



## Mass Mask Overview

**Introduction** The ability to change large amounts of data, as well as key sizable repetitive workloads, reduces processing time and increases operational efficiency.

An EHRP enhancement, Mass Mask Actions, helps users minimize manual keying of changes. Mass Mask virtually eliminates the need to key DHHS specific actions (the 9xxx Nature of Action Codes). The 9xxx NOAs constitute approximately 40% of keying necessary to process personnel actions in DHHS.

This enhanced capability includes two kinds of processing:

- **Mass Actions** - which make the same changes to large groups of records without manual keying.
- **Mask Actions** - which holds certain information constant for large groups of records while only the data that is different is manually keyed.

**Mass Actions** The following procedures may be performed for large groups using the Mass Action capability.

<i>Mass Action</i>	<i>Description</i>
<b>Leave Category Change Mass</b>	Automated increases in leave accrual for eligible employees
<b>Performance Rating Mass</b>	Automated entry of performance ratings for large groups of employees
<b>NTE Date Mass</b>	Automated termination of appointments with Not-to-Exceed Dates
<b>CFC Stop Mass</b>	Automated stop of all employee CFC deductions at year-end
<b>PSP Stop Mass</b>	Automated stop of employee Physicians Special Pay at end of pay period
<b>PCA Stop Mass</b>	Automated stop of Physicians Comparability Allowance at contract end date
<b>Union Dues Mass</b>	Automated stop/change in deduction transactions for affected employees
<b>Employee Realignment Mass</b>	Move of an entire department from one Admin Code to another



**Mask Actions**      The following procedures may be performed and employee records for large groups updated using the Mask Action capability:

<i>Mask Action</i>	<i>Description</i>
<b>Awards Mask</b>	Automated entry of cash and time-off awards
<b>Health Benefits Mask</b>	Automated start/change in health benefits for employees
<b>Employee Realignment Mask</b>	Automated realignment of employees to a new Department ID (admin code)

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