Career Conditional Appointment

1.	Before beginning to process a Career Conditional Appointment, be sure to make note of the position number to which the employee will be assigned. Verify that the position number is correct BEFORE doing the Hire action. Many data fields will be populated in the employee record based on the position number selected, so it is imperative that the correct one is used.
2.	Click the **Administer Workforce** link. Administer Workforce
3.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
4.	Click the **Use** link. Use
5.	Click the **Hire** link. Hire
6.	Click the **Add** button. **NOTE:** Do not change the **Empl Rcd Nbr**. It must remain "0". Add
7.	Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**11/14/03**".
8.	Click in the ***Reason Code** field.
9.	Enter "NPS" (New Position) in the **Reason Code** field. Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**NPS**".
10.	Click in the **NOA Code** field.
11.	Enter **NOA** (Nature of Action) **Code** "101" (Career Conditional Appointment). Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**101**".
12.	Press **[Tab]**.
13.	NOTE: The **NOA Ext** has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was "1010," the NOA Code in EHRP is "101" with a NOA Ext of "0." Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
14.	Click in the **Authority (1)** field.

15.	If you do not know what to enter, use the **Lookup** button to search for a valid value. Click the **Lookup Authority (1)** button.
16.	Click the **Lookup** button. Lookup
17.	Select the desired Lookup Authority from the **Search Results** table. Click **AYM** AYM
18.	Enter **Authority (2)**, if applicable. Click in the **PAR Request#** field.
19.	NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**1003960057**".
20.	Click the **PAR Remarks** link. PAR Remarks
21.	Enter the desired information into the **Remark CD** field. Enter a valid value, e.g. "**A15**".
22.	Tab out of the field to see the text of the remark. Press **[Tab]**.
23.	When entry of the PAR Remarks is complete, click the **OK** button to return to the Data Control page. OK
24.	Click the **Tracking Data** link. Tracking Data
25.	Enter any necessary Comment, or review comments made by previous role users in the workflow. **NOTE:** There is a 30 character limit in the **Comment** field.
26.	Enter any necessary **Comment**, or review comments made by previous role users in the workflow, and then click the **OK** button. OK
27.	Click the **Personal Data** tab. Personal Data
28.	Click the **Prefix** list.
29.	From the dropdown menu, select the **Prefix** for the person being entered. MS
30.	Press **[Tab]**.
31.	Enter the desired information into the **First Name** field. Enter a valid value, e.g. "**SUSAN**".

32.	Press **[Tab]**.
33.	In the **Middle** field enter the employee's middle name or middle initial, as applicable. Enter the desired information into the **Middle** field. Enter a valid value, e.g. "**R**".
34.	Press **[Tab]**.
35.	Enter the desired information into the **Last Name** and **Suffix** field, if applicable. For this excerise enter a valid value, e.g. "**MONROE**".
36.	Select the appropriate radio button for **Gender**. Click the **Female** option. Female
37.	Click the **Lookup Citizenship Status** button.
38.	Click the **Lookup** button. Lookup
39.	Select the desired **Citizenship Status** from the **Search Results** table. Click **U.S. Citizen** U.S. Citizen
40.	Click the **Ethnic Group** list.
41.	Use the dropdown menu to select **Ethnic Group**. Click **White, not of Hispanic origin** NOTE: Upon save, this field will diasappear from view. White, not of Hispanic origin
42.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
43.	Click in the ***Date of Birth** field.
44.	Enter the desired information into the ***Date of Birth** field. Enter a valid value, e.g. "**5/13/1957**".
45.	Enter the **Disability Code**, if applicable. Click in the **Disability Code** field. 05
46.	Click the **Address Information** link. Address Information
47.	- Confirm the default country code of **USA** or enter another country. - Enter the address in the **Address 1** field. *Note: there is a 25 character restriction on this field.* - Enter the **City**. - Enter the **Postal** (ZIP) code. - Enter the **State**. - Enter the **Res Loc Code**. To save time, these steps will be completed for you.

48.	Click the **Ok** button. OK
49.	Click the **Veterans Info** link. Veterans Info
50.	- If applicable, change the **Veterans Preference** from the "None" default using the dropdown menu. - Select the **Veterans Status** from the dropdown menu. - Select the **Uniformed Service** or **Public Health Service** from the dropdown menu. - Select the **Military Separation Status** from the dropdown menu. - Select the **Military Grade** from the dropdown menu.
51.	- Enter the **Military Service Start Date**. - Enter the Military Service **End Date**. - Select the **Reserve Category** from the dropdown menu. - Enter the **Creditable Military Service** (months/year). - Confirm the status of the **Veterans Preference RIF** checkbox. To save time, these steps will be completed for you.
52.	Click the **Ok** button. OK
53.	Click the **Education Details** link. Education Details
54.	- Enter the employee's **Degree**. - Enter **Year Earned/Expected**. - Enter the employee's **GPA** if applicable. - Confirm the status of the **Graduated** checkbox, if known. - Enter the **Major Code**. **Note:** The Major Codes are the OPM values. To save time, these steps will be completed for you.
55.	Click the **Ok** button. OK
56.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
57.	- Confirm the default of "USA" or modify the **Country** field, if applicable. - Confirm the default of "PR" or modify the **Type/Description** field.
58.	Click in the **National ID** field.
59.	Enter the **National ID**, which is the employee's Social Security Number (SSN). Enter the desired information into the **National ID** field. Enter a valid value, e.g. "**105849763**".
60.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
61.	Click the **Job** tab. Job

