

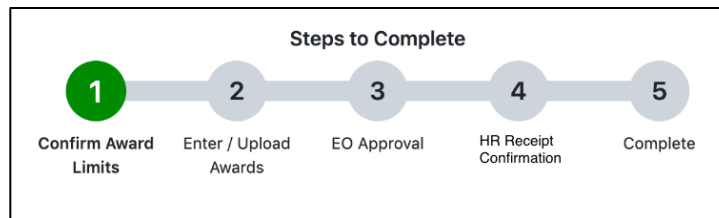
The Performance Awards Reporting System (PARS) provides a secure and efficient mechanism for the transmission of PMAP Awards data to OHR by enforcing business rules, eliminating inconsistencies, and establishing a single version of PMAP activity across the organization.

To modify your access or new access requests to PARS, submit a "[Get Access to an HR System](#)" ticket.

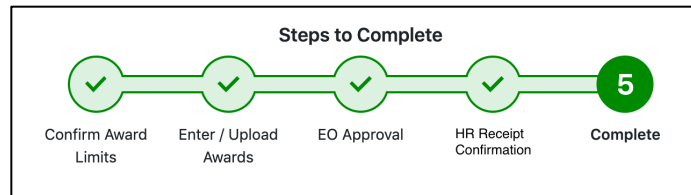
### DASHBOARD LAYOUT:

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.



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



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.

## ACCESSING PARS

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



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*

Access to PARS is limited to authorized users.

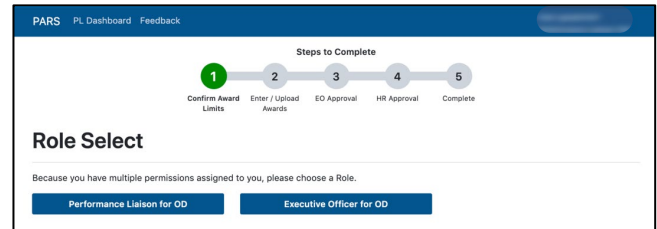
PARS has features which allow:

- 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.



### 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.



#### EO Dashboard

**Awards Process Not Started**  
You must confirm your award limits before awards can be submitted and reviewed.

Your IC award limits are based on the previous year's award limits. In order to submit your awards, you must confirm whether you plan to use the award limits below or update the current year.

#### Review and Confirm 2020 IC Award Limits

Below are the IC's prior year award limits. If you plan to roll forward prior year award limits to the current year, then review and confirm the award percentages.  
If you do not plan to roll forward prior year award limits to the current year, you should click update the award percentages and on the next screen make your changes and confirm them.

IC	Rating	Min %	Max %
3	AE - Expected	1.00%	1.00%
4	AM - More than Expected	1.65%	1.65%
5	AO - Outstanding	2.65%	2.65%

**NIH Award Limits**

Rating	Max percentage
3 - AE - Expected	3.00%
4 - AM - More than Expected	4.00%
5 - AO - Outstanding	5.00%

You may not exceed the default Award Limits set by NIH.

**Confirm Percentages** **Update Percentages**

Dashboard / Review Award Percentages / Update IC Award Limits

#### Update IC Award Limits

If you have multiple award percentages per rating, please provide a range, by entering the minimum percentage and the maximum percentage you plan to award. If you set only one award percentage per rating then enter the same value for the maximum and minimum for each rating. If you set no award percentage for a rating then enter 0 for the maximum and minimum percentage.

Rating	Rating 3 Minimum	Rating 3 Maximum	Rating 4 Minimum	Rating 4 Maximum	Rating 5 Minimum	Rating 5 Maximum
3	1.00	1.00				
4			1.65	1.65		
5					2.65	2.65

**NIH Award Limits**

Rating	Max percentage
3 - AE - Expected	3.00%
4 - AM - More than Expected	4.00%
5 - AO - Outstanding	5.00%

You may not exceed the default Award Limits set by NIH.

