



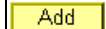







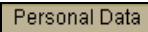







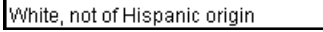








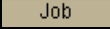







Concurrent Hire For Employee With NO History in EHRP

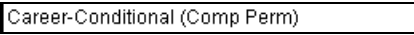
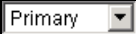







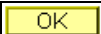


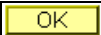
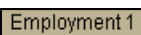
1.	Contact the HRS Help Desk to determine what the highest appointment number is for this employee. This information must be known before you begin the processing of the concurrent hire.
2.	Click the Administer Workforce link. 
3.	Click the Administer Workforce (USF) link. 
4.	Click the Use link. 
5.	Click the Hire link. 
6.	NOTE: Do not change the Empl Rcd Nbr . It must remain "0." Click the Add button. 
7.	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 ".
8.	Click in the *Reason Code field. 
9.	Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " HAF ".
10.	Click in the NOA Code field. 
11.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 101 ".
12.	Click in the NOA Ext field. 
13.	Enter the desired information into the NOA Ext field. Enter a valid value, e.g. " 0 ".
14.	Click in the Authority (1) field. 
15.	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. " AYM ".
16.	Enter Authority (2) , if applicable. Click in the PAR Request# field. 



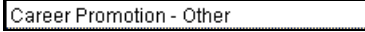






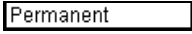

17.	NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the PAR Request# field. Enter a valid value, e.g. " 000095782 ".
18.	Click the PAR Remarks link. PAR Remarks
19.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter a valid value, e.g. " A03 ".
20.	Press [Tab] .
21.	To add additional remarks, use the Add a new row button to insert a row. Click the Ok button. 
22.	Click the Tracking Data link. Tracking Data
23.	Enter any necessary Comment or review comments made by management. NOTE: There is a 30 character limit in the Comment field. Click the Ok button. 
24.	Click the Personal Data tab. 
25.	Click the Prefix list. 
26.	From the dropdown menu, select the Prefix for the person being entered. 
27.	Press [Tab] .
28.	Enter the desired information into the First Name field. Enter a valid value, e.g. " FELIX ".
29.	Press [Tab] .
30.	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. " J ".
31.	Press [Tab] .
32.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " ROMANO ".
33.	Press [Tab] .
34.	Enter the Suffix , if applicable. NOTE: The Name field (grayed out) will populate with the employee's full name. Enter the desired information into the Suffix field. Enter a valid value, e.g. " JR. ".



35.	Select the appropriate radio button for Gender . Click the Male option. 
36.	Click the Lookup Citizenship Status button. 
37.	Click the Lookup button. 
38.	Enter the Citizenship Status . NOTE: The default is "1" for US citizen. 
39.	Click the Ethnic Group list. 
40.	Use the dropdown menu to select Ethnic Group . 
41.	Click in the *Date of Birth field. 
42.	Enter the desired information into the *Date of Birth field. Enter a valid value, e.g. " 09/17/1954 ".
43.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
44.	Enter the Disability Code , if applicable. Note: This field will default with "05," i.e., "No Handicap."
45.	Click the Address Information link. 
46.	<ul style="list-style-type: none"> - Confirm the default country code of USA. - Enter the address in the Address 1 field. <i>Note: there is a 25 character restriction on this field.</i> - Enter the City. - Enter the Postal (ZIP) code. - Enter the State. <p>To save time, these steps will be completed for you.</p>
47.	Click the Ok button. 
48.	Click the Veterans Info link. 
49.	<ul style="list-style-type: none"> - 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.

