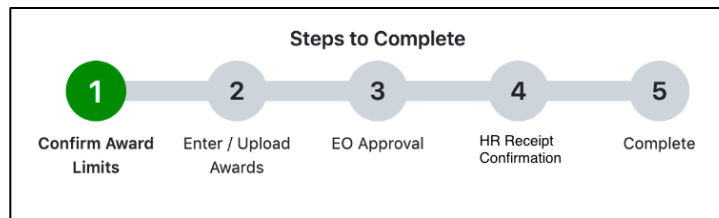The Performance Awards Reporting System (PARS) provides a secure and efficient mechanism for the transmission of PMAP Awards data to OHR by enforcing business rules, eliminating inconsistencies, and establishing a single version of PMAP activity across the organization.

To modify your access or new access requests to PARS, submit a "Get Access to an HR System" ticket.
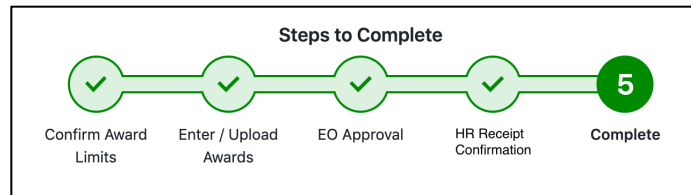
DASHBOARD LAYOUT:

There are several on- screen activity indicators and navigation options. Here are a few highlights:

At the top of the PARS System, a Progress Bar shows each touchpoint along the data collection process. The numbers highlighted in green indicates where you are in the process.

Steps to Complete

1 — Confirm Award Limits
2 — Enter / Upload Awards
3 — EO Approval
4 — HR Receipt Confirmation
5 — Complete

Once a step is completed, the numbers are replaced with green checkmarks.

Steps to Complete

✓ Confirm Award Limits
✓ Enter / Upload Awards
✓ EO Approval
✓ HR Receipt Confirmation
5 — **Complete**

IC Program Offices have two mechanisms for submitting PMAP information to OHR. Those mechanisms are:

- **Option 1 – Use PARS Webform**
- **Option 2 – Use Excel Upload**

OPTION 1 – Use PARS Webform

IC Program Areas that choose to use PARS for collecting, validating, and certifying PMAP information to OHR will have the ability to do so shortly after the employee rosters are available in nVision. PARS obtains the employee rosters from nVision report "FTE Staff by Pay Period End Date (HR-134)"; however, since nVision data is generally a pay period behind the system of record (EHCM), it is likely that employee rosters for last pay period end date in CY2023 may not be available in nVision and PARS until end of January 2024.

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ACCESSING PARS

To log into PARS, go to https://PARS.od.nih.gov and sign in either using your NIH credentials or PIV card.

Access to PARS is limited to authorized users.

PARS is currently compatible with the following web browsers:

- Microsoft Edge

- Firefox 14 or higher

- Google Chrome 20 or higher

- Safari 6 or higher

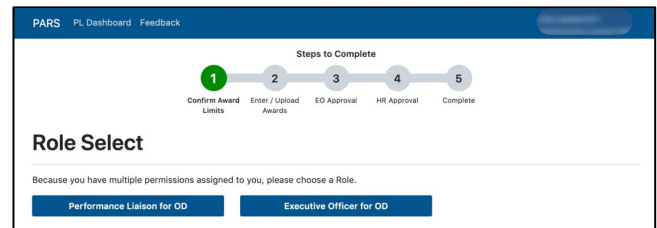*PARS is not compatible with Internet Explorer v11 or lower*

PARS has features which allow:

- Executive Officers (EO) or their designees to set up PMAP award limits, review, certify and submit PMAP awards data to OHR, and can generate reports at anytime.

- Performance Liaisons (PL) to upload or enter awards information using a web tool (organizational scope is based on permissions) and;

- OHR to securely receive and manage capture of this information from PARS and submit it to EHCM.

