MGS that are designated with multiple pay bands or multiple locations will be displayed accordingly and managed in the Cert Selection Tool

Multiple Pay Bands

A candidate may appear on a single VA with two certs, indicating two separate bands. The candidate will only accept the TJO associated with the higher band.

Multiple Locations

A single candidate who has multiple locations on a cert coming over from MGS will have each location processed separately. The cert team will have the option to select a single location and associate it with the candidate as a single vacancy. Candidates will move forward on the hiring path separately for each location and appear on the Candidate Dashboard separately for each location.

Foreign Locations

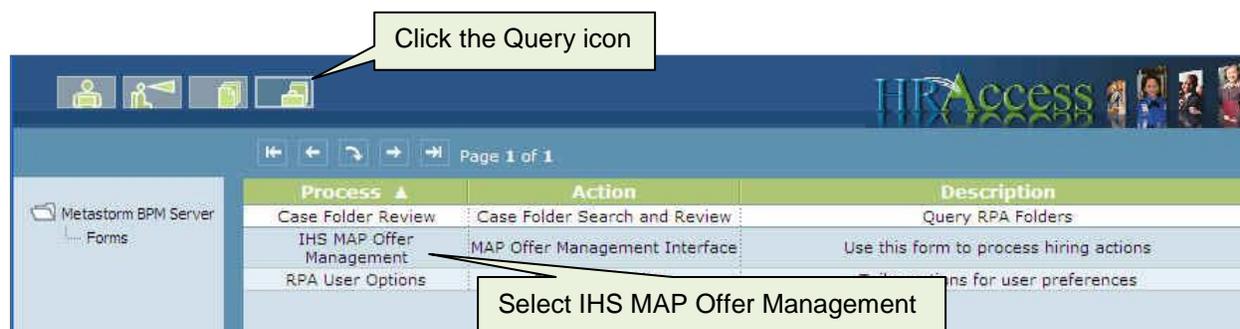
Certs coming over from MGS that are designated with foreign locations will be displayed accordingly in both the Cert Selection Tool and in the Candidate Dashboard.

Accessing MAP Offer Management

MAP OM is accessed through RPA on HCInsight. Open My Views and select RPA from the menu. Alternatively, use this URL to go right to RPA:

<https://rpa-hraccess.tsa.dhs.gov/metastorm/default.aspx>

When the RPA window opens, click on the Query icon and select IHS MAP Offer Management from the grid:



The Hiring Candidates display page appears.

Using the Hiring Candidates Display Grid

As the page initially appears, the system loads candidate information for whatever airport (hub or spoke) is accessible to you, the logged-in user. These accessible offices appear in the Office dropdown list. You can select from the list:



The vacancy announcements for the selected office now appear in the Vacancy Announcement drop-down list box.

Note: At this point you can click Search to retrieve candidate data based on the selected Office. The Office field is the only one required for you to Search.

Alternatively, you can select from the Vacancy Announcement or Certificate Name drop-down lists and then click Search to retrieve candidate data based on all three values you selected:



Office: => Vacancy Announcement (optional): => Certificate Name (optional): Stage (optional): Search Sort By:

OAK [LAX-11-140312 - OAKLAND CALIFORNIA] [MCO-11-142042-KN-Orlando] [MCO-11-142042-ORLANDO, FLORIDA] [Information Technology Specialist]

Optionally, select a VA Optionally, select a Cert Click Search

The candidates for the selected office (and VA or Cert Name, if you selected them) appear in the grid, 12 to a page:

Hiring Candidates

4 Candidate Count The total number of candidates in the grid

Page 1 of 1 If grid has more than 1 page, use the arrows on left

Stage	Name	SSN	Action Req	Veteran	Cert Date	Cert Name	Vacancy	Entered Stage	Contact?
Onboarding	TESTER, CELERY	9598	Y	CP	10/4/2011	MCO-11-142042-KN-Orlando	MCO-11-142042-ORLANDO, FLORIDA	10/4/2011	
Awaiting BI and Drug Testing	TESTER, KIMTEST	0071	N	CPS	10/4/2011	MCO-11-142042-KN-Orlando	MCO-11-142042-ORLANDO, FLORIDA	10/4/2011	
Selected for Hire	TESTER, KIMMELA	0001	Y	NV	10/4/2011	MCO-11-142042-KN-Orlando	MCO-11-142042-ORLANDO, FLORIDA	10/4/2011	
Selected for Hire	TESTER, KIMMELA1	0002	Y	NV	10/4/2011	MCO-11-142042-KN-Orlando	MCO-11-142042-ORLANDO, FLORIDA	10/4/2011	

The current stage of the hiring process

Is an action required by **you**, the logged-in user?
Y = Yes, action is required
N = No action required

The date the current stage of the hiring process was entered

Contact will display Y if the candidate requested a contact at the TJO stage.

The Stage Filter

You can filter the grid so that only candidates at a selected stage will appear. Simply select the stage from the Stage drop-down list and click search:

Stage: Selected for Hire Search

Click here to filter out all stages except the one you select. Then click Search.

Click here to sort the display grid by any of these columns.

Sort By: Stage, Name, SSN, Cert Date, Vacancy, Pay Period, Entered Stage, Request Contact



Sorting

You can sort the display by any of the columns. Simply select a column from the Sort By drop-down list, as shown above.

Action Buttons

Three action buttons will appear above the grid. Each of them acts on the candidate selected from the grid.

Select a candidate by clicking on his row:

Click here to see the RPA appointment form of the selected candidate

Click here to see the audit trail of the selected candidate

If the selected candidate has a Y in the Action Req field, click here to process.

Stage	Name	SSN	Action Req	Ver	Start Date	Cert Name	Vacancy	Position	Proposed/EOD Date	Entered Stage	Contact?
Selected for Hire	TRAINER, ED	0126	Y			LAX-MAP-11-	LAX-MAP-11-3457			5/17/2011	
Selected for Hire	FUNC-JAT, MANOUSH	1606	Y					Transportation Officer - Section Specialist	10/9/2011	10/4/2011	
Selected for Hire	TESTER, KIMMER	0011	Y					Specialist		10/7/2011	
Selected for Hire	TESTER, DUANESTER	0014	Y	NV	10/4/2011	LAX-11-142053-KN-H	LAX-11-142053 - ANCHORAGE, ALASKA	Financial Specialist		10/5/2011	
Selected for Hire	TESTER, CELERIAC	0510	Y	NV	10/6/2011	MCO-11-141792-KN-1006-Melbourne	MCO-11-141792 - MELBOURNE, FLORIDA	Master Transportation Security Officer - Security Training Instructor (STI)		10/8/2011	
Selected for Hire	TESTER, CELERY	9598	Y	CP	10/6/2011	LAX-11-142148-KN-1006-G	LAX-11-142148 - LA MIRADA EAST, CALIFORNIA	Audiovisual Production Specialist		10/6/2011	

View Candidate Details/Status

The View Candidate Details/Status is button available for all user roles at every stage of the MAP OM hiring process. Click it to see the RPA Appointment Form of the selected candidate. The form is read-only.

