Employee Realignment Mask

1.	Click the **He Process Menu** link.
2.	Click the **HHS Custom Processes** link.
3.	Click the **MassMask** link.
4.	Click the **Employee Realignments** link.
5.	Enter the desired information into the **Run Control ID** field. Enter a valid value, e.g. "**REALIGN**".
6.	Click the **Search** button.
7.	Enter the **Effective Date**. (The date would be the same for all employees being realigned.) Click the **Choose a date** button.
8.	Click the desired date.
9.	Click in the ***EmplID** field.
10.	Enter the desired information into the ***EmplID** field. Enter a valid value, e.g. "**0108**".
11.	Press **[Tab]**.
12.	Enter the **SetID** of the new department to which the employee is being realigned. Enter the desired information into the ***SetID** field. Enter a valid value, e.g. "**NIH00**".
13.	Press **[Tab]**.
14.	Enter the desired information into the ***New Department** field. Enter a valid value, e.g. "**HN252**".
15.	Enter the **New Location Code** when applicable. If this field is left blank, the old value will carry over.
16.	Click in the **Authority 1 Descr - Part 1** field.
17.	Enter the description for the "UNM" legal authority that will appear on the employee's record. Enter the desired information into the **Authority 1 Descr - Part 1** field. Enter a valid value, e.g. "**POSITION CHANGE**".
18.	Press **[Tab]** twice to select the **New Account Code** field. Press **[Tab]**.
19.	Press **[Tab]**.
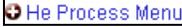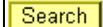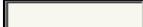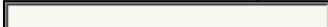
20.	Enter the new CAN if applicable. If this field is left blank the old value will carry over. Enter the desired information into the **New Account Code** field. Enter a valid value, e.g. "**1921131R**".
21.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
22.	If desired, enter a remark in the **New Description** field. This will be treated as the 'ZZZ' remark.
23.	Click the **Add a new row** button to insert another employee's information. Click the **Add a new row at row 1** button. +
24.	Continue to repeat the process until all employees have been entered. To save time, these steps will be completed for you.
25.	When all employees' data has been entered, click the **Run** button. Click the **Run** button. Run
26.	Click the **Server Name** list.
27.	Select the "PSUNX" server. Click **PSUNX** PSUNX
28.	Click the **Ok** button. OK
29.	Note the **Process Instance** number. (This number is found below the **Run** button on the Employee Realignments page)
30.	Click the **Process Monitor** link. Process Monitor
31.	Be sure the process HE_ REALIGN shows a **Run Status** of **Success**. A **Run Status** of **Success** demonstrates that the process has completed. **End of Procedure.**