



Making Use of the SMARTHR Tool – PMAP MODULE

The Self-Monitoring Analytics Reporting Tool for HR (SMARTHR) was created by the HR Systems, Analytics & Information Division (HRS/AID) within the Office of Human Resources (OHR) for the purpose of facilitating on-demand HR analytics to NIH customers.

The SMARTHR PMAP module provides a secure and efficient mechanism for the transmission of PMAP data to OHR by enforcing business rules, eliminating inconsistencies, and establishing a single version of PMAP activity across the organization.

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

- [Option 1 – Use SMARTHR Only](#)
- [Option 2 – Excel File Upload](#)
- [Option 3- ePMAP File Transfer](#)

GENERAL INFORMATION:

PMAP rosters are generated from nVision report "FTE Staff by Pay Period End Date (HR-134)" using the last pay period of **CY17 (as of 1/6/2018)**. **Important Note: Since the nVision data is generally a pay period behind the system of record (CapHR), it is likely that employee rosters for the last pay period end date in CY2017 may not be available in nVision and SMARTHR until the end of January 2018.**

The **Excel File Upload** and **ePMAP File Transfer** Options do not replace the certification of PMAP information by the EO or designee. The EO or designee must certify the PMAP data via SMARTHR once all PMAP records are successfully loaded into SMARTHR.

Excel and ePMAP files must adhere to ALL SMARTHR Business Rules.

An Excel File Upload or ePMAP File Transfer will override your IC's pre-populated SMARTHR PMAP roster

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).



Making Use of the SMARTHR Tool – PMAP MODULE

- 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.
- 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.
- ICs can set up custom IC Limits to better partition percentages across types of ratings.

To manage access to SMARTHR PMAP, IC Program Areas may submit a new Access Request to HR Systems Support Helpdesk via <http://intrahr.od.nih.gov/wits/index.htm>.

ACCESSING THE PMAP MODULE

To log into the SMARTHR tool, go to <https://smarthr.od.nih.gov> and sign in either using your NIH credentials or PIV card.



The SMARTHR tool is currently compatible with the following web browsers:

- Internet Explorer v9 or higher
- Firefox 5.5 or higher
- Google Chrome 25 or higher
- Safari 6 or higher

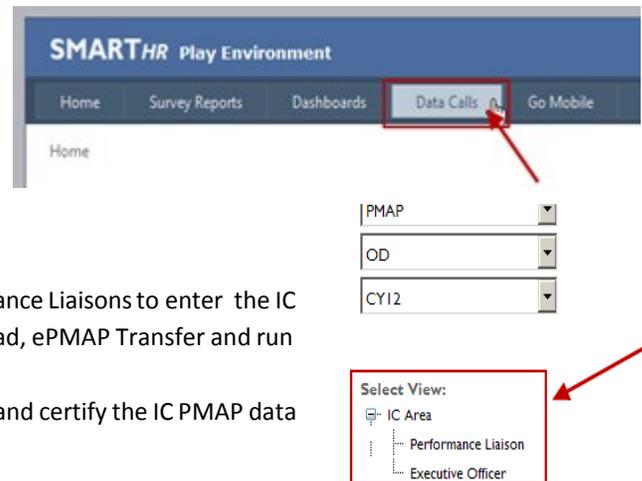
Access to SMARTHR is limited to authorized users.

The PMAP Module contains features which allow:

- Performance Liaisons to capture the rating and awards information using the web tool, Excel File Upload or ePMAP Transfer (organizational scope is based on permissions);
- Executive Officers (EO) or their designees to set up IC PMAP limits, review, certify and submit IC PMAP data to OHR, and;
- OHR to securely receive and manage capture of this information is CapHR. EOs and Designees can generate reports at any time.

To access the PMAP module:

- Click on the Data Call tab
- Select PMAP from the filter.
- Select your IC
- Select the desired calendar year. This will bring up the "Select View" portion of the page.
 - **Performance Liaison:** Allows for the IC Performance Liaisons to enter the IC PMAP data using the web form, Excel File Upload, ePMAP Transfer and run reports.
 - **Executive Officer:** Allows for the EOs to review and certify the IC PMAP data and submit it to OHR.





