Appointments Created on April 4, 2005

COPYRIGHT & TRADEMARKS

Copyright [©] 2003 by Global Knowledge. All rights reserved. Information in this document is subject to change without notice and does not represent a commitment on the part of Global Knowledge.

Global Knowledge Knowledge Products Division http://globalknowledge.com 475 Allendale Road, Suite 102 King of Prussia, PA 19406 +1 (610) 337-8878

Table of Contents

Introduction	iv
Career Conditional Appointment	
Career Conditional Appointment	
TSP Setup	
Transfer	
Transfer	
TSP Setup - Transfer	
Change in Appointing Office/Rehire in Different OpDiv	
Rehire	
TSP Setup - Rehire	
Concurrent Hire	

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.

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

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.

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.



	🙆 Home	😥 Worklist	🕜 Help	😂 Sign
ne				
Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
He Process Menu				
Help PoC Online				
PeopleTools				

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.



X

PEOPLE	- A		A CO	
200	🙆 Home	😥 Worklist	🕜 Help	ᅌ Sign Ou
Home > Administer Workforce > Administer Workforc	e (USF) > <u>Use</u> > Hire	Ν	lew Window	
Hire				
Add a New Value				
EmplID: NEW				
Empl Rcd Nbr: 0				

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

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.



PEOPLE			là	
	🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use > Hire		1	lew Window	
Data Control Personal Data Job Position Comp	ensation / Em	ployment 1 Em	ployment 2	
EmpliD: NEW	Empl R	cd#: 0		
Data Control		View All	< ◀ 1 of 1 ▶ >	
Actual Effective Date: Proposed Effective	e Date: 11/20	/2003	+ -	
Transaction #/ Sequence: Not To Exceed Da	te:			
*Action: HIR Hire PAR Status:	PRO 🔍		' HUMAN	
*Reason Code: Contact Emplid:				
NOA Code:		NOA Ext:	٩	
Authority (1):		EXG		
Authority (2):				
PAR Request#: Print SF-52 PAR Remarks Award Data Print SF-50	Fracking Data	Severance Pay		
(Save) (Previous tab) (Next tab) Data Control Personal Data Job Position Compensation Employment	<u>1 Employmen</u>	12		(El-Add)

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

Ħ	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.

1

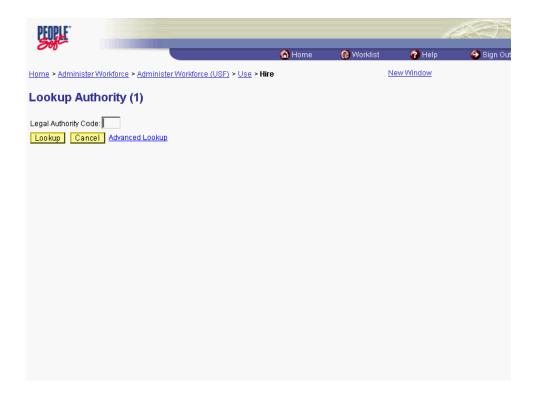
1



Q

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.
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.
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.



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

PEOPLE			16	
200 ²	🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Ou
Home > Administer Workforce > Administer Workforce (USF) > Use > Hire		1	New Window	
Data Control V Personal Data Job Position Comp	ensation Y Em	nployment 1 🔰 Em	ployment 2	
EmpliD: NEW	Empl R	cd#: 0		
Data Control	-	View All	< 【 1 of 1 ▶ >	
Actual Effective Date: 11/14/2003	e Date: 11/14	\$/2003	+ -	1
Transaction #/ Sequence: 1 1 Not To Exceed Date	te:	31,		
*Action: HIR Hire PAR Status:	PRO 🔍		Y HUMAN	
*Reason Code: NPS A New Position Contact Emplid:				
NOA Code: 101 Q Career-Cond Appt		NOA Ext:	0 9	
Authority (1): AYM Q Direct-Hire Authority (cite	OPM auth and o			
Authority (2):				
PAR Request#: Print SF-52 PAR Remarks Award Data	<u>racking Data</u>	Severance Pay		
(Save) (Previous tab) (Next tab)				E+Add)
Data Control Personal Data Job Position Compensation Employment	<u>1 Employmen</u>	<u>t 2</u>		

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. PAR Remarks



PEOPLE				1	
000-		🙆 Home	😥 Worklist	🕜 Help	\varTheta Sign Out
Home > Administer \	<u> Vorkforce</u> > <u>Administer Workforce (USF)</u> > <u>Use</u> > Hir	e	<u>N</u>	ew Window	
PAR Remarks					
PAR Remarks		View All Firs	t 🖪 1 of 1 🕩 Last		
Remark CD:			+ -		
<u> </u>	E	Insertion Required	ł		
I					
OK Cance	Π				
	_				

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.

PEOPLE			16	
000-	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Ou
Home > Administer Workforce > Administer Workforce (USF) > Use > Hire			New Window	
Data Control V Personal Data Job Position Comp	ensation / En	nployment 1 / En	nployment 2	
EmpliD: NEW	Empl R	cd#: 0		
Data Control		View All	< ◀ 1 of 1 ▶ >	
Actual Effective Date: 11/14/2003 iii Proposed Effective	<i>r</i> e Date: 11/14	\$/2003	+ -	
Transaction #/ Sequence: 1 1 Not To Exceed Da	te:	31,		
*Action: HIR Hire PAR Status:	PRO 🭳		Y HUMAN	
*Reason Code: NPS C New Position Contact Emplid:				
NOA Code: 101 Q Career-Cond Appt		NOA Ext:	0 9	
Authority (1): AYM Q Direct-Hire Authority (cite	OPM auth and o			
Authority (2):				
PAR Request#: Print SF-52 1003960057 Print SF-50	Tracking Data	Severance Pay		
(Save) (Previous tab) (Previous tab)				E+Add)
Data Control Personal Data Job Position Compensation Employmen	<u>t 1 Employmen</u>	<u>t 2</u>		

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.



PEOPLE"						1.	400
000-				🙆 Home	📵 Worklist	🕜 Help	😂 Sign Out
Home > Administer Workfo	orce > <u>Admini</u>	ster Workford	e (USF) > <u>Use</u> > Hir	е	<u>N</u>	ew Window	
Job Tracking Info							
EmpliD:			Empl Rcd#:	0			
Effective Date: 11/14/200	03		Current Status:	PROCESSED BY	HUMAN RESOURC	ES	
Action: Hire			Reason Code:	New Position			
*Action Taken Status	User ID	Override Operator Emplid	Emplid of Tracking Name Row		Comment		
11/20/2003 Processed	SCASSIDY						
OK Cancel							
•							•

Step	Action
26.	Enter any necessary Comment , or review comments made by previous role users in the workflow, and then 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.



PEOPLE				14	
		🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign O
lome > Administer Workforce > A	Administer Workforce (USF) > <u>Use</u> > Hire		Ы	lew Window	
Data Control V Personal Data	a Job Position Compa	ensation / Empl	oyment 1 Y Em	ployment 2	
	EmpliD: NEW	Empl Rcd	I#: O		
Data Control			View All	< ◀ 1 of 1 🕨 >	
Actual Effective Date:	11/14/2003 🗊 Proposed Effective	e Date: 11/14/2	003	+ -	
Transaction #/ Sequence:	1 1 Not To Exceed Dat	e:			
*Action: HIR H	lire PAR Status:		PROCESSED BY	'HUMAN	
*Reason Code: NPS 🔍 N	lew Position Contact Emplid:				
NOA Code: 101 C	areer-Cond Appt		NOA Ext:	0 9	
Authority (1): AYM 🔍 Di	irect-Hire Authority (cite	OPM auth and dat	e)		
Authority (2):					
	<mark>it SF-52</mark> P <u>AR Remarks</u> Award Data <u>T</u> it SF-50	iracking Data 🛛 🖇	екегансе Раџ		
🖢 Save) (@ Previous tab) (🔿 🛚	Next tab)				E+Add)
Data Control <u>Personal Data</u> <u>Jo</u> l	b Position Compensation Employment	1 Employment 2			-

Step	Action
27.	Click the Personal Data tab.
	Personal Data



PEOPLE"					10	
200			🙆 Home	📵 Worklist	🕜 Help	🌔 🎒 Sign Out
Home > Administe	r Workforce > Admir	nister Workforce (USF) > Use >	Hire		New Window	^
Data Control	Personal Data	Job Position	Compensation V Em	iployment 1 E	Employment 2	
	· · · · · · · · · ·	EmpliD: NEW	Empl Rcd#: 0	,		
Personal Data		Ciripiid	Linpitosan	View All	First 🛃 1 of 1 🕨 La	act
				Tem All		
Effective Date:	11/14/2003	Transaction #/ Seq:	1 PAR		ESSED BY HUMAN	_
Act Type:	Hire	NOA Code:	101 Empl	RESC Status: Active	URCES	
Name						
Format Using:	USA 🔍 Unite	d States				
Name:						
Prefix:	-					
First Name:	I	Middle:				
Last Name:		Suffix:		9		
Gender: C Mal	e 💿 Female	Citizenship Status: 🔲 🔍	Ethnic Group			-
	1					-
*Date of Birth:		Date of Death:	Draft Status:			
Dis-1.04.01	I05 IQI No ⊌op	dicon n-	4 - F41411 4 - 8815	[÷1	•

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 excerise 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.

Training Guide Appointments



Step	Action
36.	Select the appropriate radio button for Gender . Click the Female option. © 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.

PEOPLE"				1 ART	
000		🙆 Home	📵 Worklist	🕜 Help	🔗 Sign Out
Home > Administer	Workforce > Administer Workforce (USF) > Use > Hire		<u>1</u>	<u>New Window</u>	
Lookup Citi	zenship Status				
Citizenship Status: Lookup Canc	el Advanced Lookup				

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



-

7

	PEOPLE.							h	
					🙆 Hon	ne 🔞 W	/orklist	🕜 Help	🕘 Sign (
	<u>me</u> > <u>Administer</u>)ata Control)	Workforce > Admir			Hire Compensation	Employmen		<u>Mindow</u>	
			EmpliD:	NEW	Empl Rcd#		en ploy	nent 2	
P	ersonal Data					-	ew All First	🔳 1 of 1 🕨 La:	st
	Effective Date: Act Type:	11/14/2003 Hire	Transac NOA Co	tion #/ Seq: de:	1 101	PAR Status: Empl Status:	PROCESSEI RESOURCE: Active		-
	Name								
	Format Using:	USA 🔍 Unite	d States						
	Name:	MONROE,SUS	AN R						
	Prefix: First Name:	MS 💌		Middle:	R				
	First Name: Last Name:	MONROE		Midale: Suffix:		٩			
	Gender: ^C Male	• Female	Citizenship Sta	tus: 1 Q	Ethnic	: Group:		-]
	Date of Birth:	31	Date of Death:			Status:		-	

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. White, not of Hispanic origin
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.

Training Guide Appointments

1

0

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.	- 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</i>				
	this field.				
	- Enter the City . Note: There is a 13 charachter restriction on this field.				
	- Enter the Postal (ZIP) code.				
	- Enter the State .				
	- Enter the Res Loc Code .				
	To save time, these steps will be completed for you.				

PEOPLE					1	1.C)
000			🙆 Home	😥 Worklist	🕜 Help	ᅌ Sign O
Address						
Country:	USA 🔍 United States					
Address 1:	17 SUNSET DRIVE					
Address 2:	,					
Address 3:	I					
City:	LINCOLN					
County:		Postal:	43235			
State:	OR 🔍 Oregon	Res Loc Code:	410000041			
<u> </u>						
Mailing Address Country:	USA 🔍 United States					
Address 1:						
Address 2:						
Address 3:						
City:						
County:	,	Postal:				
		Pustali				
State:	٩					
OK Cai	ncel					



X

X

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.

PEOPLE.					la	
000			🙆 Home	😥 Worklist	🕜 Help	😂 Sign Out
		EmpliD: NEW	Empl Rcd#: 0			^
Personal Data				View All F	First 💽 1 of 1 🕨 La	st
Effective Date:	11/14/2003 Hire	Transaction #/ Seq:		RESOUR	SED BY HUMAN CES	-
Act Type:	niie	NOA Code:	Empi	Status: Active		
Name Format Using:	USA 🔍 United St					
Name:	MONROE, SUSAN F	2				
Prefix:	MS 🔽		R			
First Name: Last Name:	MONROE	Middle: Suffix:		٩		
	•		•			
Gender: ^C Male	• Female Cr	tizenship Status: 1 🔍	Ethnic Group:	White, not of His	panic origin	-
*Date of Birth:	05/13/1957 🗊 Da	ite of Death:	Draft Status:		•	
Disability Code:	05 🔍 No Handica	ip Dat	e Entitled to Medicare	:		
Additional Birth	Info Address Inform	ation Personal Phone N	umbers <u>Veterans Ir</u>	<u>1fo Marital Info</u>	Education Details	

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

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

Step	Action
50.	 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.	 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. To save time, these steps will be completed for you.

PEOPLE				1	4.C) ~
201-		🙆 Home	😥 Worklist	🕜 Help	ᅌ Sign Out
Home > Administer Workforce > Administer	Workforce (USF) > Use > Hire		<u>N</u>	ew Window	
Veterans Info					
Veterans Preference: 5 Point		•	7		
Veterans Status: Not a Vietr	nam-Era Veteran	•			
Uniformed Service: Navy	V				
Military Separation Status: Not Applic	able 🗾 Military Grade	E3 💌			
Military Service Start Date: 02/13/1979	9 🗊 End Date:	09/28/1984 🗊			
Reserve Category:	•				
Creditable Military Service:					
Notify Military Pay Center		Preference RIF			
Military Service Verified	Disabled V	/eteran			
OK Cancel					

Step	Action
52.	Click the Ok button.

