

Commissioned Corps of the U.S. Public Health Service
Electronic Commissioned Officer Resources Processing System (eCORPS)

Leave Request System



Commissioned Corps Leave Approving Official

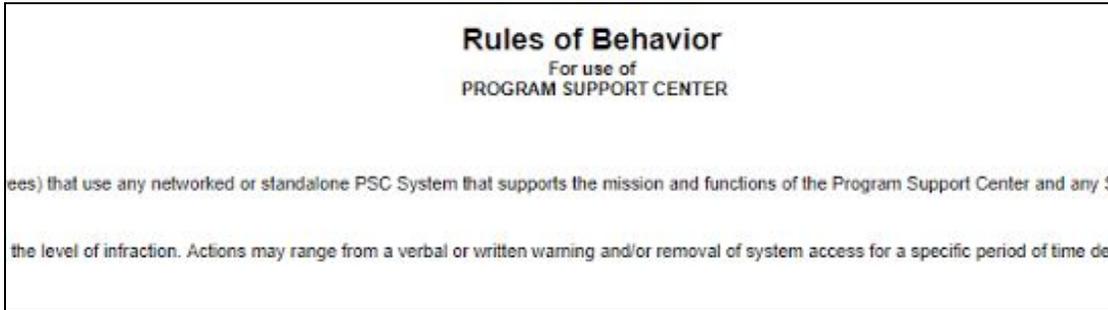
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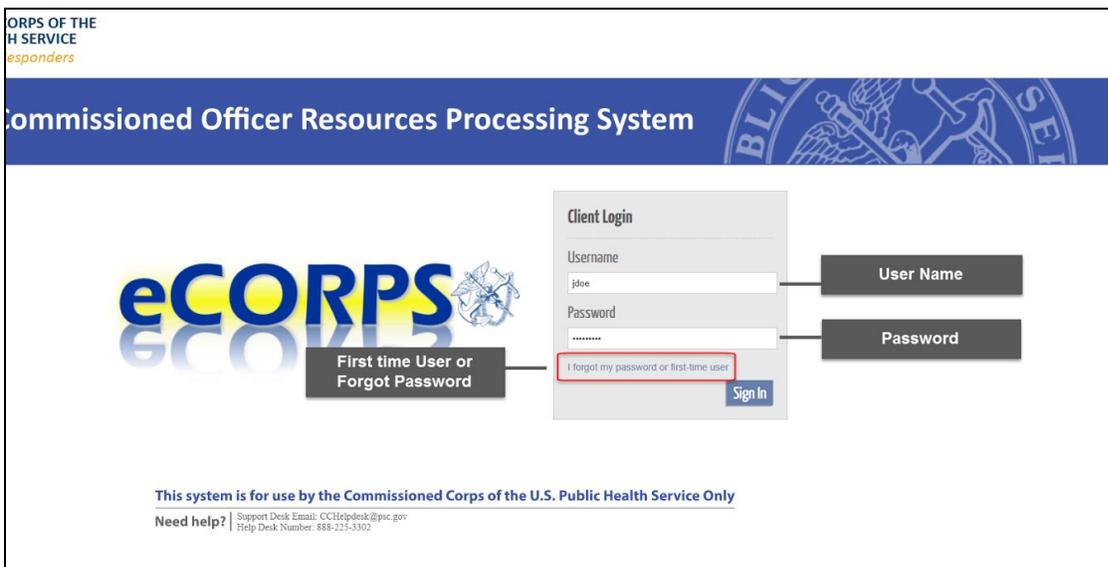
Overview

Login Screen

eCORPS can be accessed at <https://phsleave.lyceum.com>. Before logging into eCORPS, you must read and accept the Rules of Behavior.:



After clicking accept you will arrive at the following screen requesting your login credentials.



Username: For officers, usernames are posted on the Officer Secure Area (OSA) dashboard on the Commissioned Corps Management Information System (CCMIS) website. Commissioned Corps Agency Liaisons and civilian users should receive usernames by email. For more information on obtaining your eCORPS username and who to contact if you have trouble accessing eCORPS for the first time, visit the CCMIS the eCORPS website at https://dcp.psc.gov/ccmis/eCORPS_m.aspx.

Client ID: You will not have to enter your client ID every time. The Client ID for the Commissioned Corps of the U.S. Public Health Service (Corps) is 1003.