Making Use of the SMARTHR Tool – PMAP MODULE

ESTABLISHING RATING LEVELS

Executive Officers (EOs) or EOs Designees should configure their IC Limits for Levels 3, 4, and 5 awards before users 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** Area, EOs or designees should:

- Click on the Manage IC PMAP Limits button.
- Select the Rating Level
- Enter a Minimum Percentage and a Maximum Percentage and Click the Update Min/Max Button

Be sure the percentages do not overlap for each level.

FY	IC	SAC	Rating	Lowest Percentage	Maximum Percentage
14	[C]	All	3 - AE - Expected	[Minimum]	[Maximum]
14	[C]	All	4 - AM - More than Expected	[Minimum]	[Maximum]
14	[C]	All	5 - AO - Outstanding	[Minimum]	[Maximum]

You may update your limits using the table below for CC

Admin Code: PMAP Rating:

Minimum Percentage:

Maximum Percentage:

OPTION 1 –THE SMARTHR TOOL

IC Program Areas that choose to use SMARTHR 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. SMARTHR obtains the employee rosters from nVision report "FTE Staff by Pay Period End Date (HR-134).

ENTERING PMAP DATA

Performance Liaisons may enter ratings and awards information via the SMARTHR PMAP web-form. To access the web-form, from the **Performance Liaison Area**, Performance Liaisons should:

- Click on the **Enter PMAP Ratings and Awards** button.
- Select the appropriate **Organizational Code** to see roster

In order to **EDIT** a record, Performance Liaison shall select the **"Edit"** link on the first column. In order to **UPDATE** a record, Performance Liaison shall select the **"Update"** link on the first column. Information will not be updated if **"Update"** link is not selected.

Home Survey Reports Dashboards Data Calls Strategic Planning Admin

NIH Data Calls

Filters: PMAP 0% Updated [Entire IC Population] - Cannot Yet Submit to EO (Successfully uploaded 0 records of the 1960 records expected for your IC.) [View Missing Employees](#)

CY16

What would you like to do? (Choose Below)

Select View:

Status	Name	EmployeeID	Position	Incumbency	Bargaining Unit	Program Type
Pending						

Edit

Status	Name	EmployeeID	Position	Incumbency	Bargaining Unit	Program Type
Pending						

Update Cancel



Making Use of the SMARTHR Tool – PMAP MODULE

You may omit any updates before they are committed by selecting “Cancel” link.

Records can only be updated by selecting each Organizational Code at a time. IC Liaison may filter the records via available filters. Also. IC Liaison may sort the information by selecting any column header.

OPTION 2 –THE EXCEL FILE UPLOAD

IC Program Areas may choose to use their own Excel file for collecting and validating PMAP information, but will be required to obtain employee rosters from nVision report "FTE Staff by Pay Period End Date (HR-134)" using the last pay period of CY17 (as of 1/6/2018).

SMARTHR **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.

In order to successfully take advantage of the Excel Upload option, IC Program Areas should follow the steps listed below:

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

UPLOADING THE EXCEL FILE

To access the Excel File Upload option, from the **Performance Liaison Area**, Performance Liaisons should:

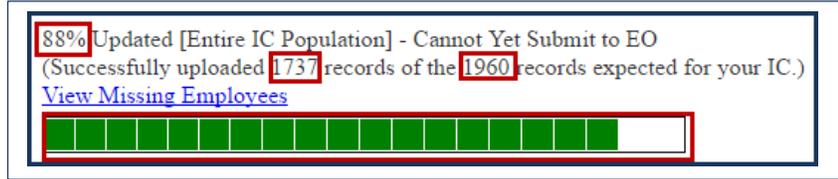
- Click on the **Import Records, Ratings and Awards from an Excel Spreadsheet** link
- Click on the **Browse Button** to select the file to upload-select the desired file
- Click on the **Upload File Button** to complete the upload process. You will see the following message: **Processing.....**
- Once the SMARTHR validation check is complete, results are displayed in the results area; if the upload is successful, you will see the following message: **PMAP and Award data successfully loaded-to SMARTHR...** and a **Green Checkmark** in the results area.