PEOPLE						AS
200			🙆 Home	😥 Wor	klist 🛛 🔞 Help	ı \varTheta Sign Out
	_	EmpliD: NEW	Empl Rcd#: 0			
Personal Data				View	All First 🗹 1 of 1	🕑 Last
Effective Date:	11/14/2003	Transaction #/ Seq:		F		+ - 1AN
Act Type:	Hire	NOA Code:	101 Emp	Status: 4	Active	
Name						
Format Using:	USA 🔍 United	States				
Name:	MONROE,SUSA	NR				
Prefix:	MS					
First Name:	SUSAN	Middle:	R			
Last Name:	MONROE	Suffix:		Q		
Gender: ^C Male	🖲 Female	Citizenship Status: 🔟 🔍	Ethnic Group	White, n	ot of Hispanic origin	•
*Date of Birth:	05/13/1957 🗊	Date of Death:	Draft Status:		V	
Disability Code:	05 🔍 No Hand	licap Da	te Entitled to Medicar	e:	LI.	
Additional Birth	Info Address Info	rmation Personal Phone N	lumbers <u>Veterans I</u>	info <u>Mar</u>	ital Info Education	Details

Step	Action
53.	Click the Education Details link.

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.	- 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.				
	Note: The Major Codes are the OPM values.				
	To save time, these steps will be completed for you.				



PEOPLE						l.	I C
200				🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Ou
Home > Administer Work	<u> ɗorce</u> ≻ <u>Administ</u>	er Workforce (USF	<u>F)</u> > <u>Use</u> > Hire		<u>N</u>	ew Window	
Education Details							
Degree:	10 Q	Associate Deg	Iree				
Year Earned/Expected	· · · · · · · · · · · · · · · · · · ·	GPA:	3.10	•	Graduated		
Major Code:		A Major:					
School Code:	1522 GA	School:		_			
State: Credit Hours:		Country: Hours Type:		Minor	ity Institution		
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.

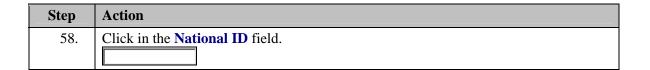
Step	Action
56.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
57.	 Confirm the default of "USA" or modify the Country field, if applicable. Confirm the default of "PR" or modify the Type/Description field.

1



X

PEOPLE						la.	
			8	Home	📵 Worklist	🕜 Help	🛛 🕘 Sign Out
Act Type:	Hire	NOA Code:	101	Empl S	tatus: Active		
Name							
Format Using:	USA 🔍 United S	tates					
Name:	MONROE,SUSAN	R					
Prefix:	MS						
First Name:	SUSAN	Middle:	R				
Last Name:	MONROE	Suffix:			٩		
Last Name.		Juna.	1				
Gender: ^C Male	⊙ Female C	itizenship Status: 🔟 🔍	Et	hnic Group:	White, not of Hisp	anic origin 🖉	1
					,		-
D die of Dirth		ate of Death:	Di	aft Status:	I		
Disability Code:	05 🔍 No Handic	ap Da	te Entitled	to Medicare:	31,		
Additional Birth I	nfo Address Inforn	nation Personal Phone N	lumbers	Veterans Inf	o Marital Info	Education Details	
Additional Diriti	Address mon		<u>ambers</u>	<u>veterano ini</u>	<u>o mantarinio</u>	<u>Eddculor Delans</u>	
Country: USA	۲ype/	Description: 🛛 🖛 💌		National ID:			
🖶 Save) 🛛 🕮 Pre	vious tab) 🕋 Next tab)						Add)
Data Control Pers	onal Data <u>Job Posit</u>	ion Compensation Emplo	<u>yment 1 E</u>	mployment 2			



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					14	
000-			🙆 Home	🜔 Worklist	🕜 Help	🕘 Sign Ou
ume > Administer	Workforce > Admir	nister Workforce (USF) > Use	> Hire	Ne	w Window	-
Data Control 🕥 I	Personal Data 🗸	Job Position	Compensation / Em	ployment 1 💧 Emp	loyment 2	
		EmpliD: NEW	Empl Rcd#: 0			
Personal Data		-		View All F	irst 🗹 1 of 1 🕨 La	st
Effective Date:	11/14/2003	Transaction #/ Seq:		RESOUR	ED BY HUMAN CES	-
Act Type:	Hire	NOA Code:	Emp	Status: Active		
Name						
Format Using:	USA 🔍 Unite					
Name:	MONROE,SUS	AN R				
Prefix:	MS 💌					
First Name:	SUSAN	Middle:	R			
Last Name:	MONROE	Suffix:		٩		
Gender: ^C Male	• Female	Citizenship Status: 1 🔍	Ethnic Group	: White, not of His	panic origin	3
Date of Birth:	05/13/1957 🗊	Date of Death:	Draft Status:		•	
Ni1-114			-4- 5-42114- 641	[1]		

Step	Action
61.	Click the Job tab.
	Job



PEUKE 🙆 Home 😥 Worklist 🕜 Help 🕘 Sign Ou Home > Administer Workforce > Administer Workforce (USF) > Use > Hire New Window Job Position Compensation Employment 1 Employment 2 Data Control Personal Data EmpliD: NEW Empl Rcd#: 0 Job Data irst 🖪 1 of 1 🕩 Last + -PROCESSED BY HUMAN RESOURCES Effective Date: 11/14/2003 Transaction #/ Seq: 1 PAR Status: Hire 101 Act Type: NOA Code: Empl Status: Active Q 🔲 Posn Mgmt Rcd Position: Position Override *Job Code: ۹ *Agency: Transferred From Agency: Sub-Agency: Transferred To Agency: *Business Unit: DHHSO Dept of Health and Human Srvc Benefits/FEHB Data *Department: FEGLI/Retirement/FICA Departmental Hierarchy *Location: Tax Location: NA Q Not Applicable <u>Detail</u> 🕞 Save) 🖉 Previous tab 🔿 🖎 Next tab E+Add) Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
62.	Enter the desired information into the Position field. Enter "00000051".

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 Dat



		🙆 Home	🚯 Worklist	🕜 Help	🔗 Sign Ou
me > Administer Workforce > Administe	rWorkforce (USF) > Use > Hire		<u>N</u>	ew Window	
nefits/FEHB Data			_		
enefits Control Benefit Record Number: 0	Benefits Employee Status:	Active			
BAS Group ID:					
Benefit Program: GVT Q	FEDERAL GOVT EMPLOYEES	3			
EHB Eligibility					
C Permanent	Eligibility		- 1		
C Continuing Coverage	Elig Fld 1: Elig Fld 2:		-		
C Temporary Appointment > 1 yr	Elig Fld 3:		-		
C Temp Appt < 1yr + FedSvc > 1yr	Elig Fld 4:				
Not Eligible	Elig Fld 5:				
	Elig Fld 6:				
EHB Date	Elig Fld 7:		_		
FEHB Date:	Elig Fld 8: Elig Fld 9:		-		
	Eig Hu 9.	1			
OK Cancel					

Step	Action
64.	Select the appropriate radio button to indicate FEHB Eligibility , if applicable. 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".

X



X

<u>me</u> ≻ <u>Administer W</u>	Vorkforce > A							
		aminister	Workforce (<u>USF)</u> > <u>Use</u> > Hi	ire		New Window	
Data Control \Upsilon Pe	ersonal Data	Jo	ib F	Position Co	mpensation	Employment	1 Employment 2	_
			EmpliD:	NEW	Empl Rcd#:	0		
ob Data						Viev	v All 🔰 First 🛃 1 of 1	🕑 Last
Effective Date: 1	11/14/2003		Transa	action # / Seq:	1	PAR Status:	PROCESSED BY HUMAN	+-
Act Type: H	Hire		NOA C	ode:	101	Empl Status:	RESOURCES Active	
Position:	0000051 9	WG-	- 6907- 06	MATERIALS H	ANDLER	Posn N	lgmt Rcd	
*Job Code:	192388	WG	- 6907- 06	MATERIALS H	ANDLER	🗆 Positio	n Override	
*Agency:	HE D	epartmen	t of HHS		Transferred I	From Agency:	٩	
Sub-Agency:	1 Pr	ogram Si	upport Cente	ir	Transferred	To Agency:		
*Business Unit: 🏾	SC00		Program Si	upport Center		Bene	fits/FEHB Data	
*Department: P	PEG4		Pharmacy S	Services Branch		FEGL	I/Retirement/FICA	
*Location: 2	41195015		Perry Point			Depa	rtmental Hierarchy	
Tax Location: 🛛 🔊	JA	Q	Not Applica	ble		<u>Detai</u>	l	

Step	Action
65.	Click the FEGLI/Retirement/FICA link.
	FEGLI/Retirement/FICA
66.	 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.



Administer Workforce > Administer Workforce (USF) > Use > Hire EGLI/Retirement Data/FICA EGL FEGL Code: Post 65 Basic Life Reduction: Ching Benefits Coverage Amount: etirement Retirement Plan: FERS and FICA FERS Coverage: Automatically Covered By FERS Previous Retirement Coverage: New Window Annuitant Indicator: 9 Not Applicable Annuity Commencement Date: EXER Frozen Service:	🌕 🎒 Sign C	🕜 Help	📵 Worklist	🙆 Home			
FGLI FEGLI Code: CO A Basic Only Post 65 Basic Life Reduction: A Living Benefits Coverage Amount: Living Benefits Coverage Amount: ettrement Retirement Plan: FERS and FICA FERS and FICA FERS Coverage: Automatically Covered By FERS I Previous Retirement Coverage: Never Covered Annuitant Indicator: Image: Automatically Covered		-	-	e	kforce (USF) > Use > Hi	ster Workforce	<u>ne</u> > <u>Administer Workforce</u> > <u>Adminis</u>
FEGLI Code: CO Q Basic Only Post 65 Basic Life Reduction: Q Living Benefits Coverage Amount: Q terment Previous Retirement Plan: K Q FERS and FICA FERS Coverage: Automatically Covered By FERS ▼ Previous Retirement Coverage: Never Covered ▼ Annuitant Indicator: 9 Q Not Applicable Annuity Commencement Date: IIII CSRS Frozen Service: 0000							GLI/Retirement Data/FICA
Post 65 Basic Life Reduction: Image: Coverage Amount: Living Benefits Coverage Amount: Image: Coverage Amount: ettrement FERS and FICA Retirement Plan: Image: Coverage By FERS Image: Coverage: Automatically Covered By FERS Image: Never Covered Image: Never Covered Image: Not Applicable Image: Coverage: Coverage: Image: Cove							LI
Living Benefits Coverage Amount: etirement Image: Coverage Amount: Retirement Plan: Image: FERS and FICA FERS Coverage: Automatically Covered By FERS Image: Previous Retirement Coverage: Never Covered Image: Coverage: Previous Retirement Date: Annuity Commencement Date: Image: Coverage: Previous Retirement Date: CSRS Frozen Service: 0000					🔍 🛛 Basic Only	C0 Q	FEGLI Code:
attrement Retirement Plan: K I FERS and FICA FERS Coverage: Automatically Covered By FERS I Previous Retirement Coverage: Never Covered I Annuitant Indicator: I Not Applicable Annuity Commencement Date: IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII					٩	Q	Post 65 Basic Life Reduction:
Retirement Plan: K S FERS and FICA FERS Coverage: Automatically Covered By FERS ▼ Previous Retirement Coverage: Never Covered ▼ Annuitant Indicator: 9 S Not Applicable Annuity Commencement Date: Image: CSRS Frozen Service: 0000						unt:	Living Benefits Coverage Amou
Retirement Plan: K S FERS and FICA FERS Coverage: Automatically Covered By FERS ▼ Previous Retirement Coverage: Never Covered ▼ Annuitant Indicator: 9 S Not Applicable Annuity Commencement Date: Image: CSRS Frozen Service: 0000							
FERS Coverage: Automatically Covered By FERS ▼ Previous Retirement Coverage: Never Covered ▼ Annuitant Indicator: 9 S Not Applicable Annuity Commencement Date: III CSRS Frozen Service: 0000					Q FERS and FICA	KQ	
Annuitant Indicator: 9 A Not Applicable Annuity Commencement Date: 10000 CSRS Frozen Service: 0000				ERS 🔻			
Annuity Commencement Date:				▼	ever Covered	Never C	Previous Retirement Coverage:
CSRS Frozen Service:					Not Applicable	9 9	Annuitant Indicator:
					(1)		Annuity Commencement Date:
CA Status Employee					100	0000	SRS Frozen Service:
							A Status-Employee
FICA Status-Employee: N Q					٩	NQ	
OK Cancel							

Step	Action
68.	Click the Ok button.