To access PARS:

From the landing page, select your role:
- Executive Officer: Allows for the EOs to confirm IC award limits, review, and certify the PMAP awards data and submit it to OHR.
- Performance Liaison: Allows for the PL to upload Excel spreadsheets or enter the PMAP awards data using the web form and run reports.

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CONFIRMING AWARD LIMITS

EOs or EO designees must configure their IC Limits for Levels 3, 4, and 5 awards before PLs can start making updates. It is important that Rating Levels 3, 4, and 5 have clearly delimited ranges for target award percentages to avoid issuing higher awards to lower ratings or vice versa, as per existing policy.

To establish rating levels at the IC level, from the *Executive Officer* Dashboard, EOs or EO designees should:

- Click on the **Update Percentages** button.
- Select the **Rating Level**
- Enter a **minimum percentage** and a **maximum percentage** and click the **Update Award Percentage** button

Ensure the percentages do not overlap for each level.

After the EO confirms award percentages, an email will automatically generate and be sent to the PL notifying them of the action.

The first step in the process is now complete and ready for the PL to enter and upload the awards.

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ENTERING PMAP DATA

Once the EO confirms award limits, the PL will receive a notification indicating that the EO has certified the performance data and is ready for review.

PLs may enter ratings and awards information via the webform. To access the webform, from the *Performance Liaison Dashboard,* PLs should:

- Click on the **Webform** button
- Enter the appropriate **Organizational Code** or search criteria to see roster

In order to **EDIT** a record, Performance Liaison should click "**Update**" in the Actions column.

PLs may filter the records via available filters. Also, PLs may sort the information by selecting any column header or by filtering the "**Column visibility**" button.
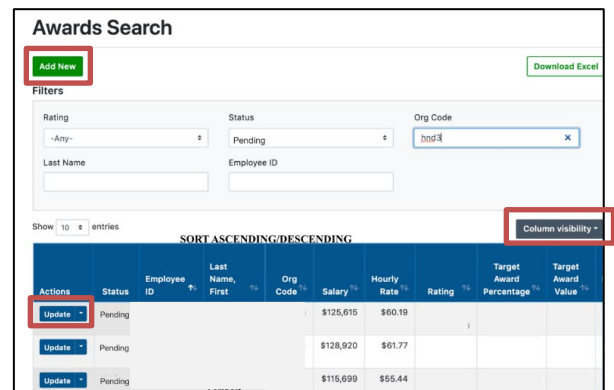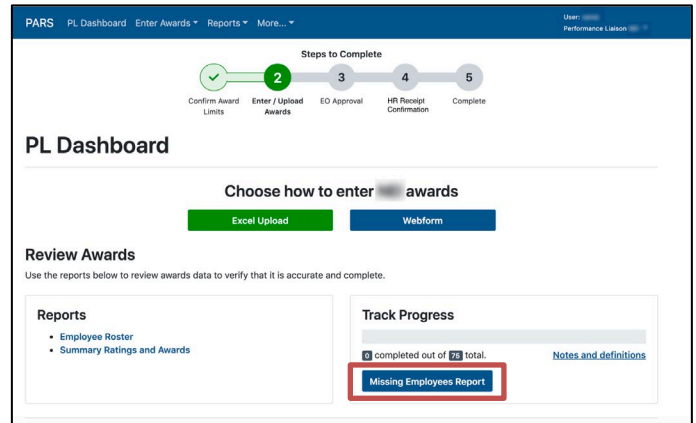
SUBMITTING PMAP DATA FOR EO'S REVIEW, CERTIFICATION, & SUBMISSION TO OHR

After the data has been successfully entered and all employees on the roster at year-end have been rated or addressed, the PL may submit it to the EO.