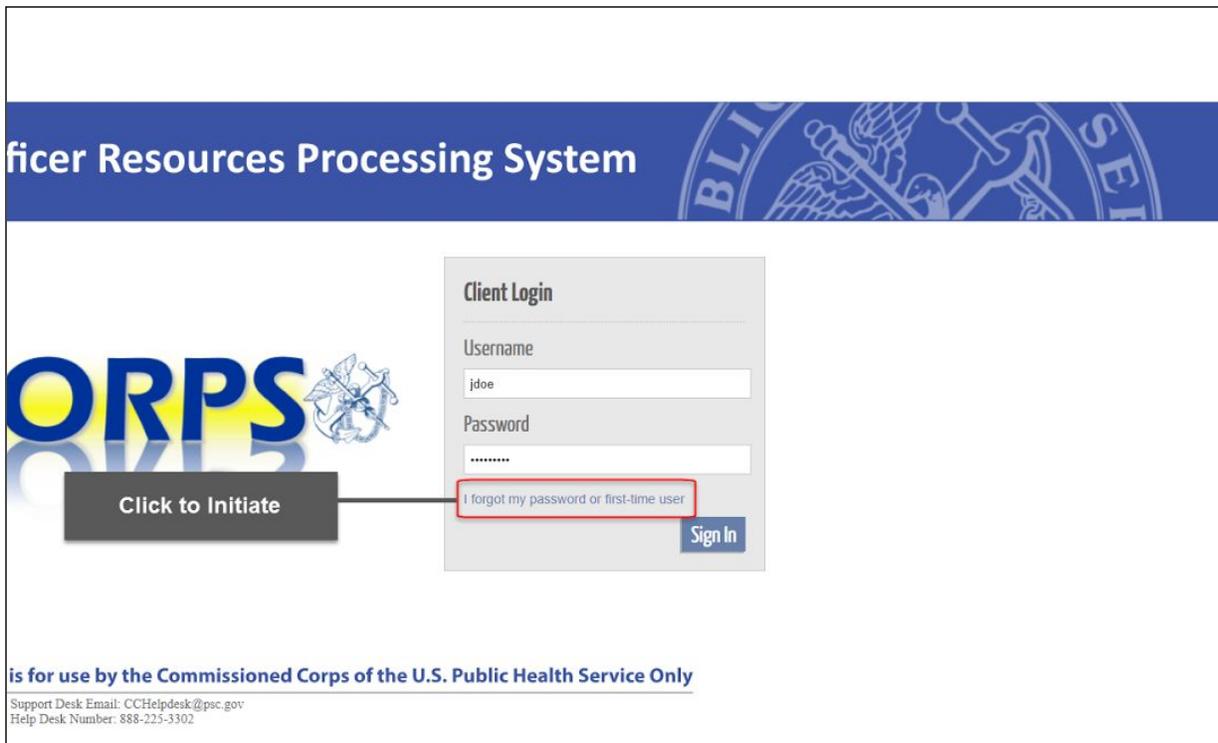
Password: If you have never logged-in to eCORPS, select the “I forgot my password, or first time user” link. If the information you provide on the next screen matches what is in eCORPS you will be able to reset your password.

Later, If you forget your password, select “I forgot my password or first time user” again to reset your password. For security reasons, passwords must be updated every 90 days.

Forgot Password | First Time User: This link is for first time users to acquire a password, or for users who forgot their passwords and need to create a new one.

First Time User | I Forgot My Password

If you are a First Time user or you forgot your password* eCORPS provides a secure means to reset your password. To utilize this feature, first click on the following link.



Clicking “I forgot my password or first-time user” will change the login screen to the image below. The information requested must be entered correctly to proceed with obtaining or recovering a password.



Complete Form to Reset Password

Username
MKNIGHT01

Client ID
1003

Email Address
mknight@bop.gov

Type the two security words below


Cafe CHUB

Try another image

I forgot my username

Submit

eCORPS 

This system is for use by the Commissioned Corps of the U.S.

Need help? | Support Desk Email: CCHelpdesk@psc.gov
Help Desk Number: 888-225-3302

1. Username

Officer Usernames are available on the Officer Secure Area (OSA) dashboard. Civilian employees and Commissioned Corps Agency Liaisons should check the eCORPS website for updates on obtaining usernames at: https://dcp.psc.gov/ccmis/eCORPS_m.aspx .

2. ClientID

The Commissioned Corps of the U.S. Public Health Service clientID is **1003**.

3. Email Address

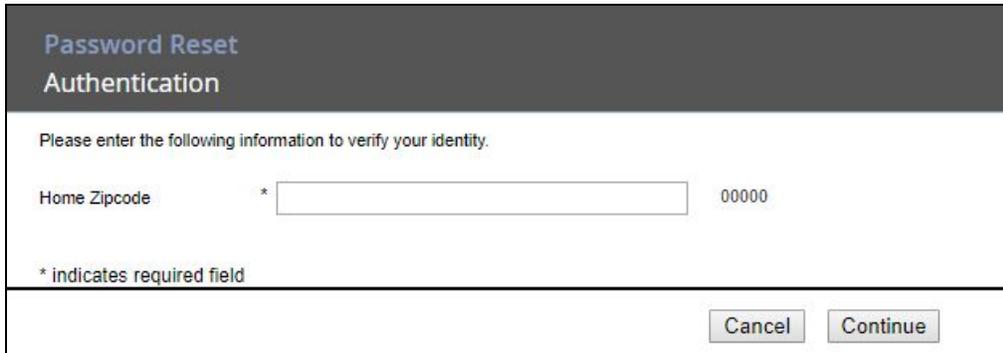
The email address on record for officers should be the email displayed on the Officer Secure Area (OSA) dashboard. Civilian employees should check the eCORPS website for information on confirming the email address on record at: https://dcp.psc.gov/ccmis/eCORPS_m.aspx

4. Security Words

This mechanism is aimed at preventing automated attempts to login from unauthorized parties. Simply type in the words displayed in an image. If the image is difficult to read, click on “Try another” image to change the image, and try again.

* Liaison may also reset officer user passwords for their respective agencies. Administrators may reset the passwords for Liaison and for each other.

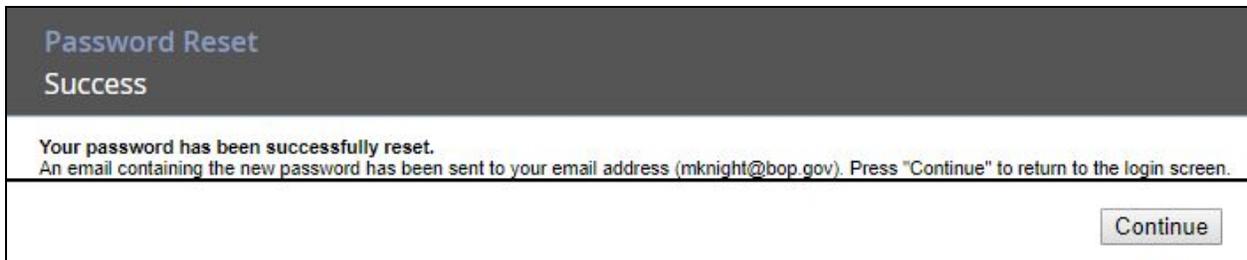
After entering the previous information correctly. You will be prompted to enter the zip code of your registered address:



The screenshot shows a web form titled "Password Reset Authentication". Below the title, it says "Please enter the following information to verify your identity." There is a label "Home Zipcode" followed by an asterisk and a text input field. To the right of the input field is the text "00000". Below the input field, it says "* indicates required field". At the bottom right of the form are two buttons: "Cancel" and "Continue".