					🙆 Home		📵 Work	dist 💡	Help	😑 Sign (
<u>me</u> > <u>Administer</u>	Workforce >	<u>Adminis</u>	ter Workforce (<u>'USF)</u> > <u>Use</u> > H	ire			New Wind	<u>dow</u>	
Data Control	Personal Da	ta	Job V	Position Co	mpensation γ	Emplo	yment 1	Employmen	it 2	
			EmpliD:	NEW	Empl Rcd#:	0				
lob Data							View A	All 🛛 First 🗹	1 of 1 🕨 La	ast
Effective Date:	11/14/2003		Trans	action # / Seq:	1	PAR S	itatus:	PROCESSED HUMAN RESOURCES	BY -	
Act Type:	Hire		NOA C	:ode:	101	Empl	Status:	Active	, 	
Position:	00000051	Q V	VG- 6907- 06	MATERIALS H	IANDLER		Posn Mg	mt Rcd		
*Job Code:	N92388	۷	VG- 6907- 06	MATERIALS H	IANDLER		Position	Override		
*Agency:	HE	Departm	ent of HHS		Transferred l	From A	iencia	٩		
Sub-Agency:	11	Program	I Support Cent	er	Transferred					
*Business Unit:	PSC00		Program S	upport Center			Benefits	s/FEHB Data		
*Department:	PEG4		Pharmacy	Services Branch			FEGLI/	Retirement/FIC/	<u>4</u>	
*Location:	241195015		Perry Point				Departr	mental Hierarch	<u>w</u>	
Tax Location:	NA	Q	Not Applica	ble			<u>Detail</u>			
Save) 🕮 Pre	vious tab) 🔿									(Et Add)

Step	Action
69.	Click the Position tab.
	Position



		(🙆 Home 🛛 🔞 '	Norklist	🕜 Help	🛛 🕘 Sign O
me > <u>Administer \</u>	Norkforce > Administer Workford	e (USF) > <u>Use</u> > Hire		Nev	<u>v Window</u>	ļ
Data Control \Upsilon P	ersonal Data 🔰 Job 🧹	Position Comper	sation Employme	nt 1 Emplo	yment 2	
	Empli	D: NEW Em	pl Rcd#: 0			_
osition Data			Vie	v All First	🔳 1 of 1 🕨 Last	
Effective Date:	11/14/2003 Tran	saction #/ Seq: 1	PAR Status	PROCESS	ED BY HUMAN	
Act Type:		Code: 101	Empl Status			
LEO Position:		13G Ceiling *Regular SI	hift: Not Applicab	le 🔽		
POI:	4183 PSC	Shift Rate	Factor:			
Pay Group:	٩					
Pay Frequency:	Work Period:	W 🔍 Holiday Sche	dule: 📃 🔍			
Earnings Program	n:		Career (Competitiv	- Oue Devre)	•	
Employee Type:	٩	Type Appt:	Career (Competitiv	e avc Fenni)	<u> </u>	
Employee		Posn Occupied:	Excepted		v	
Classification:		Work Schedule:	Full Time 🗾	*Job Indicator	Primary 💌	
Reg/Temp:	Regular	*FLSA Status:		1	to FTE Actual Coun	4
Supervisor Level:	All Other Positions					
Medical Officer:	Not Applicable	*Standard Hours:	40.00	TE:		

Step	Action
70.	Click in the *Pay Group field.

2	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.
73.	Click the Employee Classification list.



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. Career (Competitive Svc Perm)
76.	Select the Type Appt from the dropdown menu. Click Career-Conditional (Comp Perm) Career-Conditional (Comp Perm)

ome > <u>Administer Workforce</u> > <u>Administ</u> Data Control ↑ Personal Data ↑		≥ > Hire		New Window	
Data Control 👔 Personal Data 🍸				HOT FUIDOW	the second se
	Job (Position)	Compensation	Employment 1 Er	mployment 2	
	EmpliD: NEW	Empl Ro	cd#: 0		
sition Data			View All F	irst 🖪 1 of 1 🕩 Last	
Effective Date: 11/14/2003	Transactio	on #/ Seq: 1	PAR Status:	PROCESSED BY HU RESOURCES	JMAN
Act Type: Hire	NOA Code		Empl Status:	Active	
EO Position: Not Applicable	I SF-113G €	Ceiling *Regular Shi	ift: Not Applicable	*	
POI: 4183	PSC	Shift Rate/F			
Pay Group: GSB 🔍	GENERAL SCHEDULE	BIWEEKLY			
Pay Frequency: BiweeklyB	Work Period: W	A Holiday Sched	ule: FEDHOL 🔍	Federal Holiday	Schedule
Earnings Program: GS		-			
	Excep Hrly	Type Appt:	Career-Conditional (Comp Perm)	•
Employee Type: 🕒 🗠 🛛 Employee		Posn Occupied:	Excepted		~
Classification:		Work Schedule:	Full Time 🔽 🖈	ob Indicator:	
Reg/Temp: Regular	*	*FLSA Status:	Nonexempt 🗾	Adds to FTE Ac	tual Count
Supervisor Level: All Other Positions	s				tual count
Medical Officer: Not Applicable		*Standard Hours:	40.00 FT	E:	

Step	Action
77.	Click the Compensation tab.
	Compensation



000					🙆 Home	😥 VVi	orklist	🕜 Help	\varTheta Sign O
ime > <u>Administe</u>	r Workforce >	Administer W	orkforce (USF) > <u>Use</u> > Hire			New	/ Window	
Data Control Y	Personal Dat	a Job	Posit	ion Com	pensation	Employment	1 Emplo	yment 2	
			EmpliD: NE	EVV I	Empl Rcd#:	0			
Compensation I	Data					Viev	w All Firs	t 🛃 1 of 1 🕨	Last
Effective Date:	11/14/2003		Transaction	# / Seq: 1	Р	AR Status:	PROCESS HUMAN RI	ED BY	
Act Type:	Hire		NOA Code:	10	11 E	mpl Status:	Active		
Pay Rate Deter	minant: 🕅	gular Rate			Pay Basis:	Per	Hour 🔽		
Pay Plan /*Tabl	le/Grade: 🕅	027R	06	Step: 0	Step Entry	Date:			
Rtnd PP/Table/	Grade:			Step: 0	Grade Entr	v Date: 11/1	4/2003		
			1		<i></i>		urly		
Base Pay:				•	sation Frequer		uny		
Loc/LEO Adjust	t: 0.00			2	Offset Amount				
Adjusted Base	Pay:		🔄 🗆 Bene	efit Base Over	ride FEGLI Ba	ase:			
Total Pay:									
Other Pa	ay Information	E	xpected Pay		<u>Accounting</u>	Info			
🚽 Save) 🛛 🔎 Pr	evious tab) (🔿	Next tab							Add)

Step	Action
78.	Click the Pay Rate Determinant list.
	Regular Rate

2	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 Regular Rate

	2	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 Rtnd PP/Table/Grade fields accordingly.	
--	---	---	--

Step	Action
80.	Double-click in the Step field.
	0



X

Step A	Action
81. N	NOTE: For those employees who do not have a step, enter a "0" in the Step field.
E	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.

PEOPLE.									13.
200-				6	Home	📵 Workli:	st	🕜 Help	🎒 Sign Ou
Home > Administ	er Workforce >	Administer Workfo	irce (USF) > <u>Use</u>	> Hire			New	<u> Window</u>	
Accounting In	formation								
Job Earnings	Distribution:	C By Hours	C By Percent	None					
Compensation Rate:	0.0	00000	Standard	Hours:	40.00			_	
GL Pay Type:		Account Code:				٩			
				V	iew All	First 🛃 1 of 1	🕑 Last		
Business Unit	Department	Job Code	Position	Shift	•	Earn Code	+ -		
GL Pay Type	Account Cod	le		Standa	d Hours	Percent of			
				٩		Distribution			
OK Car	icel								

Training Guide Appointments



Step	Action
84.	Click in the Account Code field.
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.

200						6	Home	() W	orklist	🕜 Help	(🔁 Sign O
me > <u>Administe</u>	r Workford	:e ≻ <u>Adn</u>	ninister W	orkforce (US	<u>F)</u> > <u>Use</u> >	Hire			N	ew Window		
Data Control Y	Personal	Data	Job	Pos	ition /	Compensa	tion CEm	ployment	1 Em	oloyment 2		
				EmpliD: †	1EM	Empli	Rcd#: 0					
Compensation I	Data							Vie	w All – F	irst 🗹 1 of 1 🛛	🕑 Last	l I
Effective Date:	11/14/20	003		Transactio	n#/Seq:	1	PAR	Status:		SSED BY RESOURCES	+ -	
Act Type:	Hire			NOA Code:		101	Emp	ol Status:	Active			
Pay Rate Deter	minant:	Regula	ar Rate		•	Pa	y Basis:	Per	Hour j	~		
Pay Plan /*Tab	le/Grade:	WG	027R	06	Step:	1 🔍 st	ep Entry Da	ite: 11/	14/2003			
Rtnd PP/Table/	Grade:				Step:	0 Gr	ade Entry D	ate: 11/	14/2003			
	_											
Base Pay:	ſ	15.0900	00		Corr	npensation	Frequency	с <u>н</u>с	ourly	_		
Loc/LEO Adjust	t: [0.00			Ann	uity Offset	Amount:					
Adjusted Base	Pay:			Be	nefit Base	Override	FEGLI Base	e: 31,	387.000			
Total Pay:	[15.09]								
Other Pa	ay Informa	<u>tion</u>	E	xpected Pay		Ac	counting In	<u>fo</u>				
🚽 Save) 🛛 🕮 Pr	evious tab)	Next	tab								E	Add)



Step	Action
87.	Click the Employment 1 tab.
	Employment 1

PEOPLE"					A	
000-			🙆 Home	🚯 Worklist	🕜 Help	Sign O
<u>Home</u> > <u>Administe</u>	r Workforce > Administer M	'orkforce (USF) > Use	> Hire	Ne	w Window	
Data Control	Personal Data Job	Position	Compensation / Em	ployment 1 Y Emp	oyment 2	
		EmpliD: NEW	Empl Rcd#: 0			
Employment Da	ta 1			View All	First 🗹 1 of 1 🕨	Last
Effective Date: Act Type:	11/14/2003 Hire	Transaction #/ Sec		Status: PROCES RESOUR Status: Active	SED BY HUMAN 📛	
				C.G.W.D.	Iling Position Data	
EOD Dt:	Hire NTE Dt:	Mand Re			lling Position Data	
Rehire Dt:	Separation Dt:	Next Rev	iew Dt:	Appt Data		
Louis	4/2003 🗐 Retire: 4/2003 🗐 TSP:	11/14/2003 前 11/14/2003 前 11/14/2003 前	Service Conversion Da Conv Begin Date: Career Conv Date: Career-Cond Conv Dat	11/14/2006]	
Within-Grade I	Increase Data					
WGI Status:		Pay Hours 0.00	Last Increase Dt:	31,		
WGI Due Date	WGI:		Intermittent Days	Worked: 0		
	<mark>evious tab</mark>) (Compensation Emp	loyment 1 Employment	2	(El-Add)

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



PEOPLE"				1	1 C
000-		🚷 Home	😥 Worklist	🕜 Help	🔗 Sign Out
Home > Administer Workfo	rce > Administer Workforce (USF) > Use > H	lire	<u>N</u>	ew Window	
Filling Position					
EmpliD: NEW	Effective 11/14/2003 Date:				
Filling Position Data	View All 🛛 First 🗹 1 of 1 🕨	Last			
Position Filled By:	ot Applicable				
OK Cancel					

Step	Action
89.	Click the Position Filled By list. Not Applicable
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.



PEOPLE 🙆 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 First 🖪 1 of 1 🕨 Last PROCESSED BY HUMAN Effective Date: 11/14/2003 Transaction #/ Seq: 1 PAR Status: RESOURCES 101 Empl Status: Active Hire Act Type: NOA Code: Exp Dates Filling Position Data Ü EOD Dt: Hire NTE Dt: Mand Retire Dt: ij Appt Data Rehire Dt: Separation Dt: Next Review Dt: Service 31, *Leave: 11/14/2003 🗐 Retire: 11/14/2003 🗊 Conv Begin Date: | 11/14/2006 🗊 11/14/2003 🗊 TSP: 11/14/2003 🗊 RIF: Career Conv Date: Sev Pay: 11/14/2003 Ħ LEO: Career-Cond Conv Date: Within-Grade Increase Data Non-Pay Hours 0.00 WGI: Waiting 💌 ġi, WGI Status: Last Increase Dt: WGI Due Date: Intermittent Days Worked: 0 ġ, LEI Date: 📳 Save) 🔎 Previous tab) 🗇 Next tab) Add) Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

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



PEOPLE			1	
000-	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Out
Home > Administer Workforce > Administer Workforce (USF) > Use	> Hire	<u>N</u>	ew Window	
Appointment Info				
Nature of Action Code:				
Current Appointment Auth #1:				
Current Appointment Auth #2:				
Benefit Record Number: 0 Severance Pay Previous We	eks: 0			
Appointment Limits Amount: Hours: D	ays:			
Special Employment Program: Not Applicable Welfare to Work: Not Applicable	•			
OK Cancel				

Step	Action
94.	NOTE: There is no need to change the default for Welfare to Work . Click the Ok button.
95.	 In the Service Computation Dates section, Modify the Leave date, if applicable. Modify the RIF (Reduction in Force) date, if applicable. Enter the LEO (Law Enforcement Officer) date, if applicable. Modify the Retire date, if applicable. Modify the TSP (Thrift Savings Plan) date, if applicable. Modify the Sev (Severance) Pay date, if applicable.



🙆 Home 🔞 Worklist 🕜 Help 🕘 Sign Ou Home > Administer Workforce > Administer Workforce (USF) > Use > Hire New Window Data Control Y Personal Data Job Position Compensation Employment 1 Employment 2 EmpliD: NEW Empl Rcd#: 0 Employment Data 1 First 💽 1 of 1 🕩 Last PROCESSED BY HUMAN Effective Date: 11/14/2003 Transaction #/ Seq: 1 PAR Status: RESOURCES 101 Hire Act Type: NOA Code: Empl Status: Active Exp Dates Filling Position Data EOD Dt: Hire NTE Dt: Mand Retire Dt: ij. ü Appt Data Rehire Dt: Separation Dt: Next Review Dt: 11/14/2003 🗊 11/14/2003 🖭 ij. *Leave: Retire: Conv Begin Date: 11/14/2006 🗊 RIF: 11/14/2003 🗊 TSP: 11/14/2003 🔟 Career Conv Date: 11/14/2003 🔟 ij. Sev Pay: Career-Cond Conv Date: LEO: Within-G Waiting ġi, • Non-Pay Hours WGI: 0.00 Last Increase Dt: WGI Status: Intermittent Days Worked: 0 WGI Due Date: ij ġi, LEI Date: 🗐 Save) 🛛 🕞 Previous tab) 🗇 Next tab E-Add) Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
96.	Click the Employment 2 tab. Employment 2

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.



