

Appointments
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Introduction

When an employee is hired into a Career Conditional Appointment, the **Hire** page group in the **Administer Workforce** module must be completed. This page group consists of seven pages, and will allow the users to collect necessary demographic information on the new employee as well as the position they will encumber. The user will process the Career Conditional appointment using the following NOA code, 101-0.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Career Conditional Appointment

When an employee is hired into a Career Conditional Appointment, the **Hire** page group in the **Administer Workforce** module must be completed. This page group consists of seven pages, and will allow the users to collect necessary demographic information on the new employee as well as the position they will encumber. The user will process the Career Conditional appointment using the following NOA code, 101-0.

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Career Conditional Appointment

Introduction

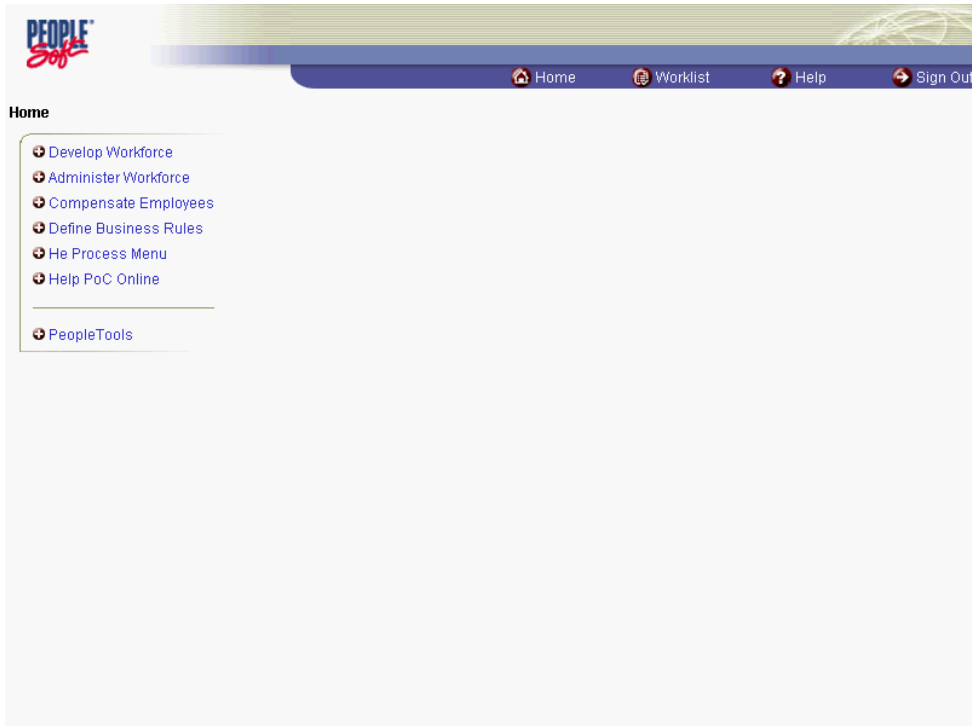
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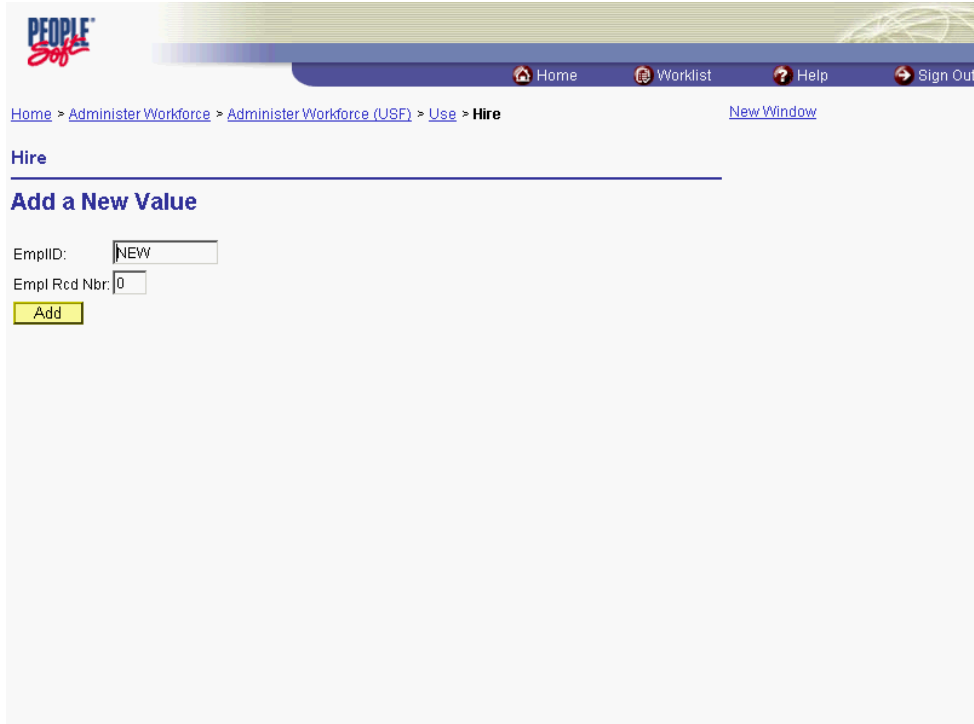
Procedure


The following steps detail the procedure for processing a career conditional appointment.


Step	Action
1.	Before beginning to process a Career Conditional Appointment, be sure to make note of the position number to which the employee will be assigned. Verify that the position number is correct BEFORE doing the Hire action. Many data fields will be populated in the employee record based on the position number selected, so it is imperative that the correct one is used.




Step	Action
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 Hire link. Hire





Step	Action
6.	Click the Add button. NOTE: Do not change the Empl Rcd Nbr . It must remain "0". 

 Note: The EmplID will default in as "New" until the **Save** button is clicked. EHRP will then autogenerate a sequential EmplID for the employee. Do not save until all required fields are completed.

Step	Action
7.	Enter the desired information into the Actual Effective Date field. Enter " 11/14/03 ".

 The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

 NOTE: The **Proposed Effective Date** field is populated by default with the date entered in the **Actual Effective Date** field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.

 NOTE: The **Transaction #**, will populate with a value of "1."

NOTE: If multiple actions have the same effective date, click the **Add a New Row** button to add a row. When entering a second row with the same Effective Date, the "Transaction #" will increase to 2.



Step	Action
8.	Click in the *Reason Code field. <input type="text"/>





The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.


Step	Action
9.	Enter "NPS" (New Position) in the Reason Code field. Enter the desired information into the *Reason Code field. Enter " NPS ".
10.	Click in the NOA Code field. <input type="text"/>
11.	Enter NOA (Nature of Action) Code "101" (Career Conditional Appointment). Enter the desired information into the NOA Code field. Enter " 101 ".
12.	Press [Tab] .
13.	NOTE: The NOA Ext has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was "1010," the NOA Code in EHRP is "101" with a NOA Ext of "0." Enter the desired information into the NOA Ext field. Enter " 0 ".
14.	Click in the Authority (1) field. <input type="text"/>
15.	If you do not know what to enter, use the Lookup button to search for a valid value. Click the Lookup Authority (1) button. <input type="text"/>




Step	Action
16.	Click the Lookup button. 
17.	Select the desired Lookup Authority from the Search Results table. Click AYM 

The screenshot shows the 'Data Control' tab in the PEOPLE Soft HR system. The interface includes a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. The breadcrumb trail is 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. The 'Data Control' tab is active, showing fields for 'Actual Effective Date' (11/14/2003), 'Proposed Effective Date' (11/14/2003), 'Transaction # / Sequence' (1 / 1), 'Action' (HIR - Hire), 'Reason Code' (NPS - New Position), 'NOA Code' (101 - Career-Cond Appt), and 'Authority (1)' (AYM - Direct-Hire Authority). The 'PAR Request#' field is highlighted with a yellow box. Below the form are 'Save', 'Previous tab', 'Next tab', and 'Add' buttons. A navigation bar at the bottom shows links for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'.


Step	Action
18.	Enter Authority (2) , if applicable. Click in the PAR Request# field. 
19.	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 " 1003960057 ".
20.	Click the PAR Remarks link. 


Step	Action
21.	Enter the desired information into the Remark CD field. Enter " A15 ".
22.	Tab out of the field to see the text of the remark. Press [Tab] .
23.	When entry of the PAR Remarks is complete, click the OK button to return to the Data Control page. 

 **NOTE:** If the **Remark CD** contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: To add additional remarks, use the **Add a New Row** button to insert a row.

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

 **NOTE:** To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.

 The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.


The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. The main content area is titled 'Data Control' and shows 'EmplID: NEW' and 'Empl Rcd#: 0'. The 'Data Control' window contains several fields: 'Actual Effective Date' (11/14/2003), 'Proposed Effective Date' (11/14/2003), 'Transaction #/ Sequence' (1/1), 'Not To Exceed Date', '*Action:' (HIR - Hire), 'PAR Status:' (PRO - PROCESSED BY HUMAN RESOURCES), '*Reason Code:' (NPS - New Position), 'Contact Emplid:', 'NOA Code:' (101 - Career-Cond Appt), 'NOA Ext:' (0), 'Authority (1):' (AYM - Direct-Hire Authority), and 'Authority (2):'. There are also 'PAR Request#' fields (1003960057) and 'Print SF-52'/'Print SF-50' buttons. At the bottom, there are 'Save', 'Previous tab', 'Next tab', and 'Add' buttons. A breadcrumb trail at the bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.



Step	Action
24.	Click the Tracking Data link. Tracking Data
25.	Enter any necessary Comment, or review comments made by previous role users in the workflow. NOTE: There is a 30 character limit in the Comment field.

The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Personal Data' tab is currently selected. The form displays the following information:

- EmpID:** NEW
- Empl Rcd#:** 0
- Actual Effective Date:** 11/14/2003
- Proposed Effective Date:** 11/14/2003
- Transaction # / Sequence:** 1 / 1
- Not To Exceed Date:** (empty)
- *Action:** HIR Hire
- PAR Status:** PRO PROCESSED BY HUMAN RESOURCES
- *Reason Code:** NPS New Position
- Contact Emplid:** (empty)
- NOA Code:** 101 Career-Cond Appt
- NOA Ext:** 0
- Authority (1):** AYM Direct-Hire Authority (cite OPM auth and date)
- Authority (2):** (empty)
- PAR Request#:** 1003960057
- Buttons:** Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Severance Pay

At the bottom of the form, there are 'Save', 'Previous tab', and 'Next tab' buttons, along with an 'Add' button. Below the form is a breadcrumb trail: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
27.	Click the Personal Data tab. 

Step	Action
28.	Click the Prefix list. 
29.	From the dropdown menu, select the Prefix for the person being entered. Click MS 
30.	Press [Tab] .
31.	Enter the desired information into the First Name field. Enter " SUSAN ".
32.	Press [Tab] .
33.	In the Middle field enter the employee's middle name or middle initial, as applicable. Enter the desired information into the Middle field. Enter " R ".
34.	Press [Tab] .
35.	Enter the desired information into the Last Name and Suffix field, if applicable. For this exercise enter " MONROE ".



NOTE: While EHRP accepts last names with an apostrophe, the legacy system does not. For last names with an apostrophe, leave a space in lieu of the apostrophe. For hyphenated last names, leave a space in lieu of the hyphen.

Step	Action
36.	Select the appropriate radio button for Gender . Click the Female option. <input type="radio"/> Female

NOTE: The Name field (grayed out) will populate with the employee's full name.

NOTE: If the suffix you want to use is not available, add the suffix to the end of the last name field.

Step	Action
37.	Click the Lookup Citizenship Status button.



Step	Action
38.	Click the Lookup button.
39.	Select the desired Citizenship Status from the Search Results table. Click U.S. Citizen



NOTE: The default is "1" for US citizen. Other valid statuses are limited to those listed in the [Search Results](#) table.

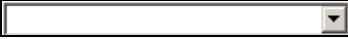



The screenshot shows the PEOPLE Soft HR system interface. The top navigation bar includes Home, Worklist, Help, and Sign Out. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > Hire. The main tabs are Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The current record is for a new hire with EmplID: NEW and Empl Rcd#: 0. The Personal Data section shows the following information:

- Effective Date: 11/14/2003
- Transaction #/ Seq: 1
- PAR Status: PROCESSED BY HUMAN RESOURCES
- Act Type: Hire
- NOA Code: 101
- Empl Status: Active

The Name section includes:

- Format Using: USA United States
- Name: MONROE,SUSAN R
- Prefix: MS
- First Name: SUSAN
- Middle: R
- Last Name: MONROE
- Suffix:

Other fields include Gender (Female selected), Citizenship Status, Ethnic Group, Date of Birth, Date of Death, Draft Status, and Disability Code (05).

Step	Action
40.	Click the Ethnic Group list. 
41.	Use the dropdown menu to select Ethnic Group . Click White, not of Hispanic origin NOTE: Upon save, this field will diasappear from view. 
42.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
43.	Click in the *Date of Birth field. 
44.	Enter the desired information into the *Date of Birth field. Enter " 5/13/1957 ".
45.	Enter the Disability Code , if applicable. Click in the Disability Code field. 

NOTE: This field will default with "05," i.e., "No Handicap."

NOTE: Upon save, this field will disappear from view.

Only one disability will be recorded. If the employee has multiple disabilities, enter the disability that is most limiting to the employee.

Step	Action
46.	Click the Address Information link. Address Information
47.	<ul style="list-style-type: none"> - Confirm the default country code of USA or enter another country. - Enter the address in the Address 1 field. <i>Note: there is a 25 character restriction on this field.</i> - Enter the City. Note: There is a 13 character restriction on this field. - Enter the Postal (ZIP) code. - Enter the State. - Enter the Res Loc Code. <p>To save time, these steps will be completed for you.</p>

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, there are two main form sections: "Address" and "Mailing Address".


Address Form:

- Country: USA (selected) United States
- Address 1: 17 SUNSET DRIVE
- Address 2: (empty)
- Address 3: (empty)
- City: LINCOLN
- County: (empty)
- Postal: 43235
- State: OR (selected) Oregon
- Res Loc Code: 410000041

Mailing Address Form:

- Country: USA (selected) United States
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- County: (empty)
- Postal: (empty)
- State: (empty)

At the bottom of the forms, there are "OK" and "Cancel" buttons.

Step	Action
48.	Click the Ok button. 




NOTE: To enter the **Mailing Address**, follow the same steps as the primary address. There is a 25 characters restriction in this address field as well.

NOTE: If the employee uses a different mailing address from his or her primary address, complete the **Mailing Address** area. The **Mailing Address** field is for information purposes only so it will not go to payroll. It could be used to record an employee's foreign address.



NOTE: After the Hire action is completed and saved, you must immediately create another action to capture the address for Payroll. Add another row with the same effective date as the Hire, and use **999-5 NOA**. This new row will copy the address you created in the Hire action, and transmit the address to Payroll.

The screenshot shows the PEOPLE Soft HR system interface. At the top, there are navigation links for Home, Worklist, Help, and Sign Out. Below this, the employee ID is listed as 'NEW' and the record number as '0'. The main section is titled 'Personal Data' and includes fields for Effective Date (11/14/2003), Transaction #/Seq (1), PAR Status (PROCESSED BY HUMAN RESOURCES), Act Type (Hire), NOA Code (101), and Empl Status (Active). The 'Name' section contains fields for Format Using (USA), Name (MONROE, SUSAN R), Prefix (MS), First Name (SUSAN), Middle (R), Last Name (MONROE), and Suffix. Other fields include Gender (Female), Citizenship Status (1), Ethnic Group (White, not of Hispanic origin), Date of Birth (05/13/1957), Date of Death, Draft Status, Disability Code (05), and Date Entitled to Medicare. At the bottom, there are links for Additional Birth Info, Address Information, Personal Phone Numbers, Veterans Info, Marital Info, and Education Details.

Step	Action
49.	Click the Veterans Info link. 



NOTE: If there is no Veterans information, you may skip this step. The **Veterans Info** defaults to None.

Step	Action
50.	<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.
51.	<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>

Step	Action
52.	<p>Click the Ok button.</p>

PEOPLE Soft

Home Worklist Help Sign Out

EmplID: NEW Empl Rcd#: 0

Personal Data View All First 1 of 1 Last

Effective Date: 11/14/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Hire NOA Code: 101 Empl Status: Active


Name

Format Using: USA United States
Name: MONROE, SUSAN R
Prefix: MS
First Name: SUSAN Middle: R
Last Name: MONROE Suffix:

Gender: Male Female Citizenship Status: 1 Ethnic Group: White, not of Hispanic origin
Date of Birth: 05/13/1957 Date of Death: Draft Status:
Disability Code: 05 No Handicap Date Entitled to Medicare:

[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Step	Action
53.	Click the Education Details link. Education Details

 NOTE: The **Education Details** panel will appear upon saving the hire action if the education details have not been entered. Education Details must be entered in order to save the action.