IMPORTANT NOTES FOR SUBMITTING PMAP DATA:
- The option to "**Certify and Notify EO**" will not be visible to the PL (who has access to All Org Codes) unless all IC employees have been rated. PLs may use the Missing Employees report to identify any employees that are still pending or missing ratings.
- EOs can access reports (the same reports as the PL) at any time.
- However, EOs can only certify to OHR after all IC employees have been rated and PL has notified EO of IC completion.
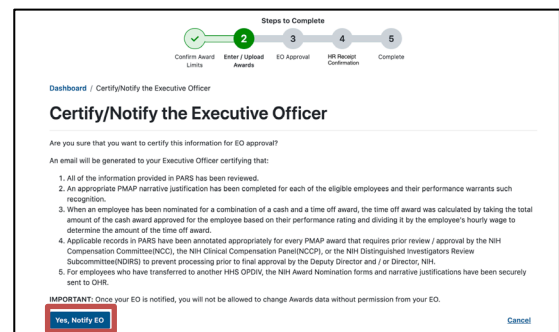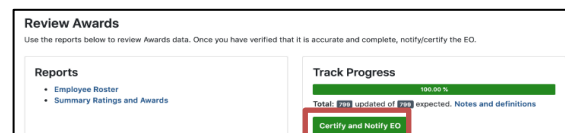
RATING LEVELS

Rating Level	Eligible For...				Comments
	QSI	Cash Award	Time Off	Maximum Combined Award Value	
5 Outstanding	Y	Y	Y	Up to 5% of annual salary	Level 5 employees who do not receive an award must have a note entered explaining why (Use Notes Section).
4 More Than Expected	--	Y	Y	Up to 4% of annual salary	
3 Expected	--	Y	Y	Up to 3% of annual salary	
2 Partially Expected	--	--	--	--	
1 Unsatisfactory	--	--	--	--	
0 Ineligible	--	--	--	--	These employees must have a note explaining the reason for their rating (Use Notes Section).

- *Combined total value of cash and time off awards cannot exceed the Target Award Value.*
- *Only GS, GP & GR pay plans may receive a QSI. Only GS below Step 10 may receive a QSI.*
- *A Note must be entered for any employee rated Level 5 but not receiving a performance award (cash, time off or QSI).*
- *Performance Liaisons may make their entries on the web form.*

CERTIFYING PMAP DATA TO OHR

Once the PL enters and submits PMAP data to the EO, the EO will receive a notification indicating that the data is ready for review and certification.

To certify PMAP information to OHR, from the EO Dashboard:

- Click on the **Certify and Submit to HR** button.
- If any of the awards need to be revised, click **Return to PL for Revision**.

IMPORTANT NOTES FOR RETURNING DATA TO PL:

- If data is returned to PL for revision, the previous data will not be deleted. The PARS tool provides the ability to upload or enter changes without losing data.

Dashboard / Certify PMAP Data and Submit to HR

Certify PMAP Data and Submit to HR

Are you sure that you want to certify this information and submit to HR?

An email will be generated to the Office of Human Resources certifying that:

1. All of the information provided in PARS has been reviewed.
2. An appropriate PMAP narrative justification has been completed for each of the eligible employees and their performance warrants such recognition.
3. When an employee has been nominated for a combination of a cash and a time off award, the time off award was calculated by taking the total amount of the cash award approved for the employee based on their performance rating and dividing it by the employee's hourly wage to determine the amount of the time off award.
4. Applicable records in PARS have been annotated appropriately for every PMAP award that requires prior review / approval by the NIH Compensation Committee(NCC), the NIH Clinical Compensation Panel(NCCP), or the NIH Distinguished Investigators Review Subcommittee(NDIRS) to prevent processing prior to final approval by the Deputy Director and / or Director, NIH.
5. For employees who have transferred to another HHS OPDIV, the NIH Award Nomination forms and narrative justifications have been securely sent to OHR.

IMPORTANT: Once HR is notified, you will not be allowed to change Awards data without permission from HR.