Process Candidate

If the candidate you select has a Y under the Action Required column, the Process Candidate button appears. Click it to process the selected candidate. Then see the instructions in the next section, *Selected for Hire Stage*.

Audit Trail

RPA keeps an audit trail of hiring milestones for all candidates. Click the Audit Trail button (shown above) to see the audit trail of the selected candidate:



Audit Trail @Metastorm BPM Server - Metastorm BPM -- Webpage Dialog

All times are displayed in local time.

Page 1 of 2

Date / Time	Action Taken	by	Message	Days
6/23/2011 10:40 AM	BI & Drug Test Completed		BI & Drug Test Completed	00
6/23/2011 10:22 AM	TJO Accepted		TJO Accepted	1.7
6/21/2011 4:30 PM	Extend TJO	alan	Extend TJO	00
6/21/2011 4:30 PM	TJO Email Preview	alan	TJO Email Preview	
6/21/2011 4:30 PM	Process Candidate	alan	Process Candidate	
6/21/2011 4:30 PM	Submit to Offer Team	alan	Submit to Offer Team	00
6/21/2011 4:30 PM	Process Candidate	alan	Process Candidate	
6/21/2011 4:29 PM	Submit for Approval	alan	Submit for Approval	00
6/21/2011 4:29 PM	Process Candidate	alan	Process Candidate	
6/21/2011 4:26 PM	Return to Submitter	tst-RHSC-MAP1-RV1	Return to Submitter	00
6/21/2011 4:26 PM	Process Candidate	tst-RHSC-MAP1-RV1	Process Candidate	
6/21/2011 4:26 PM	TJO Email Preview	tst-RHSC-MAP1-RV1	TJO Email Preview	
6/21/2011 4:26 PM	Process Candidate	tst-RHSC-MAP1-RV1	Process Candidate	
6/21/2011 4:15 PM	Submit to Offer Team	tst-HRApp-momi-MCO	Submit to Offer Team	00
6/21/2011 4:15 PM	Process Candidate	tst-HRApp-momi-MCO	Process Candidate	
6/21/2011 3:51 PM	Submit for Approval	tst-HRSpec-momi-MCO	Submit for Approval	.2
6/21/2011 3:51 PM	Process Candidate	tst-HRSpec-momi-MCO	Process Candidate	
6/21/2011 3:51 PM	Calculate Salary	tst-HRSpec-momi-MCO	Calculate Salary	
6/21/2011 3:51 PM	Process Candidate	tst-HRSpec-momi-MCO	Process Candidate	
6/21/2011 11:35 AM	Information Loaded		Information Loaded	00

Total Minutes: 20,580

Current Stage: Final Job Offer

At Stage Since: 6/23/2011 2:40:12 PM

Last Update: 6/23/2011 2:40:12 PM

Print Details

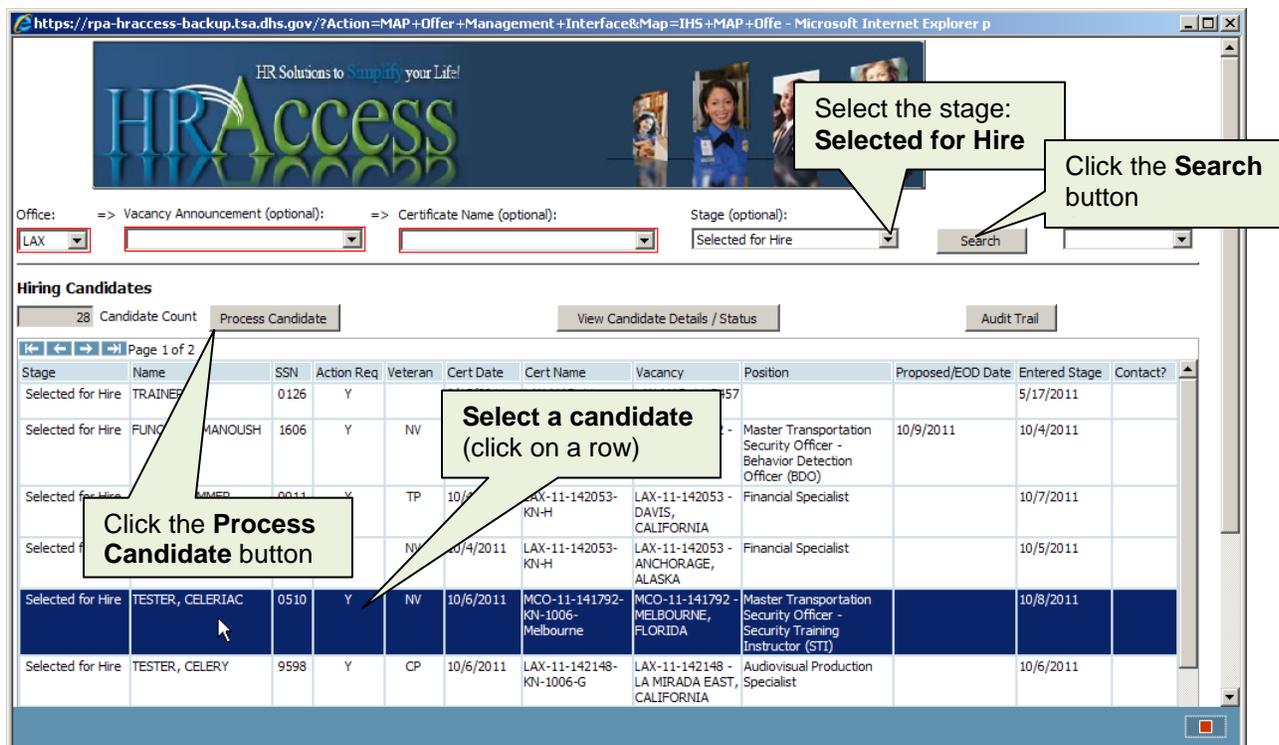
Print

Now that you are familiar with the Candidates Hiring Display grid, you are ready to work a candidate through the hiring stages.