Filename	IC	Uploaded Date	Data Validated?	
PMAP_Template 10-05-16_20161005134959.xls	OD - ORF	10/5/2016 1:50:00 PM	Yes	✓

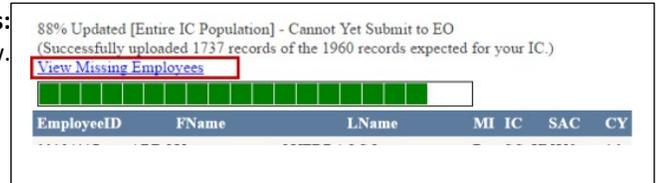


Making Use of the SMARTHR Tool – PMAP MODULE

- Click on the **Performance Liaison** link-to review the data.
 - The data load status bar will display the percentage of Your IC’s records uploaded, the number of records loaded and the number of records expected:



- If 100% of your IC’s records did not load-Click the **View Missing Employees:**
 - The report of the missing employees will display in a new window.
 - You may add missing employees via the SMARTHR web-form or by updating the Excel file and re-uploading the file.



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 SMARTHR 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 containing 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 CY17 (as of 1/6/18) 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 1/6/18
 - 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 1/6/18
 - 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 1/6/18
 - The Excel file should have a column header named **Middle Initial** in cell C1
- **Employee ID** attribute # 4:
 - 8 digits



Making Use of the SMARTHR Tool – PMAP MODULE

- As per nVision Report HR-134, pay period end date 1/6/18
- 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 1/6/18
 - Values include:
 - FULL TIME PERMANENT
 - FULL TIME TEMPORARY
 - INTERMITTENT - PER ANNUM
 - INTERMITTENT - PER DAY
 - 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 1/6/18
 - 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 1/6/18
 - 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 1/6/18
 - The Excel file should have a column header named **IC** in cell H1
- **Organizational Code** attribute # 9:



Making Use of the SMARTHR Tool – PMAP MODULE

- As per nVision Report HR-134, pay period end date 1/6/18
- 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 1/6/18
 - 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 1/6/18
 - 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 1/6/18
 - 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 1/6/18
 - 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 1/6/18
 - 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 1/6/18
 - Based on Calendar Year 2016
 - No Decimals allowed
 - The Excel file should have a column header named **Annual Salary / Stipend Amount** in cell O1



Making Use of the SMARTHR Tool – PMAP MODULE

- **Hourly Rate** attribute # 16:
 - As per nVision Report HR-134, pay period end date 1/6/18
 - Based on Calendar Year 2017
 - 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
 - Only acceptable values are to be used exactly as display below (including dash and spaces):
 - 5 - AO - Outstanding
 - 4 - AM - More than Expected
 - 3 - AE - Expected
 - 2 - PA - Partially Expected
 - 1 - UR - Unsatisfactory
 - 0 - I - Ineligible
 - The Excel file should have a column header named **Rating** in cell Q1
- **Issue QSI?** attribute # 18:
 - Optional
 - 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
 - Yes
 - No
 - The Excel file should have a column header named **Issue QSI?** in cell R1
- **Target Award Percentage** attribute # 19:
 - Optional
 - Manual entry



Making Use of the SMARTHR Tool – PMAP MODULE

- Applicable if QSI is not issued (5 - AO – Outstanding) and for below Ratings only:
 - 3 - AE – Expected
 - 4 - AM - More than Expected
 - 5 - AO – Outstanding
- Decimals allowed rounded to the nearest cent (up to 2 Decimals – i.e. 2.50)
- Cannot exceed NIH Limits:
 - Up to 3% for Rating ‘3 - AE – Expected’
 - Up to 4% for Rating ‘4 - AM - More than Expected’
 - Up to 5% for Rating ‘5 - AO – Outstanding’
- Cannot exceed higher ratings:
 - 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’.
 - 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 should have a column header named **Target Award Percentage** in cell S1
 - **Target Award Value** attribute # 20:
 - Calculated Amount. Cannot be set arbitrarily. Amount is calculated across the board via formula:
 - Target Award Percentage multiplied by Annual Salary / Stipend Amount
i.e. 100,000 (salary) x 2.5% (target award percentage) = 2500 (target award value)
 - 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
 - **Issue Time Off?** attribute # 21:
 - Optional
 - 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:
 - Yes
 - No
 - The Excel file should have a column header named **Issue Time Off?** in cell U1
 - **Time Off Award Hours** attribute # 22:
 - Must be entered in whole hour amounts, **no fractional amounts.**



Making Use of the SMARTHR Tool – PMAP MODULE

- 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

- **Time Off Award Value** attribute # 23:
 - Calculated amount. Cannot be set arbitrarily. Amount is calculated across the board via formula:
 - 'Hourly Rate' multiplied by 'Time Off Award Hours'
i.e. 25.35 (hourly rate) x 11 (time off hours) = 279
 - Rounded up or down to eliminate any decimals (No Decimals)
 - '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