PEOPLE				la la	I)
		🙆 Home	😥 Worklist	🕜 Help	🕘 Sign (
me > Administer Workforce > Adminis	ter Workforce (USF) > Use > H	ire	<u>N</u>	ew Window	
Data Control V Personal Data	Job Position Co	mpensation Y Em	ployment 1 (Emp	oloyment 2	
f f	EmpliD: NEW	Empl Rcd#: 0	<u> </u>	́ Ц	
mployment Data 2			View All	First 🖪 1 of 1 🕨	Last
Effective Date: 11/14/2003	Transaction #/ Seq:	1 PAR		SSED BY RESOURCES	
Act Type: Hire	NOA Code:	-	I Status: Active		
Bargaining Unit: 2600 Union Code: Union Anniversary Date:	PSC BARGAINING UNIT	Probatio Probatio SES Pro Date: Supv/Ma Probatio	on Date: bation anager	37 37 37	
Reports To Position: Supervisor ID: Tenure:		Retained Begin D Expires			
Permanent Data - RIF Pay Plan/Grade: RIF Series:	Comp/Area Level: 03 00		one Nbrs n Pay Data	Security Info	
Save) (@Previous tab) (@ Next tab)					(El-Add)

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.

2	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.
101.	Select the appropriate type of tenure. Click Conditional
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.

PEOPLE									13	$\langle \rangle$
000-					🙆 Home	😥 We	orklist	🕜 He	lp 🧉	Sign Ou
ome > Administer	Workforce	> Administer V	Vorkforce (USF) > Use	≥ Hire			Νe	ew Window		4
Data Control VI	Personal D	ata Job	Position	Compe	ensation	Employment	1 Emp	loyment 2)	
			EmpliD: NEW		pl Rcd#:	0			L	
mployment Data	2						View All	First 🔳	1 of 1 🕑 Last	
Effective Date:	11/14/20)3	Transaction #/ Se	iq: 1		PAR Status:	PROCES HUMAN I	SED BY RESOURC	+ - ES	I
Act Type:	Hire		NOA Code:	101		Empl Status:	Active			
Bargaining Unit: Union Code:	260	0 F	SC BARGAINING UNI	т	Pro	bation Dates obation Date: S Probation				
Union Anniversa Date:	ary 🗌				Sup	e. pv/Manager obation Date:		31,		
Reports To Posi	ition: 000	00049 0	BRANCH CHIEF		Reta	ained Grade Ex	pires			
Supervisor ID:			-		Beg	gin Date:		1		
Tenure: Permanent Data		efinite	-		Exp	oires Date:		ġŢ,		
Pay Plan/Grade: RIF Series:			mp/Area Level: 03	00		<u>Phone Nbrs</u> Non Pay Dat	a	<u>Security</u>	<u>Info</u>	
		Next tab	Compensation Emp	lovment	1 I Employ	ment 2			(El-A	.aa

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



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

Step	Action
107.	End of Procedure.

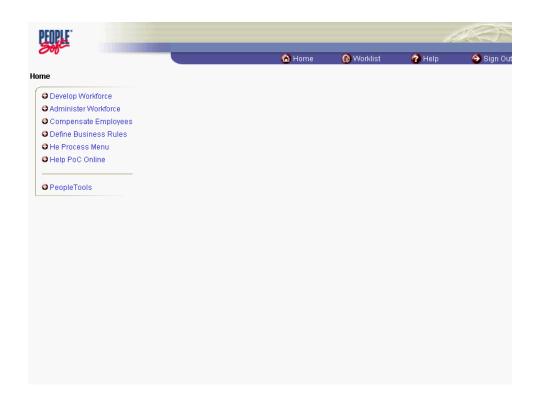
TSP Setup

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.
2.	Click the Administer Base Benefits link. Administer Base Benefits
3.	Click the Use link. €Use
4.	Click the Savings Plans link. Savings Plans

PEOPLE				1. A
000-	🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign Out
Home > Compensa	te Employees > Administer Base Benefits > Use > Savings Plans		New Window	
Savings Plans				
Find an Exis	sting Value		-	
EmplID:				
Empl Rod Nbr:				
Name:				
Last Name:				
Alternate Character	Name:			
Personnel Status:				
🗆 Include History	Correct History			
Search Clea	Basic Search			

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.				- 1	1. C) ~
200		🙆 Home	📵 Worklist	🕜 Help	😂 Sign Out
Home > Compensate Employ	<u>yees</u> > <u>Administer Base Benefits</u> > <u>U</u>	<u>Jse</u> > Savings Plans	Ne	w Window	
Elections					
MONROE,SUSAN R		ID: 00083393	Empl Rcd#:	0	
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:	31,	*Deduction Begin Da	ıte:	ii + -
	*TSP Status Code		*Election Date	e: 12/02/2003	3 🗊
Participation Election:	Elect Waive Terr	minate			
Benefit Plan:	٩		Option:		
Before Tax Investment		After Tax Investme	nt		
© Flat Amount		Flat Amount		3 20	
C Percent of Gross		C Percent of Gro	SS		
Employee Status: Benefit Program:	Active Annual Exc	ess Credits:			
Benenit Program.	0001				
🗐 Save) 🛛 🔍 Return to Search) <mark>↓≣ Next in List</mark>) (†≣ Previous in List)		🖉 Update/Displa	y) 🔊 Include Histor	y) 🕼 Correct History
•					Þ

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.



	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Ou
ne > Compensate Employees > Administer Base Benefits >	<u>Use</u> > Savings Plans	<u>N</u>	ew Window	
ect one of the following values:				
Eligible (FERS & CSRS)				
Waiting 2 Open Season				
Waiting 1 Open Season				
Not Applicable				
Stopped Before Gvt Contrib.				
Stopped, Y Status Prior				
Participant, No Gvt Contrib.				
Participating (FERS & CSRS)				
ancel				

Step	Action
15.	Select the correct value for the TSP Status Code field. Click Eligible (FERS & CSRS) E Eligible (FERS & CSRS)



Elections	rees > Administer Base Benefits > Use	> Savings Plans	New	Window
L				
MONROE,SUSAN R		ID: 00083393	Empl Rcd#:	0
Highly Compensated				
an Type			Find View All F	First 🗹 1 of 1 🕨 Last
Plan Type: 42 🔍	Thrift Savings Plan			+-
Coverage			Find View All Fi	rst 🔳 1 of 1 🕩 Last
*Coverage Begin Date: 🛽	11/14/2003 🗊 *TSP Status Date:	11/14/2003 🗊	*Deduction Begin Date	: 11/14/2003 🗊 <mark>+ -</mark>
	*TSP Status Code:	EQ	*Election Date:	12/02/2003 🗊
Participation Election:	C Elect	ate		
Benefit Plan:			Option:	
Employee Status:	Active			
Benefit Program:	GOVT			

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

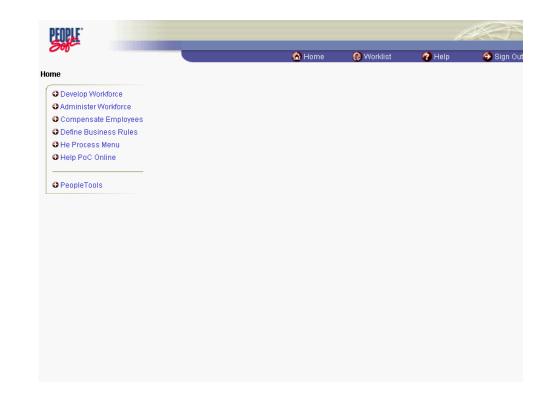
Introduction

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

PEOPLE			AS -		
300-	🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign Ou	
Home > Administer Workforce > Administer Workforce (USF) > Use > Hire	1		New Window		
Hire					
Add a New Value			-		
EmpliD: NEW					
Empl Rcd Nbr: 0					
Add					

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



1

PEOPLE			16	
	🙆 Home	😥 Worklist	🕜 Help	😂 Sign Ou
Home > Administer Workforce > Administer Workforce (USF) > Use > Hire			New Window	
Data Control Personal Data Job Position Comp	ensation 🍸 Err	nployment 1 🍸 En	nployment 2	
EmplD: NEW	Empl R	tcd#: 0		
Data Control		View All	< 🛃 1 of 1 🕨 >	1
Actual Effective Date: Proposed Effective	e Date: 12/03	3/2003	+ -	
Transaction #/ Sequence: Not To Exceed Date	te:			
*Action: HIR Hire PAR Status:	PRO 🔍		Y HUMAN	
'Reason Code: Contact Emplid:				
NOA Code:		NOA Ext:	٩	
Authority (1):		E		
Authority (2):				
PAR Request#: Print SF-52 PAR Remarks Award Data] Print SF-50 Print SF-50<	Fracking Data	Severance Pay		
🕒 Save) (Mexitab) (Next tab)				E Add
Data Control <u>Personal Data</u> <u>Job Position Compensation</u> <u>Employment</u>	1 Employmen	<u>t 2</u>		

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 EmpIID will default in as "New" until the **Save** button is clicked. EHRP will then autogenerate a sequential EmpIID 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.

Q

X



Step	Action
8.	Click in the *Reason Code field.

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.
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.
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.
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.
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



X

PEOPLE.				1	1 CM
000		🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign Out
Home > Administer \	Norkforce > Administer Workforce (USF) > Use > Hird	9	<u>N</u>	ew Window	
PAR Remarks				_	
PAR Remarks		View All Firs	t 🖪 1 of 1 🗈 Last		
Remark CD:	_		+ -		
<u> </u>	E 1	nsertion Require	di		
OK Cance					

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.

2	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.

PEOPLE				10	The second se
		🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Ou
Home > Administer Workforce > Administer Wor	kforce (USF) > <u>Use</u> > Hire		1	New Window	
Data Control Personal Data Job	Position Compe	nsation Frr	iployment 1 👔 Err	nployment 2	
	EmpliD: NEW	Empl R	cd#: 0		
Data Control			View All	< 【 1 of 1 ┣ >	
Actual Effective Date: 12/04/2003	Proposed Effective	Date: 12/04	//2003	+ -]
Transaction #/ Sequence: 1 1	Not To Exceed Date	e:	<u>i</u> ,		
*Action: HIR Hire	PAR Status:	PRO 🔍		Y HUMAN	
*Reason Code: XFR 🔍 Transfer	Contact Emplid:				
NOA Code: 130 🔍 Transfer			NOA Ext:	0 9	
Authority (1): ABT Q Reg. 330.707 CL	G. Chg to lower	grade under IC			
Authority (2):					
PAR Request#: Print SF-52 PAR Request#: Print SF-52 PAR Request#: Print SF-50 PAR Request#: PAR Request#: Print SF-50 PAR Request#: Print SF-50 PAR Request#: PAR Request#	R Remarks Award Data	acking Data	Severance Pay		
📳 Save) (C Previous tab) (Previous tab)					E-Add)
Data Control <u>Personal Data Job Position Cr</u>	ompensation Employment 1	<u>Employmen</u>	<u>t2</u>		

Step	Action
22.	Click the Personal Data tab.
	Personal Data



PEOPLE.	
🔗 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	
EmplD: NEW Empl Rcd#: 0	
Personal Data View All First 🗹 1 of 1 🕑 Last	. 1
	1
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 Q United States	
Name:	
Prefix:	
First Name: Middle:	
Last Name: Suffix: Q	
	-
Gender: ^C Male [©] Female Citizenship Status: Citizenship Stat	
'Date of Birth: Image: Date of Death: Draft Status: Dischiller Code: 05 Q No Handican	

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 Ac	ction
Sel	nter the Suffix (i.e. Jr, Sr) for the employee, if applicable. elect the appropriate radio button for Gender . lick 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.
	9

PEOPLE"				k	
000		🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Out
Home > Adminis	ster Workforce > Administer Workforce (USF) > Use > Hire		<u>N</u>	ew Window	
Lookup C	itizenship Status				
Citizenship Statu	us: IncelAdvanced Lookup				

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 <u>U.S. Citizen</u>



🙆 Home 🌘 Worklist 💡 Help 🔶 Si	gn 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 Q United States	
Name: JONES,NATHAN	
Prefix: MR	
First Name: NATHAN Middle:	
Last Name: JONES Suffix:	
Gender: [©] Male C Female Citizenship Status: ¹ Q Ethnic Group:	
	-

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 White, not of Hispanic origin
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.	- 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 .
	To save time, these steps will be completed for you.

PEOPLE"	PEOPLE			a de la companya de l		
0000		🙆 Home	📵 Worklist	🕜 Help	😂 Sign Out	
Address						
Country:	USA 🔍 United States					
Address 1:	545 MAIN					
Address 2:						
Address 3:						
City:	HOWARDSVILLE					
County:	Postal:	31532				
State:	DE Q Delaware Res Loc Code:	100237003				
Mailing Address						
Country:	USA 🔍 United States					
Address 1:						
Address 2:						
Address 3:						
City:						
County:	Postal:					
State:	٩					
OK Cai	ncel				-	

Step	Action
41.	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.

X



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.