Selected for Hire Stage

Who works this stage: TSA HR Specialists

To work a candidate in the Selected for Hire stage, open the Stage drop-down list, select Selected for Hire, and click the Search button. The grid fills with all the candidates that are in the Selected for Hire stage of the specified Vacancy Announcement and office:



Office: LAX Vacancy Announcement (optional): Certificate Name (optional): Stage (optional): Selected for Hire Search

Hiring Candidates

28 Candidate Count Process Candidate View Candidate Details / Status Audit Trail

Stage	Name	SSN	Action Req	Veteran	Cert Date	Cert Name	Vacancy	Position	Proposed/EOD Date	Entered Stage	Contact?
Selected for Hire	TRAINED	0126	Y							5/17/2011	
Selected for Hire	FUNO MANOUSH	1606	Y	NV				Master Transportation Security Officer - Behavior Detection Officer (BDO)	10/9/2011	10/4/2011	
Selected for Hire	MMER	0011	Y		10/6/2011	LAX-11-142053-KN-H	LAX-11-142053 - DAVIS, CALIFORNIA	Financial Specialist		10/7/2011	
Selected for Hire			Y	NV	10/4/2011	LAX-11-142053-KN-H	LAX-11-142053 - ANCHORAGE, ALASKA	Financial Specialist		10/5/2011	
Selected for Hire	TESTER, CELERIAC	0510	Y	NV	10/6/2011	MCO-11-141792-KN-1006-Melbourne	MCO-11-141792 - MELBOURNE, FLORIDA	Master Transportation Security Officer - Security Training Instructor (STI)		10/8/2011	
Selected for Hire	TESTER, CELERY	9598	Y	CP	10/6/2011	LAX-11-142148-KN-1006-G	LAX-11-142148 - LA MIRADA EAST, CALIFORNIA	Audiovisual Production Specialist		10/6/2011	

Please Note: Position change actions originally initiated after November 8, 2011, are processed through the MAP Offer Management Interface (OMI). After selecting candidates from the Certificate of Eligibles (Cert) in the Monster Hiring Portal, your selections will not appear in MAP OMI until they have been reviewed and authorized by a Recruiting and Hiring Service Center (RHSC) specialist. This evaluation process may take up to 48 hours to complete, depending on whether there are any special circumstances involved with validating the selection. If your selected candidates do not appear in MAP OMI and the Cert is not returned to you for correction 48 hours after you submit your candidate selection, please contact the HRAccess Help Desk for assistance at 1-877-872-7990.

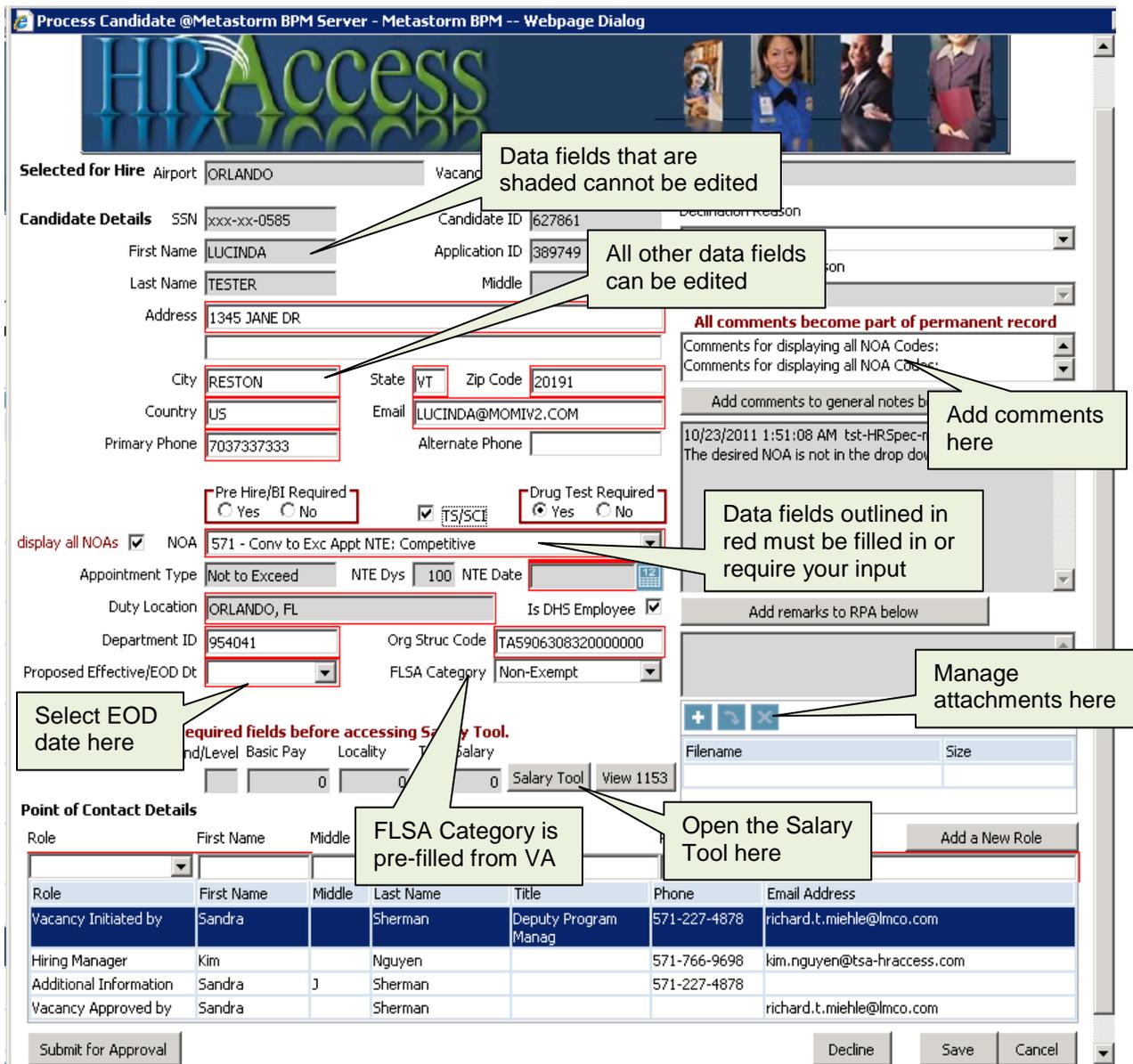
Please also note that if a position change action was originally initiated prior to November 8, 2011, it will be processed through the manual work stream, instead of the automated work stream described in this guide.

1. **Select a candidate** by clicking anywhere on that row. Note that the candidate you select should have a Y under the Action Required column.

2. Click the **Process Candidate** button to proceed.

Note: If you want to see the RPA Appointment Form for the selected candidate, click the View Candidate Details/Status button.