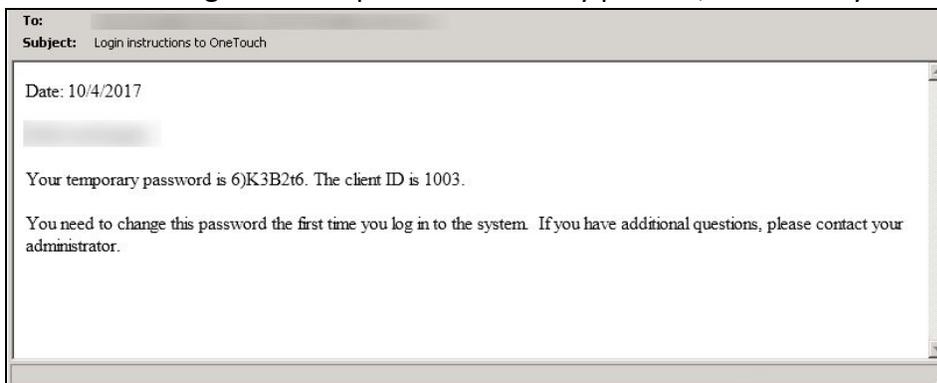
If the information is incorrect, the process will need to be restarted and the correct Home Address zip code must be entered. If unsure, contact the Commissioned Corps Helpdesk at: CCHelpDesk@hhs.gov to verify this information.

If successful, click next and you will receive confirmation that a temporary password was sent to the primary email on record:



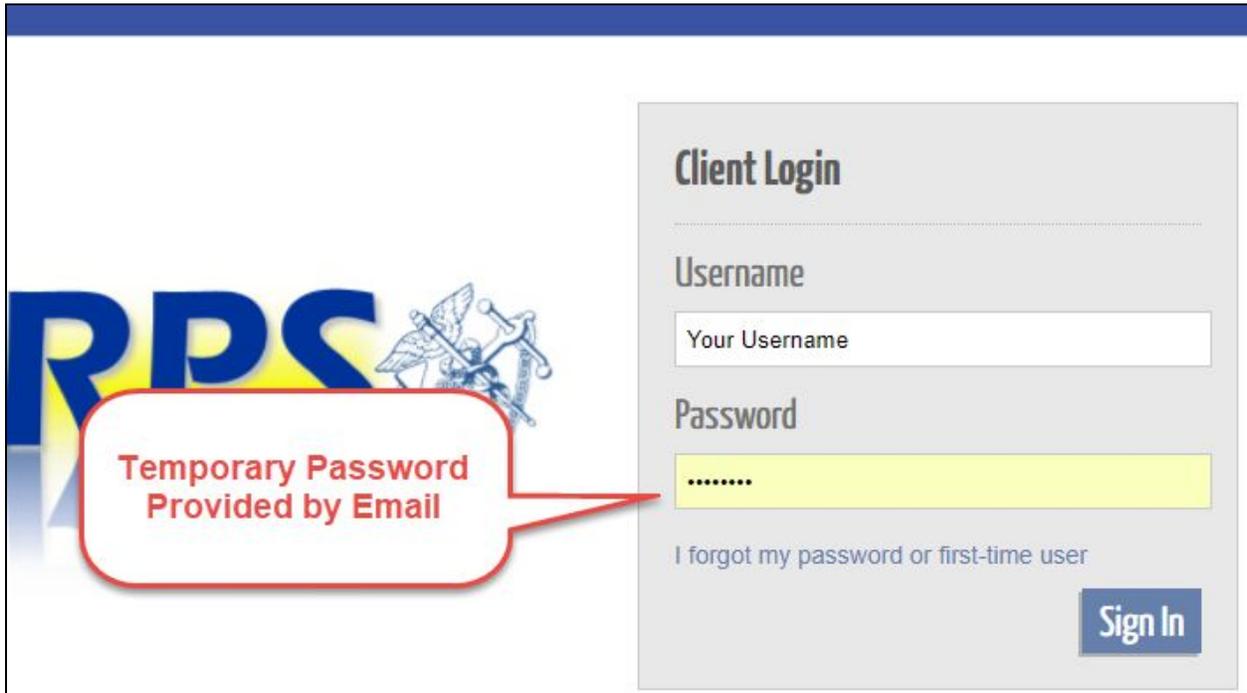
The screenshot shows a web form titled "Password Reset Success". Below the title, it says "Your password has been successfully reset. An email containing the new password has been sent to your email address (mknight@bop.gov). Press 'Continue' to return to the login screen." At the bottom right of the form is a "Continue" button.

Click continue again to complete the recovery process, and check your email inbox.