PEOPLE							1	H.S.
200				🙆 Ho	ome 🔞 W	/orklist	🕜 Help	\ominus Sign Ou
	_	EmpliD:	NEW	Empl Rcc	I#: 0			-
Personal Data					Vi	ew All 🛛 Fi	rst 🖪 1 of 1 🕨	Last
Effective Date:	12/04/2003	Transact	tion #/ Seq:	1	PAR Status:	RESOUR	ED BY HUMAN	
Act Type:	Hire	NOA Cod	e:	130	Empl Status:	Active		
Name								
Format Using:	USA 🔍 United	States						
Name:	JONES,NATHAN							
Prefix:	MR							
First Name:	NATHAN		Middle:					
Last Name:	JONES		Suffix:		Q			
Gender: 💿 Male	⊂ Female	Citizenship Stat	us: 1 Q	Ethr	iic Group: White	, not of Hisp	anic origin	•
*Date of Birth:	06/07/1966 🗊	Date of Death:		Draf	ft Status:		•	
Disability Code:	05 🔍 No Hand	licap	Da	te Entitled to	Medicare:	31,		
Additional Birth	Info Address Info	rmation Perso	onal Phone N	lumbers <u>V</u>	'eterans Info 🛛 🕅	larital Info	Education Det	tails

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.	 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.	 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. To save time, these steps will be completed for you.

500				
	🙆 Home	📵 Worklist	🕜 Help	🕤 🌍 Sig
ne > Administer Workforce > Administer Wor	kforce (USF) > <u>Use</u> > Hire	<u>N</u>	lew Window	
erans Info				
Veterans Preference: None				
Veterans Status: Not indicated	•			
Uniformed Service:				
Military Separation Status:	Military Grade:			
Military Service Start Date:	End Date:	Ē.		
Reserve Category:	•			
Creditable Military Service:				
🗆 Notify Military Pay Center	Veterans Preference RIF			
Military Service Verified	🗖 Disabled Veteran			
OK Cancel				

Step	Action
45.	Click the Ok button.



PEOPLE					16	
			🙆 Home	😥 Worklist	🕜 Help	😑 Sign Out
		EmpliD: NEW	Empl Rcd#: 0			
Personal Data				View All F	First 🖪 1 of 1 🕨 La	ist
Effective Date: Act Type:	12/04/2003 Hire	Transaction #/ Seq: NOA Code:		Status: PROCES RESOUF Status: Active	SED BY HUMAN CES	-
Name						
Format Using:	USA 🔍 United St	ates				
Name:	JONES,NATHAN					
Prefix:	MR					
First Name:	NATHAN	Middle:				
Last Name:	JONES	Suffix:		Q		
Gender: 🖲 Male	C Female Cit	izenship Status: 👖 🔍	Ethnic Group:	White, not of His	panic origin	-
*Date of Birth:	06/07/1966 🗊 Da	te of Death:	Draft Status:		•	
Disability Code:	05 🔍 No Handica	p Dat	te Entitled to Medicare	:		
Additional Birth	Info Address Inform	ation Personal Phone N	umbers Veterans Ir	<u>nfo Marital Info</u>	Education Details	<u>s</u>

Step	Action
46.	Click the Education Details link. Education Details
47.	 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. Note: The Major Codes are the OPM values. To save time, these steps will be completed for you.



PEOPLE"						1	
000-				🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign Out
Home > Administer Work	force > <u>Administer</u>	Workforce (USF	<u>)</u> > <u>Use</u> > Hire		<u>N</u>	ew Window	
Education Details							
Degree:	13 Q	Bachelor Degr	ee				
Year Earned/Expected		GPA:	3.21	•	Graduated		
Major Code:	020501		SOIL SCIENCE				
School Code:	1304		<u></u>	ERS COLLEGE			
State:	FL Q	Country:		🗖 Minori	ity 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.

X



PEOPLE						6	
			6	Home 🔞 V	Vorklist	🕜 Help	🕘 Sign Out
Act Type:	Hire	NOA Code:	130	Empl Status:	Active		-
Name							
Format Using:	USA 🔍 United State	s					
Name:	JONES,NATHAN						
Prefix:	MR						
First Name:	NATHAN	Middle:					
Last Name:	JONES	Suffix:		٩			
	<u>.</u>			100.1		ente estato	-
Gender: 💿 Male	C Female Citiz	enship Status: 1 🔍	Et	hnic Group: VVhit	e, not of Hisp	banic origin	-
*Date of Birth:	06/07/1966 🗊 Date	of Death:	Dr	aft Status:		•	
Disability Code:	05 🔍 No Handicap	Da	te Entitled 1	to Medicare:	31)		
Additional Birth I		on Personal Phone N	lumbere	Veterans Info	Marital Info	Education Detai	a
			-	<u>veterano mio</u>	<u>antar into</u>	Eddeallon Dela	12 12
Country: USA		cription: PR 🗾		National ID:			
						6	
	vious tab) (🖴 Next tab)					E	Add)
<u>Data Control Pers</u>	onal Data <u>Job</u> <u>Position</u>	Compensation Emplo	<u>yment 1 E</u>	mployment 2			_

Step	Action
51.	Click in the National ID field.
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					14	
			🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Oເ
me > Administer\	Norkforce > Admin	ister Workforce (USF) > Use	> Hire	<u>N(</u>	ew Window	-
Data Control 📝 P	ersonal Data	Job Position	Compensation V Em	ployment 1 Emp	loyment 2	
		ſ	•		ioyment 2	
		EmpliD: NEW	Empl Rcd#: 0			_
ersonal Data				View All F	irst 🗹 1 of 1 🕨 La	
Effective Date:	12/04/2003	Transaction #/ Sec	:: 1 PAR	Status: PROCES	SED BY HUMAN	-
				RESOUR		
Act Type:	Hire	NOA Code:	130 Empl	Status: Active		
Name						
Format Using:	USA 🔍 United	l States				
Name:	JONES,NATHAN	l				
Prefix:	MR 💌					
First Name:	NATHAN	Middle:				
Last Name:	JONES	Suffix:		٩		
-	_	_				_
Gender: 🖲 Male	C Female	Citizenship Status: 1 🔍	Ethnic Group	: White, not of His	panic origin 🔄	-
Date of Birth:	06/07/1966 🗊	Date of Death:	Draft Status:		•	

Step	Action
54.	Click the Job tab.
	Job



PLUKE 🙆 Home 😥 Worklist 🞒 Sign Ou 🕜 Help Home > Administer Workforce > Administer Workforce (USF) > Use > Hire New Window Job Position Compensation Employment 1 Employment 2 Data Control Personal Data EmpliD: NEW Empl Rcd#: 0 Job Data irst 🖪 1 of 1 🕩 Last + -PROCESSED BY HUMAN RESOURCES Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: Hire 130 Act Type: NOA Code: Empl Status: Active Q 🔲 Posn Mgmt Rcd Position: Position Override *Job Code: ۹ *Agency: Transferred From Agency: Sub-Agency: Transferred To Agency: *Business Unit: DHHSO Benefits/FEHB Data Dept of Health and Human Srvc FEGLI/Retirement/FICA *Department: Departmental Hierarchy *Location: Tax Location: NA Q Not Applicable <u>Detail</u> 🕒 Save) 🔎 Previous tab) 🗇 Next tab) E+Add) Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
55.	Enter the desired information into the Position field. Enter "00000057".

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.
58.	Enter the desired information into the Transferred From Agency field. Enter " AG ".



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

PEOPLE					13.75
000		🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign Out
Home > Administer Workforce > Administer	<u>'Workforce (USF)</u> > <u>Use</u> > Hire			New Window	
Benefits/FEHB Data					
Benefits Control					
Benefit Record Number: 0	Benefits Employee Status:	Active			
BAS Group ID:					
Benefit Program: GVT 🔍	FEDERAL GOVT EMPLOYEES				
FEHB Eligibility					
O Permanent	Eligibility Elig Fld 1:				
C Continuing Coverage	Elig Fld 2:				
C Temporary Appointment > 1 yr	Elig Fld 3:				
С Temp Appt < 1ут + FedSvc > 1ут	Elig Fld 4:				
• Not Eligible	Elig Fld 5:				
	Elig Fld 6:				
FEHB Date	Elig Fld 7:				
FEHB Date: 12/05/2004	Elig Fld 8:				
	Elig Fld 9:				
OK Cancel					-

Step	Action
60.	Click the Ok button.



X

					🙆 Hor	ne	noVV 📵 🗌	'klist 🕜 He	lp 🧯	Sign O
me > <u>Administe</u>	r Workforce 🤉	Adminis	ter Workforce	(USF) > <u>Use</u> >	Hire			New Window		
Data Control 👔	Personal Da	ita /	Job	Position	Compensation	Emp	loyment 1	Employment 2		
			EmpliD:	NEW	Empl Rcd	i#: 0				
ob Data							View	All 🛛 First 🛃 1 of	1 🕑 Last	
Effective Date:	12/04/2003	}	Trans	action # / Seq:	: 1	PAR	Status:	PROCESSED BY HUMAN	+ -	
Act Type:	Hire		NOA	Code:	130	Empl	Status:	RESOURCES Active		
Position:	00000057	۹. (€- 0201- 15	SPECIAL INI	ITIATIVES	Γ	Posn Mg	jmt Rcd		
*Job Code:	96H122	C	€- 0201- 15	MANAGER SPECIAL INI MANAGER	ITIATIVES		Position	Override		
*Agency:	HE	Departm	ent of HHS		Transferre	ed From A	gency:	AG 🔍		
Sub-Agency:	11	Program	n Support Cent	ier	Transferre	ed To Age	ncy:			
*Business Unit:	PSC00		Program S	upport Center			Benefit	s/FEHB Data		
*Department:	PBA		Office Of Th	ne Director				Retirement/FICA		
*Location:	241360031		Rockville				<u>Depart</u>	mental Hierarchy		
Tax Location:	NA	Q	Not Applica	ible			<u>Detail</u>			

Step	Action
61.	Click the FEGLI/Retirement/FICA link.
62.	 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.



			🙆 Home	📵 Worklist	🕜 Help	🕘 Sign O
ne > Administer Workforce > Administ	er Workforce ((<u>USF)</u> > <u>Use</u> > Hire		<u>N</u>	ew Window	
GLI/Retirement Data/FICA						
GLI						
FEGLI Code:	C0 Q	Basic Only				
Post 65 Basic Life Reduction:	Q					
Living Benefits Coverage Amoun	t:					
irement						
Retirement Plan:	КQ	FERS and FICA				
FERS Coverage:	Automati	cally Covered By FE	RS 💌			
Previous Retirement Coverage:	Never Co	vered 💌]			
Annuitant Indicator:	9 🔍	Not Applicable				
Annuity Commencement Date:		31)				
CSRS Frozen Service:	0000					
A Status-Employee						
FICA Status-Employee:	NQ					
OK Cancel						

Step	Action
64.	Click the Ok button.
	ок



					🙆 Home		📵 Work	dist 🕜 F	Help	🕘 Sign O
me > <u>Administe</u>	<u>r Workforce</u> ×	Adminis	ter Workforce	<u>'USF)</u> > <u>Use</u> > H	lire			New Windo	<u>w</u>	
Data Control	Personal Da	ta /	Job	Position C	ompensation	Emplo	oyment 1	Employment 2	2	
			EmpliD:	NEW	Empl Rcd#:	0				
lob Data							View A	All 🛛 First 🛃 1	of 1 💽 Last	
Effective Date:	12/04/2003		Trans	action # / Seq:	1	PAR S	tatus:	PROCESSED B HUMAN RESOURCES	Y + -]
Act Type:	Hire		NOA C	ode:	130	Empl 9	Status:	Active		
Position:	00000057	Q G	8- 0201- 15	SPECIAL INIT	IATIVES		Posn Mgr	nt Rcd		
*Job Code:	96H122	G	8- 0201- 15	MANAGER SPECIAL INIT MANAGER	IATIVES		Position (Override		
*Agency:	HE	Departm	ent of HHS		Transferred F	From Ag	jency:	AG 🔍		
Sub-Agency:	11	Program	Support Cent	er	Transferred 1	Fo Ager	icy:			
*Business Unit:	PSC00		Program Si	ipport Center			Benefits	/FEHB Data		
*Department:	PBA		Office Of Th	e Director			FEGLI/R	letirement/FICA		
*Location:	241360031		Rockville				Departn	nental Hierarchy		
Tax Location:	NA	Q	Not Applica	ble			<u>Detail</u>			

S	step	Action
	65.	Click the Position tab.
		Position



			🔏 Home 🔰	🚯 Worklist	🕜 Help	🎒 Sign Ou
<u>me</u> ≻ <u>Administer M</u>	Vorkforce > Administer Workforce			-	w Window	-
Data Control 👔 Pe	ersonal Data 🔰 Job	Position Comper	isation Femploy	/ment 1 Empl	oyment 2	
	EmpliD:	NEW Em	pl Rcd#: 0			
osition Data				View All First	🖪 1 of 1 🕩 Last	
Effective Date: 1	12/04/2003 Trans	action #/ Seq: 1	PAR Sta	tus: PROCES	ED BY HUMAN	
Act Type:	Hire NOA (Empl Sta		020	
LEO Position:		I3G Ceiling *Regular SI	nift: Not Appli	icable 🔽		
POI:	4183 PSC	Shift Rate/	Factor:			
*Pay Group:	٩					
Pay Frequency:	Work Period: 🛛	V 🔍 Holiday Sche	dule: 📃 🔍]		
Earnings Program	:		0	titius Ous Danna)		
*Employee Type:		Type Appt:	Career (Compe	etitive Svc Perm)		
Employee		Posn Occupied:	Competitive		v	
Classification:		Work Schedule:	Full Time	✓ *Job Indicato	Primary 🔽	
*Reg/Temp:	Regular	*FLSA Status:	Exempt		•• • to FTE Actual Coun	t
Supervisor Level:	Supervisor or Manager					
	Not Applicable	*Standard Hours:	40.00	FTE:		