3. The Selected for Hire details page appears, containing the data for the selected candidate:



Process Candidate @Metastorm BPM Server - Metastorm BPM -- Webpage Dialog

Selected for Hire Airport: ORLANDO Vacant

Candidate Details

SSN: xxx-xx-0585 Candidate ID: 627861
 First Name: LUCINDA Application ID: 389749
 Last Name: TESTER Middle: [Redacted]
 Address: 1345 JANE DR
 City: RESTON State: VT Zip Code: 20191
 Country: US Email: LUCINDA@MOMIV2.COM
 Primary Phone: 7037337333 Alternate Phone: [Redacted]

Pre Hire/BI Required: Yes No
 Drug Test Required: Yes No
 TS/SCIE

display all NOAs NOA: 571 - Conv to Exc Appt NTE: Competitive
 Appointment Type: Not to Exceed NTE Dys: 100 NTE Date: [Redacted]
 Duty Location: ORLANDO, FL Is DHS Employee:
 Department ID: 954041 Org Struc Code: TA590630832000000
 Proposed Effective/EOD Dt: [Redacted] FLSA Category: Non-Exempt

Required fields before accessing Salary Tool.

Salary Tool View 1153

Point of Contact Details

Role	First Name	Middle	Last Name	Title	Phone	Email Address
Vacancy Initiated by	Sandra		Sherman	Deputy Program Manag	571-227-4878	richard.t.miehle@lmco.com
Hiring Manager	Kim		Nguyen		571-766-9698	kim.nguyen@tsa-hraccess.com
Additional Information	Sandra	J	Sherman		571-227-4878	
Vacancy Approved by	Sandra		Sherman			richard.t.miehle@lmco.com

Buttons: Submit for Approval, Decline, Save, Cancel

Callouts:

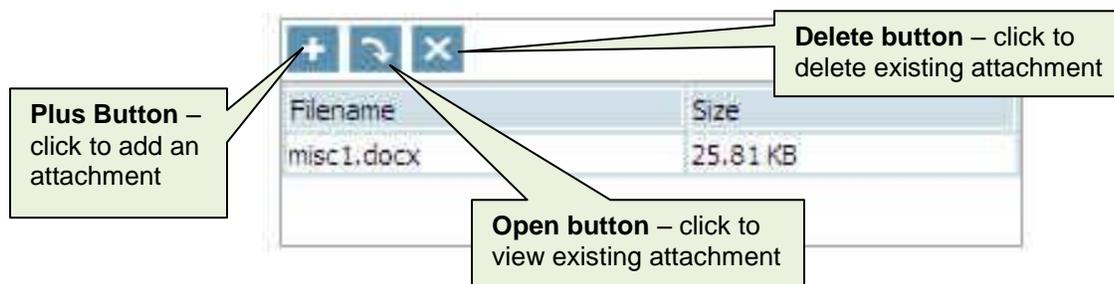
- Data fields that are shaded cannot be edited
- All other data fields can be edited
- All comments become part of permanent record
- Add comments here
- Data fields outlined in red must be filled in or require your input
- Manage attachments here
- Select EOD date here
- FLSA Category is pre-filled from VA
- Open the Salary Tool here

4. The candidate's personal information is pre-filled and appears grayed out, as shown above, which means it can't be edited. The candidate's contact information is also pre-filled, however those fields are white, which means they can be edited. **Update** any of the candidate's contact information, if necessary.

5. **Select** whether Pre Hire and/or a Drug Test are required by clicking the appropriate radio buttons.
6. The NOA field may already be filled out based on the candidate's profile. However, if the box is empty, or you want the NOA drop-down list to contain all NOA codes so that you can select a different NOA:
 - a. **Click the Display All NOAs** check box
 - b. **Type a comment** and **click Add Comments**,
 - c. **Click Display All NOAs** again
 - d. **Select the appropriate NOA** from the NOA drop-down list.
7. Appointment Type, NTE Days, and Duty Location are pre-filled and cannot be edited.
8. **Note:** The Dept ID and the Org Struc Code will be populated only if the VA is single-location. These fields will be left blank if the VA is multi-location or if the candidate is on a multi-location cert. *If the VA is multi-location*, you will need to enter either the Dept ID or the Org Struc Code.
9. **Click** on the Proposed Effective/EOD Date drop-down list and **select a date**. The selected date will be an EOD for internal hires, or a Proposed Effective Date for external hires.
10. **Add any comments** that you want to become part of the hiring record by typing in the comment and clicking either the Add Comments to General Notes Below button or the Add Comments to Part D Remarks Below button. General Notes become part of the candidate's permanent employment record, while Part D (of the Appointment Form) comments remain only on the Appointment Form.

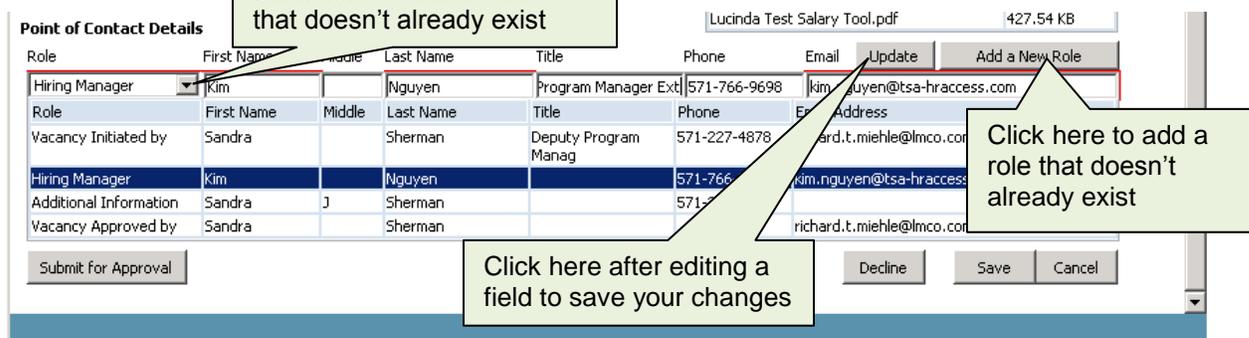
Attachment Control

11. Documents can be attached to the candidate's record at any stage in the hiring process. Attached documents are listed in the lower right of the Candidate Details section, beneath the Comments area (see figure above).
 - **Note:** Do not attach locked documents or ones that need passwords.
12. **To attach a new document**, click the Plus button and use the Browse dialog box to select the document to attach.
13. **To view an existing attachment**, click on the file name and click the Open button.
14. **To delete an existing attachment**, click on the file name and click the Delete button.