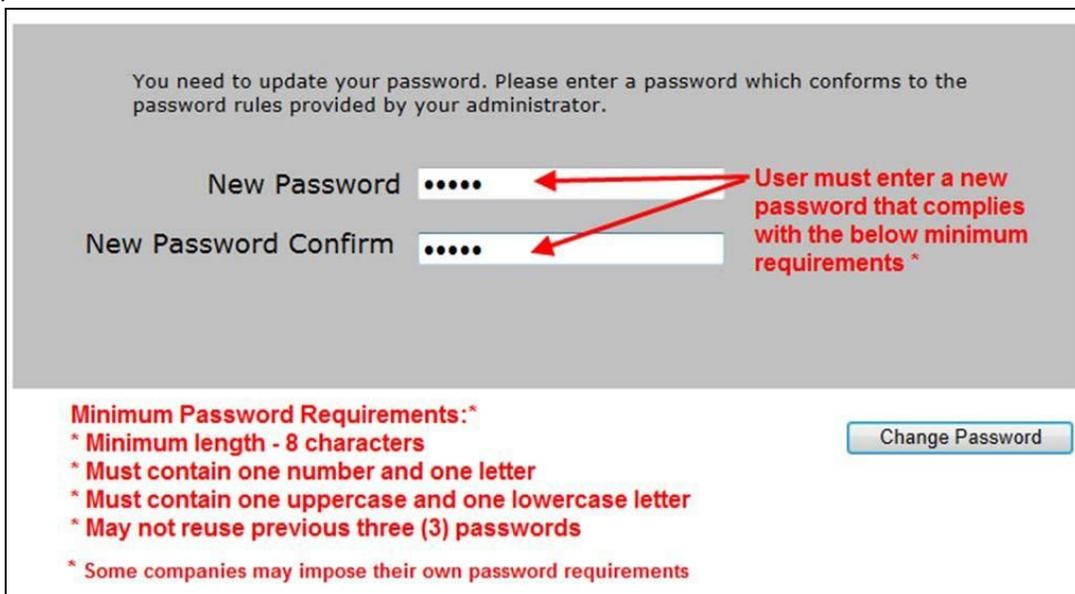


The screenshot shows an email message. The "To:" field is blank. The "Subject:" field contains "Login instructions to OneTouch". The "Date:" field contains "10/4/2017". The body of the email contains the following text: "Your temporary password is 6)K3B2t6. The client ID is 1003. You need to change this password the first time you log in to the system. If you have additional questions, please contact your administrator."

With the temporary password from the received email in hand, return to the login screen, and enter the username along with the temporary password provided by the email:



User will be prompted to come up with a new password to replace the temporary password that was sent by email.



If the new password conforms with the minimum requirements, access to the system is granted. If the password doesn't conform with the requirements, an error message will display with information about the problem and a prompt to try again.

Elements of the User Interface

The elements on the graphic user interface of eCORPS are designed to help users navigate through their information efficiently. These elements are as follows:

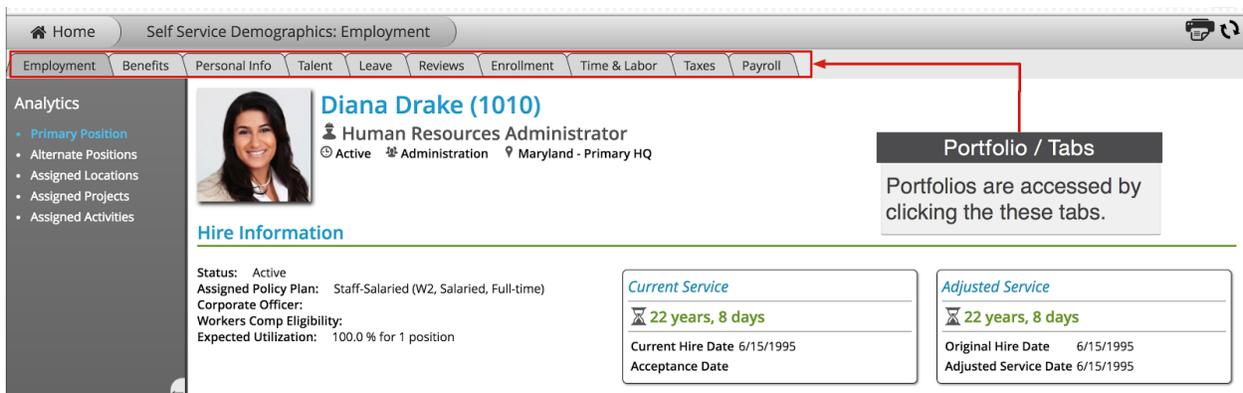
Drawers / Home Screen Buttons



The buttons in the Home Screen contain information about users or the company which are functionally grouped together. For example, **My Profile** will contain portfolios (tabs) and data related to the user's self-service profile, from payment information, tax, personal information and demographic data.

Portfolios / Tabs

Clicking most buttons on the Home Screen will take the user to a new screen that may look like the example below. The Portfolios are navigated by clicking on the tabs highlighted. In some cases, there may not be any tabs if the section only has a single portfolio. Examples are because the Home Screen button (Drawer) led to a single Portfolio, or most of the cases when drilling down on 'drillable' information.



Analytics

Analytics are the ‘dashboard’-like areas that take most of the screen when in a portfolio.

Analytics
Most of a portfolio's data is contained in the analytic.

Most of a portfolio's data is contained within the analytic, which is the larger space to the right of the screen often over a white background. This area contains units of grouped information called **Gadgets**.

If there is more than one analytic within the selected **portfolio**, there will be a list to the left of the screen.

Analytic List
This frame will be available if there is more than one analytic on said portfolio.

Gadgets

Data within an analytic is often grouped in clusters called **Gadgets**. These gadgets are often closely related, such as **Hire Information**, or **Primary Position Information**. They often have a header, but not necessarily always. Sometimes gadgets can be a single item under a header, but usually, a gadget is everything within a section with a header.



'Gadgets' is a term used to describe units of information that are tightly related. Think of it as "buckets" of data. Another reason to group these elements of data into a unit is how eCORPS allows for the modification of this data.