**Confirm Award Percentages** Cancel

## ENTERING PMAP DATA

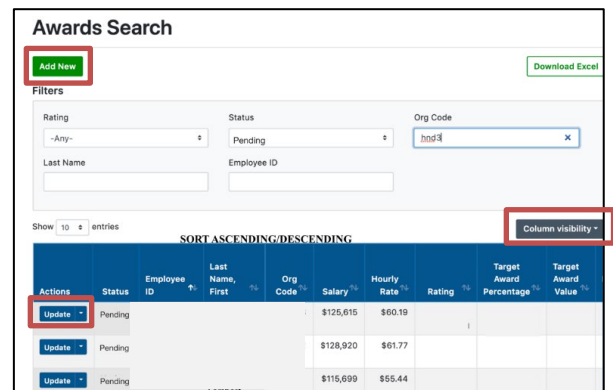
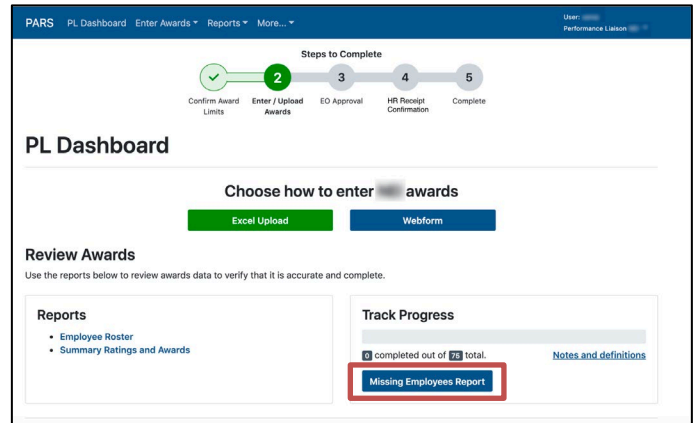
Once the EO confirms award limits, the PL will receive a notification indicating that the EO has certified the performance data and is ready for review.

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.

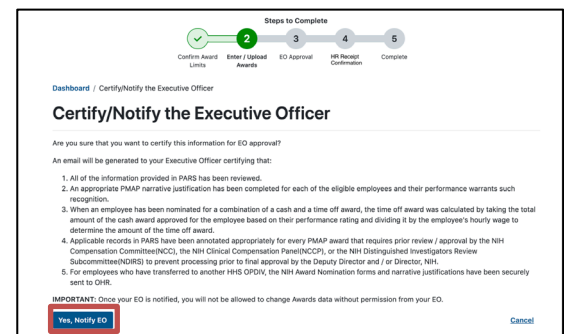
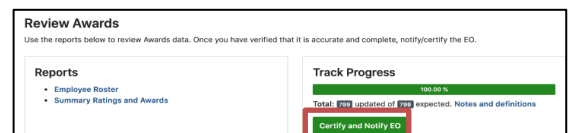


## SUBMITTING PMAP DATA FOR EO'S REVIEW, CERTIFICATION, & SUBMISSION TO OHR

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.

PARS EO Dashboard Reports More... User: gpcanierf Executive Officer OHS

Steps to Complete

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

### EO Dashboard

#### Review Awards

Use the reports below to review awards that are ready for submission. Once you have reviewed the awards and verified that they are complete, you may [submit them to HR](#).

**Reports**

- Employee Roster
- Summary Ratings and Awards

**Certify and Submit to HR**

**Revisions and Corrections**

If changes are needed, you may [return the awards to the PL for revision](#). This must be done before certifying and submitting to HR.

**Return to PL for Revision**

**Historical Data**

Review previous PMAP cycle submissions

**Employee Roster**

**Summary Ratings Report**

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.

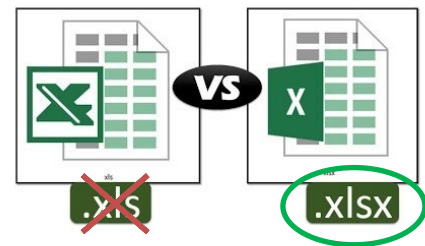
## OPTION 2 – EXCEL FILE UPLOAD

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.