62.	Enter the desired information into the **Position** field. Enter a valid value, e.g. "**00000051**".
63.	Click the **Benefits/FEHB Data** link. Benefits/FEHB Dat
64.	Select the appropriate radio button to indicate **FEHB Eligibility**, if applicable. Click the **Ok** button. OK
65.	Click the **FEGLI/Retirement/FICA** link. FEGLI/Retirement/FICA
66.	- Confirm the default of "**C0**" ("Basic Only") or modify the **FEGLI Code**. - Confirm the default of "**K**" ("FERS and FICA") or modify the **Retirement Plan**. - Select the **FERS Coverage** from the dropdown menu, if applicable. - Select the **Previous Retirement Coverage** from the dropdown menu, if applicable. - Confirm the default of "**9**" (Not Applicable) or modify the **Annuitant Indicator**. - Enter the **Annuity Commencement Date**, if applicable.
67.	For **CSRS Frozen Service**, enter the appropriate service time, if applicable.
68.	Click the **Ok** button. OK
69.	Click the **Position** tab. Position
70.	Click in the ***Pay Group** field.
71.	Enter the desired information into the ***Pay Group** field. Enter a valid value, e.g. "**GSB**".
72.	Click the **SF-113G Ceiling** checkbox, if applicable. SF-113G Ceiling
73.	Click the **Employee Classification** list.
74.	Select the **Employee Classification** from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference.
75.	Click the **Type Appt** list. Career (Competitive Svc Perm)
76.	Select the **Type Appt** from the dropdown menu. Career-Conditional (Comp Perm)
77.	Click the ***Job Indicator** list. Primary

78.	Select the **Job Indicator** from the dropdown menu. NOTE: The default is "Primary." Primary
79.	Click the **Compensation** tab. Compensation
80.	Click the **Pay Rate Determinant** list. Regular Rate
81.	Select the **Pay Rate Determinant** from the dropdown menu. Click **Regular Rate** Regular Rate
82.	Double-click in the **Step** field. 0
83.	NOTE: For those employees who do not have a step, enter a "0" in the **Step** field. Enter the desired information into the **Step** field. Enter a valid value, e.g. "**1**".
84.	If the employee is an annuitant, enter the **Annuity Offset Amount**. This amount should be entered based on the employee's compensation frequency. If the employee's compensation frequency is annual, the annuity offset amount should be an annual amount.
85.	Click the **Expected Pay** link. Expected Pay
86.	Verify the read-only information. NOTE: DO NOT use the data on this page for pay verifications.
87.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
88.	Verify the read-only information and then click the **OK** button. OK
89.	Click the **Accounting Info** link. Accounting Info
90.	Click in the **Account Code** field.
91.	Enter the CAN in the **Account Code** field. Enter the desired information into the **Account Code** field. Enter a valid value, e.g. "**1921037R**".
92.	Click the **Ok** button. OK
93.	Click the **Employment 1** tab. Employment 1
94.	Click the **Filling Position Data** link. Filling Position Data

95.	Click the **Position Filled By** list. Not Applicable
96.	From the dropdown menu, select the correct method by which the position has been filled. Career Promotion - Other
97.	Click the **Ok** button. OK
98.	Click the **Appt Data** link. Appt Data
99.	From the dropdown menu, select the **Special Employment Program**, if applicable. NOTE: This is where the Special Program ID would be entered.
100.	NOTE: **Welfare to Work** should not be captured here. Click the **Ok** button. OK
101.	In the **Service Computation Dates** section, - Modify the **Leave** date, if applicable. - Modify the **RIF (Reduction in Force)** date, if applicable. - Enter the **LEO (Law Enforcement Officer)** date, if applicable. - Modify the **Retire** date, if applicable. - Modify the **TSP (Thrift Savings Plan)** date, if applicable. - Modify the **Sev (Severance) Pay** date, if applicable.
102.	Click the **Employment 2** tab. Employment 2
103.	Enter the employee's **Union Code**, if applicable.
104.	Confirm or enter the appropriate **Reports To Position** for the employee. NOTE: The **Reports To Position** field is required for automatic actions. Click in the **Reports To Position** field.
105.	Enter the desired information into the **Reports To Position** field. Enter a valid value, e.g. "**00000049**".
106.	Click the **Tenure** list.
107.	Select the appropriate type of tenure. Indefinite
108.	As applicable, enter the employee's compensation area and level in the **Comp Level** field.
109.	In the **Probation Date**, enter the completion date for the employee's probation. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
110.	As applicable, enter the employee security information in the **Security Info** hyperlink.

111.	Return to the **Data Control** tab and change the **PAR Status** according to your role. Click the **Data Control** tab. 
112.	Click the **Save** button. 
113.	After the Hire action is completed, you must ensure that the address information is transmitted to Payroll. In order to do this, process a Data Change action to capture the address information you entered during the Hire process. **End of Procedure.**