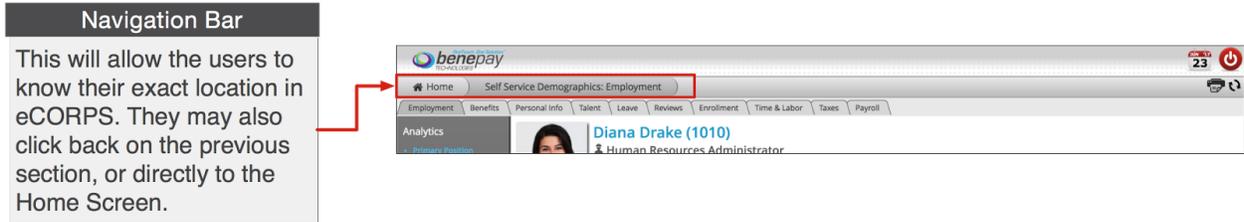
These buckets of data, or gadgets may or may not be editable by the user viewing them. For example, although users are able to view their **Hire Information** on their self-service account, they will not be able to make any changes to it. However, an *admin user* can make changes.

When in edit mode, editable gadgets will be marked by a yellow overlay. Clicking on these "editable gadgets" will allow the user to modify the content in place, or initiate an "experience." More on that in the sections below.

Navigation Bar

The Navigation Bar is always at the top of the screen in eCORPS. This bar lets the user know where in eCORPS you are, such as Home -> Human Resource: Workforce -> (Name of user): (Portfolio).

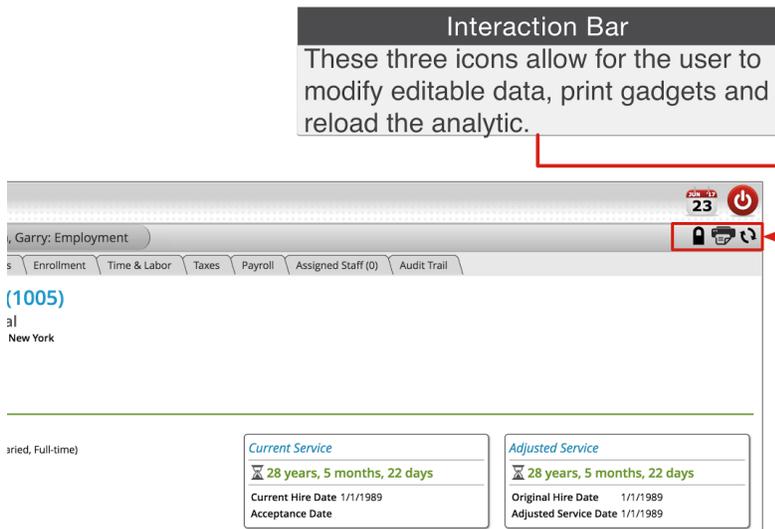
As the user drills down into sections, the new section will be displayed last in this path or Navigation Bar.



The HOME tab is always on the far left. You can return to the Home Screen, or any of the screens visited, by selecting the corresponding tab.

Interaction Bar

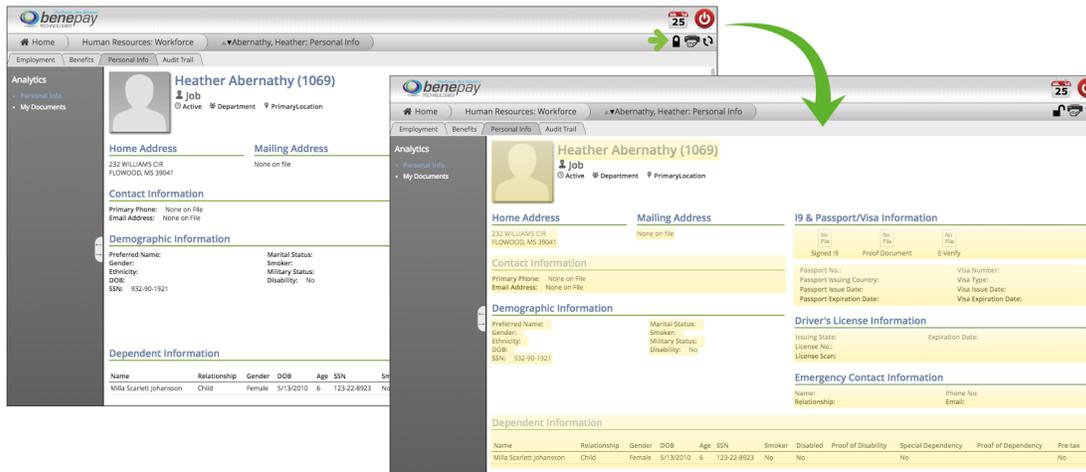
Now that you understand what most elements of the Graphic User Interface are, let's view how to interact with them.



The interaction bar has 3 icons:

 **The lock icon.**

When the user can modify information, this icon will display. Clicking on it will unlock () the data and enable a yellow overlay (“glass”) on those gadgets that can be edited. You can only update information and send leave requests when you click on the lock icon and it displays as unlocked.



The  icon will be available only when there is information that can be modified. This will depend on factors such as user authority and the type of information. Some information may be edited in some gadgets but not in others. As an example, the personal profile gadget may be edited in the Personal Info portfolio analytic, but not anywhere else.

 **The Print icon.**

This will allow the user to print specific gadgets or sections of the analytic.

 **The Refresh icon.**

Clicking on the refresh icon will refresh the analytic. This is useful when the user is expecting a change to happen in the data contained in the analytic. For example, the user might be waiting for a background process to finish before information is reflected in the analytic. Clicking refresh will display that change once it is finished.

Global Bar

This section is comprised of 2 icons. One of them is a calendar  and the other one is the Logout button .

 This icon is only for payroll and Commissioned Corps Headquarters (CCHQ) administrative use.

 This icon logs the user out of the system. Part of the security of eCORPS is to automatically log-out the user after several minutes of idle time. However, if the user needs to manually log out immediately, he or she can click on this icon to make it so.