Points of Contact Details

At the bottom of the Points of Contact Details:



Click here to add a contact that doesn't already exist

Click here to add a role that doesn't already exist

Click here after editing a field to save your changes

Role	First Name	Middle	Last Name	Title	Phone	Email	Update	Add a New Role
Hiring Manager	Kim		Nguyen	Program Manager Ext	571-766-9698	kim.nguyen@tsa-hraccess.com		
Role	First Name	Middle	Last Name	Title	Phone	Email		
Vacancy Initiated by	Sandra		Sherman	Deputy Program Manag	571-227-4878	ard.t.miehle@lmco.com		
Hiring Manager	Kim		Nguyen		571-766	kim.nguyen@tsa-hraccess.com		
Additional Information	Sandra	J	Sherman		571-			
Vacancy Approved by	Sandra		Sherman			richard.t.miehle@lmco.com		

Submit for Approval

Decline Save Cancel

15. **Update** any existing Point of Contact by clicking to **select the row**. The system will display data from the selected row and allow you to **edit any of the fields**. When finished updating, **click the Update button**.
16. To create a new Point of Contact that does not already exist, **click on the Role drop-down list and select** one of the listed roles. A new line will appear. You will not be allowed to create a contact in a role that already exists.
17. **Type the required first name, last name, and email address** for the role you selected, then **click the Update button**.

The Salary Tool

At this stage (Selected for Hire), there will be no salary information appearing in the Candidate Details. Use the Salary Tool to process the salary associated with this candidate. It calculates an adjusted salary for the offer, based on the recommended salary and the COLA for the selected state and city, and the LEAP, if applicable.

The Salary Tool works with the following business rules:

- Presents an appropriate Calculation Type from the candidate's employment profile (Internal/External, New/Current Pay Band) and disables all other Calculation Types.
- Displays candidate data as read-only if the candidate's SSN is found in the NFC 102 table.
- Pre-fills all data fields from the VA in read-only mode. The only editable data field is the Salary Recommendation. The default recommended salary for the Reassignment calculation type is the candidates current basic pay.
- Prompts and prevents moving forward if the Salary Recommendation salary is outside of the pay band's minimum/maximum. Exceeding the minimum or maximum will need OHC approval as well as manual intervention.



- If the Salary Recommendation is above the minimum pay, you are prompted to attach the pertinent 1153 (which can be generated by the Salary Tool as a PDF).

To open the Salary Tool, click on the Salary Tool button to the right of the Pay Details fields:

Complete the above required fields before accessing Salary Tool.

Pay Details	Pay Band/Level	G	Basic Pay	60,050	Locality	2,834	Total Salary	74,851	Salary Tool	View 1153
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The Calculate Salary page appears:



Calculate Salary (IHS MAP Job Offer@Metastorm BPM Server) - Metastorm BPM form -- Webpage Dialog

HR Solutions to Simplify your Life!

For additional information please refer to the following directives:
 TSA MD 1100.53-7, Setting Pay Upon Appointment and the accompanying TSA Handbook (for New Hire/Conversion)
 TSA MD 1100.53-8, Setting Pay After Appointment and the accompanying TSA Handbook (for Promotion/Reassignment/Voluntary Demotion)

Calculation Type

- New Hire/Conversion: Use this option to calculate a starting salary for a newly hired employee or conversion. (NOAs 170, 171, 570, 571)
- Promotion: Use this option when an employee is moving into a higher pay band. (NOAs 702, 703)
- Reassignment: Use this option when an employee is moving into a different pay band, and is staying in the same pay band. (NOA 721)
- Voluntary Demotion (Change to Lower Pay Band): Use this option when an employee is moving into a lower pay band, and is staying in the same pay band. (NOA 721)

Current TSA Employee Data

Position Title: TRANS SECUR OFFCR (SCREENER)
 Pay Plan: SV Occupational Code: 1802 Pay Band: E
 Basic Pay: 29449 Locality Adjustment: 4170 Adjusted Basic Pay: 33619
 Name and Location of Position's Organization: AUS - Austin Bergstrom International - TA590520 110 1000000 City / State: AUSTIN ,TX

Salary Information - to be included in offer letters plus COLA and LEAP

Pay Plan: SV Occupational Code: 1802

New Position

Step 1: The employee's new state: CA
 The employee's new city: IRVINE
 This location has a locality percentage of: 27.16 %

Step 2: The pay band of the employee's new position: G
 This pay band has a minimum basic pay of: 39,358
 This pay band has a maximum basic pay of: 60,982

NOTE: If the employee is currently receiving retained pay or becomes eligible to receive retained pay in the new position and the retained pay exceeds the maximum basic pay of the new position, then enter the minimum basic pay of the new position in order to move forward in the process. HRAccess will perform a manual calculation and populate the SF-52 salary data and prior to entering the employee's salary in the NFC personnel/position.

Step 3: a. Enter the salary recommendation* (basic pay excluding locality pay): 40,000
 * If the salary recommendation exceeds the minimum rate of basic pay identified in Step 2 above, TSA Form 1153-1 must be completed and attached with recommending/approving official.
 b. Employee's locality pay (based on Step 3a - recommended pay): 10,864
 c. Employee's new adjusted salary based on Step 3a (basic pay + locality pay): 50,864

Step 4: This location has a cost of living adjustment (COLA) of: 0.00 %

You can refer to these management directives about setting pay

The Calculation Type is already selected for you

The employee data is already filled in if the candidate's profile is Internal

These values are auto-filled from the VA

The pay band and its minimum and maximum salary is auto-filled from the VA

Enter the recommended base salary – it must be between the minimum and maximum for the pay band

The rest of the values will be calculated, including the employee's final adjusted salary

Scroll down and click the Submit button

The example above is for New Hire and Conversion. The other three calculation types are very similar and are covered in the instructions below.

1. Enter the employee's current basic pay (New Hire/Conversion only).

Note: Internal candidates (Promotions, Voluntary Demotions, and Reassignments) have their current salary pre-filled.



2. **Enter the recommended salary.** The system checks that it is within the specified pay band and then calculates and displays the Proposed New Salary, based on Adjusted Salary + COLA + LEAP.
Note: If the recommended salary is greater than the minimum for the pay band, the system requires that you attach a form 1153. You will receive an error pop-up when you click Submit.
3. **Promotions and Voluntary Demotions only:** Optionally, you can enter a percentage change and the system will calculate the recommended salary. Reassignments will automatically have the recommended salary filled with their current salary.
4. **For Voluntary Demotions only:** Select one of the four check boxes that justify the recommended salary.
5. **For Reassignments only:** If the recommended salary is greater than the minimum for the pay band, the system requires that you attach a 1153 for the NOA of 721 – Reassignment. However, current policy does not require an 1153 in this case, so you can attach a blank document when prompted by the system to attach the 1153. This will allow you to continue to process the candidate.
6. **The system calculates and displays the Proposed New Salary**, based on the employee’s new state and city.
Note: If you specify a recommended salary outside of the range of the specified pay band, you will receive an error pop-up.
7. **Click the Submit button** to add the salary data to the candidate’s record.