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

1	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. Career (Competitive Svc Perm)
70.	Select the Type Appt from the dropdown menu. Click Career-Conditional (Comp Perm) Career-Conditional (Comp Perm)

PEOPLE"						Â	
200			🙆 Ho	me 🔞 W	/orklist	🕜 Help	📀 Sign Ou
me > <u>Administer V</u>	Vorkforce > Administer	Workforce (USF) > U	<u>se</u> > Hire		New	Window	-
Data Control 👔 Pe	ersonal Data 🔰 Jo	b Position	Compensatio	n Employmen	t1 Employ	ment 2	
		EmpliD: NEW	Empl Rco	i#: 0			
osition Data				View	All First D	🛾 1 of 1 🕩 Last	
Effective Date:	12/04/2003	Transaction #/ S	ieq: 1	PAR Status:	PROCESS	ED BY HUMAN	
Act Type:	Hire	NOA Code:	130	Empl Status:			
LEO Position:	Not Applicable 🔽	SF-113G Ceiling	*Regular Shift:	Not Applicable			
POI:	4183 PSC		Shift Rate/Facto	r:			
*Pay Group:	Q						
Pay Frequency:	Work	Period: 🔟 🔍 H	oliday Schedule:	Q			
Earnings Program	n:	Туре	Appt: Ca	reer-Conditional ((Comp Perm)	•	
*Employee Type: Employee		a Posn	Occupied: Co	mpetitive		~	
Classification:		-	Schedule: Ful	I Time 🗾	Job Indicator:	Primary 🔽	
*Reg/Temp:	Regular	1 *FLSA	Status: Exe	empt 💌	1	o FTE Actual Count	t
Supervisor Level:		·	tard Hours: 40	00			
Medical Officer:	Not Applicable	*Stan	lard Hours: 40	F	rE:		
🚽 Save) 🛛 (🖻 Previo	ous tab) (🖴 Next tab)						
	(Lin Next tab)					(<u>E.</u> ,	•

Step	Action
71.	Click the Compensation tab.
	Compensation



			🙆 Hom	e 🚺 🔞 W	'orklist 🛛 🕜 Hel	lp 📀 Sign C
<u>me</u> ≻ <u>Administer Wo</u>	irkforce ≻ <u>Administer</u>	Workforce (USF) >	<u>Use</u> > Hire		New Window	
)ata Control 丫 Per	sonal Data 🔰 Ji	ob Position	Compensation	Employment	t 1 Employment 2	
		EmpliD: NEW	Empl Rcd#:	0		
Compensation Data				Vie	w All 🔰 First 💽 1 of	1 🕑 Last
ffective Date: 12	/04/2003	Transaction #	Seq: 1	PAR Status:	PROCESSED BY HUMAN RESOURCI	+ - ES
lict Type: Hi	re	NOA Code:	130	Empl Status:	Active	
Pay Rate Determin	ant: Regular Rate		Pay Bas	sis: Pe	r Annum 💌	
Pay Plan /*Table/G	ade: GS 0000	15 g	tep: 🔲 🛛 Step En	try Date:		
Rtnd PP/Table/Grad	le: 🔍 🔍	Q Q 9	tep: 🔍 🔍 Grade E	ntry Date: 12/	04/2003	
		_		0 er	inual	
Base Pay:			Compensation Freq		inuai	
Loc/LEO Adjust:	0.00		Annuity Offset Amo			
Adjusted Base Pay	:	Benefit	Base Override FEGL	l Base:		
Total Pay:						
Other Pay In	tormation	Expected Pay	Account	<u>ing into</u>	Hourly Rates	

Step	Action
72.	Click the Pay Rate Determinant list.
	Regular Rate

2	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 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 ".



X

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

PEOPLE				4.0
200	🙆 Home	😥 Worklist	🕜 Help	😔 Sign Ou
Home > Administer Workforce > Administer Workforce (USF) > Use > Hire			New Window	
Accounting Information				
Job Earnings Distribution: C By Hours C By Percent ©	None			
Compensation 0.000000 Standard Hours Rate:	: 40.00			
GL Pay Type: Account Code:		٩		
	View All	First 🖪 1 of 1 🕨	Last	
Business Unit Department Job Code Position Sh	ift	Earn Code 🕂		
GL Pay Type Account Code S	tandard Hours	Percent of Distribution		
OK Cancel				



Step	Action
78.	Enter the CAN in the Account Code field. Click in the Account Code field.
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 appripriately. 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.

Sof					🙆 Home	😥 Wa	orklist	🕜 Help	🔗 Sign Out
lome > <u>Administe</u>	r Workfor	ce > <u>Administe</u>	r Workforce (USF)	> <u>Use</u> > Hire			Nev	w Window	
Data Control	Persona	I Data 🔰 J	lob Positi	on Comp	ensation Em	ployment	1 Emplo	oyment 2	
			EmpliD: NE	EV E	mpi Rcd#: 0				
Compensation I	Data					Viev	w All — Firs	st 🗹 1 of 1 🕨	Last
Effective Date:	12/04/2	003	Transaction	-		l Status:		SED BY	
Act Type:	Hire		NOA Code:	130	Emp	ol Status:	Active		
Pay Rate Deter	minant:	Regular Rate		•	Pay Basis:	Per	Annum 🔽		
Pay Plan /*Tab	le/Grade:	GS 000	0 15	Step: 0	Step Entry Da	ite:			
Rtnd PP/Table/	Grade:	<u> </u>	Q Q	Step: 🛛 🔍	Grade Entry D	Date: 12/0	04/2003		
	I						nual		
Base Pay:	I			•	ation Frequency		nual	1	
Loc/LEO Adjust	t:	0.00		2	fset Amount:				
Adjusted Base	Pay:		Bene	fit Base Overri	de FEGLI Bas	e:			
Total Pay:									
Other P:	ay Informa	ation	Expected Pay		Accounting In	<u>fo</u>	Hourly	Rates	
🖶 Save) 🛛 🕀 Pr	evious tab)	🔿 Next tab							(El-Add)

Step	Action
81.	Click the Employment 1 tab. Employment 1



Marke > Administer Workforce > Administer Workforce (USE) > Use > Hire New Window Data Control Personal Data Job Position Compensation Employment 1 Employment 2 Employment Data 1 New All First 1 or 1 Last Effective Date: 12/04/2003 Transaction #/ Seq: 130 Park Status: Provice Computation Dates 12/04/2003 Non Pay Hours 0.00 Widi Date: <th></th> <th></th> <th></th> <th>🙆 Home</th> <th>📵 Worklist</th> <th>🕜 Help</th> <th>🕘 Sign C</th>				🙆 Home	📵 Worklist	🕜 Help	🕘 Sign C
EmpliD: NEW EmpliRcd#: 0 Employment Data 1 View All First 1 of 1 Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN Effective Date: 12/04/2003 There NED Dt: Hire NED Dt: Hire NET Dt: Mand Retire Dt: Service Conversion Dates Conv Begin Date: Career Conv Date: 12/04/2003 Filling Position: Service Convortation Dates Conv Begin Date: Career Conv Date: 12/04/2003 Within-Grade Increase Data WGi Status: Waiting Non-Pay Hours 0.00 Last Increase Dt: WGi:	<u>me</u> > <u>Administe</u>	r Workforce > Administer V	Vorkforce (USF) > Use > H	ire	Ne	w Window	
Employment Data 1 View All First 1 of 1 D Last Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN Image: Construction of the second constructine second construction of the second consecond construc	Data Control	Personal Data Job	Position Co	ompensation / Em	ployment 1 Cmp	loyment 2	
Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN Act Type: Hire NOA Code: 130 Empl Status: Active EOD Dt: Hire NTE Dt: Mand Retire Dt: Impl Status: Active Rehire Dt: Separation Dt: Next Review Dt: Impl Status: Active Service Computation Dates Impl Status: Active Impl Status: Active Leave: 12/04/2003 Retire: 12/04/2003 Impl Status: Conv Begin Date: Impl Status: Rif: 12/04/2003 TSP: 12/04/2003 Service Conversion Dates Impl Status: <			EmpliD: NEW	Empl Rcd#: 0			
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: Exp Dates Filling Position Data Service Computation Dates ************************************	Employment Da	ta 1			View All	First 🚺 1 of 1 🛛	🗵 Last
EOD Dt: Hire NTE Dt: Mand Retire Dt: Importants Rehire Dt: Separation Dt: Next Review Dt: Importants Service Computation Dates Service Conversion Dates Ref: 12/04/2003 Importants Retire: 12/04/2003 Importants Rif: 12/04/2003 Importants Service Conversion Dates LEO: Sev Pay: 12/04/2003 Importants Within-Grade Increase Data Wol Status: Non-Pay Hours 0.00 Last Increase Dt:					RESOUR	SED BY HUMAN 🗖	+ -
Service Computation Dates Service Conversion Dates *Leave: 12/04/2003 Retire: 12/04/2003 Rif: 12/04/2003 FSP: 12/04/2003 LEO: Sev Pay: 12/04/2003 Conv Begin Date: Vithin-Grade Increase Data WGI Status: Waiting Non-Pay Hours 0.00 Last Increase Dt:	Act Type:	Hire	NOA Code:	130 Emp	Status: Active		
Service Computation Dates 'Leave: 12/04/2003 RIF: 12/04/2003 LEO: Service Conversion Dates Within-Grade Increase Data WGI Status: Waiting Non-Pay Hours 0.00 LEO: Last Increase Dt:	EOD Dt:	Hire NTE Dt:	Mand Retire	Dt:	Exp Dates F	illing Position Data	1
Leave: 12/04/2003 Image: Particle in the image: Partine in the image: Partine in the image: Particl	Rehire Dt:	Separation Dt:	Next Review	Dt:	Appt Data		
Leave: 12/04/2003 Image: Particle in the image: Partine in the image: Partine in the image: Particl	Service Comp	utation Dates	Se	nvice Conversion D	ates		
RIF: 12/04/2003 TSP: 12/04/2003 Career Conv Date: 12/04/2006 LEO: Sev Pay: 12/04/2003 Career Conv Date: 12/04/2006 Within-Grade Increase Data WGI Status: Waiting Non-Pay Hours 0.00 Last Increase Dt: Image: Career Conv Conv Date:		(dth)				7	
LEO: Sev Pay: 12/04/2003 Career-Cond Conv Date: Within-Grade Increase Data WGI Status: Waiting Non-Pay Hours 0.00 Last Increase Dt: Image: Conv Date: WGI: WGI: Conv Date: Conv Date: Conv Date: Conv Date:				-		-	
Within-Grade Increase Data WGI Status: Waiting Non-Pay Hours 0.00 Last Increase Dt: WGI:							
WGI Status: Waiting Non-Pay Hours 0.00 Last Increase Dt:	LEO:	Sev Pay:	12/04/2003	areer-Cond Conv Da		2	
	Within-Grade	Increase Data					
	WGI Status:			Last Increase Dt:	31		
WGI Due Date: LEI Date: Intermittent Days Worked: U							
	WGI Due Date		Date:	Intermittent Days	worked: 10		

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



PEOPLE				1	
000-		🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Out
Home > Administer Workfor	ce > <u>Administer Workforce (USF)</u> > <u>Use</u> > H	ire	<u>N</u>	ew Window	
Filling Position					
EmpliD: NEW	Effective 12/04/2003 Date:				
Filling Position Data	View All 🛛 First 🛃 1 of 1 🕨	Last			
Position Filled By: Not	Applicable 💌				
OK Cancel					

Step	Action
83.	Click the Position Filled By list. Not Applicable
84.	From the dropdown menu, select the correct method by which the position has been filled. Click Outside Dept, Comp Prom Outside Dept, Comp Prom
85.	Click the Ok button.



PEOPLE 🙆 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 First 🖪 1 of 1 🕨 Last PROCESSED BY HUMAN Effective Date: 12/04/2003 Transaction #/ Seq: 1 PAR Status: RESOURCES 130 Empl Status: Active Hire Act Type: NOA Code: Exp Dates Filling Position Data Ü EOD Dt: Hire NTE Dt: Mand Retire Dt: ij Appt Data Rehire Dt: Separation Dt: Next Review Dt: Service (ġi, *Leave: 12/04/2003 🗊 Retire: 12/04/2003 🗊 Conv Begin Date: 12/04/2003 🗊 TSP: 12/04/2003 🗊 12/04/2006 🗊 RIF: Career Conv Date: Sev Pay: 12/04/2003 Ħ LEO: Career-Cond Conv Date: Within-Grade Increase Data Non-Pay Hours 0.00 WGI: Waiting 💌 ġi, WGI Status: Last Increase Dt: WGI Due Date: Intermittent Days Worked: 0 ġ, LEI Date: 📳 Save) 🔎 Previous tab) 🗇 Next tab) Add) Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
86.	Click the Appt Data link.
	Appt Data



PEOPLE			1	1 AN
000-	🙆 Home	😥 Worklist	🕜 Help	🎒 Sign Out
Home > Administer Workforce > Administer Workforce (USF)	> <u>Use</u> > Hire	<u>N</u>	ew Window	
Appointment Info				
Nature of Action Code:				
Current Appointment Auth #1:				
Current Appointment Auth #2:				
Benefit Record Number: 0 Severance Pay Previou	IS Weeks: 0			
Appointment Limits Amount: Hours:	Days:			
Special Employment Program: Not Applicable				
Welfare to Work: Not Applicable	<u> </u>			
OK Cancel				

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 Not Applicable
89.	NOTE: Welfare to Work should not be captured here. Click the Ok button.
90.	 In the Service Computation Dates section, Modify the Leave date, if applicable. Modify the RIF (Reduction in Force) date, if applicable. Enter the LEO (Law Enforcement Officer) date, if applicable. Modify the Retire date, if applicable. Modify the TSP (Thrift Savings Plan) date, if applicable. Modify the Sev (Severance) Pay date, if applicable.