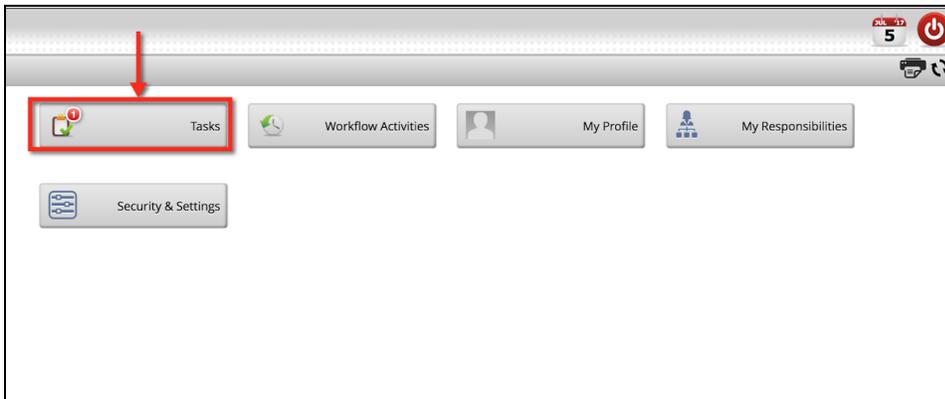
Workflow Engine

Transactions in eCORPS, such as leave requests and approvals, are implemented as a workflow transaction between users, such as requesters and their approvers. This allows for task distribution efficiently, while keeping track of responsible parties, due dates, and completion.

Approving Leave

Receiving a Leave Request Task

When a user requests leave or changes an approved leave request, a Task will display on the leave approver's home screen. An email alert is also automatically sent to the leave approver.



Clicking on the **Task Button** will bring up a list of pending tasks. In the case of a **Leave Request** it will show up as a row of information about the task.

Select	0	Actions	Type	Subject	Location	Notes	Due Date	Days Remaining
1	<input type="checkbox"/>		LeaveConfirmationWorkflow			Confirm leave was taken	7/6/2017	1
2	<input type="checkbox"/>		LeaveApprovalWorkflow	Request from		is ReSubmitted for Approval	7/9/2017	4

The row will include the type of task, subject (user involved in the task requesting officer’s name), location, notes and the due dates. To view and manage the request, click on the button.

Understanding the ‘Leave Approval Experience’.

After clicking the on a Leave Request row under the **Task** section, a **Task Approval** experience will commence.

Approve

Approval for ED

Following is a summary of leave requests. Following is a summary of leave requests.

Upcoming Balance 1

The table below lists all planned changes to your Paternal Leave Balance balance.

Activity	Usage
07/11/2017	1.00
07/12/2017	1.00

Summary of Requested Leave 2

Following is a summary of leave requests

Paternal Leave Balance

Jul 2017

Monday Jul 10th : Paternal Leave Balance: 1 days
 Tuesday Jul 11th : Paternal Leave Balance: 1 days
 Wednesday Jul 12th : Paternal Leave Balance: 1 days
 Phone 555-214-3241
 Address 123 Ashwood Rd Saint Paul, MN 55125
 Remarks This contact information is to be provided in case I need to be reached during my leave.

Remarks

I thought we were going to work on project X next Tuesday & Wednesday, please review and re-submit again.

3

Reject Approve

Cancel

The following information will display on the Approval Window:

- 1) The *Requestor’s* Upcoming Balance: This information is based on the leave request activity. It will display the time requested during this session.
- 2) Summary of Requested Leave: This gadget will display the following:
 - a) A list of the type of leave requested
 - b) The days requested, or changes to a current leave
 - c) Contact information for the user while on leave
 - d) Remarks from the leave approver to the requestor if the request was rejected.
- 3) Reject OR Approve: These two buttons will allow for the leave approver to either REJECT or APPROVE the current leave request.

Rejecting a Leave Request

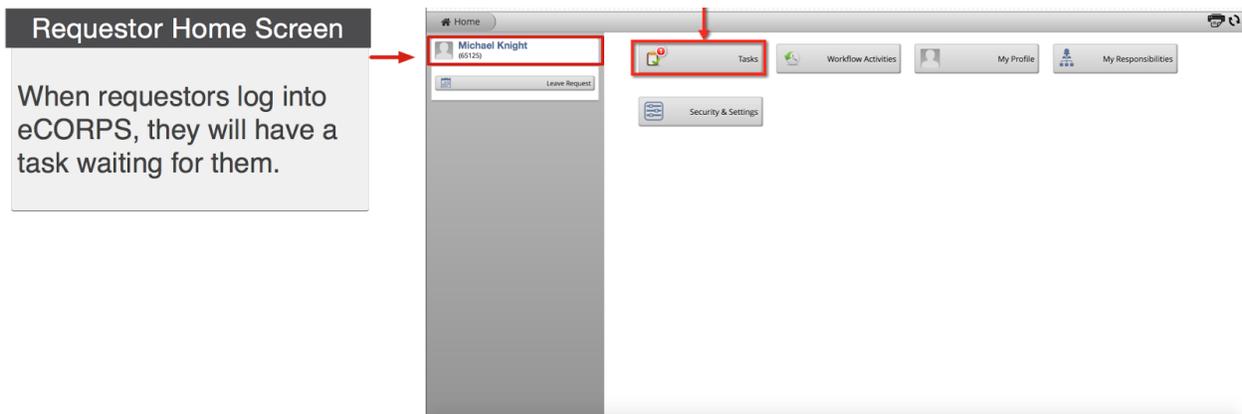
There are various reasons to reject a leave request. The requested dates may be incorrect, or unavailable, or the administrator or approver may not be able to approve due to schedule or prior arrangements.

The approver may reject a leave request, and in doing so must provide a remark.

