Conversion to SES Career Appointment

1.	Before beginning to process a Conversion, sure to make note of the position number to which the employee will be assigned. NOTE: Be sure all special pays are stopped on the prior appointment before proceeding.
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 **HR Processing** link. HR Processing
6.	Enter the appropriate variable in the field. (i.e. **Last Name**) Click in the **Last Name** field.
7.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**WINTER**".
8.	Click the **Search** button. Search
9.	Select the appropriate employee. Click **WINTER, BETTY** 0012 0 WINTER,BETTY WINTER
10.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the **Add a new row at row 1** button. +
11.	Triple-click the **Actual Effective Date** object.
12.	Enter the effective date of the conversion in the **Actual Effective Date** field. Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/15/2003**".
13.	Click in the ***Action** field.
14.	In the **Action** field, enter "PRO" (Promotion). Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**PRO**".
15.	Click in the ***Reason Code** field.
16.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**PRO**".

17.	Click in the **NOA Code** field.
18.	Enter the **NOA Code** of "542" (Conversion to Senior Exec Service Career). Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**542**".
19.	Click in the **NOA Ext** field.
20.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
21.	Click in the **Authority (1)** field.
22.	Enter the desired information into the **Authority (1)** field. Enter a valid value, e.g. "**NRM**".
23.	If applicable, enter the **Authority (2)**. Click in the **PAR Request#** field.
24.	Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**0000052608**".
25.	Click the **PAR Remarks** link. PAR Remarks
26.	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. "**A15**".
27.	Press **[Tab]**.
28.	Click the **Ok** button. OK
29.	Click the **Job** tab. Job
30.	Double-click in the **Position** field. 00006588
31.	In the **Position** field, enter the SES position number to which the employee is being converted. Enter the desired information into the **Position** field. Enter a valid value, e.g. "**00000086**".
32.	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.
33.	Click the **Position** tab. Position
34.	If applicable, click the **SF-113G Ceiling** checkbox.

35.	Click the **Employee Classification** list.
36.	Select the **Employee Classification** from the dropdown menu. NOTE: This field is only used for Indian Preferance.
37.	Click the **Type Appt** list. Career-Conditional (Comp Perm)
38.	Select the **Type Appt** from the dropdown menu. Executive (Except NonPerm)
39.	Click the ***Job Indicator** list. Primary
40.	Select the Job Indicator from the dropdown menu. NOTE: The default is **Primary**. Primary
41.	Click the **Compensation** tab. Compensation
42.	Click the **Pay Rate Determinant** list. Regular Rate
43.	Select the **Pay Rate Determinant** from the dropdown menu. Click **Regular Rate** Regular Rate
44.	Double-click in the **Step** field. 0
45.	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**".
46.	If the employee is an annuitant, enter the **Annuity Offset Amount** as a per hour value.
47.	Use the **Add a new row** button to enter additional earnings codes.
48.	Click the **Expected Pay** link. Expected Pay
49.	View 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.
50.	Click the **Ok** button. OK
51.	Click the **Accounting Info** link. Accounting Info
52.	Double-click in the **Account Code** field. 11010055

53.	Enter the CAN in the **Account Code** field. The Common Account Number (CAN) is a required field and must be entered to process the appointment. Enter the desired information into the **Account Code** field. Enter a valid value, e.g. "**1921T101**".
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.	Click the **Position Filled By** list.
58.	From the dropdown menu, select the correct method by which the position has been filled. Career Ladder Promotion
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. OK
63.	If applicable modify the Service Computation Dates.
64.	Modify the Within Grade Increase Data, if applicable, to **N/A**. NOTE: SES employees do not receive WGIs. They receive salary adjustments. Click the **WGI Status** list. Waiting
65.	Click **N/A** N/A
66.	Modify the **LEI date**, if applicable. NOTE: The **LEI Date** is the date of the last equivalent increase for this employee
67.	Click the **Employment 2** tab. Employment 2
68.	Enter the employee's **Union Code**, if applicable.
69.	Confirm or enter the appropriate **Reports To Position** for the employee. NOTE: The **Reports To Position** field is required for automatic actions.
70.	Click the **Tenure** list. Conditional

71.	In the **Tenure** field, select **None**. 
72.	As applicable, enter the employee's compensation level in the **CompLevel** field. Double-click in the **Comp/Area Level** field. 
73.	Enter the desired information into the **Comp/Area Level** field. Enter a valid value, e.g. "**408**".
74.	Enter the completion date for the employee's probation in the **SES Probation** field.
75.	As applicable, enter the employee security information in the **Security Info** hyperlink.
76.	Change the **PAR Status** according to your role and then click **Save**. Click the **Save** button. 
77.	The conversion is complete. **End of Procedure.**