- **Issue Cash Award?** attribute # 24:
 - Optional
 - 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
 - Values include:
 - Yes
 - No
 - The Excel file should have a column header named **Issue Cash Award?** in cell X1

- **Cash Award Value** attribute # 25:
 - Calculated amount. Cannot be set arbitrarily. Amount is calculated across the board via formula:
 - '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

- **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):
 - 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.
 - If Rating '0 - I - Ineligible' is issued, then enter the reason the employee is ineligible for a rating in



Making Use of the SMARTHR Tool – PMAP MODULE

the *Notes* field

- Other notes that HR should be aware of such as
 - If the employee did not receive a performance rating (90-day rating period not met),
 - 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,
 - 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)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	
First Name	Last Name	Middle Initial	Employee ID	Position Incumbency	Bargaining Unit	Program Type	IC	Org Code	Pay Plan	Series	Grade	Step	Next WIGI Date	Annual Salary	Hourly Rate	Rating	Issue QSI?	Target Award Percent	Target Award Value	Issue Time Off?	Time Off Award Hours	Time Off Award Value	Issue Cash Award?	Cash Award Value	Notes	



Making Use of the SMARTHR Tool – PMAP MODULE

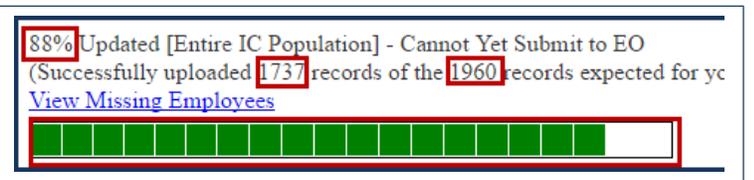
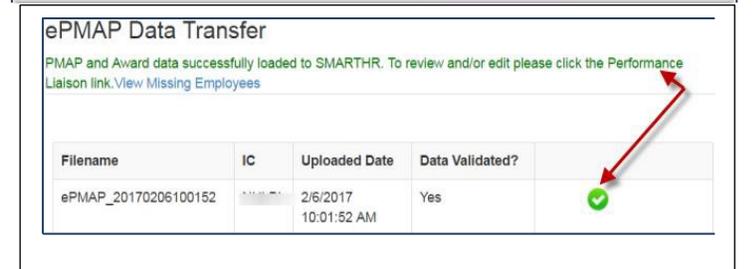
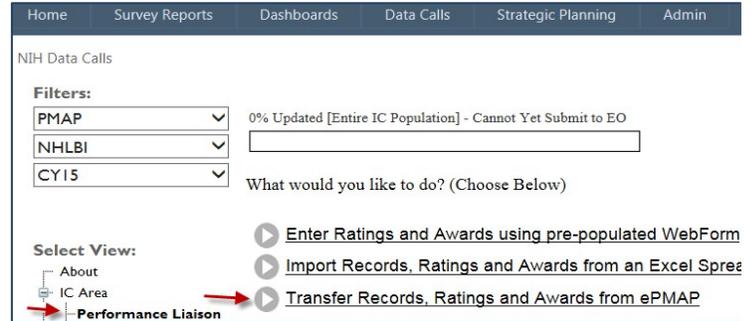
Option 3 – The ePMAP Transfer

IC Program Areas that use ePMAP to manage their PMAP process may elect to transfer their PMAP records to SMARTHR via the ePMAP/SMARTHR interface.

TRANSFERRING PMAP DATA VIA ePMAP

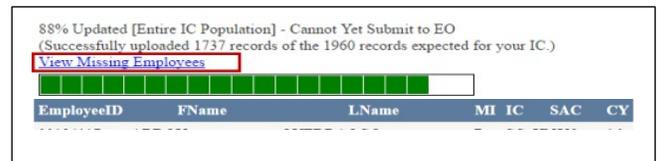
To access the ePMAP/SMARTHR Interface, from the **Performance Liaison Area**, Performance Liaisons should:

- Click on the **Transfer Records, Ratings and Awards** link.
- Review the **Warning Message**-to proceed click **OK**. After clicking **OK** you will see the following message-**Processing**...
- Once the SMARTHR validation check is complete, results are displayed in the results area; if the transfer is successful, the following message will be displayed: **PMAP and Award data successfully loaded to SMARTHR** and a **Green Checkmark** in the results area.
- Click on the **Performance Liaison** link- to view the data status:
 - the status bar will display the percentage of your IC's records that transferred, the number of records transferred and the number of records expected.