50.	<ul style="list-style-type: none"> - 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 (YRMO). - Confirm the status of the Veterans Preference RIF checkbox. <p>To save time, these steps will be completed for you.</p>
51.	<p>Click the Ok button.</p> 
52.	<p>Click the Education Details link.</p> 
53.	<ul style="list-style-type: none"> - 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. <p>Note: The Major Codes are the OPM values.</p> <p>To save time, these steps will be completed for you.</p>
54.	<p>Click the Ok button.</p> 
55.	<p>Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.</p>
56.	<p>Confirm the default of "USA" or modify the Country field, if applicable. Confirm the default of "PR" or modify the Type/Description field. NOTE: The Type/Description field indicates the type of National ID. "PR" is used for SSN.</p>
57.	<p>Click in the National ID field.</p> 
58.	<p>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. "105839829".</p>
59.	<p>Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.</p>
60.	<p>Click the Job tab.</p> 
61.	<p>Enter the desired information into the Position field. Enter a valid value, e.g. "00000116".</p>
62.	<p>Click the Benefits/FEHB Data link.</p> 

63.	<p>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. Press [Delete].</p>
64.	<p>NOTE: When hiring someone from Pay Plan ED, EE, EI, EH, EF, EG, the Benefit Record Number must have a number other than "0". Enter the desired information into the Benefit Record Number field. Enter a valid value, e.g. "2".</p>
65.	<p>Select the appropriate radio button to indicate FEHB Eligibility. Click the Permanent option. <input type="radio"/></p>
66.	<p>Click the Ok button. </p>
67.	<p>Click the FEGLI/Retirement/FICA link. FEGLI/Retirement/FICA</p>
68.	<ul style="list-style-type: none"> - 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.
69.	<p>For CSRS Frozen Service, enter the appropriate service time, if applicable.</p>
70.	<p>Click the Ok button. </p>
71.	<p>Click the Position tab. </p>
72.	<p>Click the SF-113G Ceiling checkbox, if applicable.</p>
73.	<p>Click in the *Pay Group field. <input type="text"/></p>
74.	<p>Enter the desired information into the *Pay Group field. Enter a valid value, e.g. "GSB".</p>
75.	<p>Click the Employee Classification list. <input type="text"/></p>
76.	<p>Select the Employee Classification from the dropdown menu. NOTE: This field is only used for Indian Preference. </p>
77.	<p>Click the Type Appt list. <input type="text"/></p>

78.	Select the Type Appt from the dropdown menu. 
79.	Click the *Job Indicator list. 
80.	Select the Job Indicator from the dropdown menu. NOTE: The default is Primary . 
81.	Click the Compensation tab. 
82.	Click the Pay Rate Determinant list. 
83.	Select the Pay Rate Determinant from the dropdown menu. 
84.	Double-click in the Step field. 
85.	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. "0".
86.	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.
87.	Click the Expected Pay link. 
88.	Verify the read-only information. NOTE: DO NOT use the data on this page for pay verifications. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 
89.	Click the Ok button. 
90.	Click the Accounting Info link. 
91.	Click in the Account Code field. 
92.	Enter the CAN in the Account Code field. Enter the desired information into the Account Code field. Enter a valid value, e.g. "1921214R".
93.	Click the Ok button. 
94.	Click the Employment 1 tab. 

95.	Click the Filling Position Data link. 
96.	Click the Position Filled By list. 
97.	From the dropdown menu, select the correct method by which the position has been filled. 
98.	Click the Ok button. 
99.	Click the Appt Data link. 
100.	From the dropdown menu, select or modify the Special Employment Program . NOTE: This is where the Special Program ID would be entered. NOTE: Welfare to Work should not be captured here.
101.	Click the Ok button. 
102.	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.
103.	Click the Employment 2 tab. 
104.	Enter the employee's Union Code , if applicable.
105.	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. 
106.	Enter the desired information into the Reports To Position field. Enter a valid value, e.g. " 00000109 ".
107.	Click the Tenure list. 
108.	Select the appropriate type of tenure. 
109.	As applicable, enter the employee's compensation area and level in the Comp Level field. Double-click in the Comp/Area Level field. 
110.	Enter the desired information into the Comp/Area Level field. Enter a valid value, e.g. " 201 ".

111.	<p>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.</p>
112.	<p>As applicable, enter the employee security information in the Security Info hyperlink.</p>
113.	<p>Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. </p>
114.	<p>NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents. Click the Save button. </p>
115.	<p>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.</p>