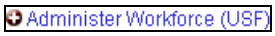
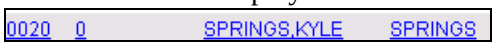
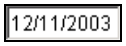
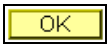
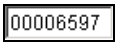
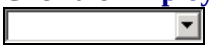
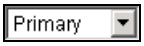
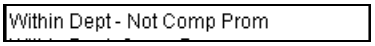
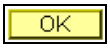
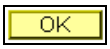
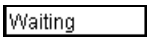
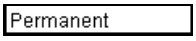
Change to a Lower Grade

1.	Before beginning to process this action, 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 **HR Processing** link.
6.	Enter the appropriate variable in the field. (for example, **Last Name**) Click in the **Last Name** field.
7.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**SPRING**".
8.	Click the **Search** button.
9.	Select the correct employee. 
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.	Click in the **Actual Effective Date** field. 
12.	Enter the **Actual Effective Date** of the change in the employee's grade. 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 "DEM." Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**DEM**".
15.	Click in the ***Reason Code** field.
16.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**DEM**".
17.	Click in the **NOA Code** field.

18.	Enter the **NOA Code** of "713" (Change to a Lower Grade). Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**713**".
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. "**N2M**".
23.	If applicable, enter the **Authority (2)**. Click in the **PAR Request#** field.
24.	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. Enter the desired information into the **PAR Request#** field. Enter a valid value, e.g. "**0000004081**".
25.	Click the **PAR Remarks** link.
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. "**K27**".
27.	Press **[Tab]**.
28.	Click the **Ok** button. 
29.	Click the **Job** tab.
30.	Double-click in the **Position** field. 
31.	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. "**00000059**".
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.
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 Preference.
37.	Click the **Type Appt** list.
38.	Select the **Type Appt** from the dropdown menu. Click **Career-Conditional (Comp Perm)**
39.	Click the ***Job Indicator** list. 
40.	Select the **Job Indicator** from the dropdown menu.
41.	Click the **Compensation** tab.
42.	Click the **Pay Rate Determinant** list.
43.	Select the **Pay Rate Determinant** from the dropdown menu.
44.	Double-click in the **Step** field.
45.	Enter the desired information into the **Step** field. Enter a valid value, e.g. "**0**".
46.	NOTE: If the employee is receiving retained pay, enter the retained pay plan, retained pay table, and retained pay grade in the **Rtnd PP/Table/Grade** fields respectively. Enter the step for the retained pay in the second **Step** field.
47.	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. The annuity offset amount must be entered correctly in order to avoid significant payroll issues.
48.	Click the **Employment 1** tab.
49.	Click the **Filling Position Data** link.
50.	Click the **Position Filled By** list.
51.	From the dropdown menu, select the correct method by which the position has been filled. 

52.	Click the **Ok** button. 
53.	Click the **Appt Data** link.
54.	If applicable, 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.
55.	Click the **Ok** button. 
56.	If applicable, modify the Within Grade Increase Data. Click the **WGI Status** list.
57.	Select the desired **WGI Status**. 
58.	Click the **Employment 2** tab.
59.	Enter the employee's **Union Code**, if applicable.
60.	Confirm or enter the appropriate **Reports To Position** for the employee.
61.	Click the **Tenure** list.
62.	In the **Tenure** field, select the appropriate type of tenure. Click **Permanent** 
63.	As applicable, enter the employee's compensation level in the **Comp Level** field. NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll. 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.
64.	In the **Probation Date**, enter the completion date for the employee's probation, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
65.	As applicable, enter the employee security information in the **Security Info** hyperlink.
66.	Change the **PAR Status** according to your role. Click the **Save** button.
67.	NOTE: When saving a Change to a Lower Grade action, you will receive a warning regarding the WGI due date. Click the **Ok** button.

68.	The information is saved. **End of Procedure.**