[Yes, Notify HR]   Cancel

- Click on the **Yes, Notify HR** button. Once you certify and submit OHR, no further updates can be performed.

OPTION 2 – EXCEL FILE UPLOAD

IC Program Areas may choose to use their own Excel file for collecting and validating PMAP information, however, they should obtain the Employee Roster from nVision report "FTE Staff by Pay Period End Date (HR-134)" or from PARS.

IMPORTANT NOTES:
- Since nVision data is generally a pay period behind the system of record (EHCM), it is likely that employee rosters for the last pay period end date in CY2023 may not be available in nVision and PARS until the end of January 2024.
- For data uploads, anytime you need to make changes or additions, you do not need to upload all the data or the entire spreadsheet again. Changes to data can either be uploaded separately or multiple times and the data previously entered won't erase.
   1. For example, if the ICs PMAP awards data is reset by HR or the EO, the PL is not required to re-submit all the awards data, only those awards that have changed. The PL may submit all awards data again, but only those records which have changed will get updated.
- Excel format .xls format is no longer required. PARS will only accept **.xlsx** format.

PARS **will not** be issuing or providing any technical support for any Excel files that IC Program Areas wish to use for PMAP efforts. The use of the Excel files are at the sole discretion, production, and support of each IC Program Area. Please note that this Excel does not replace the certification of PMAP information by EO or designee, which is required to be performed via PARS once the Excel file is successfully loaded into PARS.
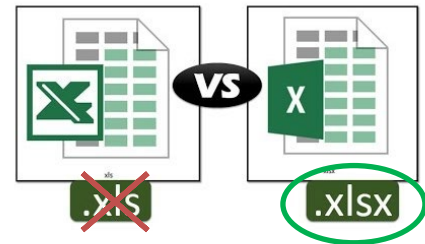
In order to successfully take advantage of this Excel upload option, IC Program Areas should follow below steps:

- IC Program Areas employing this option should establish internal controls for collecting, validating, and centralizing information into Excel.
- Ensure that the consolidated Excel file contains one sheet. Excel files that contain multiple sheets will not pass the PARS validations.
- Ensure that all data in the Excel file conforms to the PARS business rules. Any Excel file not conforming to the business rules will not pass the PARS validation.
- Once the Excel file has been uploaded to PARS, the IC Program Area will still be required to have its EO (or Designee) certify the information to OHR via PARS.

UPLOADING THE EXCEL FILE

PLs may enter ratings and awards information via Excel File upload. To access the Excel File upload option, from *Performance Liaison Dashboard*, PLs should:

PL Dashboard

Choose how to enter awards

[Excel Upload] [Webform]

- Click on the **Excel Upload** button
- Click on the **Browse** button to select the file to upload and select the desired file
- Click on the **Upload Awards** button to start the upload process
- Once the PARS validation check is complete, the results are displayed in the results box. if the upload is successful, you will see a **Green Success Message** in the results area.

Upload Excel File

You can Upload Excel Files to submit multiple awards for your IC. Files must pass validations. You may submit as many times as you would like.

[Excel Upload Template]

The Excel file successfully uploaded.
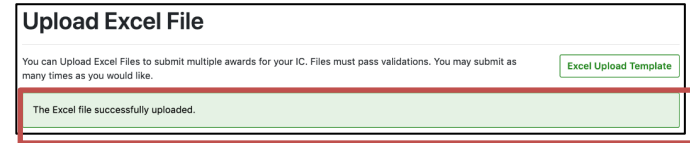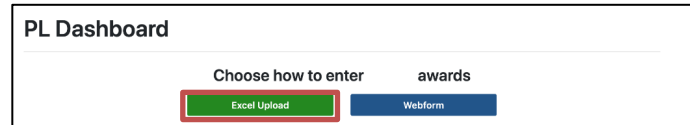
If your file does contain ALL employees at year-end.
The **Total** will not be 100%.
- Click the View Missing Employees Report:
  - The report of the missing employees will display in a new window. You may add you missing records via the webform or by adding the missing records to Excel and uploading all the files again.
- Adding new records via the webform will add to the **Total** records