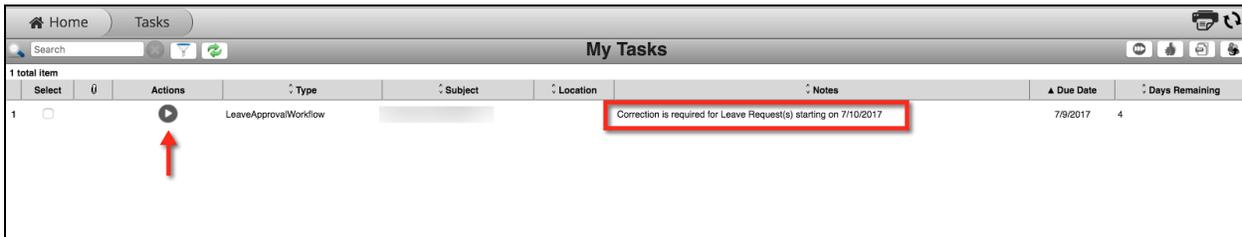
Remarks

I thought we were going to work on project X next Tuesday & Wednesday, please review and re-submit again.

Upon rejecting a Leave Request, eCORPS will return the request as a rejection to the requesting officer. A new task will display on the officer's Home Screen and he or she will receive an email alert.



The Leave Approver's request for leave correction or reasoning as to why the leave was rejected will show in the task.



The requestor will click on to view the **Approver's** remarks regarding the rejection. The officer will have the opportunity to address the correction request or rejection.

Request
Submit

Leave Request

In the calendar shown below, you can initiate leave requests, as well as see pending or approved requests. To navigate from month to month, use the arrows displayed next to the month name. Any day that is shown in white is available to take new requests. To submit a leave request, click the leave type below, and then select the available day to add a request. If you need to remove a day, you can click back on the leave type you previously selected and click again on the day you wish to remove.

Correction Notes from your leave approver:
Let's discuss before you resubmit. Thanks.

Upcoming Balance

The table below lists all planned changes to your Leave balance.

Activity	Usage	Add/Lost	Balance
No items to show			

<< < October 2017 > >>

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 1.00 days reqes...	24 1.00 days reqes...	25 1.00 days reqes...	26	27	28
29	30	31				

Cancel Next

The user will have the opportunity to review the summary of the request once more, and attach a new remark if necessary.

Home Tasks Leave Processing: Confirm Request

Request Submission

Following is a summary of leave requests. Following is a summary of leave requests.

Summary of Requested Leave

Following is a summary of leave requests

Jul 2017

Thursday Jul 13th - Paternal Leave Balance: 0 days
Thursday Jul 20th - Paternal Leave Balance: 1 days
Friday Jul 21st - Paternal Leave Balance: 1 days

Relevant Information

*Phone No: 555-234-1234
*Address: 123 Ashwood Rd
*City: Saint Paul
*State: Minnesota
*Zip Code: 55125
Remarks: addressed your schedule concerns, please approve the updated request. Thank you!

*Mandatory fields

Submit Request

Cancel

After clicking on **Submit Request**, the request will go back to the approver for another review. If the request is now correct, the approver may approve the request, or reject it if necessary.

Reject Approve

Approving a Request

If the Leave Request seems correct and satisfactory to the Leave Admin, or assigned Approver, then he or she will be able to simply click on **Approve** and finish the workflow.

Approve for ED

Following is a summary of leave requests. Following is a summary of leave requests.

Upcoming Balance

The table below lists all planned changes to your Paternal Leave Balance balance.

Activity	Usage
07/20/2017	1.00
07/21/2017	1.00

Summary of Requested Leave

Following is a summary of leave requests

Paternal Leave Balance

Jul 2017

Thursday Jul 13th * Paternal Leave Balance: 0 days
 Phone 555-234-1234
 Address 123 Ashwood Rd Saint Paul, MN 55125
 Remarks Please approve these additional days, thank you.

Thursday Jul 20th * Paternal Leave Balance: 1 days
 Friday Jul 21st * Paternal Leave Balance: 1 days
 Phone 555-234-1234
 Address 123 Ashwood Rd Saint Paul, MN 55125
 Remarks Please approve these additional days, thank you.

Buttons:

The requestor will receive an email notification that the leave was approved. The balance in their **Leave Portfolio** will reflect the approved pending leave.

Self Service Demographics: Leave

Analytics
 • Leave Activity
 • Leave Calendar

ED
 © Active HRSA, ASSOCIATE ADM BUREAU OF PRIMARY HLTH CARE, OFC OF OPS & MGMT, PRIS ON HLTH SRVCS, PRISON HLTH SRVCS REG 5, FMC ROCHESTER MN

July 2017

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
21st			Paternal Leave Ba...	Paternal Leave Ba...	Paternal Leave Ba...	
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Pending and Future Leave Requests

Leave Type	Appr	Start Date	End Date	Days Taken
Paternal Leave Balance		07/10/2017	07/14/2017	2

Leave Activity

Leave Type	Start Date	End Date	Units
No items to show			

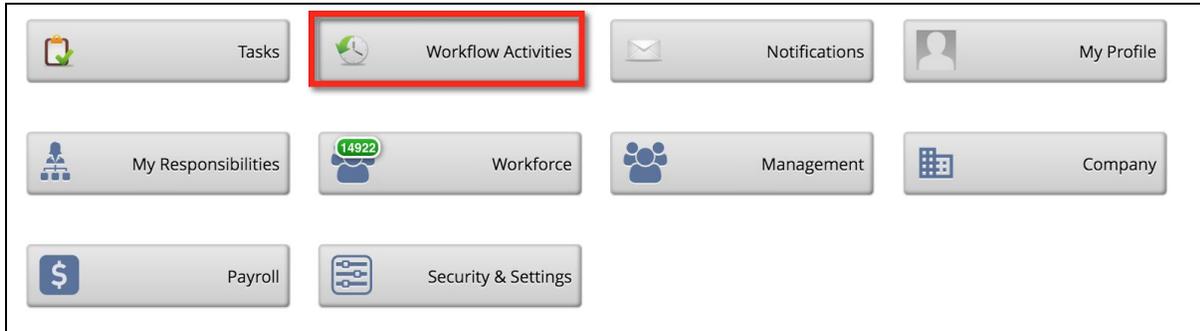
After the leave is taken, the leave will also appear under the **Leave Activity** gadget at the bottom of the **Leave Portfolio Analytic**.