Step	Action
54.	<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. To save time, these steps will be completed for you.</p>

PEOPLE Soft

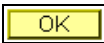
Home Worklist Help Sign Out


Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Education Details

Degree: Associate Degree
 Year Earned/Expected: GPA: Graduated
 Major Code: Major:
 School Code: School:
 State: Country: Minority Institution
 Credit Hours: Hours Type:

OK Cancel

Step	Action
55.	Click the Ok button. 

 Note: To view or modify the Education information once the employee has been hired, the user would need to go to **Home>Develop Workforce>Manage Competencies>Use>Education** and update the necessary information.

Note: The Education details hyperlink is not enabled when entering the hire in INI. The Processor must be sure to enter the education details prior to changing the PAR status to PRO and saving the action.

Step	Action
56.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
57.	- Confirm the default of "USA" or modify the Country field, if applicable. - Confirm the default of "PR" or modify the Type/Description field.

Act Type: Hire NOA Code: 101 Empl Status: Active

Name

Format Using: USA United States

Name: MONROE,SUSAN R

Prefix: MS

First Name: SUSAN Middle: R

Last Name: MONROE Suffix:

Gender: Male Female Citizenship Status: 1 Ethnic Group: White, not of Hispanic origin

*Date of Birth: 05/13/1957 Date of Death: Draft Status:


Disability Code: 05 No Handicap Date Entitled to Medicare:

[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Country: USA *Type/Description: PR National ID:

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
58.	Click in the National ID field. <input type="text"/>

 NOTE: The **Type/Description** field indicates the type of National ID. "PR" is used for SSN.

Step	Action
59.	Enter the National ID , which is the employee's Social Security Number (SSN). Enter the desired information into the National ID field. Enter " 105849763 ".
60.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Personal Data View All First 1 of 1 Last

Effective Date: 11/14/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Hire NOA Code: 101 Empl Status: Active

Name

Format Using: USA United States

Name: MONROE,SUSAN R

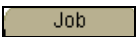
Prefix: MS

First Name: SUSAN Middle: R

Last Name: MONROE Suffix:


Gender: Male Female Citizenship Status: 1 Ethnic Group: White, not of Hispanic origin

Date of Birth: 05/13/1957 Date of Death: Draft Status:

Step	Action
61.	Click the Job tab. 

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Job' tab is selected, and the 'Job Data' section is displayed. It shows fields for 'Effective Date' (11/14/2003), 'Transaction # / Seq' (1), 'PAR Status' (PROCESSED BY HUMAN RESOURCES), 'Act Type' (Hire), 'NOA Code' (101), and 'Empl Status' (Active). There are also checkboxes for 'Posn Mgmt Rcd' and 'Position Override'. Other fields include 'Position', 'Job Code', 'Agency', 'Sub-Agency', 'Business Unit' (DHHS0), 'Department', 'Location', and 'Tax Location' (NA). At the bottom, there are 'Save', 'Previous tab', 'Next tab', and 'Add' buttons, along with a breadcrumb trail for the current page.

Step	Action
62.	Enter the desired information into the Position field. Enter " 0000051 ".

 NOTE: The following fields on this page will populate based upon the Position that has been entered:

- **Job Code** (formerly the "PD#")
- **Agency**
- **Sub-Agency**
- **Business Unit**
- **Department** (formerly the "Admin Code")
- **Location** (formerly the "GeoLoc Code")
- **Tax Location**

Step	Action
63.	Click the Benefits/FEHB Data link. Benefits/FEHB Da

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire New Window

Benefits/FEHB Data

Benefits Control

Benefit Record Number: Benefits Employee Status: Active

BAS Group ID:

Benefit Program: FEDERAL GOVT EMPLOYEES

FEHB Eligibility

Permanent

Continuing Coverage

Temporary Appointment > 1 yr

Temp Appt < 1yr + FedSvc > 1yr

Not Eligible

Eligibility

Elig Fld 1:

Elig Fld 2:

Elig Fld 3:

Elig Fld 4:

Elig Fld 5:

Elig Fld 6:

Elig Fld 7:

Elig Fld 8:

Elig Fld 9:

FEHB Date

FEHB Date:

Step	Action
64.	Select the appropriate radio button to indicate FEHB Eligibility , if applicable. Click the Ok button. <input type="button" value="OK"/>

NOTE: The value in the **Benefit Record Number** field will default to "0". This is correct for nearly every hire action you do, with one exception: For **Consultants**, enter the value of "1".

Step	Action
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.



NOTE: In CSRS Frozen Service, this time span can be entered as a four-number code. The first and second positions indicate the number of years, while the third and fourth positions indicate the number of months. For example, a time span of 5 years and 3 months would be entered in CSRS Frozen Service as 0503.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

FEGLI/Retirement Data/FICA

FEGLI

FEGLI Code: Basic Only

Post 65 Basic Life Reduction:

Living Benefits Coverage Amount:

Retirement

Retirement Plan: FERS and FICA

FERS Coverage:

Previous Retirement Coverage:

Annuitant Indicator: Not Applicable

Annuity Commencement Date:

CSRS Frozen Service:

FICA Status-Employee

FICA Status-Employee:

Step	Action
68.	Click the Ok button. <input type="button" value="OK"/>

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. A 'New Window' link is also present. The main interface has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Job' tab is currently selected. The 'Job Data' section displays the following information:

- Effective Date:** 11/14/2003
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Hire
- NOA Code:** 101
- Empl Status:** Active
- Position:** 00000051 (with search icon) - WG- 6907- 06 MATERIALS HANDLER
- *Job Code:** N92388 (with search icon) - WG- 6907- 06 MATERIALS HANDLER
- *Agency:** HE - Department of HHS
- Sub-Agency:** 11 - Program Support Center
- *Business Unit:** PSC00 - Program Support Center
- *Department:** PEG4 - Pharmacy Services Branch
- *Location:** 241195015 - Perry Point
- Tax Location:** NA (with search icon) - Not Applicable

Additional fields include 'EmplID: NEW', 'Empl Rcd#: 0', 'PAR Status: PROCESSED BY HUMAN RESOURCES', 'Empl Status: Active', 'Posn Mgmt Rcd' (checkbox), and 'Position Override' (checkbox). There are also links for 'Benefits/FEHB Data', 'FEGLI/Retirement/FICA', 'Departmental Hierarchy', and 'Detail'. At the bottom, there are 'Save', 'Previous tab', 'Next tab', and 'Add' buttons.


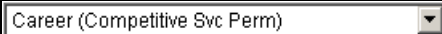

Step	Action
69.	Click the Position tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Position</div>

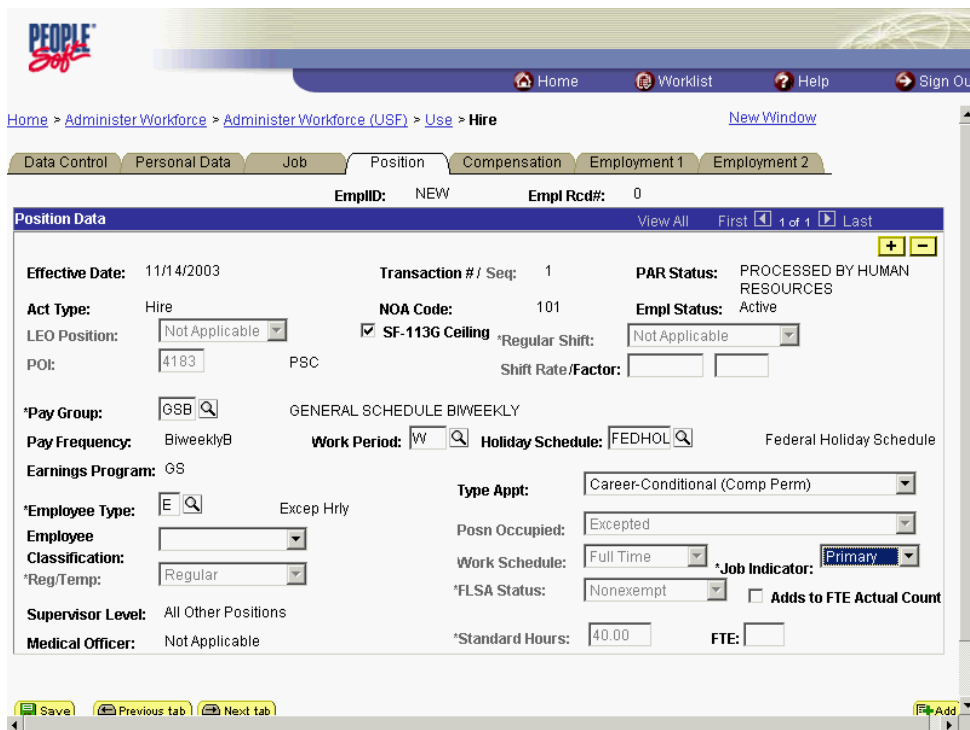
Step	Action
70.	Click in the *Pay Group field. <input type="text"/>

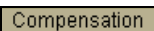
NOTE: The following fields will populate based on the position selected:


- **LEO Position**
- **Regular Shift**
- **POI**
- **Pay Group**
- **Holiday Schedule**
- **Work Period**
- **Reg/Temp**
- **Posn Occupied**
- **Work Schedule**
- **FLSA Status**
- **Supervisor Level**
- **Medical Officer**
- **Standard Hours** (Also known as Base Hours. Be sure this value is per week.)


Step	Action
71.	Enter the desired information into the *Pay Group field. Enter " GSB ".
72.	Click the SF-113G Ceiling checkbox, if applicable. <input type="checkbox"/> SF-113G Ceiling
73.	Click the Employee Classification list. <input type="text"/>

Step	Action
74.	Select the Employee Classification from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference. Click the blank field. 
75.	Click the Type Appt list. 
76.	Select the Type Appt from the dropdown menu. Click Career-Conditional (Comp Perm) 





Step	Action
77.	Click the Compensation tab. 


Step	Action
78.	Click the Pay Rate Determinant list. 

 NOTE: The following fields default based upon the position selected:


- **Pay Basis**
- **Pay Plan**
- **Table**
- **Grade**

Step	Action
79.	Select the Pay Rate Determinant from the dropdown menu. Click Regular Rate 

 NOTE: If the employee is on a Retained Pay Grade, Pay Plan or Special Rate, you should select the appropriate option on the drop down and modify the **Rtnnd PP/Table/Grade** fields accordingly.

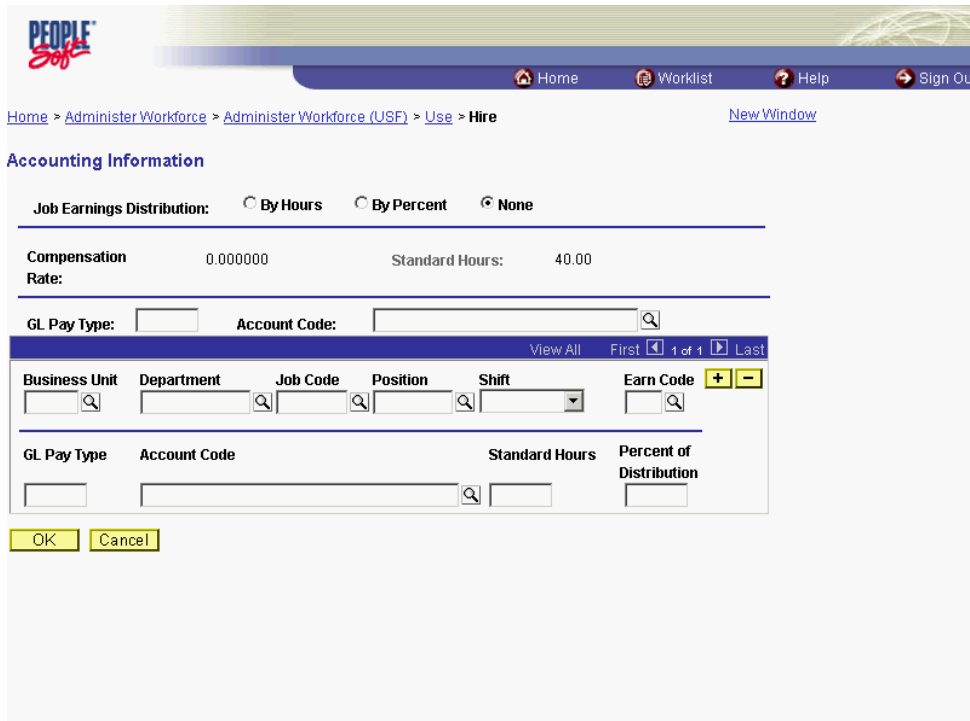
Step	Action
80.	Double-click in the Step field. 

Step	Action
81.	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 " 1 ".

 NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- **Step Entry Date**
- **Base Pay**
- **Loc/LEO Adjust**
- **Total Pay**
- **FEGLI Base**

Step	Action
82.	If the employee is an annuitant, enter the Annuity Offset Amount . The annuity offset amount should be an annual amount.
83.	Click the Accounting Info link. Accounting Info



PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 0.000000 Standard Hours: 40.00

GL Pay Type: Account Code:

View All First 1 of 1 Last

Business Unit	Department	Job Code	Position	Shift	Earn Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


GL Pay Type: Account Code: Standard Hours: Percent of Distribution:

OK Cancel

Training Guide

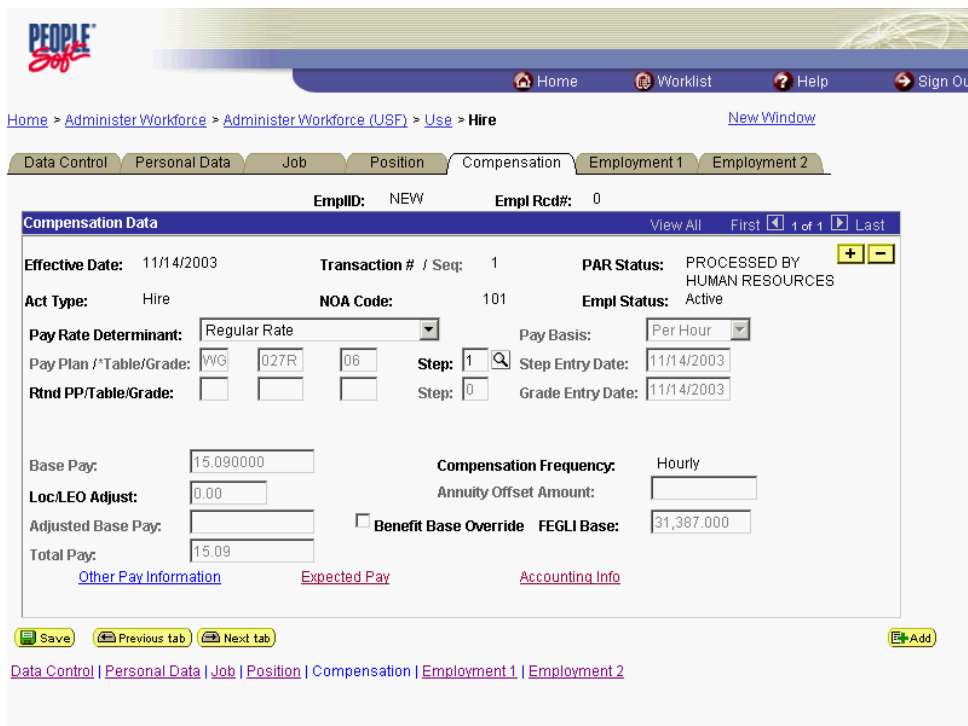
Appointments

Step	Action
84.	Click in the Account Code field. <input type="text"/>
85.	Enter the CAN in the Account Code field. Enter the desired information into the Account Code field. Enter " 1921037R ".



The Common Account Number (CAN) is a required field and must be entered to process the appointment. Once the Hire has been HR Processed, if the CAN was keyed incorrectly, it is the Personnelist's responsibility to process a 002 correction and correct the CAN. A manual modification is sent to payroll to update the old and new Can fields. If a CAN was incorrectly issued for hire or conversion, then notify your Financial Management Office. Your Agency's Financial Management personnel would need to correct the CAN to ensure that the funds are allocated appropriately. Follow current policy. If a CAN is new and does not yet exist in EHRP, notify the Financial Management Office.