Track Progress

98.77 %

801 completed out of **811** total.   Notes and definitions

[Missing Employees Report]

DATA LOAD VALIDATION ERRORS:

- If the upload fails, the **View Upload Report** in the results area will show status Failed:
  - Click on the **View Upload Report** link to view the list of errors and warnings:
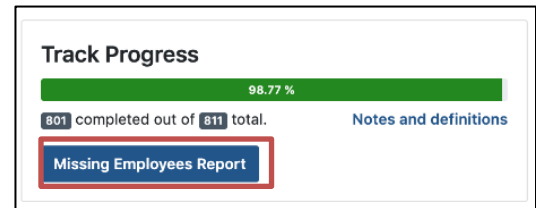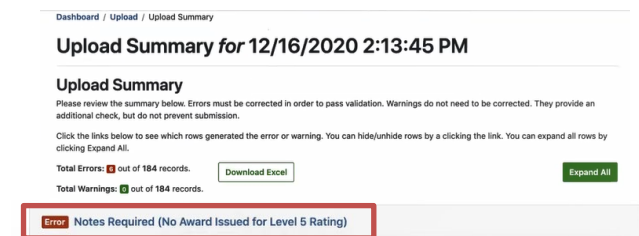 - Click the error and a description appears. The description helps the PL identify and correct the error. Errors must be corrected before submission. Warnings provide additional guidance but will not prevent submission.
  - The PL should correct the errors and then re-upload the Excel sheet.
  - If validation fails, then no part of that file will count towards your completed total. Only records from successful uploads will count as completed.
  - If the upload is successful, the PL will see a **Green**

    The Excel file successfully uploaded.
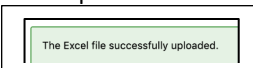
    Success Message:
- Click the **Dashboard** to return to the main page
- Review the status of your upload. Once you have loaded all employees at year-end, you can certify and notify the EO.

Dashboard / Upload Excel File

Upload Excel File

You can Upload Excel Files to submit multiple awards for your IC. Files must pass validations. You may submit as many times as you would like.

[Excel Upload Template]

Validation Failed

There are 6 Error(s) and 0 Warning(s)

See the table below to View the Upload Report. All errors must be corrected in order to pass validation. Warnings provide additional information to check your work, but do not prevent acceptance.

Excel File

Choose File   Browse
File formats accepted: .xlsx, one file only.

[Upload Awards]

Track Progress

Total: 0 updated of 184 expected. Notes and definitions

[Missing Employees Report]

Filename	Uploaded Date	Status	Actions
Excel Upload Test.xlsx	12/16/2020 2:13:45 PM	Failed	View Upload Report

Dashboard / Upload / Upload Summary

Upload Summary for 12/16/2020 2:13:45 PM

Upload Summary

Please review the summary below. Errors must be corrected in order to pass validation. Warnings do not need to be corrected. They provide an additional check, but do not prevent submission.

Click the links below to see which rows generated the error or warning. You can hide/unhide rows by a clicking the link. You can expand all rows by clicking Expand All.

Total Errors: 0 out of 184 records.   [Download Excel]   [Expand All]

Total Warnings: 0 out of 184 records.

[Error] Notes Required (No Award Issued for Level 5 Rating)

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BUSINESS RULES FOR EXCEL FILE

IC Program Areas have the flexibility to create their own internal Excel files based on their own needs. However, the consolidated Excel file that is to be used for PARS upload must meet the following business rules:

1. The Excel file must have 26 data attributes
2. The names for these 26 data attributes should be named exactly as referenced below
3. Each of the 26 data attributes must contain values and formats conforming to business rules referenced below
4. Every single employee listed in nVision report "FTE Staff by Pay Period End Date (HR-134)" as of last pay period of CY2023 (as of 01/13/2024) must be accounted for in the Excel file with a rating.