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

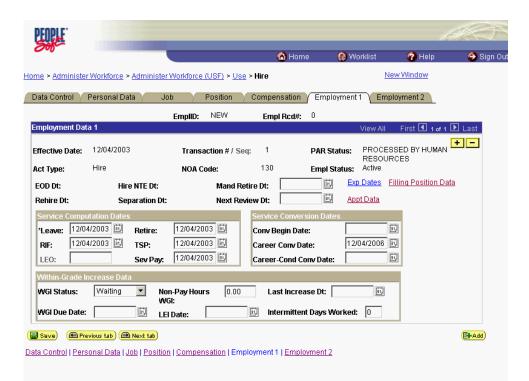
NOTE: The severance pay service computation date is for establishing the employee's severance pay computation.

X



Step	Action
91.	 Enter the Conv (Conversion) Begin Date, if applicable. Enter the Career Conv Date, if applicable. Enter the Career-Cond Conv Date, if applicable.
92.	The WGI Status will default to "Waiting." NOTE: The WGI Due Date will populate automatically. THIS IS WGI DUE DATE NOT WGI START DATE. Modify the LEI Date , if applicable.

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.	Click the Employment 2 tab. Employment 2
94.	NOTE: The following fields default based on the position selected: - Bargaining Unit - Reports to Position - Union Code

		🙆 He	ome 📵 Wa	orklist 😗 l	Help 🌔 Sign י
ne > <u>Administer Workforce</u> > <u>Admini</u>	ister Workforce (USF) ≻ Us	<u>se</u> > Hire		New Windo	<u>ow</u>
ata Control \Upsilon Personal Data 🔪	Job Position	Compensatio	in CEmployment	1 Employment	2
	EmpliD: NEW	Empl Rcd	#: 0		
nployment Data 2				View All 🛛 First 🖸	🕙 1 of 1 🕩 Last
ffective Date: 12/04/2003	Transaction #/ S	Seq: 1	PAR Status:	PROCESSED BY HUMAN RESOUF	
Act Type: Hire	NOA Code:	130	Empl Status:	Active	
Bargaining Unit: 8888 Jnion Code: Jnion Anniversary Date:	INELIGIBLE TO JOIN		Probation Dates Probation Date: SES Probation Date: Supv/Manager Probation Date:		
Reports To Position: Supervisor ID: Fenure: Permanent Data - RIF			Retained Grade Ex Begin Date: Expires Date:	pires	
Pay Plan/Grade: 🔍 🔍	Comp/Area Level: 02	мо	<u>Phone Nbrs</u> <u>Non Pay Dat</u>	a <u>Secu</u>	rity Info

Step	Action
95.	This field will default from the Position.
	Click in the Reports To Position field.
96.	Click the Tenure list.
97.	In the Tenure field, select the appropriate type of tenure. Click Permanent
	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.

X

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.

	<u>a</u> 1	Home 📵 Worl	dist 🕜 Help	o 🌖 Sign Ol
ne > Administer Workforce > Administer Work			New Window	
	Position Compensat	:d#: 0	Employment 2	_
	ransaction #/ Seq: 1	PAR Status:	ew All First 🛃 1 PROCESSED BY HUMAN RESOURCE Active	o r 1 🕨 Last + - S
Bargaining Unit: 8888 INEL Union Code: Union Anniversary Date:	IGIBLE TO JOIN	Probation Dates Probation Date: SES Probation Date: SupvManager Probation Date:		
Reports To Position: 00000028 Q S Supervisor ID: Constant Tenure: Permanent Constant	UPV MGMT ASST	Retained Grade Exp Begin Date: Expires Date:	ires 11 11	
Pay Plan/Grade: Q Comp/ RIF Series: Q	Area Level: 02 M0	<u>Phone Nbrs</u> <u>Non Pay Data</u>	Security In	<u>nfo</u>

Step	Action
101.	Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. Data Control
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.

	🙆 Home	😥 Worklist	🕜 Help	😔 Sign O
ne	<u> </u>	<u> </u>		
Develop Workforce				
O Administer Workforce				
Ocompensate Employees				
Define Business Rules				
He Process Menu				
Help PoC Online				
O PeopleTools				

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



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

PEOPLE				145
	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Ou
Home > Compensate Employees > Administer Base Benefits > Use	₂ > Savings Plans		New Window	
Savings Plans				
Find an Existing Value				
EmpliD:				
Empl Rod Nbr:				
Name:				
Last Name:				
Alternate Character Name:				
Personnel Status:				
🗆 Include History 🗖 Correct History				
Search Clear Basic Search				

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".



			(🙆 Home	📵 Worklist	🕜 Help	😔 Sign
e > <u>Compensate Employ</u>	ees > <u>Administer</u>	Base Benefits > U	se > Savin	gs Plans	New	<u>v Window</u>	
lections							
MONROE,SUSAN R			ID:	00083393	Empl Rcd#:	0	
an Type					Find View All	First 🖪 1 of 1 🛛	▶ Last
Plan Type: 42 🔍	Thrift Savings	Plan					+ -
Coverage					Find View All F	irst 🗹 1 of 1 🕨	Last
*Coverage Begin Date: Participation Election:	• Elect	*TSP Status Date: *TSP Status Code: • Waive C Terr			*Deduction Begin Dat *Election Date		3 🗊 <mark>+ -</mark>
Benefit Plan:	٩		0.00	T I	Option:	_	
Before Tax Investment Flat Amount Percent of Gross		1	⊙ F	Tax Investmer lat Amount ercent of Gros		F	
Employee Status: Benefit Program:	Active GOVT	Annual Exce	ess Credits	:			
Save) (Q Return to Search)	(<mark>∔≣ Next in List</mark>) (†≣	Previous in List)			(2 Update/Display) 🔏 Include Histor	y) (🕼 Correct Hi

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.



	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Ou
ne > Compensate Employees > Administer Base Benefits >	<u>Use</u> > Savings Plans	<u>N</u>	ew Window	
ect one of the following values:				
Eligible (FERS & CSRS)				
Waiting 2 Open Season				
Waiting 1 Open Season				
Not Applicable				
Stopped Before Gvt Contrib.				
Stopped, Y Status Prior				
Participant, No Gvt Contrib.				
Participating (FERS & CSRS)				
ancel				

Step	Action
15.	Select the correct value for the TSP Status Code field. Click Eligible (FERS & CSRS) E Eligible (FERS & CSRS)



		_		(👌 Home	📵 Worklist	(🕜 Help	😑 Sign C
ie > <u>Compensate Employ</u>	vees > Adminis	er Base Benef	<u>its</u> > <u>Use</u> >	Saving	js Plans		New W	<u>'indow</u>	
ilections									
MONROE,SUSAN R				ID:	00083393	Empl Ro	:d#:	0	
an Type						Find View A	dl Firs	st 🔳 1 of 1 🕨	🗄 Last
Plan Type: 42 🔍	Thrift Saving	is Plan							+ -
Coverage						Find View All	First	1 of 1 🕨	Last
*Coverage Begin Date: Participation Election:	11/14/2003 টি €Elect	*TSP Status		E	4/2003 🗊	*Deduction Begi *Election		11/14/2003 12/02/2003	
Benefit Plan:	Q					Option:			
Before Tax Investment © Flat Amount © Percent of Gross				⊙ Fl	Fax Investme at Amount ercent of Gro		, pi		
Employee Status: Benefit Program:	Active GOVT	Annua	al Excess C	redits:					
Save) (QReturn to Search) (<mark>∔≣ Next in List</mark>)	†≣ Previous in Lis	t)			(2) Update/	Display) 🛃	웹 Include History) (Correct Hist

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.



	🙆 Home	😥 Worklist	🕜 Help	\varTheta Sign (
ne				
O Develop Workforce				
O Administer Workforce				
Compensate Employees				
Define Business Rules				
O He Process Menu				
O Help PoC Online				
O PeopleTools				

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



PEOPLE				1	SC)
0000		🙆 Home	😥 Worklist	🕜 Help	🎒 Sign Οι
Home > Administer V	/orkforce > <u>Administer Workforce (USF)</u> > <u>Us</u>	e > HR Processing		New Window	
HR Processing					
Find an Exist	ing Value				
EmplID:					
Empl Rod Nbr:					
Name:					
Last Name:					
🗆 Include History 🗆	Correct History				
Search Clear	Basic Search				

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 0046 0 HILL,ZELDA		



PEOPLE"				là	
000-		🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Out
Home > Administer Workforce	> Administer Workforce (USF) > Use > HF	Processing	1	New Window	
/ Data Control / Personal D	vata Job Position Cor	mpensation Y Em	ployment 1 Cm	ployment 2	
HILL,ZELDA	EmpliD: 0046	Empl Re	cd#: 0		
Data Control			View All	< ◀ 1 of 1 🕨 >	
Actual Effective Date:	12/05/2003 🗐 Proposed Effect	tive Date: 10/11	/2001	+-	
Transaction #/ Sequence	: 1 1 Not To Exceed	Date:	1		
*Action: TWB	Terminated With Benefits PAR Status:	REV Q	REVIEWED		
*Reason Code: TWB 🔍	Terminated With Benefits Contact Empli	d:	Q		
NOA Code: 355 Q	Terminated with Benefits		NOA Ext:	<u> </u>	
Authority (1):					
Authority (2):					
	Print SF-52 PAR Remarks Award Data	<u>Tracking Data</u> <u>R</u>	etroactive TSP T	ransfer In Data?	
🗐 Save) 🔍 Return to Search)	(Previous tab) (Next tab)	(a	🗉 Update/Display) (🙇	Include History) 🕼 Correc	t History)
Data Control <u>Personal Data</u>	Job Position Compensation Employm	ent 1 Employment	2		

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".

X

Ż

Step	Action
14.	Click in the *Reason Code field.
15.	Enter the desired information into the *Reason Code field. Enter "REH ".
16.	Click in the NOA Code field.
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.
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.
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.
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



PEOPLE.			1	1997 -
000	🙆 Home (Worklis	st 🕜	Help	🕘 Sign Out
Home > Administe	Workforce > Administer Workforce (USF) > Use > HR Processing	New Win	dow	
PAR Remarks		_		
PAR Remarks	View All First 🗹 1 of 1 🕨	Last		
Remark CD:	Insertion Required			
I				
OK Cano	el			

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.

X

⊕

	PEOPLE"					13.0
	000-		<u>(</u> ∂ +	lome 👩 Worl	klist 🕜 Help	😔 Sign Ou
Н	lome > <u>Administer Workf</u>	orce > Administer Workf	force (USF) > Use > HR Proces	sing	New Window	
ſ	Data Control Persor	nal Data 🔰 Job	Position Compensati	ion Employment 1	Employment 2	
	HILL,ZELDA		EmpliD: 0046	Empl Rcd#: 0		
	Data Control			<u>Vi</u> e	<u>ew All</u> < 💽 1 of 2	<u>> </u>
	Actual Effective Date:	12/10/2003 🗊	Proposed Effective Date	e: 12/10/2003	+	-
	Transaction #/ Seque	nce: 1	Not To Exceed Date:	(III)		
	*Action:	Q Rehire	PAR Status:		SED BY HUMAN ICES	
	*Reason Code: REH	Rehire	Contact Emplid:	٩		
	NOA Code: 140	🔍 Reins-Career			NOA 🛛 🔍 Ext:	
	Authority (1): KQM	۹ 🗌				
	Authority (2):	٩				
	PAR Request#: 0000957043	Print SF-52 PAR Print SF-50	Remarks Award Data Trackir	ng Data Retroactive T	<u>SP</u> Transfer In Data?	
			i Next tab) mpensation Employment 1 En	(君 Update/Disp nployment 2	olay) (2 Include History) (2	Correct History)

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.



PEOPLE				1	SEC)
200-		🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign Ou
Home > Administer Workforce > Administer W	'orkforce (USF) > <u>Use</u> > HR	Processing	<u>N</u>	ew Window	
Job Tracking Info					
EmpliD:	Empl Rcd#:	0			
Effective Date: 12/10/2003	Current Status:	PROCESSED BY	HUMAN RESOURC	ES	
Action: Rehire	Reason Code:	Rehire			
Over *Action Taken Status User ID Oper Empl	ator Tracking Name		Comment		
OK Cancel					
•					

Step	Action
30.	Click the Ok button.
	ок

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.



PEOPLE			là.	Ø
	🙆 Home	😥 Worklist	🕜 Help	😔 Sign Ou
Home > Administer Workforce > Administer W	orkforce (USF) > Use > HR Processing	N	ew Window	
Data Control Personal Data Job	Position Compensation Er	nployment 1 🗸 Emp	bloyment 2	
HILL,ZELDA	EmpliD: 0046 Empl F	Rcd#: 0		
Data Control		<u>View All</u>	< 🖪 1 of 2 🕨 🗏	
Actual Effective Date: 12/10/2003	Proposed Effective Date: 12/1	0/2003	+ -	
Transaction #/ Sequence: 1 1	Not To Exceed Date:	a 1)		
*Action: REH 🔍 Rehire	PAR Status: PRO 🔍		HUMAN	
*Reason Code: REH Q Rehire	Contact Emplid:			
NOA Code: 140 Q Reins-Career		NOA Ext:	0 9	
Authority (1): KQM 🔍				
Authority (2):				
PAR Request#: Print SF-52 Print SF-50 0000957043 Print SF-50 Print SF-50	PAR Remarks Award Data Tracking Data	Retroactive TSP Tra	ansfer In Data?	
Carter and the search (Control Previous tab) Data Control Personal Data Job Position			nclude History) (🕼 Correct	t History)
2 and 2 and 1 <u>- and and 0 and 1 - and 1</u>	Competences (<u>Employment Employment</u>			

Step	Action
31.	Click the Personal Data tab. Personal Data
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.