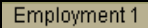
Step	Action
86.	Click the Ok button. <input type="button" value="OK"/>

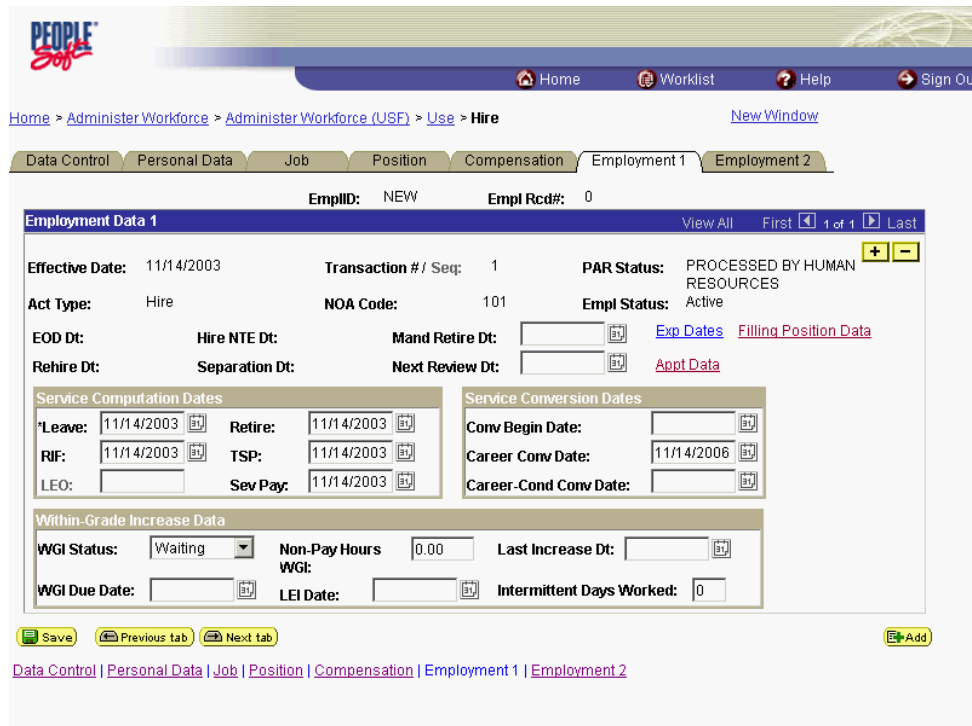


The screenshot shows the 'Compensation Data' screen in the PEOPLE Soft HR system. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > Hire. The screen is divided into tabs: Data Control, Personal Data, Job, Position, Compensation (selected), Employment 1, and Employment 2. The main content area displays the following information:

- EmpID:** NEW **Empl Rcd#:** 0
- Effective Date:** 11/14/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Hire **NOA Code:** 101 **Empl Status:** Active
- Pay Rate Determinant:** Regular Rate **Pay Basis:** Per Hour
- Pay Plan / *Table/Grade:** WVG 027R 06 **Step:** 1 **Step Entry Date:** 11/14/2003
- Rtnd PP/ Table/Grade:** **Step:** 0 **Grade Entry Date:** 11/14/2003
- Base Pay:** 15.090000 **Compensation Frequency:** Hourly
- Loc./LEO Adjust:** 0.00 **Annuity Offset Amount:**
- Adjusted Base Pay:** **Benefit Base Override** **FEGLI Base:** 31,387.000
- Total Pay:** 15.09

At the bottom, there are links for [Other Pay Information](#), [Expected Pay](#), and [Accounting Info](#). Navigation buttons include Save, Previous tab, Next tab, and Add.


Step	Action
87.	Click the Employment 1 tab. 



The screenshot shows the PEOPLE Soft HR system interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > Hire. The navigation tabs include Data Control, Personal Data, Job, Position, Compensation, Employment 1 (selected), and Employment 2. The main content area is titled 'Employment Data 1' and contains the following information:

- EmpID:** NEW, **Empl Rcd#:** 0
- Effective Date:** 11/14/2003, **Transaction # / Seq:** 1, **PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Hire, **NOA Code:** 101, **Empl Status:** Active
- EOD Dt:** [Field], **Hire NTE Dt:** [Field], **Mand Retire Dt:** [Field], [Exp Dates](#), [Filling Position Data](#)
- Rhire Dt:** [Field], **Separation Dt:** [Field], **Next Review Dt:** [Field], [Appt Data](#)
- Service Computation Dates:**
 - Leave: 11/14/2003, Retire: 11/14/2003
 - RIF: 11/14/2003, TSP: 11/14/2003
 - LEO: [Field], Sev Pay: 11/14/2003
- Service Conversion Dates:**
 - Conv Begin Date: [Field]
 - Career Conv Date: 11/14/2006
 - Career-Cond Conv Date: [Field]
- Within-Grade Increase Data:**
 - WGI Status: Waiting, Non-Pay Hours: 0.00, Last Increase Dt: [Field]
 - WGI Due Date: [Field], WGI: [Field], Intermittent Days Worked: 0
 - LEI Date: [Field]

At the bottom of the form, there are buttons for Save, Previous tab, Next tab, and Add. The breadcrumb trail at the bottom is: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2.

Step	Action
88.	Click the Filling Position Data link. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)


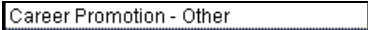
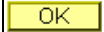
Filling Position

EmpID: NEW Effective Date: 11/14/2003

Filling Position Data View All First 1 of 1 Last

Position Filled By: Not Applicable

OK Cancel

Step	Action
89.	Click the Position Filled By list. 
90.	From the dropdown menu, select the correct method by which the position has been filled. Click Career Promotion - Other 
91.	Click the Ok button. 

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire New Window

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

EmpID: NEW Empl Rcd#: 0

Employment Data 1 View All First 1 of 1 Last

Effective Date: 11/14/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 101 Empl Status: Active

EOD Dt: Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)

Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates		Service Conversion Dates	
*Leave:	<input type="text" value="11/14/2003"/> <input type="button" value="..."/>	Retire:	<input type="text" value="11/14/2003"/> <input type="button" value="..."/>
RIF:	<input type="text" value="11/14/2003"/> <input type="button" value="..."/>	TSP:	<input type="text" value="11/14/2003"/> <input type="button" value="..."/>
LEO:	<input type="text"/> <input type="button" value="..."/>	Sev Pay:	<input type="text" value="11/14/2003"/> <input type="button" value="..."/>
Conv Begin Date:		<input type="text"/> <input type="button" value="..."/>	
Career Conv Date:		<input type="text" value="11/14/2006"/> <input type="button" value="..."/>	
Career-Cond Conv Date:		<input type="text"/> <input type="button" value="..."/>	

Within-Grade Increase Data

WGI Status: Non-Pay Hours: Last Increase Dt:

WGI Due Date: WGI: Intermittent Days Worked:

LEI Date:

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
92.	Click the Appt Data link. Appt Data
93.	From the dropdown menu, select the Special Employment Program , if applicable. NOTE: This is where the Special Program ID would be entered.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:

Benefit Record Number: Severance Pay Previous Weeks:

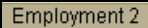
Appointment Limits


Amount: Hours: Days:

Special Employment Program:

Welfare to Work:

Step	Action
94.	NOTE: There is no need to change the default for Welfare to Work . Click the Ok button. <input type="button" value="OK"/>
95.	In the Service Computation Dates section, <ul style="list-style-type: none"> - 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.

Step	Action
96.	Click the Employment 2 tab. 

 NOTE: The **Career Conv (Conversion) Date** will default to 3 years from the effective date when the conditional tenure is selected on the Employment 2 page.

NOTE: The **WGI Status** will default to "Waiting."

NOTE: The **WGI Due Date** will populate automatically. THIS IS WGI DUE DATE, NOT WGI START DATE.

Step	Action
97.	Enter the employee's Union Code , if applicable.

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire

EmpID: NEW Empl Rcd#: 0

Employment Data 2 View All First 1 of 1 Last

Effective Date: 11/14/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 101 Empl Status: Active

Bargaining Unit: 2600 PSC BARGAINING UNIT

Union Code:

Union Anniversary Date:

Reports To Position:

Supervisor ID:

Tenure:

Permanent Data - RIF

Pay Plan/Grade: Comp/Area Level: 03 00

RIF Series:

Probation Dates

Probation Date:

SES Probation Date:

Supv/Manager:

Retained Grade Expires

Begin Date:

Expires Date:

[Phone Nbrs](#) [Non Pay Data](#) [Security Info](#)

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
98.	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. <input type="text"/>

NOTE: The following fields default based on the position selected:

- **Bargaining Unit**
- **Reports To Position**

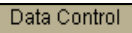

Step	Action
99.	Enter the desired information into the Reports To Position field. Enter " 00000049 ".
100.	Click the Tenure list. <input type="text"/>
101.	Select the appropriate type of tenure. Click Conditional <input type="text"/>
102.	As applicable, enter the employee's compensation area and level 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.

Step	Action
103.	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.
104.	As applicable, enter the employee security information in the Security Info hyperlink.

Step	Action
105.	Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. 
106.	Click the Save button. 

 NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents.

Step	Action
107.	End of Procedure.

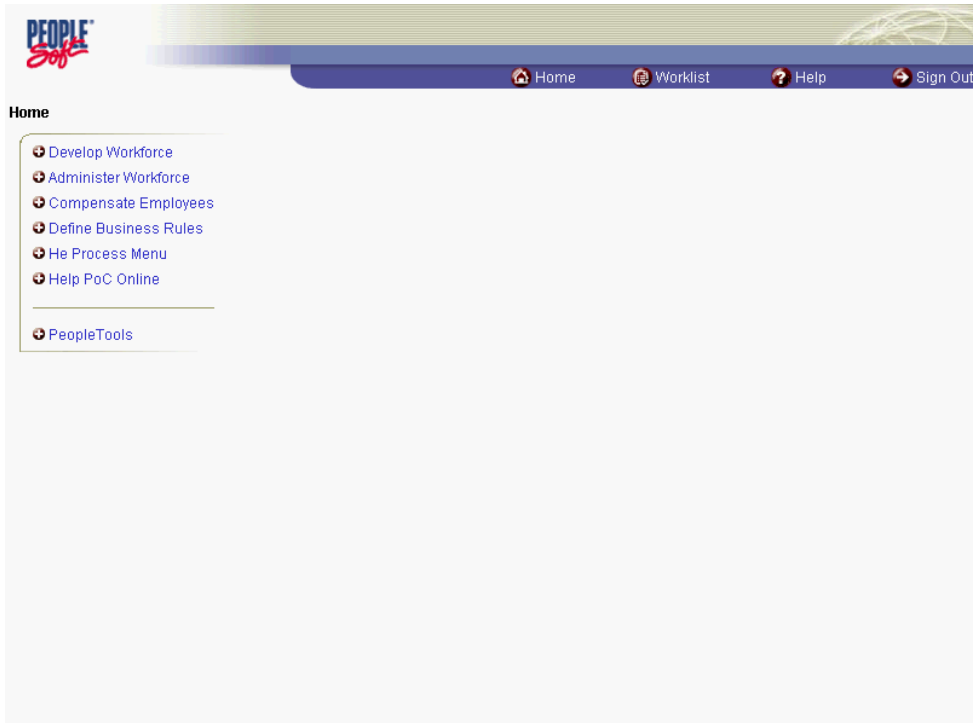
TSP Setup




Introduction

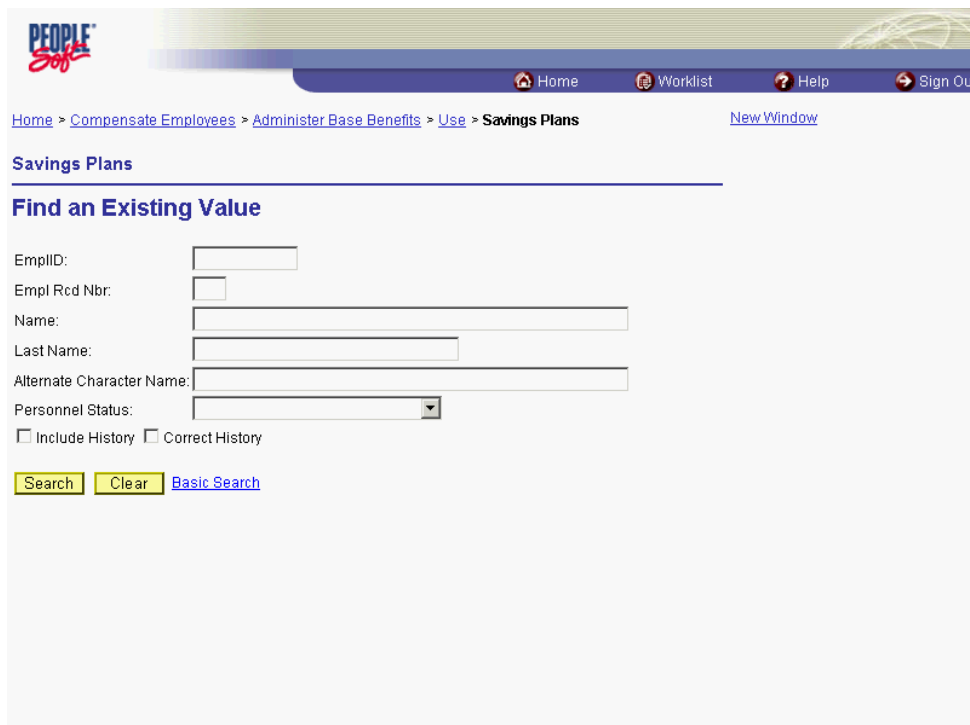
In order to later capture the employee's Thrift savings Plan election, you must set them up under the Savings Plan.



Procedure

The following steps detail the procedure for capturing the employee's Thrift Savings Plan election.



Step	Action
1.	Click the Compensate Employees link.  Compensate Employees
2.	Click the Administer Base Benefits link.  Administer Base Benefits
3.	Click the Use link.  Use
4.	Click the Savings Plans link. Savings Plans



Step	Action
5.	Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " MONROE ".
7.	Click the Search button. 
8.	Select the appropriate employee's record. Click MONROE, SUSAN R
9.	The Plan Type field (TSP) will default to "42".

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Elections

MONROE, SUSAN R ID: 00083393 Empl Rcd#: 0

Highly Compensated

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: [] *TSP Status Date: [] *Deduction Begin Date: [] + -

*TSP Status Code: [] *Election Date: 12/02/2003 []

Participation Election: Elect Waive Terminate

Benefit Plan: [] Option:

Before Tax Investment After Tax Investment

Flat Amount [] Flat Amount []

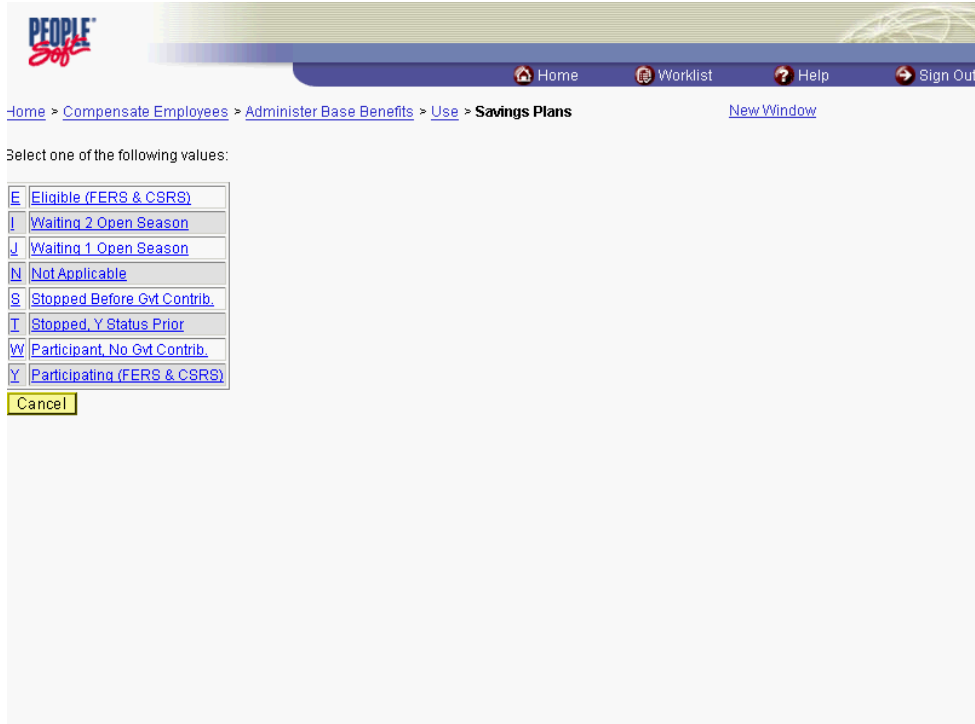
Percent of Gross [] Percent of Gross []

Employee Status: Active Annual Excess Credits:

Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Step	Action
10.	Click in the *Coverage Begin Date field. []
11.	Enter the Coverage Begin Date (same as Effective date of the Hire); this date will also populate the Deduction Begin Date and Election Date fields. Enter the desired information into the *Coverage Begin Date field. Enter " 11/14/2003 ".
12.	Click in the *TSP Status Date field. []
13.	Enter the TSP Status Date . (same as Effective date of Hire) Enter the desired information into the *TSP Status Date field. Enter " 11/14/2003 ".
14.	Click the Lookup TSP Status Code button. []



Step	Action
15.	Select the correct value for the TSP Status Code field. Click Eligible (FERS & CSRS) <input data-bbox="418 1129 711 1161" type="text" value="E Eligible (FERS & CSRS)"/>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Elections

MONROE, SUSAN R ID: 00083393 Empl Rcd#: 0

Highly Compensated

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 11/14/2003 *TSP Status Date: 11/14/2003 *Deduction Begin Date: 11/14/2003 + -

*TSP Status Code: E *Election Date: 12/02/2003

Participation Election: Elect Waive Terminate

Benefit Plan:

Employee Status: Active Option:

Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Step	Action
16.	Click the Save button.
17.	The employee's Thrift Savings Plan election is saved. End of Procedure.