<p>This is the proposed new salary:</p> <p>(includes Adjusted Salary + COLA + LEAP, if applicable)</p>	<input style="width: 100px;" type="text" value="50,864"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

8. You return to the Selected for Hire page.
9. **Optional: View Salary Calculation work sheet** – After submitting the salary data, return to Salary Tool and click the View PDF button that now appears at the bottom of the Salary Tool:

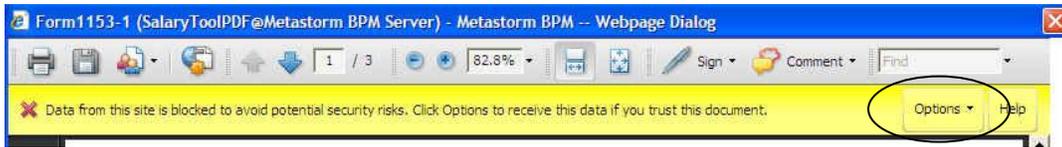
<input type="button" value="View PDF"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

When the PDF appears, you can save it locally or print it.

10. **Optional: View Form 1153** – from the Selected for Hire page, click the View 1153 button at the bottom of the Candidate details section:

Complete the above required fields before accessing Salary Tool.					
Pay Details	Pay Band/Level <input type="text" value="G"/>	Basic Pay <input type="text" value="60,150"/>	Locality <input type="text" value="2,839"/>	Total Salary <input type="text" value="75,038"/>	<input type="button" value="Salary Tool"/> <input type="button" value="View 1153"/>

If you see a dialog with a yellow background, click on the Options drop-down menu and accept the condition to proceed:



When the PDF appears, you can save it locally or print it, get the required signature, and attach it using the Plus sign icon in the Manage Attachments panel.

Finishing the Selected for Hire Stage

After you have completed all the data in the Candidate Details, Hiring Manager Details, and run the Salary Tool, you can use the buttons at the bottom of the page to save your work, decline the candidate, or submit to the next hiring stage:

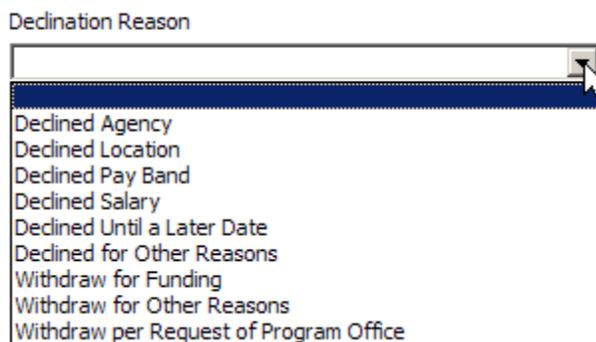


Submit for Approval

Click the Submit for Approval button to move the selected candidate to the Approval Stage

Decline

You can decline a candidate at any stage of the hiring process. To decline a candidate, first click on the Declination Reason drop-down list in the upper right of the page, and select from the list of reasons:



Then type in an explanatory comment and click the Add Comment button. Finally, click the Decline button. The candidate will be taken out of the hiring process.

Save

You can save your input data at any time by clicking the Save button. The candidate will remain in the current stage and you will return to the Candidate Display grid.

Cancel

You can exit the Candidate for Hire screen without proceeding further by clicking the Cancel button. None of your input will be saved and you will return to the Candidate Display grid.

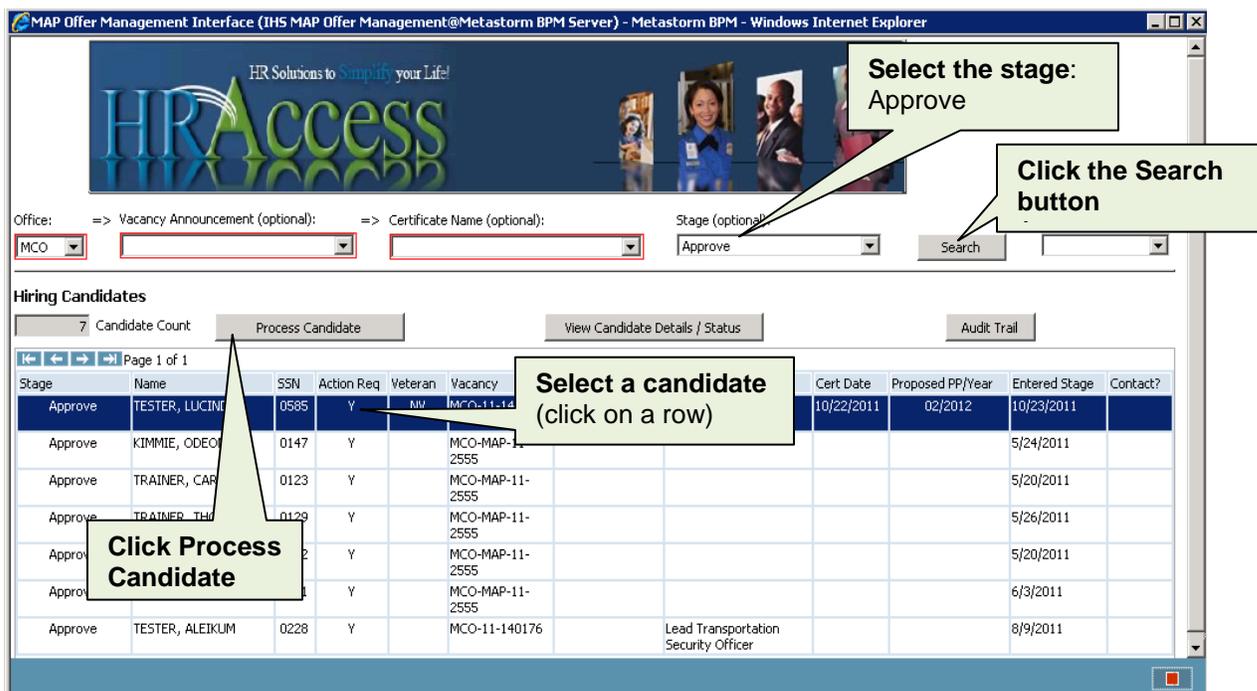
Approve Stage

Who works this stage: TSA Approver

When candidates have been processed through the Selection for Hire stage, they appear in the Approve stage in the Candidate Display Grid, as shown below. They are now ready for approval by a TSA employee with the role of TSA Approver.

To work a candidate in the Approve stage:

1. **Open My Views and select RPA** from the menu. When the RPA window opens, click on the Query icon and select IHS MAP Offer Management from the grid.
2. From the Candidate Display Grid, **open the Stage drop-down list, select Approve, and click the Search button**. The grid fills with all the candidates that are in the Approve stage of the specified VA and office:



The screenshot shows the 'MAP Offer Management Interface' in a browser window. At the top, there is a search bar with the following fields: 'Office:' (set to 'MCO'), 'Vacancy Announcement (optional):', 'Certificate Name (optional):', and 'Stage (optional):' (set to 'Approve'). A 'Search' button is located to the right of the stage dropdown. A callout box points to the 'Approve' dropdown with the text 'Select the stage: Approve'. Another callout box points to the 'Search' button with the text 'Click the Search button'.