Leave Activity

Leave Type	Start Date	End Date	Units
------------	------------	----------	-------

Workflow Activities

After the user completes a leave request the process can be tracked by going to the **Workflow Activities** button at the **Home Screen**.

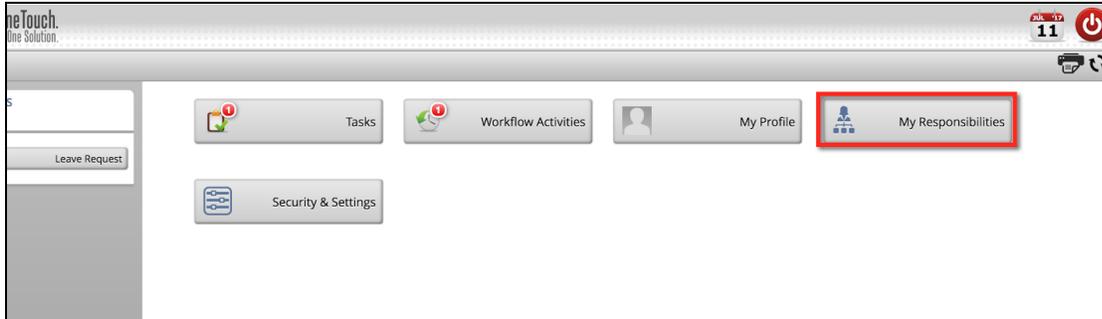


There, officers are able to see a record of the leave request transaction that they just submitted. Clicking on a row will provide additional details such as who is their Leave Approver. This section will provide information about any transaction that has initiated a workflow. That is to say a transaction that is waiting for an interaction from another user. These transactions are often those that require approval, confirmation, or an action by a second, third, or fourth user if needed.

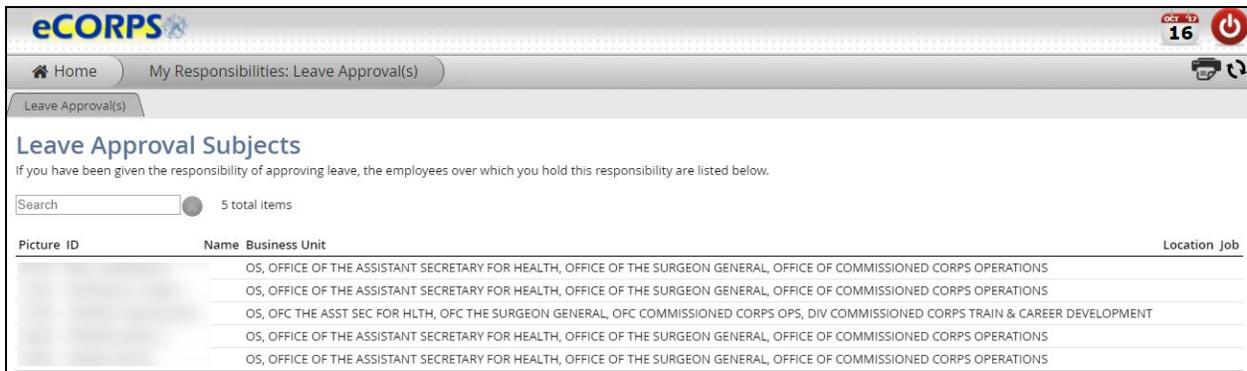


My Responsibilities Function

The **My Responsibilities** section allows Leave Approvers to see those people for which they are responsible



After clicking on **My Responsibilities** a list will display of officers assigned to the Leave Approver



Glossary

Analytic list: Found on the left-hand side of a portfolio when more than one analytic is contained there.

Analytics: The dashboard-like areas that take most of the screen when in a portfolio; usually a large space over a white background where most of a portfolio's data is contained.

Anticipated leave balance: The calculation that reflects the beginning balance minus any current period activity (including pending requests).

Beginning balance: The leave balance at the beginning of the period (these cycles are month to month).

Client ID: A unique set of numbers specific to your organization to identify it within our system.

Current period activity: Changes in the balance for the current period; any accrual, forfeiture, or leave taken that has been approved in the current period.

Drawers: The rectangular buttons you see on the Home Page containing information about users or the company which are functionally grouped together. Examples: Tasks, Notifications, Workflow Activities

Gadget(s): Data within an analytic that is grouped in clusters and closely related. Examples: Hire Information, Primary Position Information

Glass: The yellow overlay that appears over modifiable data.

Global bar: A two-icon section comprised of a calendar and a logout action button.

Interaction bar: A three-icon bar located in the upper right corner of the screen that allows the user to modify editable data, print gadgets, or reload the analytic.

Leave balance gadget: Provides information about the status of the user's leave balance

Leave certification: An action capturing an officer or leave requestor's agreement to a period of leave taken.

Leave type: Types of available leave. Examples: Admin leave, Annual leave, Maternity leave

Navigation bar: Found at the top of the screen in eCORPS; displays to the user their exact location in the system. Example: HomeàHuman Resource: Workforceà(Name of user): (Portfolio)

Officer Secure Area (OSA): A section of the dashboard only accessible to officers; civilian employees prohibited

Portfolio: A tab or tabs within a drawer that contain related data. Example: My Profile: Payment Information, Personal Information, Demographic data

Read-only gadget: A gadget that is not modifiable, depending on the authority of the user.

Rules of Behavior: An outline of acceptable terms and consenting conditions in order to access the portal.

Transaction: An action that relates to a real work event. Examples: leave requests, leave approvals.