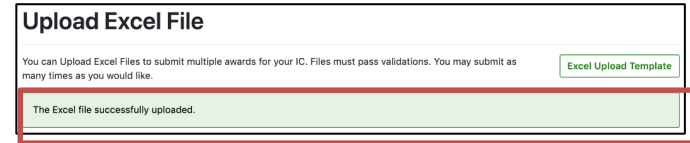
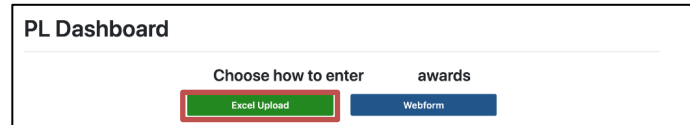
In order to successfully take advantage of this Excel upload option, IC Program Areas should follow below steps:

- 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

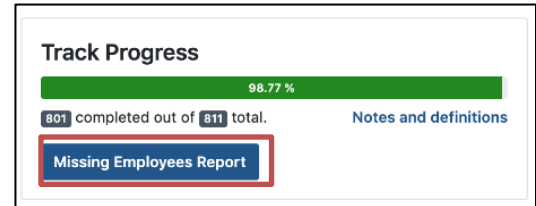
PLs may enter ratings and awards information via Excel File upload. To access the Excel File upload option, from *Performance Liaison Dashboard*, PLs should:

- 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.



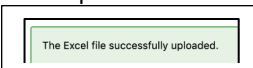
If your file doesn't contain ALL employees at year-end. The **Total** will not be 100%.

- 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



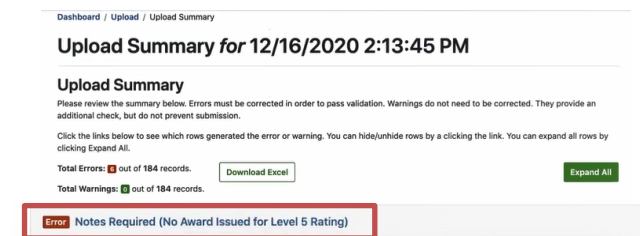
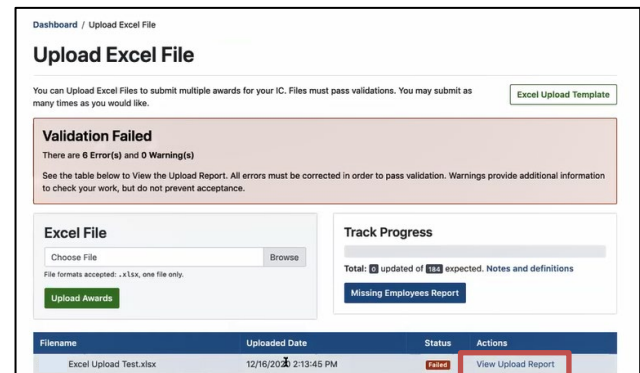
## DATA LOAD VALIDATION ERRORS:

- 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**



### 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.





## 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



- 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 2023
  - 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 2023
  - 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

- 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:
    - 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
    - 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'.





## 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.

Dashboard / Employee Roster

### Employee Roster

Download Excel

Filters

Org Code Last Name Employee ID Rating

Clear All

Show 10 entries

IC	Org Code	Last Name, First	Employee ID	Position Incumbency	Salary	Hourly Rate	Rating	Issue QSI	WIG Due Date	Target Award Percentage
	00012737			FULL TIME PERMANENT	\$116,552	\$55.85			10/25/2010	
	00032804			FULL TIME PERMANENT	\$83,094	\$40.22				

Dashboard / Summary Ratings and Awards Report

### Summary Ratings and Awards Report

Filters

Org Code: Select Org Code  Include Child Orgs

Filter Report Clear Filters

Summary IC

<p>Employees</p> <p>0</p> <p>total count</p>	<p>Cash Awards*</p> <p>0</p> <p>total count</p> <p>\$0</p> <p>total amount</p> <p>* Excludes Cash Awards for less than \$50, as these are not processed</p>
<p>QSI Awards</p> <p>0</p> <p>total count</p>	<p>Time-Off Awards</p> <p>0</p> <p>total count</p> <p>0</p> <p>total hours</p>

## SUPPORT

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