Transfer

In EHRP, when an employee transfers to HHS from another Federal agency, the employee will be processed like a new hire. The employee's data will be entered in the pages of the Hire page group with the NOA code of 130-0.

Transfer

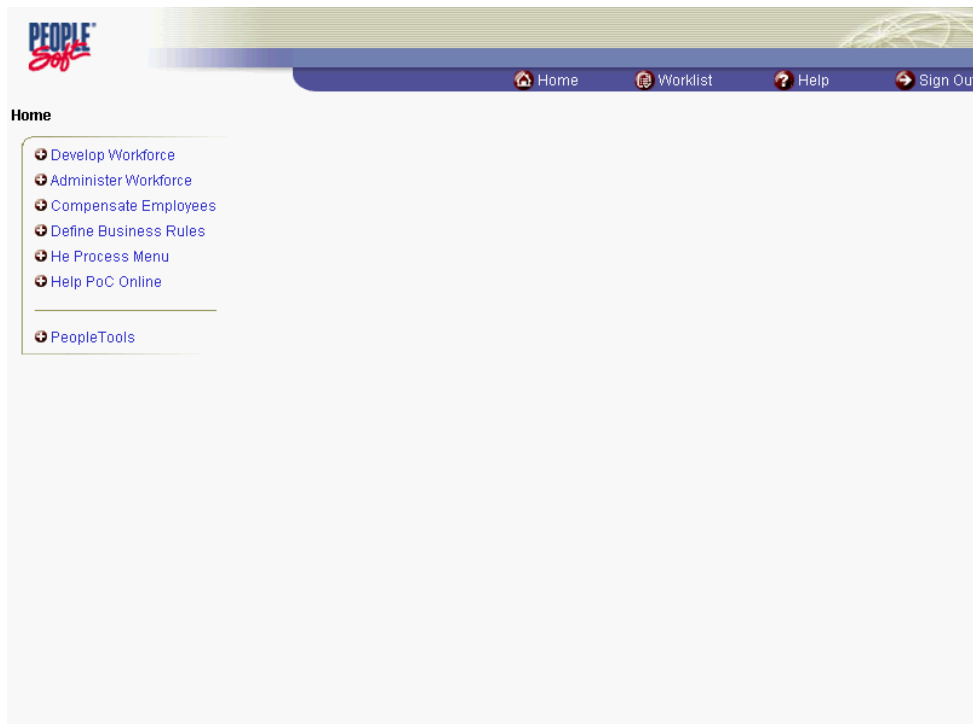
Introduction

In EHRP, when an employee transfers to HHS from another Federal agency, the employee will be processed similar to a new hire. The employee's data will be entered in the pages of the Hire page group with the NOA code of 130-0.

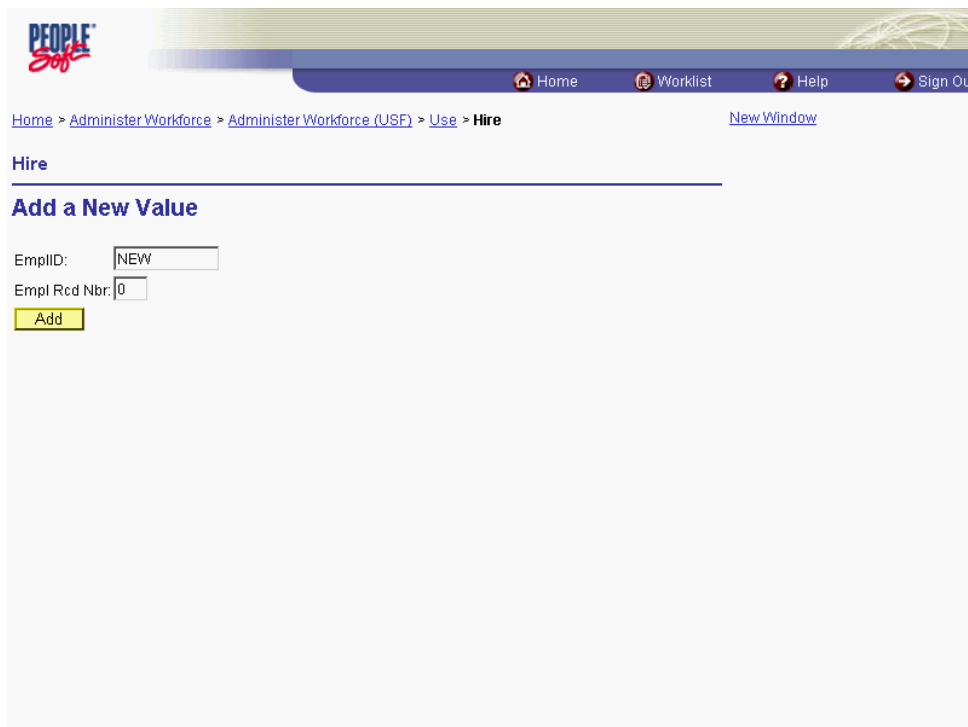
Procedure

The following steps detail the procedure for processing a Transfer.

Step	Action
1.	Before beginning to process a transfer, be sure to make note of the position number to which the employee will be assigned.



Step	Action
2.	Click the Administer Workforce link.
3.	Click the Administer Workforce (USF) link.
4.	Click the Use link.
5.	Click the Hire link.



Step	Action
6.	NOTE: Do not change the Empl Rcd Nbr . It must remain "0." Click the Add button.

The screenshot shows the 'Data Control' form for a new hire appointment. The form includes the following fields and options:

- Actual Effective Date:** A date field with a calendar icon.
- Proposed Effective Date:** 12/03/2003
- Transaction # / Sequence:** Two empty input boxes.
- Not To Exceed Date:** An empty date field.
- *Action:** HIR (Hire)
- PAR Status:** PRO (PROCESSED BY HUMAN RESOURCES)
- *Reason Code:** An empty field with a search icon.
- Contact Emplid:** An empty field with a search icon.
- NOA Code:** An empty field with a search icon.
- NOA Ext:** An empty field with a search icon.
- Authority (1):** An empty field with a search icon.
- Authority (2):** An empty field with a search icon.
- PAR Request#:** An empty field.
- Buttons:** Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Severance Pay.
- Navigation:** Save, Previous tab, Next tab, Add.

Step	Action
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 "12/04/2003" .



NOTE: The EmplID will default in as "New" until the **Save** button is clicked. EHRP will then autogenerate a sequential EmplID for the employee. Do not save until all required fields are completed.



NOTE: The **Proposed Effective Date** field is populated by default with the date entered in the Actual Effective Date field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.

NOTE: The **Transaction #**, will populate with a value of "1."




The Calendar icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.


Training Guide

Appointments


Step	Action
8.	Click in the *Reason Code field. <input type="text"/>

 The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

Step	Action
9.	Enter "XFR" (Transfer) in the Reason Code field. Enter the desired information into the *Reason Code field. Enter " XFR ".
10.	Click in the NOA Code field. <input type="text"/>
11.	In the NOA (Nature of Action) Code field, enter "130." Enter the desired information into the NOA Code field. Enter " 130 ".
12.	Click in the NOA Ext field. <input type="text"/>
13.	Enter the desired information into the NOA Ext field. Enter " 0 ".

 NOTE: The **NOA Ext** has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was "130-0," the NOA Code in EHRP is "130" with a NOA Ext of "0."

Step	Action
14.	Enter the applicable authority in the Authority (1) field. Click in the Authority (1) field. <input type="text"/>
15.	Enter the desired information into the Authority (1) field. Enter " ABT ".
16.	In the PAR Request # field, enter the applicable PAR Request number. Click in the PAR Request# field. <input type="text"/>
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 " 0003790024 ".
18.	Click the PAR Remarks link. PAR Remarks

Step	Action
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 " A01 ".
20.	Press [Tab] .
21.	Click the Ok button. 




NOTE: To add additional remarks, use the **Add a new row** button to insert a row.

NOTE: If the **Remark CD** contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.




NOTE: To enter freeform comments, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.




 The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.


The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. The main content area is titled 'Data Control' and shows 'EmplID: NEW' and 'Empl Rcd#: 0'. The 'Data Control' section includes various fields for appointment details:


- Actual Effective Date:** 12/04/2003
- Proposed Effective Date:** 12/04/2003
- Transaction # / Sequence:** 1 / 1
- Not To Exceed Date:** (empty)
- *Action:** HIR Hire
- PAR Status:** PRO PROCESSED BY HUMAN RESOURCES
- *Reason Code:** XFR Transfer
- Contact EmplID:** (empty)
- NOA Code:** 130 Transfer
- NOA Ext:** 0
- Authority (1):** ABT Reg. 330.707 CLG. Chg to lower grade under ICTAP.
- Authority (2):** (empty)
- PAR Request#:** 0003790024


 At the bottom of the 'Data Control' section, there are buttons for 'Print SF-52', 'Print SF-50', 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Severance Pay'. Below the form are 'Save', 'Previous tab', 'Next tab', and 'Add' buttons. A breadcrumb trail at the bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
22.	Click the Personal Data tab. 


Step	Action
23.	Click the Prefix list. 
24.	Select the Prefix to the employee's name from the dropdown menu. Click MR 
25.	Press [Tab] .
26.	Enter the desired information into the First Name field. Enter " NATHAN ".
27.	In the Middle field enter the employee's middle name or middle initial, as applicable. Click in the Last Name field. 
28.	Enter the desired information into the Last Name field. Enter " JONES ".

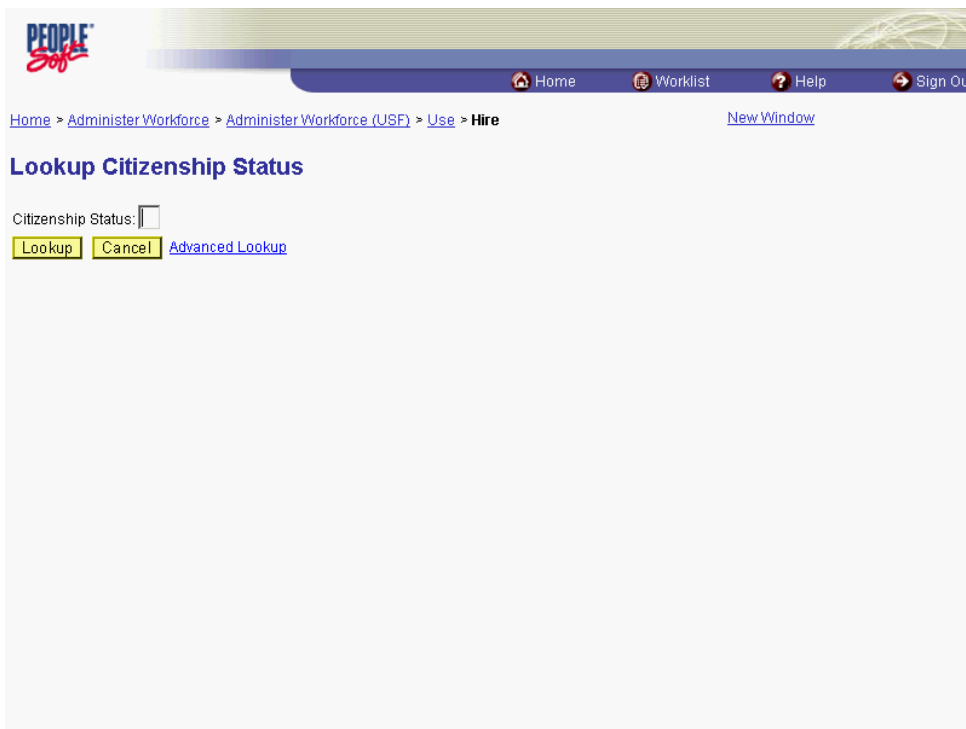
 **NOTE:** While EHRP accepts last names with an apostrophe, the legacy system does not. For last names with an apostrophe, leave a space in lieu of the apostrophe. For hyphenated last names, leave a space in lieu of the hyphen.



Step	Action
29.	Enter the Suffix (i.e. Jr, Sr) for the employee, if applicable. Select the appropriate radio button for Gender . Click the Male option. 

 NOTE: The Name field (grayed out) will populate with the employee's full name.

NOTE: If the suffix you want to use is not available, add the suffix to the end of the last name field.

Step	Action
30.	Enter the Citizenship Status . Click the Lookup Citizenship Status button. 



Step	Action
31.	Click the Lookup button. 
32.	Select the desired Citizenship Status. NOTE: The default is "1" for US citizen. Click U.S. Citizen 

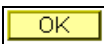
Step	Action
33.	Click the Ethnic Group list.
34.	Select the Ethnic Group from the dropdown menu. NOTE: Upon save, this field will diasappear from view. Click White, not of Hispanic orgin
35.	Click in the *Date of Birth field.
36.	Enter the desired information into the *Date of Birth field. Enter " 06/07/1966 ".
37.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
38.	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.


Only one disability will be recorded. If the employee has multiple disabilities, enter the disability that is most limiting to the employee.

Step	Action
39.	Click the Address Information link. Address Information

Step	Action
40.	<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. The City is restricted to 13 characters. - Enter the Postal (Zip) code. - Enter the State. <p>To save time, these steps will be completed for you.</p>

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this, there are two main form sections: 'Address' and 'Mailing Address'. The 'Address' form is populated with the following information: Country: USA (with a search icon), Address 1: 545 MAIN, Address 2: (empty), Address 3: (empty), City: HOWARDSVILLE, County: Delaware (with a search icon), Postal: 31532, and Res Loc Code: 100237003 (with a search icon). The 'Mailing Address' form is currently empty. At the bottom of the form area, there are 'OK' and 'Cancel' buttons.

Step	Action
41.	<p>Click the Ok button.</p> 

 NOTE: To enter the **Mailing Address**, follow the same steps as the primary address. There is a 25 characters restriction in this address field as well.

NOTE: If the employee uses a different mailing address from his or her primary address, complete the **Mailing Address** area. The **Mailing Address** field is for information purposes only so it will not go to payroll. It could be used to record an employee's foreign address.



NOTE: After the Hire action is completed and saved, you must immediately create another action to capture the address for Payroll. Add another row with the same effective date as the Hire, and use **999-5 NOA**. This new row will copy the address you created in the Hire action, and transmit the address to Payroll.

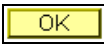
The screenshot shows the 'Personal Data' form in the PEOPLE Soft HR system. At the top, it displays 'EmpID: NEW' and 'Empl Rcd#: 0'. The form includes fields for 'Effective Date' (12/04/2003), 'Transaction # / Seq' (1), 'PAR Status' (PROCESSED BY HUMAN RESOURCES), 'Act Type' (Hire), 'NOA Code' (130), and 'Empl Status' (Active). The 'Name' section contains fields for 'Format Using' (USA), 'Name' (JONES,NATHAN), 'Prefix' (MR), 'First Name' (NATHAN), 'Middle', 'Last Name' (JONES), and 'Suffix'. Other fields include 'Gender' (Male), 'Citizenship Status' (1), 'Ethnic Group' (White, not of Hispanic origin), 'Date of Birth' (06/07/1966), 'Date of Death', 'Draft Status', 'Disability Code' (05), and 'Date Entitled to Medicare'. Navigation links at the bottom include 'Additional Birth Info', 'Address Information', 'Personal Phone Numbers', 'Veterans Info', 'Marital Info', and 'Education Details'.

Step	Action
42.	Click the Veterans Info link. NOTE: If there is no Veterans information, you may skip this step. The Veterans Info defaults to None. Veterans Info
43.	<ul style="list-style-type: none"> - Change the Veterans Preference from the None default using the dropdown menu, if applicable. - 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.
44.	<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>

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (USF) > Use > Hire. A "New Window" link is also visible. The main content area is titled "Veterans Info" and contains a form with the following fields:

- Veterans Preference: [None] (dropdown)
- Veterans Status: [Not indicated] (dropdown)
- Uniformed Service: [] (dropdown)
- Military Separation Status: [] (dropdown)
- Military Grade: [] (dropdown)
- Military Service Start Date: [] (calendar icon)
- End Date: [] (calendar icon)
- Reserve Category: [] (dropdown)
- Creditable Military Service:
- Notify Military Pay Center
- Veterans Preference RIF
- Military Service Verified
- Disabled Veteran

At the bottom of the form, there are two buttons: "OK" and "Cancel".

Step	Action
45.	Click the Ok button. 

PEOPLE Soft

Home Worklist Help Sign Out

EmplID: NEW Empl Rcd#: 0

Personal Data View All First 1 of 1 Last

Effective Date: 12/04/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Hire NOA Code: 130 Empl Status: Active

Name

Format Using: USA United States
 Name: JONES, NATHAN
 Prefix: MR
 First Name: NATHAN Middle:
 Last Name: JONES Suffix:

Gender: Male Female Citizenship Status: 1 Ethnic Group: White, not of Hispanic origin
 Date of Birth: 06/07/1966 Date of Death: Draft Status:
 Disability Code: 05 No Handicap Date Entitled to Medicare:

[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Step	Action
46.	Click the Education Details link. Education Details
47.	<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. To save time, these steps will be completed for you.</p>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Education Details

Degree: 13 Bachelor Degree
 Year Earned/Expected: 1984 GPA: 3.21 Graduated
 Major Code: 020501 Major: SOIL SCIENCES
 School Code: 1304 School: EDWARD WATERS COLLEGE
 State: FL Country: USA Minority Institution
 Credit Hours: 43 Hours Type: Other Pay

OK Cancel

Step	Action
48.	Click the Ok button.