Below the search bar, there is a section titled 'Hiring Candidates' with a '7 Candidate Count' and buttons for 'Process Candidate', 'View Candidate Details / Status', and 'Audit Trail'. A table of candidates is displayed below. A callout box points to the first row of the table with the text 'Select a candidate (click on a row)'. Another callout box points to the 'Process Candidate' button with the text 'Click Process Candidate'.

Stage	Name	SSN	Action Req	Veteran	Vacancy	Cert Date	Proposed PP/Year	Entered Stage	Contact?
Approve	TESTER, LUCINE	0585	Y	MV	MCO-11-14	10/22/2011	02/2012	10/23/2011	
Approve	KIMMIE, ODEO	0147	Y		MCO-MAP-11-2555			5/24/2011	
Approve	TRAINER, CAR	0123	Y		MCO-MAP-11-2555			5/20/2011	
Approve	TRAINER, TH	0129	Y		MCO-MAP-11-2555			5/26/2011	
Approv		2	Y		MCO-MAP-11-2555			5/20/2011	
Approv		1	Y		MCO-MAP-11-2555			6/3/2011	
Approve	TESTER, ALEIKUM	0228	Y		MCO-11-140176			8/9/2011	Lead Transportation Security Officer

3. **Select a candidate** for whom action is required by clicking anywhere on that row.
4. **Click the Process Candidate button** to proceed.
5. The Approve candidate details page appears, containing the data for the selected candidate:



The screenshot shows the 'Process Candidate' form in the HR Access system. Callouts indicate that shaded fields are read-only, while unshaded fields are editable. Key sections include Candidate Details, Pre Hire/BI and Drug Test Required options, NOA selection, Appointment Type, Duty Location, Department ID, and Pay Details. A table at the bottom shows the Point of Contact Details.

Role	First Name	Middle	Last Name	Title	Phone	Email
Vacancy Initiated by	Sandra		Sherman	Deputy Program Manag	571-227-4878	richard.t.miehle@lmco.com
Vacancy Approved by	Sandra		Sherman			richard.t.miehle@lmco.com
Selected for Hire by	Dorothy	N	Banks	Human Resource Specialist	571-234-5678	dnb@lmco.com

6. If necessary, make any changes to the Pre Hire, Drug Test, or NOA fields, which can be edited, along with the candidates' contact information. All other shaded fields are in "read only" mode and cannot be edited.
7. **Add any comments** that you want to become part of the hiring record by typing in the comment and clicking either the Add Comments to General Notes Below button.
8. If any data from the VA or the Salary tool needs to be revised or corrected, first click on the Return to Initiator Reason drop-down list in the upper right of the page, and select from the list of reasons.
9. Then type in an explanatory comment and click the Add Comment button. Finally, click the Return to Initiator button. The candidate will be returned to the initiator.
10. To move the candidate to the next hiring stage, **click the Submit to Offering Team button**. The candidate data moves to the Temporary Job Offer stage.

Note: At this point MAP Offer Management processing moves to the Recruitment and Hiring team of the Shared Service Center (RHSC) until the candidate is ready to be Onboarded. The

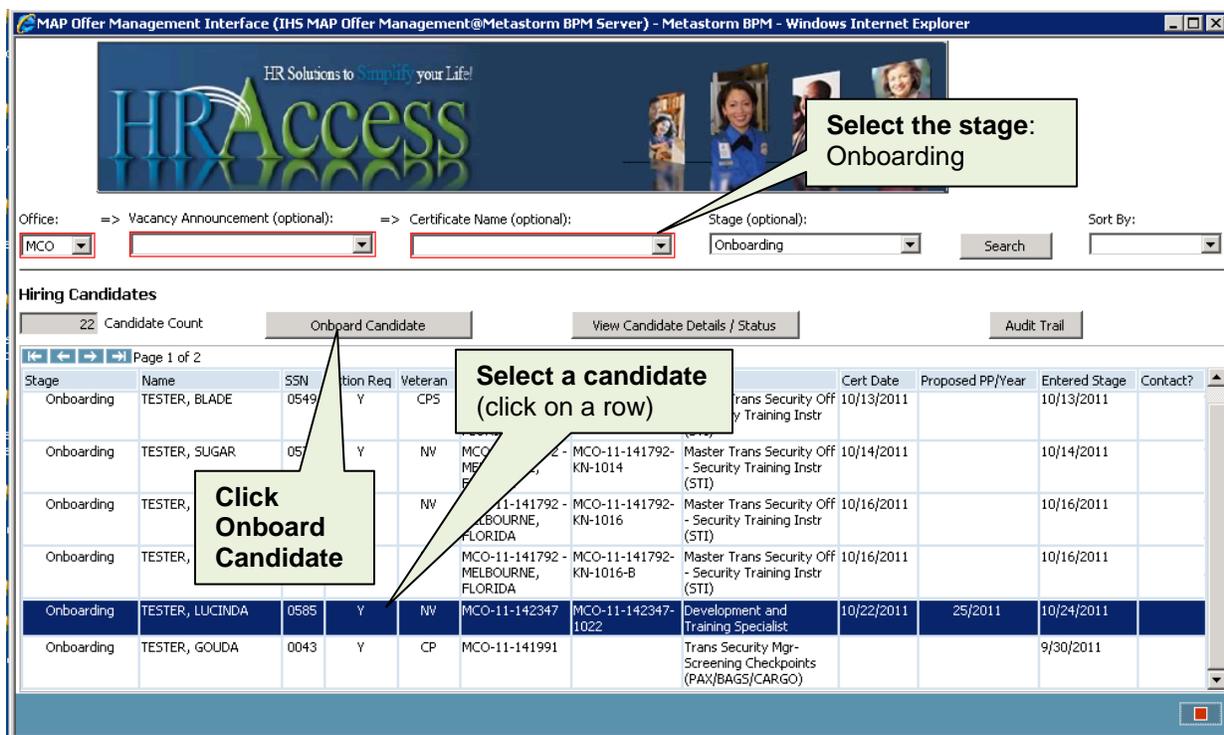
intervening RHSC steps are described in the MAP Offer Management Processing Guide for RHSC.

The final TSA stage, Onboarding, is described next.