DATA ATTRIBUTES

- *First Name* attribute # 1:
  - First Name of employee
  - As per nVision Report HR-134, pay period end date 01/13/2024
  - The Excel file should have a column header named **First Name** in cell A1

- *Last Name* attribute # 2:
  - Last Name of employee (per nVision HR-134 report)
  - As per nVision Report HR-134, pay period end date 01/13/2024
  - The Excel file should have a column header named **Last Name** in cell B1

- *Middle Initial* attribute # 3:
  - Up to 1 character
  - As per nVision Report HR-134, pay period end date 01/13/2024
  - The Excel file should have a column header named **Middle Initial** in cell C1

- *Employee ID* attribute # 4:
  - Up to 8 digits
  - As per nVision Report HR-134, pay period end date 01/13/2024
  - The Excel file should have a column header named **Employee ID** in cell D1

- *Position Incumbency Description* attribute # 5:
  - As per nVision Report HR-134, pay period end date 01/13/2024
  - Values include:
    - FULL TIME PERMANENT
    - FULL TIME TEMPORARY
    - INTERMITTENT - PER ANNUM
    - INTERMITTENT - PER DAY

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- INTERMITTENT - PER HOUR

- PART TIME PERMANENT

- PART TIME TEMPORARY

- The Excel file should have a column header named **Position Incumbency Description** in cell E1

- *Bargaining Unit Description* attribute # 6:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - For most part, values associated with field in nVision include:

    - NULL (no value)

    - ELIGIBLE BUT NOT REPRESENTED

    - INELIGIBLE FOR INCLUSION

  - The Excel file should have a column header named **Bargaining Unit Description** in cell F1

- *Program Type Description* attribute # 7:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - Values include:

    - EXTRAMURAL

    - INTRAMURAL

    - OTHER

  - The Excel file should have a column header named **Program Type Description** in cell G1

- *IC* attribute # 8:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - The Excel file should have a column header named **IC** in cell H1

- *Organizational Code* attribute # 9:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - Also known as Department ID or Standard Admin Code

  - The Excel file should have a column header named **Organizational Code** in cell I1

- *Pay Plan* attribute # 10:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - Up to 2 characters

  - The Excel file should have a column header named **Pay Plan** in cell J1

- *Series* attribute # 11:

  - As per nVision Report HR-134, pay period end date 01/13/2024

- Up to 4 digits

- The Excel file should have a column header named **Series** in cell K1

- *Grade* attribute # 12:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - 0 through 15

  - ☐ The Excel file should have a column header named **Grade** in cell L1

- *Step* attribute # 13:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - 0 through 10

  - The Excel file should have a column header named **Step** in cell M1

- *Next WIGI Due Date* attribute # 14:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - Date value for next within grade increase

  - Formatted mm/dd/yy

  - The Excel file should have a column header named **Next WIGI Due Date** in cell N1

- *Annual Salary / Stipend Amount* attribute # 15:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - Based on Calendar Year 2021

  - No Decimals allowed

  - The Excel file should have a column header named **Annual Salary / Stipend Amount** in cell O1

- *Hourly Rate* attribute # 16:

  - As per nVision Report HR-134, pay period end date 01/13/2024

  - Based on Calendar Year 2020

  - Decimals allowed rounded to the nearest cent

  - up to 2 Decimals per OPM guidelines

  - The Excel file should have a column header named **Hourly Rate** in cell P1

- *Rating* attribute # 17:

  - A rating must be entered for every eligible PMAP-covered employee.