Note: To view or modify the Education information once the employee has been hired, the user would need to go to Home>Develop Workforce>Manage Competencies>Use>Education and update the necessary information.

Note: The Education details hyperlink is not enabled when entering the hire in INI. The Processor must be sure to enter the education details prior to changing the PAR status to PRO and saving the action.

Step	Action
49.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
50.	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.

Act Type: Hire NOA Code: 130 Empl Status: Active

Name

Format Using: USA United States

Name: JONES,NATHAN

Prefix: MR

First Name: NATHAN Middle:

Last Name: JONES Suffix:

Gender: Male Female Citizenship Status: 1 Ethnic Group: White, not of Hispanic origin

*Date of Birth: 06/07/1966 Date of Death: Draft Status:

Disability Code: 05 No Handicap Date Entitled to Medicare:

[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Country: USA *Type/Description: PR National ID:

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
51.	Click in the National ID field. <input type="text"/>
52.	Enter the National ID , which is the employee's Social Security Number (SSN). Enter the desired information into the National ID field. Enter " 105668735 ".
53.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Personal Data View All First 1 of 1 Last

Effective Date: 12/04/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Hire NOA Code: 130 Empl Status: Active

Name

Format Using: USA United States

Name: JONES,NATHAN


Prefix: MR

First Name: NATHAN Middle:

Last Name: JONES Suffix:

Gender: Male Female Citizenship Status: 1 Ethnic Group: White, not of Hispanic origin

Date of Birth: 06/07/1966 Date of Death: Draft Status:

Step	Action
54.	Click the Job tab. 

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Job Data View All First 1 of 1 Last

Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 130 Empl Status: Active

Position: Posn Mgmt Rcd

*Job Code: Position Override

*Agency: Transferred From Agency:

Sub-Agency: Transferred To Agency:

*Business Unit: DHHS0 Dept of Health and Human Svc [Benefits/FEHB Data](#)

*Department: [FEGLI/Retirement/FICA](#)

*Location: [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

Save Previous tab Next tab Add

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
55.	Enter the desired information into the Position field. Enter " 0000057 ".

NOTE: The following fields on this page will populate based upon the Position that has been entered:

- **Job Code** (formerly the "PD#")
- **Agency**
- **Sub-Agency**
- **Business Unit**
- **Department** (formerly the "Admin Code")
- **Location** (formerly the "GeoLoc Code")
- **Tax Location**

Step	Action
56.	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.
57.	Click in the Transferred From Agency field. <input type="checkbox"/>
58.	Enter the desired information into the Transferred From Agency field. Enter " AG ".

Training Guide

Appointments

Step	Action
59.	Click the Benefits/FEHB Data link. Benefits/FEHB Data

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Benefits/FEHB Data

Benefits Control

Benefit Record Number: Benefits Employee Status: Active

BAS Group ID:

Benefit Program: FEDERAL GOVT EMPLOYEES

FEHB Eligibility

Permanent

Continuing Coverage

Temporary Appointment > 1 yr

Temp Appt < 1yr + FedSvc > 1yr

Not Eligible

Eligibility

Elig Fid 1:

Elig Fid 2:

Elig Fid 3:

Elig Fid 4:

Elig Fid 5:

Elig Fid 6:

Elig Fid 7:

Elig Fid 8:


Elig Fid 9:

FEHB Date

FEHB Date:

Step	Action
60.	Click the Ok button. <input type="button" value="OK"/>

Step	Action
61.	Click the FEGLI/Retirement/FICA link.
62.	<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.
63.	For CSRS Frozen Service , enter the appropriate service time, if applicable. Confirm the default of "N" or modify the FICA Status-Employee field.

 **NOTE:** In CSRS Frozen Service, this time span can be entered as a four-number code. The first and second positions indicate the number of years, while the third and fourth positions indicate the number of months. For example, a time span of 5 years and 3 months would be entered in CSRS Frozen Service as 0503.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

FEGLI/Retirement Data/FICA

FEGLI

FEGLI Code: 00 Basic Only

Post 65 Basic Life Reduction:

Living Benefits Coverage Amount:

Retirement

Retirement Plan: K FERS and FICA

FERS Coverage: Automatically Covered By FERS

Previous Retirement Coverage: Never Covered

Annuitant Indicator: 9 Not Applicable

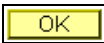
Annuity Commencement Date:

CSRS Frozen Service: 0000

FICA Status-Employee

FICA Status-Employee: N

OK Cancel

Step	Action
64.	Click the Ok button. 

The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Position' tab is currently selected. The 'Job Data' section shows the following information:

- Effective Date:** 12/04/2003
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Hire
- NOA Code:** 130
- Empl Status:** Active
- Position:** 00000057 (with search icon) GS- 0201- 15 SPECIAL INITIATIVES MANAGER
- *Job Code:** 96H122 (with search icon) GS- 0201- 15 SPECIAL INITIATIVES MANAGER
- *Agency:** HE Department of HHS
- Sub-Agency:** 11 Program Support Center
- Transferred From Agency:** AG (with search icon)
- Transferred To Agency:** (empty)
- *Business Unit:** PSC00 Program Support Center
- *Department:** PBA Office Of The Director
- *Location:** 241360031 Rockville
- Tax Location:** NA (with search icon) Not Applicable

At the bottom of the form, there are buttons for 'Save', 'Previous tab', 'Next tab', and 'Add'. Below the form is a breadcrumb trail: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.


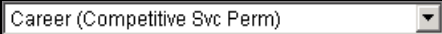
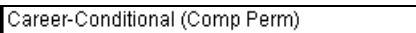
Step	Action
65.	Click the Position tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Position</div>

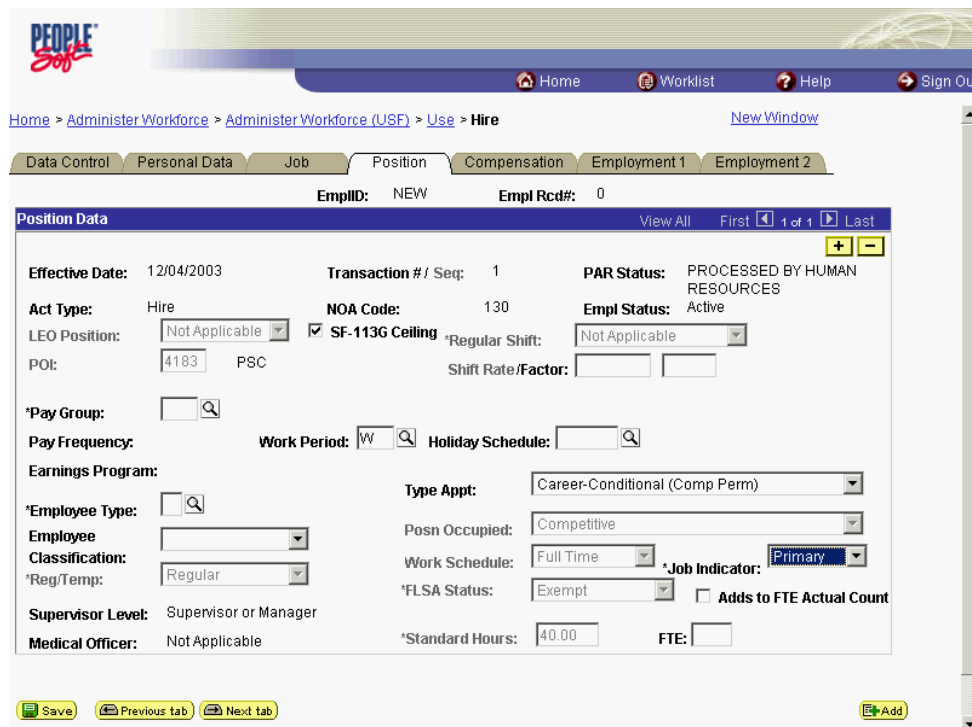
Step	Action
66.	Click the SF-113G Ceiling checkbox, if applicable. Click the SF-113G Ceiling option.

NOTE: The following fields will populate based on the position selected:

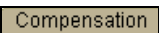
- **LEO Position**
- **Regular Shift**
- **POI**
- **Pay Group**
- **Work Period**
- **Reg/Temp**
- **Posn Occupied**
- **Work Schedule**
- **FLSA Status**
- **Supervisor Level**
- **Medical Officer**
- **Standard Hours** (Also known as Base Hours. Be sure this value is per week.)

Step	Action
67.	Click the Employee Classification list.


Step	Action
68.	Select the Employee Classification from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference. Click the blank field. 
69.	Click the Type Appt list. 
70.	Select the Type Appt from the dropdown menu. Click Career-Conditional (Comp Perm) 




The screenshot shows the 'Position Data' form in the PEOPLE Soft system. The 'Type Appt' dropdown is set to 'Career-Conditional (Comp Perm)'. Other visible fields include: Effective Date: 12/04/2003, Transaction # / Seq: 1, PAR Status: PROCESSED BY HUMAN RESOURCES, Act Type: Hire, NOA Code: 130, Empl Status: Active, LEO Position: Not Applicable, SF-113G Ceiling: checked, Regular Shift: Not Applicable, POI: 4183 PSC, Work Period: W, Holiday Schedule: (blank), Earnings Program: (blank), Employee Type: (blank), Employee: (blank), Classification: Regular, Reg/Temp: Regular, Supervisor Level: Supervisor or Manager, Medical Officer: Not Applicable, Standard Hours: 40.00, FTE: (blank). Navigation buttons at the bottom include Save, Previous tab, Next tab, and Add.



Step	Action
71.	Click the Compensation tab. 

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. The main content area is titled 'Compensation Data' and includes fields for 'Effective Date' (12/04/2003), 'Transaction # / Seq' (1), 'PAR Status' (PROCESSED BY HUMAN RESOURCES), 'Act Type' (Hire), 'NOA Code' (130), and 'Empl Status' (Active). A 'Pay Rate Determinant' dropdown menu is set to 'Regular Rate'. Other fields include 'Pay Basis' (Per Annum), 'Pay Plan / Table/Grade' (GS 0000 15), 'Step' (0), 'Step Entry Date', 'Rtrnd PP/Table/Grade', 'Grade Entry Date' (12/04/2003), 'Base Pay', 'Compensation Frequency' (Annual), 'Loc.LEO Adjust' (0.00), 'Adjusted Base Pay', 'Total Pay', 'Benefit Base Override', and 'FEGLI Base'. There are also buttons for 'Save', 'Previous tab', 'Next tab', and 'Add'.

Step	Action
72.	Click the Pay Rate Determinant list. 

 NOTE: The following fields default based upon the position selected:

- **Pay Basis**
- **Pay Plan**
- **Table**
- **Grade**

Step	Action
73.	Select the appropriate Pay Rate Determinant from the drop-down menu. Click Regular Rate 
74.	Double-click in the Step field. 
75.	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 "0" .



NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- **Step Entry Date**
- **Base Pay**
- **Loc/LEO Adjust**
- **Total Pay**
- **FEGLI Base**

Step	Action
76.	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.

Step	Action
77.	Click the Accounting Info link. Accounting Info

The screenshot shows the PEOPLE SOFT web interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. A 'New Window' link is visible on the right. The main content area is titled 'Accounting Information'. It features a 'Job Earnings Distribution' section with radio buttons for 'By Hours', 'By Percent', and 'None' (which is selected). Below this, the 'Compensation Rate' is set to 0.000000 and 'Standard Hours' is 40.00. There are input fields for 'GL Pay Type' and 'Account Code'. A table with columns 'Business Unit', 'Department', 'Job Code', 'Position', 'Shift', and 'Earn Code' is present, with search icons and a 'View All' link. Below the table, there are more input fields for 'GL Pay Type', 'Account Code', 'Standard Hours', and 'Percent of Distribution'. At the bottom, there are 'OK' and 'Cancel' buttons.

Step	Action
78.	Enter the CAN in the Account Code field. Click in the Account Code field. <input type="text"/>
79.	Enter the desired information into the Account Code field. Enter " 1921024R ".

The Common Account Number (CAN) is a required field and must be entered to process the appointment. Once the Hire has been HR Processed, if the CAN was keyed incorrectly, it is the Personnelist's responsibility to process a 002 correction and correct the CAN. Your Agency's Financial Management personnel would need to correct the CAN to insure that the funds are allocated appropriately. If a CAN is new and does not yet exist in EHRP, the EHRP team would need to obtain an official file updated from Financial Management to load the new value into EHRP.

Step	Action
80.	Click the Ok button. <input type="button" value="OK"/>

The screenshot shows the PEOPLE Soft HR system interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > Hire. The 'Compensation' tab is selected, showing 'Compensation Data' for a new hire (EmplID: NEW, Empl Rcd#: 0). The effective date is 12/04/2003, and the transaction is 1. The PAR status is 'PROCESSED BY HUMAN RESOURCES'. The act type is 'Hire' with a NOA code of 130. The pay rate determinant is 'Regular Rate' and the pay basis is 'Per Annum'. The base pay is 0.00, and the compensation frequency is 'Annual'. There are buttons for 'Save', 'Previous tab', 'Next tab', and 'Add' at the bottom.

Step	Action
81.	Click the Employment 1 tab. <input type="button" value="Employment 1"/>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Employment Data 1 View All First 1 of 1 Last

Effective Date: 12/04/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 130 Empl Status: Active

EOD Dt: Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)

Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 12/04/2003 Retire: 12/04/2003

RIF: 12/04/2003 TSP: 12/04/2003

LEO: Sev Pay: 12/04/2003

Service Conversion Dates

Conv Begin Date:

Career Conv Date: 12/04/2006

Career-Cond Conv Date:

Within-Grade Increase Data

WGI Status: Non-Pay Hours: 0.00 Last Increase Dt:



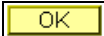
WGI: WGI Due Date:

LEI Date: Intermittent Days Worked: 0

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
82.	Click the Filling Position Data link. Filling Position Data



Step	Action
83.	Click the Position Filled By list. 
84.	From the dropdown menu, select the correct method by which the position has been filled. Click Outside Dept, Comp Prom 
85.	Click the Ok button. 

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

EmpID: NEW Empl Rcd#: 0

Employment Data 1 [View All](#) First 1 of 1 Last

Effective Date: 12/04/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 130 Empl Status: Active

EOD Dt: Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)

Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 12/04/2003 Retire: 12/04/2003

RIF: 12/04/2003 TSP: 12/04/2003

LEO: Sev Pay: 12/04/2003

Service Conversion Dates

Conv Begin Date:

Career Conv Date: 12/04/2006

Career-Cond Conv Date:

Within-Grade Increase Data

WGI Status: Non-Pay Hours: 0.00 Last Increase Dt:

WGI Due Date: WGI: Intermittent Days Worked: 0

LEI Date:

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
86.	Click the Appt Data link.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > Hire [New Window](#)

Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:




Benefit Record Number: Severance Pay Previous Weeks:


Appointment Limits

Amount: Hours: Days:

Special Employment Program:

Welfare to Work:

Step	Action
87.	Click the Special Employment Program list. 
88.	From the dropdown menu, select the Special Employment Program , if applicable. NOTE: This is where the Special Program ID would be entered. Click Pay 
89.	NOTE: Welfare to Work should not be captured here. Click the Ok button. 
90.	In the Service Computation Dates section, <ul style="list-style-type: none"> - 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.

 NOTE: The Service Computation Dates will default to the hire date. Modify the dates for the employee's prior creditable service.

NOTE: The severance pay service computation date is for establishing the employee's severance pay computation.

Step	Action
91.	<ul style="list-style-type: none"> - Enter the Conv (Conversion) Begin Date, if applicable. - Enter the Career Conv Date, if applicable. - Enter the Career-Cond Conv Date, if applicable.
92.	<p>The WGI Status will default to "Waiting."</p> <p>NOTE: The WGI Due Date will populate automatically. THIS IS WGI DUE DATE NOT WGI START DATE.</p> <p>Modify the LEI Date, if applicable.</p>



NOTE: The LEI Date is the date of the last equivalent increase for this employee. It is the begin date for the time counting towards the within grade increase. In the case of a transfer which represents a promotion, the LEI date will be the date of the transfer.



Step	Action
93.	<p>Click the Employment 2 tab.</p> <p>Employment 2</p>
94.	<p>NOTE: The following fields default based on the position selected:</p> <ul style="list-style-type: none"> - Bargaining Unit - Reports to Position - Union Code

Step	Action
95.	This field will default from the Position. Click in the Reports To Position field. <input type="text"/>
96.	Click the Tenure list. <input type="text"/>
97.	In the Tenure field, select the appropriate type of tenure. Click Permanent <input type="text" value="Permanent"/>
98.	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.

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.

Step	Action
99.	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.
100.	As applicable, enter the employee security information in the Security Info hyperlink.