Onboarding Stage

Who works this stage: Airport/HR Specialists

After the candidate has accepted the Final Job Offer preview, the candidate will arrive at the Onboarding stage, an internal process. To work a candidate in the Onboarding stage, open the Stage drop-down list and **select Onboarding**. The grid fills with all the candidates that are in the Onboarding stage of the specified VA and office:



The screenshot shows the 'MAP Offer Management Interface' with the 'HR Access' logo. A callout box points to the 'Stage (optional):' dropdown menu, which is set to 'Onboarding'. Below this, the 'Hiring Candidates' section displays a table with 22 candidates. A callout box points to the 'Onboard Candidate' button above the table. Another callout box points to a row in the table, with the instruction 'Select a candidate (click on a row)'. The table columns include Stage, Name, SSN, Position Req, Veteran, Office, Job ID, Job Title, Cert Date, Proposed PP/Year, Entered Stage, and Contact?.

Stage	Name	SSN	Position Req	Veteran	Office	Job ID	Job Title	Cert Date	Proposed PP/Year	Entered Stage	Contact?
Onboarding	TESTER, BLADE	0549	Y	CPS			Trans Security Off y Training Instr	10/13/2011		10/13/2011	
Onboarding	TESTER, SUGAR	05	Y	NV	MCO-11-141792- ME	MCO-11-141792- KN-1014	Master Trans Security Off - Security Training Instr (STI)	10/14/2011		10/14/2011	
Onboarding	TESTER,			NV	MCO-11-141792- MELBOURNE, FLORIDA	MCO-11-141792- KN-1016	Master Trans Security Off - Security Training Instr (STI)	10/16/2011		10/16/2011	
Onboarding	TESTER,			NV	MCO-11-141792- MELBOURNE, FLORIDA	MCO-11-141792- KN-1016-B	Master Trans Security Off - Security Training Instr (STI)	10/16/2011		10/16/2011	
Onboarding	TESTER, LUCINDA	0585	Y	NV	MCO-11-142347	MCO-11-142347- 1022	Development and Training Specialist	10/22/2011	25/2011	10/24/2011	
Onboarding	TESTER, GOUDA	0043	Y	CP	MCO-11-141991		Trans Security Mgr- Screening Checkpoints (PAX/BAGS/CARGO)			9/30/2011	

1. **Select a candidate** by clicking anywhere on that row.
2. **Click the Onboard Candidate button** to proceed.
3. The Onboarding candidate details page appears, containing the data for the selected candidate:



Process Candidate @Metastorm BPM Server - Metastorm BPM -- Webpage Dialog

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HR Access

Onboarding Airport: ORLANDO Vacancy/Cert: MCO-11-142347

Candidate Details SSN: xxx-xx-0585 Candidate ID: []
 First Name: LUCINDA Appl: []
 Last Name: TESTER Middle: []
 Address: 1345 JANE DR.
 City: RESTON State: VT Zip Code: 20191
 Country: US Email: LUCINDA@MOMIV2.COM
 Primary Phone: 7037337333 Alternate Phone: []

Pre Hire/BI Required: Yes No TS/SCI Drug Test Required: Yes No

NOA: 571 - Conv Appointment Type: Not to Exceed EOD: 3/13/2012
 Duty Location: ORLANDO, FL Is DHS Employee:
 Department ID: 954041 Org Struc Code: TA5906308320000000
 Proposed Effective/EOD Dt: 2012-JAN-1 FLSA Category: Non-Exempt
 Entry on Duty Date: 2011-DEC-04 Orientation Date: 12/5/2011

Pay Details

Pay Band/Level	Basic Pay	Locality	Total Salary	Salary	Size
F	35,000	4,956	39,956	Salary	668.87 KB 427.54 KB

Point of Contact Details

Role	First Name	Middle	Last Name	Title	Phone	Email	Add a New Role
Vacancy Initiated by	Sandra		Sherman	Deputy Program Manag	571-227-4878	richard.t.miehle@lmco.com	
Vacancy Approved by	Sandra		Sherman			richard.t.miehle@lmco.com	
Selected for Hire by	Dorothy	N	Banks	Human Resource Specialist	571-234-5678	dnb@lmco.com	

Onboard Candidate No Show Decline Save Cancel

Annotations:

- You can edit the candidate contact fields
- You can edit the EOD date
- You can edit the Orientation date
- Click here to proceed.

Additional Text:

- All comments become part of permanent record
- Entry on Duty Date must be a Sunday at the beginning of a pay period

- If you need to make changes to the candidate's contact information or to their EOD or Orientation dates, edit the appropriate fields.
- Click the Onboard Candidate button** to proceed.

Note: Alternatively, you can click the Decline or No Show buttons. Both buttons will prompt you to select a declination reason from a drop-down list.

- After you have clicked the Onboard Candidate button, the candidate moves to the Onboarded stage, and the Candidate Dashboard displays a check mark above the Final Offer stage and a star over Welcome to TSA! The Application Status will display Hired! when the EOD/Effective date is reached.



Vacancy Announcements

Job Title: Supervisory Transportation Security Officer Application Status: Hired!

Job Location: MCO -

MAP

- MCO-11-140174
- LAX-11-140312

Start Phase Met Qualification Requirements Selection Decision Offer Review Background Investigation Drug Test Final Offer Finished

06/21/2011 07/01/2011 07/01/2011 07/05/2011 07/05/2011 07/05/2011 07/05/2011 -

Next Steps Contact Info Other Help Legend

No "Next Steps" are required at this time. Please periodically check your candidate dashboard for any future Next Steps, status updates, and general information as you progress through the hiring process.

Onboarded Stage

After the candidate completes the Onboarding stage and is hired, the candidate data moves to the Onboarded stage:

MAP Offer Management Interface (IHS MAP Offer Management@Metastorm BPM Server) - Metastorm BPM - Windows Internet Explorer

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HR Access

Officer: MCO Vacancy Announcement: Cert ID: Stage: Onboarded Search Sort By:

Hiring Candidates

7 Candidate Count

View Candidates Audit Trail Move to New Stage

Stage	Name	SSN	Action Req.	Cert Date	Cert ID	Vac	Pay Period	Entered Stage	Contact?
Onboarded	TESTER, PEACH	0176	N	6/28/2011	621	MCC	tation	201114	6/22/2011
Onboarded	TESTER, PAPAYA	596	N	6/28/2011	621	MCC	tation	201115	6/28/2011
Onboarded	TRAINER, FLOUR	0134	N		0	MCC	tation	201115	6/27/2011
Onboarded	TESTER, COCONUT	0190	N		0	MCC	tation	201115	7/5/2011
Onboarded	TESTING, THURSDAY	0168	N		0	MCC	tation	201115	6/28/2011
Onboarded	FUNC-UAT, OBIE	0152	N		0	MCC	tation		6/6/2011

At this stage, the candidate data is all "read only" and cannot be changed.

This stage marks the end of processing in the MAP Offer Management Interface.