If 100% of your IC's **expected** records did not load-

- Click the **View Missing Employees**:
 - The report of the missing employees will display in a new window. You may add missing employees via the SMARTHR web-form, or by adding the missing employees to ePMAP and transferring ALL the files again.





Making Use of the SMARTHR Tool – PMAP MODULE

DATA LOAD VALIDATION ERRORS:

If the ePMAP Transfer or Excel File Upload fails, you will see

a **View Error Report** link in the results area, to view validation errors:

- Click on the **View Error Report** link;
- Click on the **Plus Sign** to view specific errors;
- Correct the errors in the Excel File or ePMAP then retry the file upload or transfer.

If the data load is successful, you will see a **Green Checkmark** in the results area:



To review and/or edit your IC's PMAP data, click the **IC Performance Liaison Link** to return to the **Performance Liaison Area**:

- Review the status of the data load, once you have loaded 100% of the expected records; you should review and validate your submission.
- Use the **Run Reports** tool to review and validate your submission.

RESET THE PMAP DATA:

The **Reset PMAP data** button can be used to restore your IC's SMARTHR PMAP Module data to its original state or the pre-populated SMARTHR roster. **Resetting your IC's PMAP data will delete ALL Awards and PMAP Ratings from SMARTHR.**

To reset your IC's PMAP data, from the Performance Liaison Area-Click **Reset PMAP data**:

- Click **OK** to confirm the request
 - The data load status bar and records count will reset to 0
- You may reload via the, Excel File Upload, ePMAP Transfer or the SMARTHR tool.

Filename	IC	Uploaded Date	Data Validated?
Test-ORF CY15PMAP_20160929135 710.xlsx	OD - ORF	9/29/2016 1:57:12 PM	Yes

Please fix below errors and re upload file

Errors Help

- Errors: Invalid Ratings
- Errors: QSIs are only applicable for Level 5 Ratings
- Errors: Data IC mismatch

Filters:
 PMAP: 88% Updated [Entire IC Population] - Cannot Yet Submit to EO
 (Successfully uploaded 1131 records of the 1260 records expected for your IC.)
 View Missing Employees
 CY16: [Progress Bar]

What would you like to do? (Choose Below)

Select View:
 About
 IC Area
 Performance Liaison

Enter Ratings and Awards using pre-populated WebForm
 Import Records, Ratings and Awards from an Excel Spreadsheet
 Reset PMAP data

smarthr-test.od.nih.gov says:
 This will reset data of this calendar year for selected IC. Are you sure you want to reset?
 OK Cancel

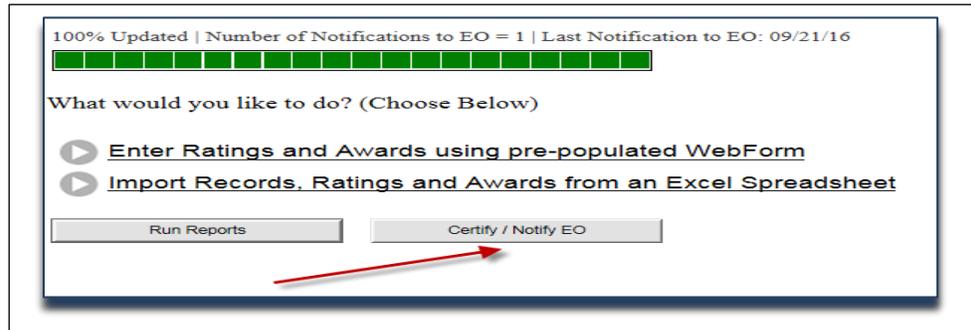
Filters:
 PMAP: 0% Updated [Entire IC Population] - Cannot Yet Submit to EO
 (Successfully uploaded 0 records of the 261 records expected for your IC.)
 View Missing Employees
 CY16: [Progress Bar]



Making Use of the SMARTHR Tool – PMAP MODULE

SUBMITTING PMAP DATA FOR EO'S REVIEW, CERTIFICATION, & SUBMISSION TO OHR

- Once your data is successfully loaded and validated; the Performance Liaison may submit the data to the IC Executive Officer.