The screenshot shows the 'Hire' process in the PEOPLE SOFT system. The 'Data Control' tab is selected, and the 'PAR Status' is 'PROCESSED BY HUMAN RESOURCES'. The 'Probation Dates' section includes fields for 'Probation Date', 'SES Probation Date', and 'Supv/Manager Probation Date'. The 'Retained Grade Expires' section includes 'Begin Date' and 'Expires Date' fields. The 'Save' button is highlighted at the bottom.

Step	Action
101.	Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. 
102.	NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents. Click the Save button. 
103.	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.

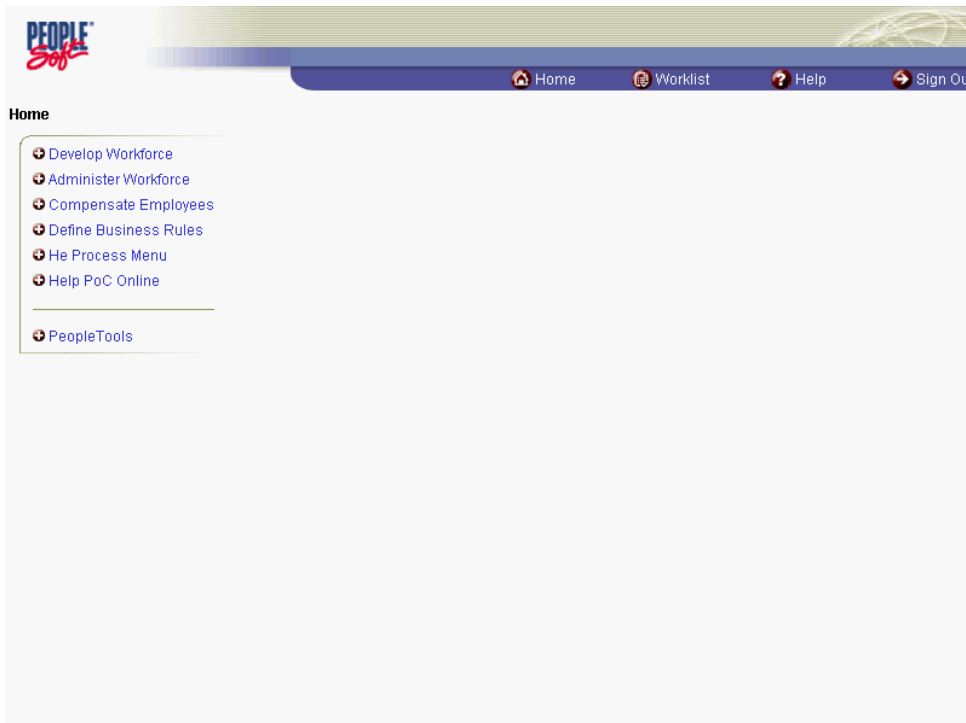
TSP Setup - Transfer

Introduction

In order to later capture the employee's Thrift savings Plan election, you must set them up under the Savings Plan.

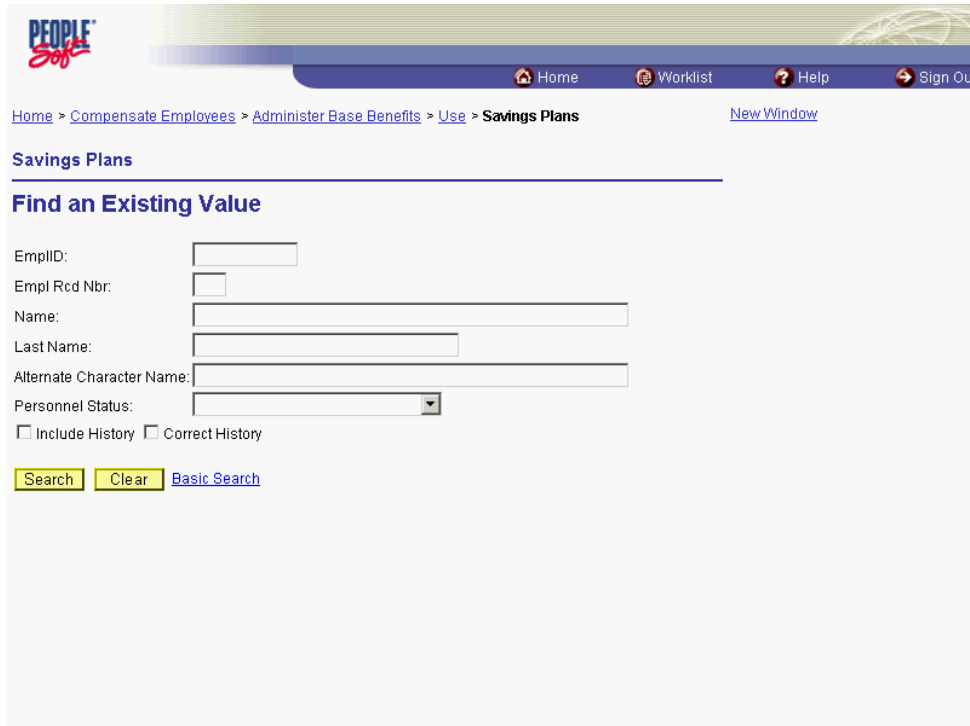
Procedure

The following steps detail the procedure for capturing the employee's Thrift Savings Plan election.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use

Step	Action
4.	Click the Savings Plans link. Savings Plans



Step	Action
5.	Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " MONROE ".
7.	Click the Search button. <input type="button" value="Search"/>
8.	Select the appropriate employee's record. Click MONROE, SUSAN R
9.	The Plan Type field (TSP) will default to "42".

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Elections

MONROE, SUSAN R ID: 00083393 Empl Rcd#: 0

Highly Compensated

Plan Type [Find | View All](#) First 1 of 1 Last

*Plan Type: 42 Thrift Savings Plan

Coverage [Find | View All](#) First 1 of 1 Last

*Coverage Begin Date: [] *TSP Status Date: [] *Deduction Begin Date: []

Participation Election: Elect Waive Terminate *Election Date: 12/02/2003

Benefit Plan: [] Option:

Before Tax Investment: Flat Amount [] Percent of Gross []

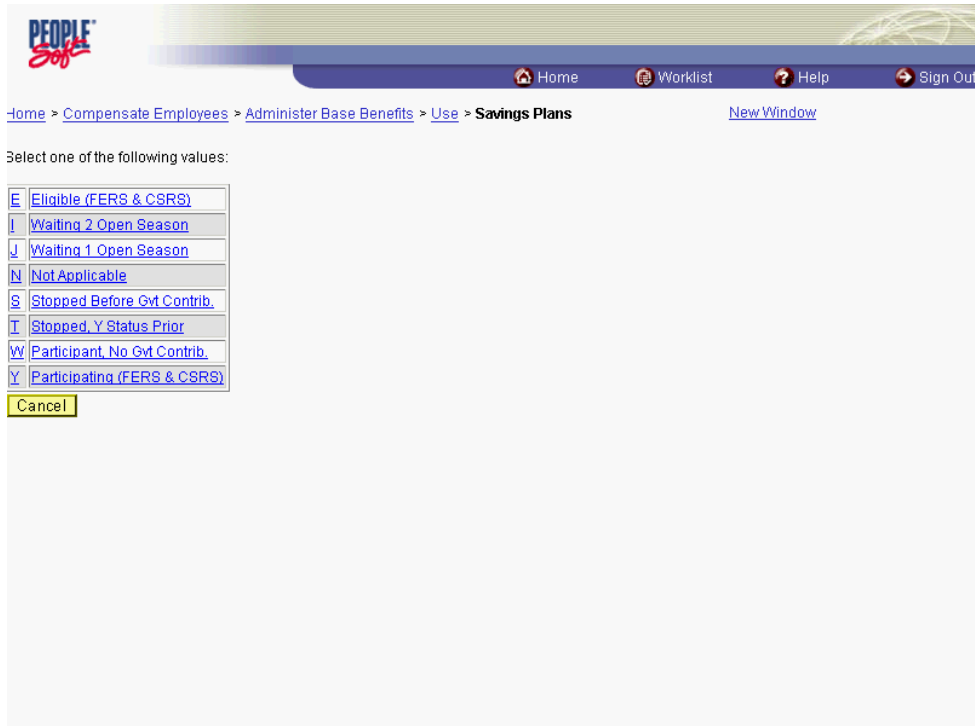
After Tax Investment: Flat Amount [] Percent of Gross []

Employee Status: Active Annual Excess Credits:

Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Step	Action
10.	Click in the *Coverage Begin Date field. []
11.	Enter the Coverage Begin Date (same as Effective date of the Hire); this date will also populate the Deduction Begin Date and Election Date fields. Enter the desired information into the *Coverage Begin Date field. Enter "11/14/2003" .
12.	Click in the *TSP Status Date field. []
13.	Enter the TSP Status Date . (same as Effective date of Hire) Enter the desired information into the *TSP Status Date field. Enter "11/14/2003" .
14.	Click the Lookup TSP Status Code button. []



Step	Action
15.	<p>Select the correct value for the TSP Status Code field. Click Eligible (FERS & CSRS)</p> <p><input type="text" value="E Eligible (FERS & CSRS)"/></p>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Elections

MONROE,SUSAN R ID: 00083393 Empl Rcd#: 0

Highly Compensated

Plan Type [Find | View All](#) First 1 of 1 Last

*Plan Type: 42 Thrift Savings Plan [+](#) [-](#)

Coverage [Find | View All](#) First 1 of 1 Last

*Coverage Begin Date: 11/14/2003 *TSP Status Date: 11/14/2003 *Deduction Begin Date: 11/14/2003 [+](#) [-](#)

*TSP Status Code: E *Election Date: 12/02/2003

Participation Election: Elect Waive Terminate

Benefit Plan:

Option:

Before Tax Investment Flat Amount

Percent of Gross



After Tax Investment Flat Amount

Percent of Gross

Employee Status: Active Annual Excess Credits:

Benefit Program: GOVT

[Save](#) [Return to Search](#) [Next in List](#) [Previous in List](#) [Update/Display](#) [Include History](#) [Correct History](#)

Step	Action
16.	In the Participant Election field, select the Waive radio button. In this example the employee Status Code is E for eligible to contribute, but is not contributing. Click the Waive option. 
17.	Click the Save button. 
18.	The employee's Thrift Savings Plan election is saved. End of Procedure.

Change in Appointing Office/Rehire in Different OpDiv

There are two instances when an HR user may try to hire an employee who is already on the EHRP database: A change between appointing offices or OpDiv's and rehiring an employee whose record is already on the database. EHRP will not allow an HR user to process a hire of an employee whose social security number is already on the database. Security will be limited to the losing agency or the agency the employee was last employed by.

The following procedures identifies the steps necessary to do a CAO or rehire.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Rehire

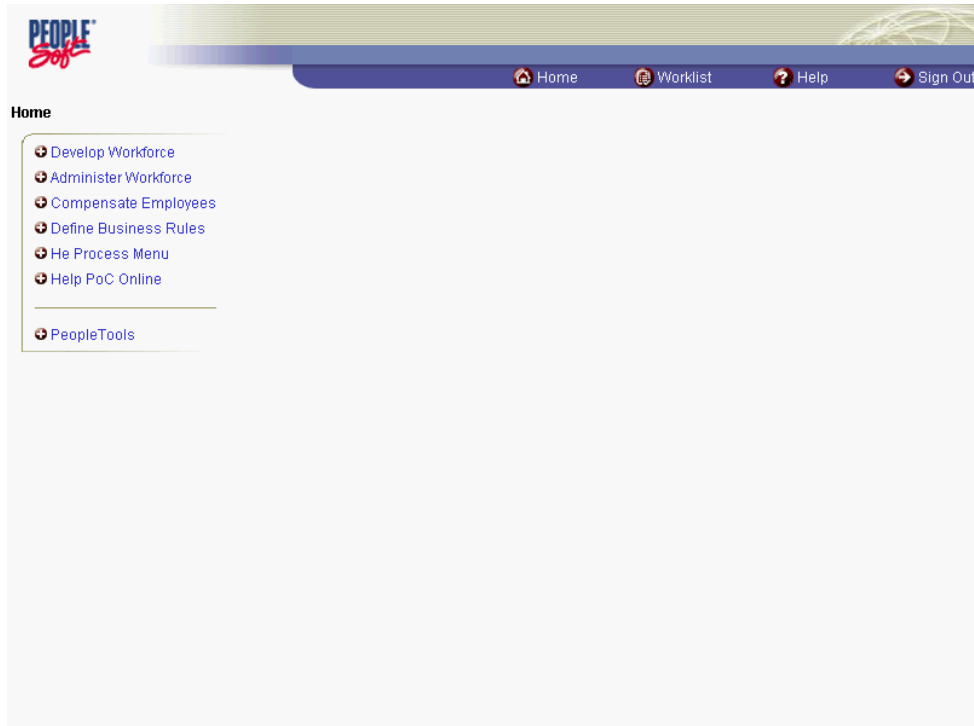
Introduction

In EHRP, the user will process the CAO when an employee moves between OpDiv's. Security will prevent the gaining agency from retrieving the employee's record until the losing agency has initiated a PAR action with position information for the gaining agency. Therefore, it is extremely important that the gaining agency contact the losing agency as soon as a selection is made.

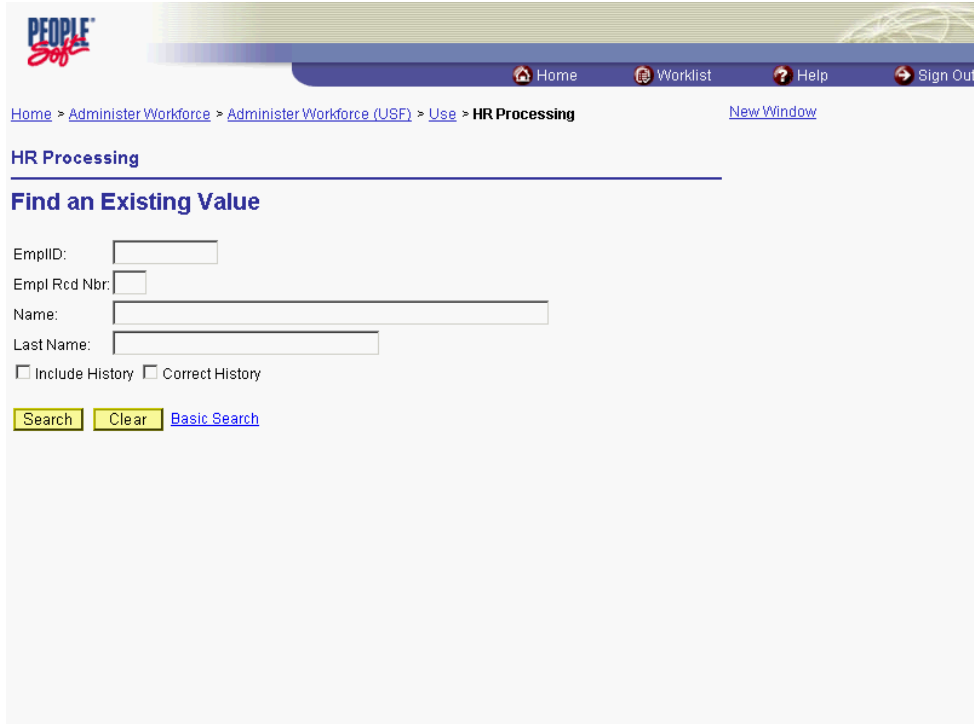
NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.




Procedure

The following steps detail the procedure for processing a CAO.



Step	Action
1.	Click the Administer Workforce link. Administer Workforce
2.	Click the Administer Workforce (USF) link. Administer Workforce (USF)
3.	Click the Use link. Use
4.	Click the HR Processing link. HR Processing



Step	Action
5.	Select the appropriate employee's record. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " HILL ".
7.	Click the Search button. 
8.	Select the desired employee. Click HILL, ZELDA 

Step	Action
9.	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.
10.	Triple-click the Actual Effective Date object.
11.	In the Actual Effective Date field, type the date the reinstatement is to become effective in the system. Enter the desired information into the Actual Effective Date field. Enter "12/10/2003" .

NOTE: The **Proposed Effective Date** field is populated by default with the date entered in the **Actual Effective Date** field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.

NOTE: The **Transaction #**, will populate with a value of "1."

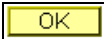
Step	Action
12.	Click in the *Action field.
13.	Enter "REH" (Rehire), in the Action Code field. Enter the desired information into the *Action field. Enter "REH" .


Step	Action
14.	Click in the *Reason Code field. <input type="checkbox"/>
15.	Enter the desired information into the *Reason Code field. Enter " REH ".
16.	Click in the NOA Code field. <input type="checkbox"/>
17.	Enter NOA (Nature of Action) Code "140" (Reinstatement Career). Enter the desired information into the NOA Code field. Enter " 140 ".
18.	Click in the NOA Ext field. <input type="checkbox"/>
19.	Enter the desired information into the NOA Ext field. Enter " 0 ".




NOTE: The **NOA Ext** has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was "1400," the NOA Code in EHRP is "140" with a NOA Ext of "0."


