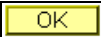



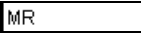



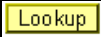





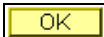





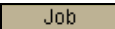



Transfer

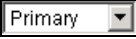

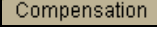

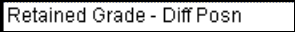



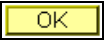


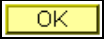


1.	Before beginning to process a transfer, be sure to make note of the position number to which the employee will be assigned.
2.	Click the Administer Workforce link. 
3.	Click the Administer Workforce (USF) link. 
4.	Click the Use link. 
5.	Click the Hire link. 
6.	NOTE: Do not change the Empl Rcd Nbr . 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. " 12/04/2003 ".
8.	Click in the *Reason Code field. 
9.	Enter "XFR" (Transfer) in the Reason Code field. Enter the desired information into the *Reason Code field. Enter a valid value, e.g. " XFR ".
10.	Click in the NOA Code field. 
11.	In the NOA (Nature of Action) Code field, enter "130." Enter the desired information into the NOA Code field. Enter a valid value, e.g. " 130 ".
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.	Enter the applicable authority in the Authority (1) field. Click in the Authority (1) field. 
15.	Enter the desired information into the Authority (1) field. Enter a valid value, e.g. " ABT ".
16.	In the PAR Request # field, enter the applicable PAR Request number. Click in the PAR Request# field. 



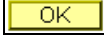



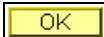


17.	NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the PAR Request# field. Enter a valid value, e.g. " 0003790024 ".
18.	Click the PAR Remarks link. PAR Remarks
19.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter a valid value, e.g. " A01 ".
20.	Press [Tab] .
21.	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.	Select the Prefix to the employee's name from the dropdown menu. 
27.	Press [Tab] .
28.	Enter the desired information into the First Name field. Enter a valid value, e.g. " NATHAN ".
29.	In the Middle field enter the employee's middle name or middle initial, as applicable. Click in the Last Name field. 
30.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " JONES ".
31.	Enter the Suffix (i.e. Jr, Sr) for the employee, if applicable. Select the appropriate radio button for Gender . Click the Male option. 
32.	Enter the Citizenship Status . Click the Lookup Citizenship Status button. 
33.	Click the Lookup button. 


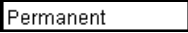


34.	<p>Select the desired Citizenship Status. NOTE: The default is "1" for US citizen.</p> 
35.	<p>Click the Ethnic Group list.</p> 
36.	<p>Select the Ethnic Group from the dropdown menu. NOTE: Upon save, this field will diasappear from view.</p> <p>origin</p> 
37.	<p>Click in the *Date of Birth field.</p> 
38.	<p>Enter the desired information into the *Date of Birth field. Enter a valid value, e.g. "06/07/1966".</p>
39.	<p>Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.</p>
40.	<p>Enter the Disability Code if applicable. NOTE: This field will default to "05," i.e., "No Handicap." NOTE: Upon save, this field will disappear from view.</p>
41.	<p>Click the Address Information link.</p> 
42.	<ul style="list-style-type: none"> - Confirm the default country of USA or enter another country. - Enter the address in the Address 1 field. NOTE: The Address 1 field is restricted to 25 characters. - Enter the City. - Enter the Postal (Zip) code. - Enter the State. <p>To save time, these steps will be completed for you.</p>
43.	<p>Click the Ok button.</p> 
44.	<p>Click the Veterans Info link. NOTE: If there is no Veterans information, you may skip this step. The Veterans Info defaults to None.</p> 
45.	<p>Change the Veterans Preference from the None default using the dropdown menu, if applicable.</p> <ul style="list-style-type: none"> - 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.

