Concurrent Hire For Employee With History in EHRP

1.	Before beginning to process a concurrent hire, be sure to make note of the position number to which the employee will be assigned. The employee's EmplID number must be known before moving forward. The employee's current appointment numbers must be known to insure the correct assignment of the record number in EHRP. The HRS Help Desk will be contacted to access the Paymaster to determine the current appointment numbers.
2.	Contact the HRS Help Desk to determine what the highest appointment number is for this employee. NOTE: You must know this information before you begin the processing of the concurrent hire.
3.	Click the **Administer Workforce** link. Administer Workforce
4.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
5.	Click the **Use** link. Use
6.	Click the **Concurrent Hire** link. Concurrent Hire
7.	On the **Concurrent Hire Add a New Value** sub-page, enter the employee's **EmplID**. Enter the desired information into the **EmplID** field. Enter a valid value, e.g. "**00000309**".
8.	When the employee's EmplID is entered, **Empl Rcd Nbr** will populate with the next number in sequence based on the number of appointments this employee has. Since EHRP begins numbering with 0, if this is their third appointment, the field will populate with a 2. Click the **Add** button. Add
9.	In the **Actual Effective Date** field, type the date the appointment is to become effective in the system. Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/08/2003**".
10.	Type the NTE date for the action in the **Not to Exceed Date** field, if applicable.
11.	NOTE: The **Action** field automatically populates with "ADL" meaning concurrent appointment. Click in the ***Reason Code** field.
12.	Enter "ADL" (Additional Job) in the **Reason Code** field. Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**ADL**".
13.	Click in the **NOA Code** field.

14.	Enter the applicable **NOA Code** based upon the type of concurrent hire. Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**199**".
15.	Click in the **NOA Ext** field.
16.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
17.	Click in the **Authority (1)** field.
18.	Enter the applicable legal authority in the **Authority (1)** field. Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**R9N**".
19.	Enter an **Authority (2)** if applicable. In the **PAR Request #** field, enter the applicable PAR Request number. NOTE: This field is not required but can be used for PAR request tracking purposes. Click in the **PAR Request#** field.
20.	Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**0000055472**".
21.	Click the **PAR Remarks** link. PAR Remarks
22.	Enter the applicable **Remark CD** (Code) and tab out of the field to see the text of the remark. Enter the desired information into the **Remark CD** field. Enter a valid value, e.g. "**A30**".
23.	Press **[Tab]**.
24.	Click the **Ok** button. OK
25.	Click the **Tracking Data** link. Tracking Data
26.	Enter any necessary **Comment**.
27.	NOTE: The Job Tracking Info page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by colleagues in relation to this particular action may be read and entered on this page. Click the **Ok** button. OK
28.	NOTE: The **Personal Data** tab is not accessable for secondary appointments. Only the agency with which the employee has the primary appointment can access and modify the Personal Data. Click the **Job** tab. Job

29.	Enter the number of the Position the employee will encumber in the **Position** field. NOTE: Be sure to select the position from within your business unit. Enter the desired information into the **Position** field. Enter a valid value, e.g. "**00000205**".
30.	Click the **Benefits/FEHB Data** link. Benefits/FEHB Data
31.	In the **Benefit Record Number** field, enter the next appointment number in the sequence of appointment numbers. NOTE: This number will be the highest appointment number provided by the HRS Help Desk plus 1. For example, if the employee had an appointment number of 3 as provided by the HRS help desk, the benefit record number will be 4. This number will be passed to the payroll system as a short-term solution to the issue of the IMPACT appointment number not being in sync with the EHRP Record number. Press **[Delete]**.
32.	Enter the desired information into the **Benefit Record Number** field. Enter a valid value, e.g. "**1**".
33.	Click the **Ok** button. OK
34.	Click the **Position** tab. Position
35.	If applicable, click the **SF-113G Ceiling** checkbox.
36.	Click in the ***Pay Group** field.
37.	Enter the applicable **Pay Group**. Enter the desired information into the ***Pay Group** field. Enter a valid value, e.g. "**WGB**".
38.	Click the **Employee Classification** list.
39.	Select the **Employee Classification** from the dropdown menu. NOTE: This field is only used for Indian Preference.
40.	Click the **Type Appt** list. Career (Competitive Svc Perm)
41.	Select the **Type Appt** from the dropdown menu. Other (Except NonPerm)
42.	Click the **Compensation** tab. Compensation
43.	Click the **Pay Rate Determinant** list. Regular Rate
44.	Select the **Pay Rate Determinant** from the dropdown menu. Regular Rate
45.	Double-click in the **Step** field. 0

46.	Enter the **Step**. NOTE: For those employees that do not have a step,"0" should be entered in the **Step** field. Enter the desired information into the **Step** field. Enter a valid value, e.g. "**0**".
47.	If the employee is an annuitant, enter the **Annuity Offset Amount**. NOTE: 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
48.	Click the **Expected Pay** link. Expected Pay
49.	Verify the read-only information. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
50.	Click the **Ok** button. OK
51.	Click the **Accounting Info** link. Accounting Info
52.	Enter the CAN in the **Account Code** field. Click in the **Account Code** field.
53.	Enter the desired information into the **Account Code** field. Enter a valid value, e.g. "**1921236R**".
54.	Click the **Ok** button. OK
55.	Click the **Employment 1** tab. Employment 1
56.	Click the **Filling Position Data** link. Filling Position Data
57.	If necessary, select the correct method by which the position has been filled from the dropdown menu. Click the **Position Filled By** list.
58.	Select the desired entry from the list. Within Dept - Not Comp Prom
59.	Click the **Ok** button. OK
60.	Click the **Appt Data** link. Appt Data
61.	If applicable, from the dropdown menu, select the **Special Employment Program**. NOTE: This is where the Special Program ID would be entered. NOTE: **Welfare to Work** should not be captured here.

62.	Click the **Ok** button. 
63.	Click the **Employment 2** tab. 
64.	Enter the employee's **Union Code**, if applicable.
65.	Confirm or enter the appropriate **Reports To Position** for the employee. Click in the **Reports To Position** field. 
66.	Enter the desired information into the **Reports To Position** field. Enter a valid value, e.g. "**00000205**".
67.	As applicable, enter the employee's compensation area and level in the **Comp Level** field. Double-click in the **Comp/Area Level** field. 
68.	Enter the desired information into the **Comp/Area Level** field. Enter a valid value, e.g. "**205**".
69.	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.
70.	As applicable, enter the employee security information in the **Security Info** hyperlink.
71.	Return to the **Data Control** tab and change the **PAR Status** according to your role. Click the **Data Control** tab. 
72.	Click the **Save** button. 
73.	The information is saved. **End of Procedure.**