Step	Action
20.	Click in the Authority (1) field. <input type="checkbox"/>
21.	Enter the applicable authority in the Authority (1) field. Enter the desired information into the Authority (1) field. Enter " KQM ".
22.	Enter Authority (2) , if applicable. Click in the PAR Request# field. <input type="text"/>
23.	In the PAR Request # field, enter the applicable PAR Request number. Enter the desired information into the PAR Request# field. Enter " 0000957043 ".
24.	Click the PAR Remarks link. PAR Remarks

Step	Action
25.	Enter the desired information into the Remark CD field. Enter " M01 ". Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark.
26.	Press [Tab] .
27.	Click the Ok button. 

 NOTE: To add additional remarks, use the **Add a new row** button to insert a row.

NOTE: If the **Remark CD** contains a "*****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

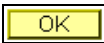
 NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action.


 The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

The screenshot displays the 'Data Control' section of the PEOPLE Soft HR system. At the top, there are navigation tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The employee name 'HILL, ZELDA' and 'EmplID: 0046' are visible. The 'Data Control' form includes several input fields and buttons:

- Actual Effective Date:** 12/10/2003
- Proposed Effective Date:** 12/10/2003
- Transaction # / Sequence:** 1 / 1
- Action:** REH (Rehire)
- Reason Code:** REH (Rehire)
- NOA Code:** 140 (Reins-Career)
- Authority (1):** KQM
- Authority (2):** (empty)
- PAR Request#:** 0000957043
- Buttons:** Print SF-52, Print SF-50, PAR Remarks, Award Data, Tracking Data, Retroactive TSP, Transfer In Data?

Step	Action
28.	Click the Tracking Data link. Tracking Data
29.	Enter any necessary Comment or review comments make by management. NOTE: There is a 30 character limit in the Comment field.

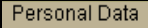
Step	Action
30.	Click the Ok button. 



The **Job Tracking Info** page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by colleagues in relation to this particular action may be read and entered on this page.

NOTE: There is a 30 character limit in the **Comment** field. Insert additional rows to add comments beyond 30 characters.


The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area is titled 'Data Control' and shows the 'Personal Data' tab selected. The employee name is 'HILL, ZELDA', 'EmpID: 0046', and 'Empl Rcd#: 0'. The 'Data Control' section includes fields for 'Actual Effective Date' (12/10/2003), 'Proposed Effective Date' (12/10/2003), 'Transaction #/ Sequence' (1/1), 'Not To Exceed Date', 'Action' (REH - Rehire), 'Reason Code' (REH - Rehire), 'NOA Code' (140 - Reins-Career), 'Authority (1)' (KQM), and 'Authority (2)'. There are also buttons for 'Print SF-52', 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', 'Retroactive TSP', and 'Transfer In Data?'. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
31.	Click the Personal Data tab. 
32.	NOTE: This page will be populated with information from the previous PAR record. Modify the data as necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.


Act Type: Rehire **NOA Code:** 140 **Empl Status:** Terminated With Pay

Name
Format Using: USA United States
Name: HILL,ZELDA
Prefix:
First Name: Zelda **Middle:**
Last Name: Hill **Suffix:**
Gender: Male Female **Citizenship Status:** 1 **Ethnic Group:** Chinese
***Date of Birth:** 05/05/1969 **Date of Death:** **Draft Status:**
Disability Code: 05 No Handicap **Date Entitled to Medicare:**
[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)
Country: USA ***Type/Description:** PR **National ID:** 100-17-0001

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
33.	Click the Address Information link. Address Information
34.	NOTE: This page will be populated with information from the previous PAR record. If any of the employee's address data has changed, modify the data. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Worklist', 'Help', and 'Sign Out' links. Below the navigation bar is a 'PEOPLE Soft' logo. The main content area contains two form sections: 'Address' and 'Mailing Address'.
Address Form:
 - Country: USA (dropdown), United States (text)
 - Address 1: 1 Barton Street
 - Address 2: (empty)
 - Address 3: (empty)
 - City: Arlington
 - County: (empty)
 - Postal: 22201
 - State: VA (dropdown), Virginia (text)
 - Res Loc Code: 510320051 (text)
Mailing Address Form:
 - Country: USA (dropdown), United States (text)
 - Address 1: (empty)
 - Address 2: (empty)
 - Address 3: (empty)
 - City: (empty)
 - County: (empty)
 - Postal: (empty)
 - State: (empty)
 At the bottom of the form are two buttons: 'OK' and 'Cancel'.

Step	Action
35.	Click the Ok button. 

Home Worklist Help Sign Out

HILL_ZELDA EmpID: 0046 Empl Rcd#: 0

Personal Data View All First 1 of 2 Last

Effective Date: 12/10/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES
Act Type: Rehire **NOA Code:** 140 **Empl Status:** Terminated With Pay

Name

Format Using: USA United States
Name: HILL,ZELDA
Prefix:
First Name: ZELDA **Middle:**
Last Name: HILL **Suffix:**

Gender: Male Female **Citizenship Status:** 1 **Ethnic Group:** Chinese
Date of Birth: 05/05/1969 **Date of Death:** **Draft Status:**
Disability Code: 05 No Handicap **Date Entitled to Medicare:**

[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

Step	Action
36.	Click the Veterans Info link. Veterans Info

The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is visible on the right. The main content area is titled 'Veterans Info' and contains a form with the following fields:

- Veterans Preference:
- Veterans Status:
- Uniformed Service:
- Military Separation Status: Military Grade:
- Military Service Start Date: End Date:
- Reserve Category:
- Creditable Military Service:
- Notify Military Pay Center Veterans Preference RIF
- Military Service Verified Disabled Veteran

At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

Step	Action
37.	<p>NOTE: This page will be populated with information from the previous PAR record. If any of the employee's data has changed, modify the data. Click the Ok button.</p> <p><input type="button" value="OK"/></p>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

HILL,ZELDA EmplID: 0046 Empl Rcd#: 0

Personal Data View All First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Rehire NOA Code: 140 Empl Status: Terminated With Pay

Name

Format Using: USA United States

Name: HILL,ZELDA

Prefix: [Dropdown]

First Name: Zelda Middle: [Text Box]

Last Name: Hill Suffix: [Text Box]

Gender: Male Female Citizenship Status: 1 Ethnic Group: Chinese

Date of Birth: 05/05/1969 Date of Death: [Text Box] Draft Status: [Dropdown]

Step	Action
38.	Click the Job tab.
39.	Enter the Position number. NOTE: Be sure to select the position from within the appropriate business unit.

NOTE: The following fields on this page will populate based upon the Position that has been entered:

- **Job Code**
- **Agency**
- **Sub-Agency**
- **Business Unit**
- **Department** (formerly the "Admin Code")
- **Location** (formerly the "GeoLoc Code")
- **Tax Location**

Step	Action
40.	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.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

HILL, ZELDA EmplID: 0046 Empl Rcd#: 0

Job Data View All First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Empl Status: Terminated With Pay

Act Type: Rehire NOA Code: 140 Posn Mgmt Rcd

Position: 00000031 GS- 1654- 11 PRINTING SPECIALIST Position Override

*Job Code: 95H258 GS- 1654- 11 PRINTING SPECIALIST

*Agency: HE Department of HHS Transferred From Agency:

Sub-Agency: 11 Program Support Center Transferred To Agency:

*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

*Department: PEF3 Media Arts Branch [FEGLI/Retirement/FICA](#)

*Location: 241360031 Rockville [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
41.	Click the Benefits/FEHB Data link. Benefits/FEHB Data
42.	Select the appropriate radio button to indicate FEHB Eligibility.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Benefits/FEHB Data

Benefits Control

Benefit Record Number: Benefits Employee Status: Active

BAS Group ID:

Benefit Program: FEDERAL GOVT EMPLOYEES

FEHB Eligibility

Permanent
 Continuing Coverage
 Temporary Appointment > 1 yr
 Temp Appt < 1yr + FedSvc > 1yr
 Not Eligible


FEHB Date


FEHB Date:

Eligibility

Elig Fld 1:
 Elig Fld 2:
 Elig Fld 3:
 Elig Fld 4:
 Elig Fld 5:
 Elig Fld 6:
 Elig Fld 7:
 Elig Fld 8:
 Elig Fld 9:

OK Cancel

Step	Action
43.	Click the Ok button. 

 **NOTE:** The value in the **Benefit Record Number** field will default to "0". This is correct for nearly every hire action you do, with one exception: For **Consultants**, enter the value of "1".

The screenshot shows the PEOPLE SOFT HR system interface. At the top, there are navigation links: Home, Worklist, Help, and Sign Out. Below that is a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. A 'New Window' link is also present. The main content area is divided into tabs: Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The 'Job' tab is active, showing details for employee HILL, ZELDA (EmplID: 0046, Empl Rcd#: 0). The 'Job Data' section includes fields for Effective Date (12/10/2003), Transaction # / Seq (1), PAR Status (PROCESSED BY HUMAN RESOURCES), Act Type (Rehire), NOA Code (140), Empl Status (Terminated With Pay), Position (00000031), *Job Code (95H258), *Agency (HE - Department of HHS), Sub-Agency (11 - Program Support Center), *Business Unit (PSC00 - Program Support Center), *Department (PEF3 - Media Arts Branch), *Location (241360031 - Rockville), and Tax Location (NA - Not Applicable). There are also links for Benefits/FEHB Data, FEGLI/Retirement/FICA, Departmental Hierarchy, and Detail. At the bottom, there are buttons for Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
44.	Click the FEGLI/Retirement/FICA link. FEGLI/Retirement/FICA
45.	<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.
46.	For CSRS Frozen Service , enter the appropriate service time, if applicable.



NOTE: In CSRS Frozen Service, this time span can be entered as a four-number code. The first and second positions indicate the number of years, while the third and fourth positions indicate the number of months. For example, a time span of 5 years and 3 months would be entered in CSRS Frozen Service as 0503.

Step	Action
47.	Confirm the default of "N" or modify the FICA Status-Employee field.

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

FEGLI/Retirement Data/FICA

FEGLI

FEGLI Code: Basic + Option A

Post 65 Basic Life Reduction:

Living Benefits Coverage Amount:

Retirement

Retirement Plan: FERS and FICA

FERS Coverage:

Previous Retirement Coverage:

Annuitant Indicator: Not Applicable

Annuity Commencement Date:

CSRS Frozen Service:

FICA Status-Employee

FICA Status-Employee:

Step	Action
48.	Click the Ok button. <input type="button" value="OK"/>

PEOPLE SOFT
Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

HILL, ZELDA EmplID: 0046 Empl Rcd#: 0

Job Data View All First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Empl Status: Terminated With Pay

Act Type: Rehire NOA Code: 140 Posn Mgmt Rcd

Position: 00000031 GS- 1654- 11 PRINTING SPECIALIST Position Override

*Job Code: 95H258 GS- 1654- 11 PRINTING SPECIALIST

*Agency: HE Department of HHS Transferred From Agency:

Sub-Agency: 11 Program Support Center Transferred To Agency:

*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

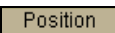
*Department: PEF3 Media Arts Branch [FGLI/Retirement/FICA](#)


*Location: 241360031 Rockville [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)




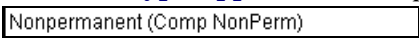
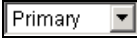

Step	Action
49.	Click the Position tab. 
50.	Click the SF-113G Ceiling checkbox, if applicable.



NOTE: The following fields will populate based on the position selected:

- **LEO Position**
- **Regular Shift**
- **POI**
- **Pay Group**
- **Holiday Schedule**
- **Work Period**
- **Reg/Temp**
- **Posn Occupied**
- **Work Schedule**
- **FLSA Status**
- **Supervisor Level**
- **Medical Officer**
- **Standard Hours** (Also known as Base Hours. Be sure this value is per week.)

The screenshot shows the 'Position Data' tab for employee HILL, ZELDA (EmpID: 0046). Key fields include: Effective Date: 12/10/2003; Act Type: Rehire; LEO Position: Not Applicable; POI: 4183; Pay Group: GSB; Pay Frequency: BiweeklyB; Earnings Program: GS; Employee Type: E; Employee Classification: (blank); *Reg/Temp: Regular; Supervisor Level: All Other Positions; Medical Officer: Not Applicable; Transaction # / Seq: 1; NOA Code: 140; *SF-113G Ceiling: checked; *Regular Shift: Not Applicable; *Pay Group: GENERAL SCHEDULE BIWEEKLY; Work Period: W; Holiday Schedule: FEDHOL; Type Appt: Career-Conditional (Comp Perm); Posn Occupied: Competitive; Work Schedule: Full Time; *Job Indicator: Primary; *FLSA Status: Exempt; *Standard Hours: 40.00; FTE: (blank); PAR Status: PROCESSED BY HUMAN RESOURCES; Empl Status: Terminated With Pay.

Step	Action
51.	Click the Employee Classification list. 
52.	Select the Employee Classification from the dropdown menu, if applicable. NOTE: This field is only used for Indian Preference. Click the blank field. 
53.	Click the Type Appt list. 
54.	Select the Type Appt from the dropdown menu. 
55.	Click the *Job Indicator list. 
56.	Select the Job Indicator from the dropdown menu. Click Primary 

The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main interface has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Position' tab is currently selected. The employee's name is 'HILL,ZELDA', with 'EmplID: 0046' and 'Empl Rcd#: 0'. The 'Position Data' section includes fields for 'Effective Date: 12/10/2003', 'Transaction # / Seq: 1', and 'PAR Status: PROCESSED BY HUMAN RESOURCES'. Other fields include 'Act Type: Rehire', 'NOA Code: 140', 'Empl Status: Terminated With Pay', 'LEO Position: Not Applicable', 'SF-113G Ceiling' (checked), 'Regular Shift: Not Applicable', 'POI: 4183', 'PSC', and 'Shift Rate/Factor'. The 'Pay Group' is 'GSB' (GENERAL SCHEDULE BIWEEKLY), 'Pay Frequency' is 'BiweeklyB', 'Work Period' is 'W', and 'Holiday Schedule' is 'FEDHOL' (Federal Holiday Schedule). The 'Earnings Program' is 'GS'. 'Employee Type' is 'E' (Except Hrly), 'Type Appt' is 'Nonpermanent (Comp NonPerm)', 'Posn Occupied' is 'Competitive', 'Work Schedule' is 'Full Time', and '*Job Indicator' is 'Primary'. 'FLSA Status' is 'Exempt' and 'Adds to FTE Actual Count' is unchecked. 'Supervisor Level' is 'All Other Positions' and 'Medical Officer' is 'Not Applicable'. '*Standard Hours' is '40.00' and 'FTE' is empty. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
57.	Click the Compensation tab. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Compensation</div>

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

HILL,ZELDA EmplID: 0046 Empl Rcd#: 0

Compensation Data View All First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Rehire NOA Code: 140 Empl Status: Terminated With Pay

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum


Pay Plan / Table/Grade: GS 0000 11 Step: 1 Step Entry Date: 10/11/2001
Rtnnd PP/Table/Grade: Step: 0 Grade Entry Date: 10/11/2001

Base Pay: 42,976.000000 Compensation Frequency: Annual
Loc./LEO Adjust: 5,475.00 Annuity Offset Amount:
Adjusted Base Pay: 48,451.00 Benefit Base Override FEGLI Base: 48,451.00
Total Pay: 48,451.00

[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#) [Hourly Rates](#)



Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
58.	Click the Pay Rate Determinant list. 

NOTE: The following fields default based upon the position selected:

- **Pay Basis**
- **Pay Plan**
- **Table**
- **Grade**

Step	Action
59.	Select the Pay Rate Determinant from the dropdown menu. Click Regular Rate 
60.	Double-click in the Step field. 
61.	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 " 0 ".



NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- **Step Entry Date**
- **Base Pay**
- **Loc/LEO Adjust**
- **Total Pay**
- **FEGLI Base**

Step	Action
62.	If an employee is an annuitant, enter the Annuity Offset Amount . Click in the Annuity Offset Amount field. <input type="text"/>
63.	Click the Expected Pay link. Expected Pay
64.	Click the Accounting Info link. Accounting Info
65.	The Common Account Number (CAN) is a required field and must be entered to process the appointment. Enter the CAN in the Account Code field .

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 48,297.600000 Standard Hours: 40.00

GL Pay Type: Account Code: 11010055

View All First 1 of 1 Last


Business Unit	Department	Job Code	Position	Shift	Earn Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


GL Pay Type	Account Code	Standard Hours	Percent of Distribution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

Training Guide

Appointments

Step	Action
66.	Click the Ok button. 

Step	Action
67.	Click the Employment 1 tab. 