  - If an employee is exempt from PMAP and/or ineligible for a rating, select '0 - I - Ineligible' in the *Ratings* field

  - Values include:

    - 5 - AO - Outstanding

- o 4 - AM - More than Expected

  - o 3 - AE - Expected

  - o 2 - PA - Partially Expected

  - o 1 - UR - Unsatisfactory

  - o 0 - I - Ineligible

  - ▪ The Excel file should have a column header named **Rating** in cell Q1

- o *Issue QSI?* attribute # 18:

  - ▪ Applicable for Rating '5 - AO – Outstanding' only

  - ▪ Applicable for GS Employees under step 10 only

  - ▪ An employee may only receive one QSI in a 52-week period.

  - ▪ Target Award Percentage, Target Award Value, Time Off, and Cash Awards are not applicable if QSI is issued

  - ▪ Values include

    - o Yes

    - o No

  - ▪ The Excel file should have a column header named **Issue QSI?** in cell R1

- o *Target Award Percentage* attribute # 19:

  - ▪ Optional

  - ▪ Manual entry

  - ▪ Applicable if QSI is not issued (5 - AO – Outstanding) and for below Ratings only:

    - o 3 - AE – Expected

    - o 4 - AM - More than Expected

    - o 5 - AO – Outstanding

  - ▪ Decimals allowed rounded to the nearest cent (up to 2 Decimals – i.e. 2.50)

  - ▪ Cannot exceed NIH Limits:

    - o Up to 3% for Rating '3 - AE – Expected'

    - o Up to 4% for Rating '4 - AM - More than Expected'

    - o Up to 5% for Rating '5 - AO – Outstanding'

  - ▪ Cannot exceed higher ratings:

    - o Within an IC, the percentage awarded for a Rating '4 - AM - More than Expected' may not equal or exceed the minimum percentage awarded for any Rating '5 - AO – Outstanding'.

    - o Within an IC, the percentage awarded for a Rating '3 - AE – Expected' may not equal or exceed the minimum percentage awarded for any Rating '4 - AM - More than Expected'.

- The Excel file **Award Percentage** in cell S1 should have a column header named **Target**

- o **Target Award Value** attribute # 20:

  - Calculated Amount. Cannot be set arbitrarily. Amount is calculated across the board via formula:

    - o Target Award Percentage multiplied by Annual Salary / Stipend Amount

      i.e. 100,000 (salary) x 2.5% (target award percentage) = 2500 (target award value)

    - o Rounded up or down to eliminate any decimals (No Decimals)

  - The sum of 'Time Off Award Value' and 'Cash Award Value' cannot exceed 'Target Award Value'

  - The Excel file should have a column header named **Target Award Value** in cell T1

- o **Issue Time Off?** attribute # 21:

  - Enter '*Yes*' in the *Issue Time Off Award* field to identify employees receiving a time off award.

  - Applicable to records where a target award percentage was entered

  - Values include:

    - o Yes

    - o No

  - The Excel file should have a column header named **Issue Time Off?** in cell U1

- o **Time Off Award Hours** attribute # 22:

  - Whole numbers only (no decimals)

  - Cannot Exceed 40 hours

  - Hours should only be added if 'Issue Time Off?' attribute equals 'Yes'

  - The Excel file should have a column header named **Time Off Award Hours** in cell V1

- o **Time Off Award Value** attribute # 23:

  - Calculated amount. Cannot be set arbitrarily. Amount is calculated across the board via formula:

    - o 'Hourly Rate' multiplied by 'Time Off Award Hours'

      i.e. 25.35 (hourly rate) x 11 (time off hours) = 279

    - o Rounded up or down to eliminate any decimals (No Decimals)
    - o 'Time Off Award Value' cannot exceed 'Cash Award Value' if both awards are being issued at same time

  - Amount calculated only if 'Issue Time Off?' attribute equals 'Yes'

  - The Excel file should have a column header named **Time Off Award Value** in cell W1

- o **Issue Cash Award?** attribute # 24:

  - Enter '*Yes*' in the *Issue Cash Award* field to identify employees receiving a cash award.