46.	<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 (months/year). - Confirm the status of the Veterans Preference RIF checkbox. <p>To save time, these steps will be completed for you.</p>
47.	<p>Click the Ok button.</p> 
48.	<p>Click the Education Details link.</p> 
49.	<ul style="list-style-type: none"> - Enter the Degree the employee earned in the Degree field. - In the Year Earned/Expected field, enter the year of degree completion . - 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>
50.	<p>Click the Ok button.</p> 
51.	<p>Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.</p>
52.	<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>
53.	<p>Click in the National ID field.</p> 
54.	<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. "105668735".</p>
55.	<p>Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.</p>
56.	<p>Click the Job tab.</p> 
57.	<p>Enter the desired information into the Position field. Enter a valid value, e.g. "0000057".</p>
58.	<p>The Position Override checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.</p>
59.	<p>Click in the Transferred From Agency field.</p> 

60.	Enter the desired information into the Transferred From Agency field. Enter a valid value, e.g. " AG ".
61.	Click the Benefits/FEHB Data link. Benefits/FEHB Data
62.	Select the appropriate radio button to indicate FEHB Eligibility. If the employee is Not Eligible for FEHB, enter the date on which they will qualify for the benefit in the FEHB Date field. Click in the FEHB Date field. <input type="text"/>
63.	Enter the desired information into the FEHB Date field. Enter a valid value, e.g. " 12/05/2004 ".
64.	Click the Ok button. <input type="button" value="OK"/>
65.	Click the FEGLI/Retirement/FICA link. FEGLI/Retirement/FICA
66.	<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.
67.	For CSRS Frozen Service , enter the appropriate service time, if applicable. Confirm the default of "N" or modify the FICA Status-Employee field.
68.	Click the Ok button. <input type="button" value="OK"/>
69.	Click the Position tab. <input type="button" value="Position"/>
70.	Click the SF-113G Ceiling checkbox, if applicable. Click the SF-113G Ceiling option. <input type="checkbox"/> SF-113G Ceiling
71.	Click the Employee Classification list. <input type="text"/>
72.	Select the Employee Classification from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference. <input type="text"/>
73.	Click the Type Appt list. <input type="text" value="Career (Competitive Svc Perm)"/>
74.	Select the Type Appt from the dropdown menu. <input type="text" value="Career-Conditional (Comp Perm)"/>

75.	Click the *Job Indicator list. 
76.	Select the Job Indicator from the dropdown menu. 
77.	Click the Compensation tab. 
78.	Click the Pay Rate Determinant list. 
79.	Select the appropriate Pay Rate Determinant from the drop-down menu. 
80.	Double-click in the Step field. 
81.	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".
82.	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.
83.	Click the Expected Pay link. 
84.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 
85.	Verify the read-only information. Click the Ok button. 
86.	Click the Accounting Info link. 
87.	Enter the CAN in the Account Code field. Click in the Account Code field. 
88.	Enter the desired information into the Account Code field. Enter a valid value, e.g. "1921024R".
89.	Click the Ok button. 
90.	Click the Employment 1 tab. 
91.	Click the Filling Position Data link. 

92.	Click the Position Filled By list. 
93.	From the dropdown menu, select the correct method by which the position has been filled. 
94.	Click the Ok button. 
95.	Click the Appt Data link. 
96.	Click the Special Employment Program list. 
97.	From the dropdown menu, select the Special Employment Program , if applicable. NOTE: This is where the Special Program ID would be entered. 
98.	NOTE: Welfare to Work should not be captured here. Click the Ok button. 
99.	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.
100.	- Enter the Conv (Conversion) Begin Date , if applicable. - Enter the Career Conv Date , if applicable. - Enter the Career-Cond Conv Date , if applicable.
101.	The WGI Status will default to "Waiting." NOTE: The WGI Due Date will populate automatically. THIS IS WGI DUE DATE NOT WGI START DATE. Modify the LEI Date , if applicable.
102.	Click the Employment 2 tab. 
103.	Enter the employee's Union Code , if applicable. NOTE: The following fields default based on the position selected: - Bargaining Unit - Reports to Position
104.	Confirm or enter the appropriate Reports To Position for the employee. Click in the Reports To Position field. 
105.	Enter the desired information into the Reports To Position field. Enter a valid value, e.g. " 0000028 ".

106.	Click the Tenure list. 
107.	In the Tenure field, select the appropriate type of tenure. 
108.	Enter the employee's compensation area and level in the Comp Level field as applicable. NOTE: Users should no longer enter any data related to the Comp Area Field. The entire Comp Level code should be entered into the Comp Level field only.
109.	In the Probation Date field, 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.	NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents. Click the Save button. 
113.	After the Transfer 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.