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

HILL,ZELDA EmpID: 0046 Empl Rcd#: 0

Employment Data 1 [View All](#) First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Rehire NOA Code: 140 Empl Status: Terminated With Pay

EOD Dt: 10/11/2001 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)
 Rehire Dt: 12/10/2003 Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave:	<input type="text" value="10/11/2001"/> <input type="button" value="..."/>	Retire:	<input type="text" value="10/11/2001"/> <input type="button" value="..."/>
RIF:	<input type="text" value="10/11/2001"/> <input type="button" value="..."/>	TSP:	<input type="text" value="10/11/2001"/> <input type="button" value="..."/>
LEO:	<input type="text"/>	Sev Pay:	<input type="text" value="10/11/2001"/> <input type="button" value="..."/>

Service Conversion Dates

Conv Begin Date:	<input type="text"/>
Career Conv Date:	<input type="text" value="10/11/2004"/> <input type="button" value="..."/>
Career-Cond Conv Date:	<input type="text"/>

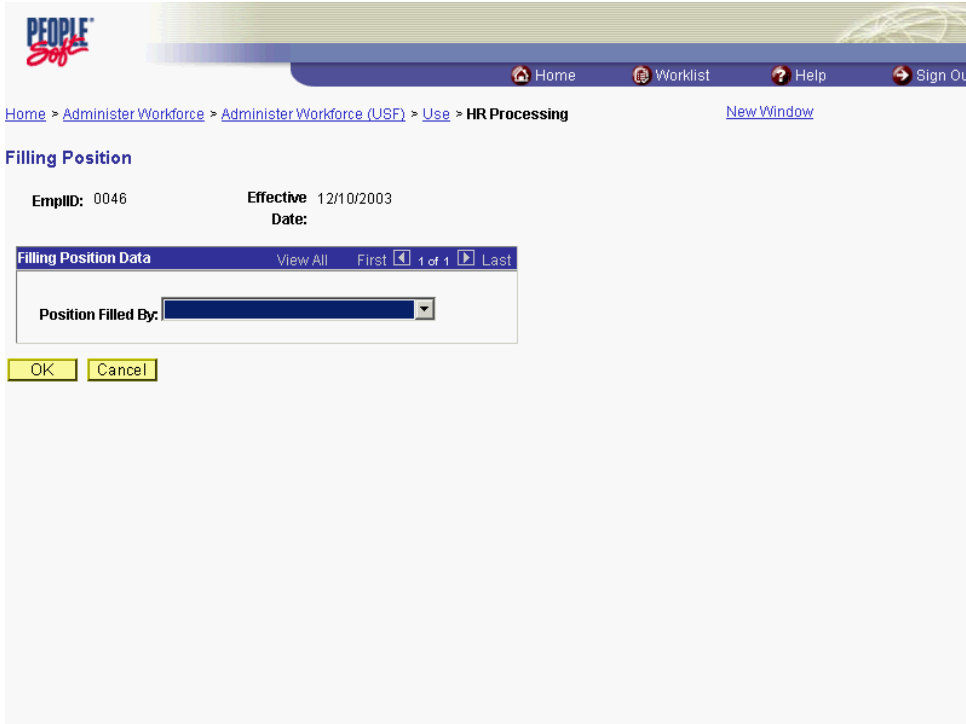
Within-Grade Increase Data



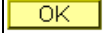
WGI Status: Non-Pay Hours: Last Increase Dt:

WGI Due Date: WGI: LEI Date: Intermittent Days Worked:

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
68.	Click the Filling Position Data link. Filling Position Data



Step	Action
69.	Click the Position Filled By list. 
70.	Select the appropriate value from the dropdown. Click Outside Dept-Not Comp Prom 
71.	Click the Ok button. 

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

HILL,ZELDA EmpID: 0046 Empl Rcd#: 0

Employment Data 1 [View All](#) First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Rehire NOA Code: 140 Empl Status: Terminated With Pay

EOD Dt: 10/11/2001 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)
Rehire Dt: 12/10/2003 Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 10/11/2001 Retire: 10/11/2001
RIF: 10/11/2001 TSP: 10/11/2001
LEO: Sev Pay: 10/11/2001

Service Conversion Dates

Conv Begin Date:
Career Conv Date: 10/11/2004
Career-Cond Conv Date:

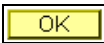
Within-Grade Increase Data


WGI Status: Waiting Non-Pay Hours WGI: 0.00 Last Increase Dt:
WGI Due Date: 10/20/2002 LEI Date: Intermittent Days Worked: 0

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
72.	Click the Appt Data link. Appt Data
73.	Confirm or modify the Special Employment Program , if applicable.

Step	Action
74.	Click the Ok button. 

 NOTE: This is where the Special Program ID would be entered.

NOTE: **Welfare to Work** should not be captured here.

Step	Action
75.	In the Service Computation Dates section, modify the Leave date, if applicable. NOTE: The Service Computation Dates will default to the hire date, modify if the the employee has creditable service.
76.	<ul style="list-style-type: none"> - 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.
77.	<p>NOTE: The WGI Status will default to "Waiting."</p> <p>NOTE: The WGI Due Date will populate automatically. THIS IS WIGI DUE DATE NOT WIGI START DATE.</p> <p>Modify the LEI Date, if applicable.</p> <p>NOTE: The LEI Date is the date of the last equivalent increase for this employee. This is usually the date of the last WGI.</p>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 **Employment 2**

HILL_ZELDA EmplID: 0046 Empl Rcd#: 0

Employment Data 1 View All First 1 of 2 Last

Effective Date: 12/10/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Rehire NOA Code: 140 Empl Status: Terminated With Pay

EOD Dt: 10/11/2001 Hire NTE Dt: Mand Retire Dt: Exp Dates Filling Position Data
 Rehire Dt: 12/10/2003 Separation Dt: Next Review Dt: Appt Data

Service Computation Dates

*Leave: 10/11/2001	Retire: 10/11/2001
RIF: 10/11/2001	TSP: 10/11/2001
LEO: <input type="text"/>	Sev Pay: 10/11/2001

Service Conversion Dates

Conv Begin Date: <input type="text"/>
Career Conv Date: 10/11/2004
Career-Cond Conv Date: <input type="text"/>

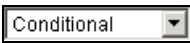
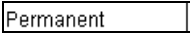
Within-Grade Increase Data


WGI Status: Non-Pay Hours: 0.00 Last Increase Dt:
 WGI Due Date: 10/20/2002 WGI: Intermittent Days Worked: 0
 LEI Date:

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)



Step	Action
78.	Click the Employment 2 tab.

Step	Action
79.	Click the Tenure list. 
80.	Select the appropriate type of tenure. Click Permanent 
81.	Enter or modify the employee's compensation area and level in the Comp Level field as applicable.

 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.

Step	Action
82.	Enter the completion date for the employee's probation in the in the Probation Date field, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
83.	As applicable, enter the employee security information in the Security Info hyperlink.

Step	Action
84.	Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. 
85.	Click the Save button. NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents. 
86.	If education information requires updates, use the following navigational path: Home\Develop Workforce\Manage Competencies (GBL)\Use\Education

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

HILL,ZELDA EmpID: 0046 Empl Rcd#: 0

Data Control View All < 1 of 2 >

Actual Effective Date: 12/10/2003 Proposed Effective Date: 12/10/2003

Transaction #/ Sequence: 1 1 Not To Exceed Date:

*Action: REH Rehire PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: REH Rehire Contact Emplid:

NOA Code: 140 Reins-Career NOA Ext: 0

Authority (1): KQM Reg 315.401

Authority (2):

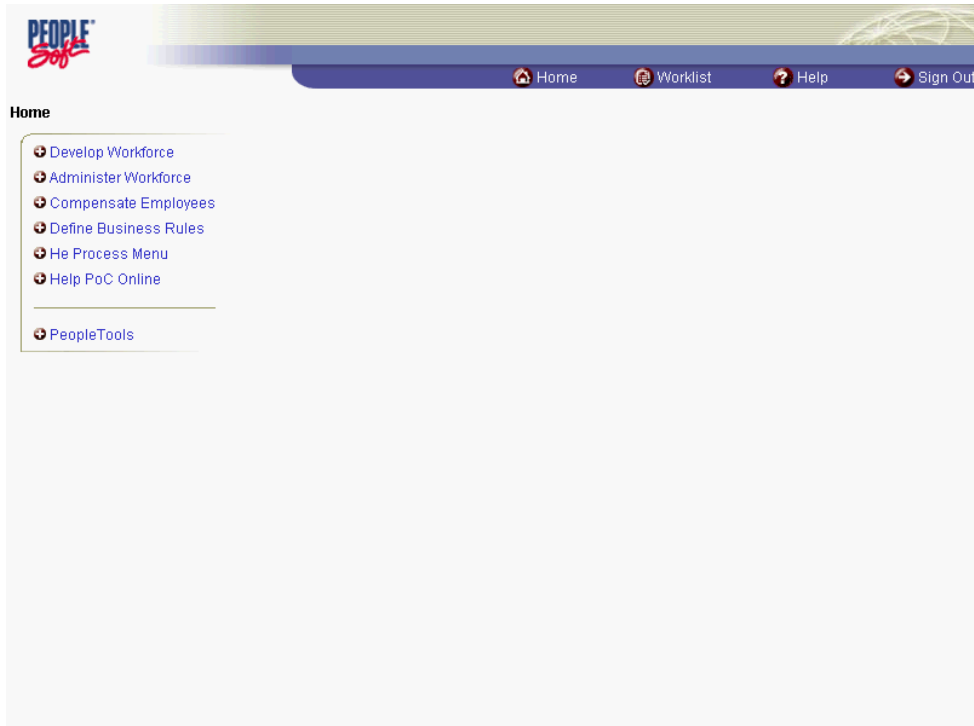
PAR Request#: 0000957043

Print SF-52 Print SF-50 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)


Step	Action
87.	Click the Home link. Home



Step	Action
88.	Click the Develop Workforce link. Develop Workforce
89.	Click the Manage Competencies (GBL) link. Manage Competencies (GBL)
90.	Click the Use link. Use
91.	Click the Education link. Education

Step	Action
92.	Select the appropriate employee. Click in the Last Name field. <input type="text"/>
93.	Enter the desired information into the Last Name field. Enter " HILL ".
94.	Click the Search button. <input type="button" value="Search"/>
95.	Select the desired employee. Click HILL, ZELDA
96.	NOTE: This page will be populated with information from the previous PAR record. If any of the employee's education data needs to be updated, modify the data.

The screenshot shows the PEOPLE SOFT HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Develop Workforce > Manage Competencies (GBL) > Use > Education'. A 'New Window' link is also present. The main content area is titled 'Professional Ed. and Training' and shows the employee name 'HILL_ZELDA', 'Employee', and 'ID: 0046'. There are two main sections: 'Professional Education' and 'Training'. The 'Professional Education' section contains various input fields for 'Country' (USA), 'Degree', 'Year Earned', 'Expected Major Code', 'School Code', 'State', 'GPA', 'Major', 'School', and a 'Minority Institution' checkbox. The 'Training' section is a table with columns for 'Course Title', 'School Name', and 'Course Date'. At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Next in List', and 'Previous in List'.

Step	Action
97.	Click the Save button. 
98.	The information is saved. End of Procedure.

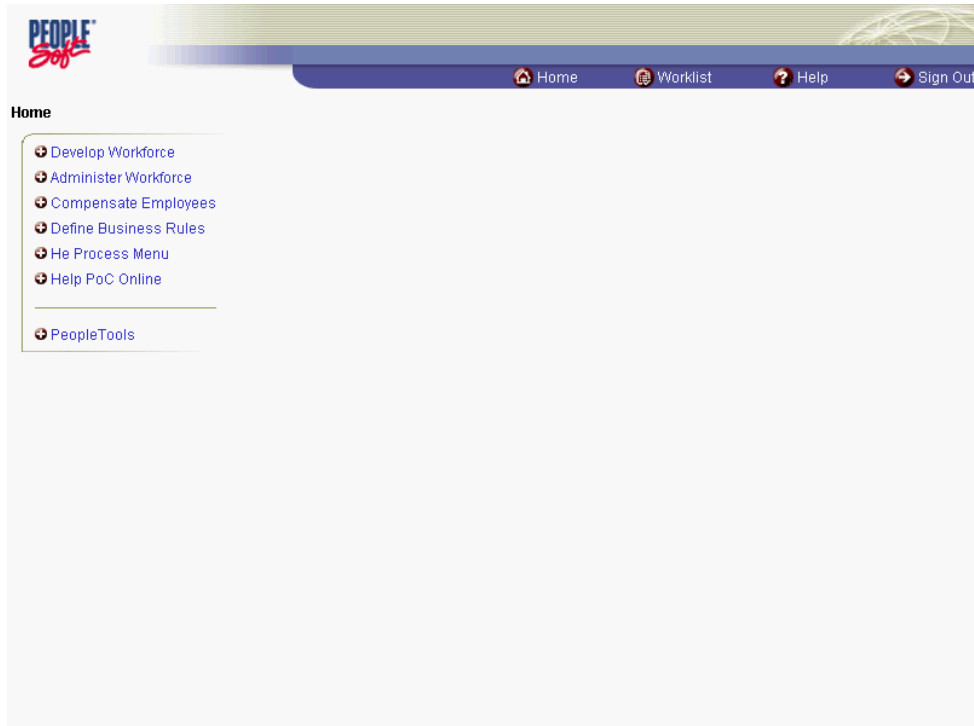
TSP Setup - Rehire

Introduction



In order to later capture the employee's Thrift Savings Plan election, you must set them up under the Savings Plan


Procedure

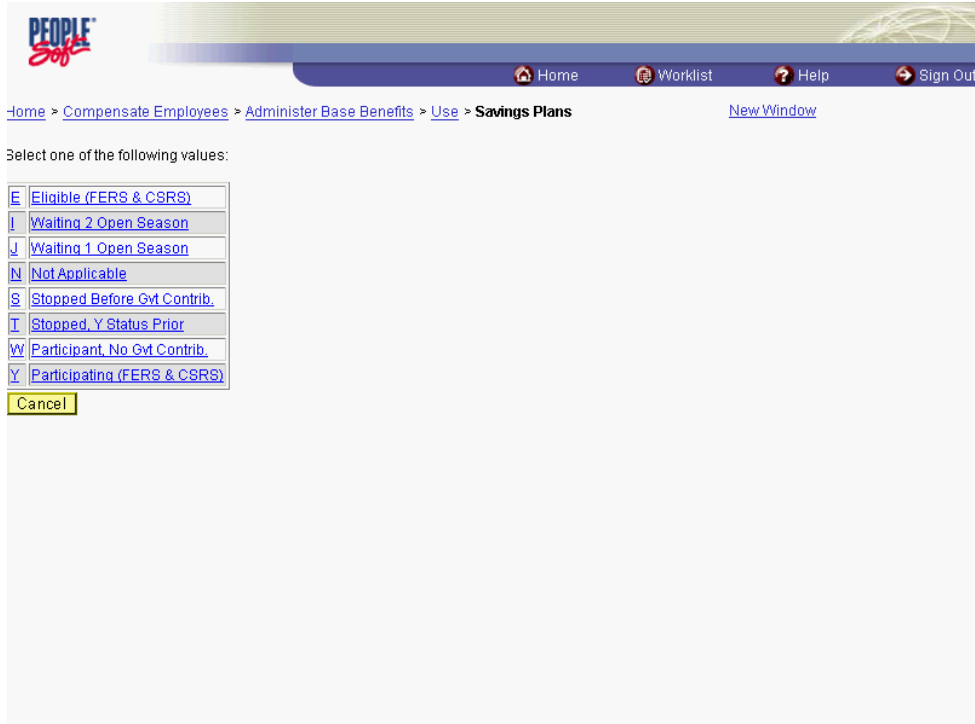
The following steps detail the procedure for capturing the employee's Thrift Savings Plan election.



Step	Action
1.	Click the Compensate Employees link. Compensate Employees
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. Use
4.	Click the Savings Plans link. Savings Plans

Step	Action
5.	Select the appropriate employee's record. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " HILL ".
7.	Click the Search button. 
8.	Select the desired employee. Click HILL, TOBY M
9.	The Plan Type "42" (TSP) will default.
10.	Enter the Coverage Begin Date (same as Effective date of the Hire); this date will also populate the Deduction Begin Date and Election Date fields.
11.	Enter the TSP Status Date . (same as Effective date of Hire)

Step	Action
12.	Click the Lookup TSP Status Code button. 



Step	Action
13.	Select the correct value for the TSP Status Code field. Click Eligible (FERS & CSRS) <input type="text" value="E Eligible (FERS & CSRS)"/>
14.	In the Participant Election field, select the Waive radio button.

PEOPLE
Soft

Home Worklist Help Sign Out

Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans [New Window](#)

Elections

HILL, TOBY M ID: 00083395 Empl Rcd#: 0

Highly Compensated

Plan Type Find | View All First 1 of 1 Last

*Plan Type: 42 Thrift Savings Plan + -

Coverage Find | View All First 1 of 1 Last

*Coverage Begin Date: 12/04/2003 *TSP Status Date: 12/04/2003 *Deduction Begin Date: 12/04/2003 + -

*TSP Status Code: E Election Date: 12/04/2003

Participation Election: Elect Waive Terminate

Benefit Plan:

Employee Status: Active Option:

Benefit Program: GOVT

Save Return to Search Next in List Previous in List Update/Display Include History Correct History

Step	Action
15.	Click the Save button.
16.	The information is saved. End of Procedure.

Concurrent Hire

In EHRP, the Concurrent Hire function allows an employee to be assigned to multiple appointments (positions).

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.