IMPORTANT NOTES FOR SUBMITTING PMAP DATA:

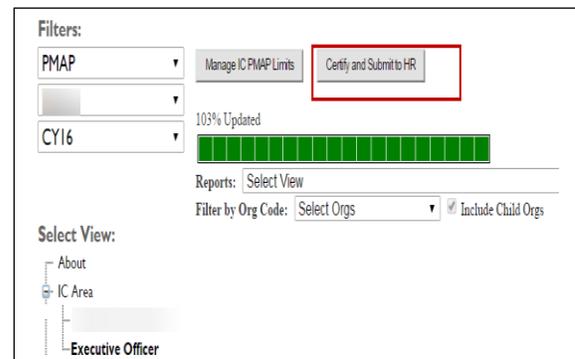
- The option to “Certify and Notify EO” will not be visible to the Performance Liaison (having access to the entire IC) until the Excel file is successfully loaded.
- While EOs can access reports (the same reports as IC Performance Liaison) at any time, EOs can only certify the PMAP submission to OHR after the Performance Liaison has notified EO of IC completion.

CERTIFYING PMAP DATA TO OHR

- Once the Performance Liaison submits the data to the EO, the EO will receive notification indicating that the data is ready for review and certification.

To certify PMAP information to OHR, from the Executive Officer Area:

- Click on the **Certify and Submit to HR** button.
- Review the **Warning Message**:



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:

- All of the information provided in SMARTHR has been reviewed.
- An appropriate PMAP narrative justification has been completed for each of the eligible employees and their performance warrants such recognition.
- 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.
- Applicable records in SMARTHR 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.
- 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 you certify and submit to OHR, no further updates can be performed.



Making Use of the SMARTHR Tool – PMAP MODULE

- Click on the **Yes. I certify PMAP information for my IC. Submit to HR** button. Once you certify and submit to OHR, no further updates can be performed.

RUNNING SMARTHR REPORTS

A limited number of reports are available to provide summarized information to the ICs. To run any of these reports, select the report from the **Reports** drop down. Please note that the percentage completion will be based on the organizational codes selected for the reports. They may not show the progress completion for entire IC, unless the IC Liaison has access to entire IC, and selected “All” for Orgs filter.

- **Roster:** Provides a complete account of the PMAP data.
- **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.

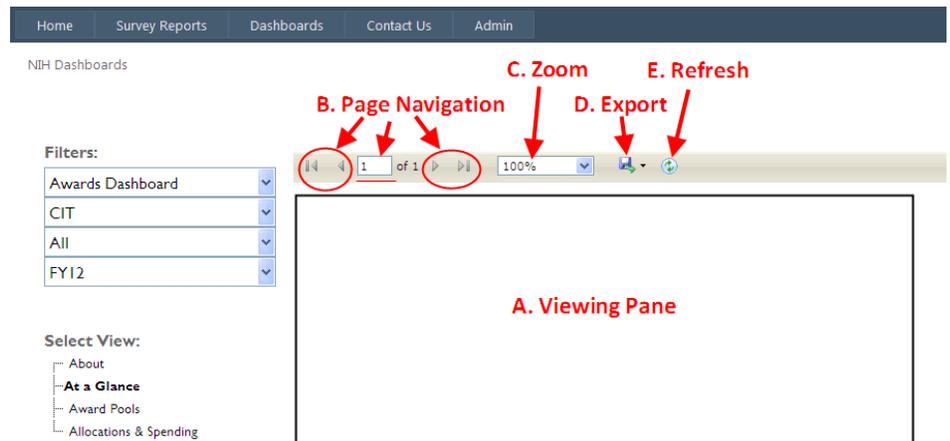
A. Viewing Pane: Where Charts, graphs, and data will appear depending your view selection

B. Page Navigation: Use arrows or enter a page number to navigate report pages.

C. Zoom: Use to enlarge or reduce the viewing pane.

D. Export: Sends the current view to an Excel Spreadsheet, Word Document, or PDF document.

E. Refresh: Click this icon to refresh the data in the viewing pane.



IC: CIT | Org: ALL | FY: 2012

SUPPORT

SMARTHR is managed by OHR HR Systems Support Helpdesk. EO authorization is required for all access requests. For questions, access requests, and technical difficulties, please contact HR Systems Support Helpdesk via:

- WiTS web form: <http://intrahr.od.nih.gov/wits/index.htm>