  - Applicable to records where a target award percentage was entered

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- Values include:

  - o Yes

  - o No

  - ▪ The Excel file should have a column header named **Issue Cash Award?** in cell X1

- o *Cash Award Value* attribute # 25:

  - ▪ Calculated amount. Cannot be set arbitrarily. Amount is calculated across the board via formula:

    - o 'Target Award Value' minus 'Time Off Award Value'

  - ▪ Amount calculated only if 'Issue Cash Award?' attribute equals 'Yes'

  - ▪ The Excel file should have a column header named **Cash Award Value** in cell Y1

- o *Notes* attribute # 26:

  - ▪ Optional, unless indicated in previous data attributes

  - ▪ Up to 500 characters

  - ▪ Used for short statements or commentary such as (but not limited to):

    - o If an employee receiving a level 5 rating is not issued an award, enter the reason the employee is not being issued an award. For example, employee has declined award.

    - o If Rating '0 - I - Ineligible' is issued, then enter the reason the employee is ineligible for a rating in the *Notes* field

  - ▪ Other notes that HR should be aware of such as

    - o If the employee did not receive a performance rating (90-day rating period not met),

    - o If the employee transferred to another HHS OPDIV, Federal agency, or is now separated (retirement, resignation, etc.). Please indicate the HHS OPDIV where the employee currently works, if applicable,

    - o If the NIH Compensation Committee (NCC), the NIH Clinical Compensation Panel (NCCP), or the NIH Distinguished Investigators Review Subcommittee (NDIRS) review is required for approval of employee's PMAP award for Title 42 employees and NIH Distinguished Investigators.

  - ▪ The Excel file should have a column header named **Notes** in cell Z1

Sample Format (Excel)

First Name	Last Name	Middle Initial	Employee ID	Position Incumbency Description	Bargaining Unit Description	Program Type Description	IC	Organizational Code	Pay Plan	Series	Grade	Step	Next WIGI Due Date	Annual Salary / Stipend Amount	Hourly Rate	Rating	Issue QSI?	Target Award Percentage	Target Award Value	Issue Time Off?	Time Off Award Hours	Time Off Award Value	Issue Cash Award?	Cash Award Value	Notes
Steve	Navarro	J	1234567	FULL-TIME PERMANENT	ELIGIBLE BUT NOT REPRESENTED	EXTRAMURAL	ABC	HNU	GS	0602	12	1	1/21/2025	80000	38.46	4 - AM - More than Expected	No	2.75	2200	Yes	5	192	Yes	2008	Enter Target Award Percentage as Percentage

National Institutes of Health
Office of Management

*Performance Awards
Reporting System (PARS)
PMAP Awards Tool Guide*

Office of Human Resources
hr.nih.gov

Excel Spreadsheet Format Errors

ICs should check the Excel spreadsheet and address the following issues prior to uploading to PARS:
- Remove all blank rows
- Ensure there are no special characters (%, $, etc.)
- Remove formulas (=, sum, etc.)
- Round to whole dollar amounts (salary, cash awards, etc.)
- Ensure column headers align with PMAP Template that is required for submission
- Spreadsheet format is ".xlsx"

RUNNING PARS REPORTS

The following reports are available in the EO and PL Dashboard to provide summarized information to the ICs.

- **Employee Roster**: Provides a complete account of the PMAP population and data. Data displayed is dependent on the PLs access as approved by the EO. PLs may not have access to view the IC's full data set or progress completion for entire IC. EOs have access to the full data set. At the beginning of the PMAP Cycle, this report is populated by nVision HR-134 as of the last pay period of the PMAP cycle year.

- **Summary**: Provides summarized information including the number and distribution of ratings issued, total amounts and a graphic distribution of the actual award percentages by rating level. Updated as IC updates/adds PMAP rating and awards data.

SUPPORT

For PARS questions and/or technical support, submit a "Get Help with an HR System" ticket to contact the PARS Team.