PEOPLE						(d)	
200			6	Home 😥	Worklist	🕜 Help	🕘 Sign Ou
Act Type:	Rehire	NOA Code:	140	Empl Statu	s: Terminat	ed With Pay	
Name							
Format Using:	USA 🔍 Unit	ed States					
Name:	HILL,ZELDA						
Prefix:	•						
First Name:	Zelda	Middle:					
Last Name:	Hill	Suffix:		٩			
Gender: ^C Male	• Female	Citizenship Status: 1 🔍	Et	nnic Group: Ch	inese	_	
*Date of Birth:	05/05/1969 🗊	Date of Death:	Dr	aft Status:		•	
Disability Code:	05 🔍 No Ha	ndicap Da	te Entitled (o Medicare:	31,		
Additional Birth	Info Address Ir	formation Personal Phone N	lumbers	<u>Veterans Info</u>	<u>Marital Info</u>	Education Details	
Country: USA	۲ <u>۲</u>	vpe/Description: PR		National ID: 10	0-17-0001		
🚽 Save) 🛛 🔍 Retu	urn to Search) (🕮 Pre	vious tab) 🗇 Next tab)		(2 Update/Di	splay) 🛃 Includ	le History) 🕼 Correct Histo	ny)
ata Control Pers	onal Data <u>Job</u> <u>P</u>	osition Compensation Emplo	<u>yment 1 E</u>	mployment 2			
							-

Step	Action
33.	Click the Address Information link.
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.



		🙆 Home	📵 Worklist	🕜 Help	🕘 Sign C
dress					
ountry:	USA 🔍 United States				
ddress 1:	1 Barton Street				
ddress 2:					
ddress 3:					
ity:	Arlington				
y. County:	Postal:	22201			
itate:	VA Q Virginia Res Loc Code:				
		510320051			
iling Address					
ountry:	USA Q United States				
ddress 1:					
ddress 2:					
ddress 3:					
ity:					
county:	Postal:				
itate:					
itate.					

Step	Action
35.	Click the Ok button.



PEOPLE"					la	K ()
000-			🙆 Home	📵 Worklist	🕜 Help	ᅌ Sign O
HILL,ZELDA		EmplID: 0046	Empl Rcd#: 0			-
ersonal Data				<u>View All</u> F	irst 🗹 1 of 2 🕨 上	ast
Effective Date: Act Type:	12/10/2003 Rehire	Transaction #/ Seq: NOA Code:		RESOUR	BED BY HUMAN CES ed With Pay	-
			- Linki		,	
Name Format Using: Name:	USA (Q) United Sta HILL,ZELDA	tes				
Prefix: First Name:	ZELDA	Middle:				
First Name: Last Name:	HILL	Suffix:		٩		
Gender: ^C Male	Female Citi	zenship Status: 1 🔍	Ethnic Group	Chinese		•
Date of Birth:	05/05/1969 🗊 Dat	e of Death:	Draft Status:			
Disability Code:	05 🔍 No Handica	D Dat	e Entitled to Medicard	e: 🗍 🗒		
Additional Birth	Info Address Informa	tion Personal Phone N	umbers <u>Veterans li</u>	nfo <u>Marital Info</u>	Education Detail	<u>s</u>

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



PEOPLE						11 ARCON
000-			🙆 Home	🔞 Worklist	🕜 Help	\varTheta Sign Out
Home > Administer Workforce >	Administer Workforce (U	<u>SF)</u> > <u>Use</u> > HR P	rocessing		New Window	
Veterans Info						
Veterans Preference:	None					
Veterans Status:	Not indicated					
Uniformed Service:	•					
Military Separation Status:	•	Military Grade:	•			
Military Service Start Date:	31,	End Date:	31,			
Reserve Category:						
Creditable Military Service:						
🗆 Notify Military Pay Cent	er	🗆 Veterans P	reference RIF			
Military Service Verifier	d	Disabled V	eteran			
OK Cancel						

Step	Action
37.	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.



PEOPLE"					la	
000-			🙆 Home	😥 Worklist	🕜 Help	😔 Sign Out
Home > <u>Administe</u>	r Workforce > <u>Admin</u>	ister Workforce (USF) > Use >	HR Processing	Ne	w Window	-
Data Control V	Personal Data	Job Position	Compensation V Emp	oloyment 1 🗸 Emp	loyment 2	
HILL,ZELDA		EmpliD: 0046	Empl Rcd#: 0			
Personal Data				View All F	irst 🔳 1 of 2 🕨 <u>La</u>	st
Effective Date:	12/10/2003	Transaction #/ Seq:	1 PARS		ED BY HUMAN	
Act Type:	Rehire	NOA Code:	140 Empl		ed With Pay	
Name						
Format Using:	USA 🔍 United	States				
Name:	HILL,ZELDA					
Prefix:	•					
First Name:	Zelda	Middle:				
Last Name:	Hill	Suffix:		Q		
		_				
Gender: ^C Male	e 💿 Female	Citizenship Status: 1 🔍	Ethnic Group:	Chinese		
*Date of Birth:	05/05/1969	Date of Death:	Draft Status:		•	
Ni-1.04. C. J.	05 Q No Hone	licon n-	A			•

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

1

- 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								180
000-					🙆 Home	😥 VVo	rklist 🕜 Help	😔 Sign O
<u>me</u> ≻ <u>Administe</u>	r Workforce >	Admin	ister Workforce	(USF) > <u>Use</u>	> HR Processing		New Window	
Data Control	Personal Da	ita 🖉	Job	Position	Compensation	Employment 1	Employment 2	
HILL,ZELDA			EmpliD:	0046	Empl Rcd#:	0		
Job Data						<u>View</u>	/All First 🛃 1 of 2	🕨 Last
Effective Date:	12/10/2003	l	Trans	action # / Se	q: 1	PAR Status:	PROCESSED BY HUMAN	+ -
Act Type:	Rehire		NOA C	ode:	140	Empl Status:	RESOURCES Terminated With Pay	
Position:	00000031	Q	GS- 1654- 11	PRINTING	SPECIALIST	🔲 Posn Mg	ymt Red	
*Job Code:	95H258		GS- 1654- 11	PRINTING	SPECIALIST	Position	Override	
*Agency: Sub-Agency:	HE	•	ment of HHS m Support Cent	er	Transferred F Transferred T			
*Business Unit:	PSC00		Program S	upport Center	r	Benefi	ts/FEHB Data	
*Department:	PEF3		Media Arts				Retirement/FICA	
*Location:	241360031		Rockville			Depart	tmental Hierarchy	
Tax Location:	NA	٩	Not Applica	ble		<u>Detail</u>		
	um to Search) (sonal Data •				loyment 1 Employi	。 (君 Update/ ment 2	Display) (2 Include History)	(Scorrect History)

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



Administer Workforce > Administer Workforce (USE) > Use > HR Processing New Window enefits/FEHB Data Benefit Record Number: Benefits Employee Status: Active BAS Group ID: Benefit Program: GVT FEDERAL GOVT EMPLOYEES EHB Eligibility Big Fid 2: Big Fid 3: Elig Fid 4: Elig Fid 5: Elig Fid 6: Elig Fid 6: Elig Fid 8: Elig Fid 9:			🙆 Home	📵 Worklist	🕜 Help	🕘 Sign O
enefits Control Benefit Record Number: Image: Base of the program: Image: Base of the program: <th>ne > <u>Administer Workforce</u> > <u>Administe</u></th> <th>rWorkforce (USF) > Use > HR P</th> <th>rocessing</th> <th><u>N</u></th> <th>ew Window</th> <th>-</th>	ne > <u>Administer Workforce</u> > <u>Administe</u>	rWorkforce (USF) > Use > HR P	rocessing	<u>N</u>	ew Window	-
Benefit Record Number: Image: Benefits Employee Status: Active BAS Group ID: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program: Image: Benefit Program	nefits/FEHB Data					
BAS Group ID: G Benefit Program: GVT G FEDERAL GOVT EMPLOYEES HB Eligibility Permanent Continuing Coverage Temporary Appointment > 1 yr Temp Appt < 1yr + FedSvc > 1yr Not Eligible HB Date HB Date						
Benefit Program: GVT Q FEDERAL GOVT EMPLOYEES EHB Eligibility Figibility © Permanent Eligibility © Continuing Coverage Elig Fld 1: © Temporary Appointment > 1 yr Elig Fld 2: © Temp Appt < 1yr + FedSvc > 1yr Elig Fld 4: © Not Eligible Elig Fld 5: Elig Fld 6: Elig Fld 6: Elig Fld 7: Elig Fld 8:		Benefits Employee Status:	Active			
HB Eligibility Eligibility © Permanent Elig Fid 1: © Continuing Coverage Elig Fid 2: © Temporary Appointment > 1 yr Elig Fid 3: © Temp Appt < 1yr + FedSvc > 1yr Elig Fid 4: © Not Eligible Elig Fid 5: HB Date Elig Fid 7: FEHB Date: Elig Fid 8:	BAS Group ID:					
© Permanent Elig Fid 1: © Continuing Coverage Elig Fid 2: © Temporary Appointment > 1 yr Elig Fid 3: © Temp Appt < 1yr + FedSvc > 1yr Elig Fid 4: © Not Eligible Elig Fid 5: HB Date Elig Fid 8:	Benefit Program: GVT 🔍	FEDERAL GOVT EMPLOYEES	3			
© Permanent Elig Fid 1: © Continuing Coverage Elig Fid 2: © Temporary Appointment > 1 yr Elig Fid 3: © Temp Appt < 1yr + FedSvc > 1yr Elig Fid 4: © Not Eligible Elig Fid 5: HB Date Elig Fid 8:	1 ID 175-35-36 -					
C Continuing Coverage C Temporary Appointment > 1 yr C Temp Appt < 1yr + FedSvc > 1yr C Not Eligible Elig Fld 4: Elig Fld 5: Elig Fld 6: Elig Fld 6: Elig Fld 7: Elig Fld 8: E		Eligibility	_			
C Temporary Appointment > 1 yr C Tempo Appt < 1yr + FedSvc > 1yr C Not Eligible Elig Fld 3: Elig Fld 4: Elig Fld 5: Elig Fld 6: Elig Fld 6: Elig Fld 7: Elig Fld 8: Elig Fld 8:		Elig Fld 1:				
C Temp Appt < 1yr + FedSvc > 1yr C Not Eligible HB Date FEHB Date:		Elig Fld 2:				
C Not Eligible Elig Fld 5: Elig Fld 6: Elig Fld 7: Elig Fld 7: Elig Fld 8: Eli		Elig Fld 3:				
HB Date Elig Fld 6: FEHB Date: Elig Fld 8:	С Temp Appt < 1ут + FedSvc > 1ут	Elig Fld 4:				
HB Date Elig Fid 7: FEHB Date: Elig Fid 8:	C Not Eligible	Elig Fld 5:				
FEHB Date: Elig Fld 8:		Elig Fld 6:				
FEHB Date: Elig Fid 8:		Elig Fld 7:				
		Elig Fld 8:				
	FEHB Date:	Elig Fld 9:		-		

Step	Action
43.	Click the Ok button.
	ОК



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



X

PEOPLE								18 C
000-					🙆 Home	roVV 🎒	ʻklist 🕜 Help	\varTheta Sign O
<u>me</u> ≻ <u>Administer</u>	r Workforce >	Admini	<u>ster Workforce (</u>	USF) > <u>Use</u> :	> HR Processing		New Window	
Data Control	Personal Da	ita 🧹	Job F	Position	Compensation	Employment 1	Employment 2	
HILL,ZELDA			EmpliD:	0046	Empl Rcd#:	0		
Job Data						<u>View</u>	All First 🗹 1 of 2	▶ <u>Last</u>
Effective Date:	12/10/2003	l	Transa	ction # / Sec	ı;: 1	PAR Status:	PROCESSED BY HUMAN	+ -
Act Type:	Rehire		NOA C	ode:	140	Empl Status:	RESOURCES Terminated With Pay	
Position:	00000031	Q	GS- 1654- 11	PRINTING	SPECIALIST	🔲 Posn Mg	jmt Rcd	
*Job Code:	95H258	1	GS- 1654- 11	PRINTING	SPECIALIST	Position	Override	
*Agency: Sub-Agency:	HE 11	•	ment of HHS m Support Cente	er	Transferred F Transferred T			
*Business Unit:	PSC00		Program Su	pport Center		Benefit	s/FEHB Data	
*Department:	PEF3		- Media Arts E) ranch		FEGLI	Retirement/FICA	
*Location:	241360031		Rockville			<u>Depart</u>	mental Hierarchy	
Tax Location:	NA	Q	Not Applicat	ole		<u>Detail</u>		
		Previou lob <u>Pos</u>		_	oyment 1 Employi	@Update/I ment 2	Display) (<mark>æl Include History</mark>)	(Correct History)

Step	Action
44.	Click the FEGLI/Retirement/FICA link. <u>FEGLI/Retirement/FICA</u>
45.	 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.



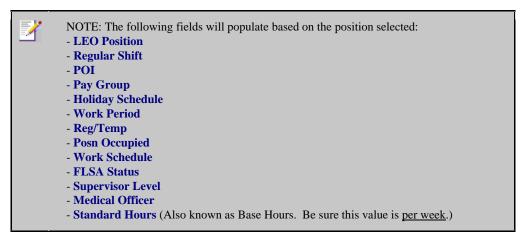
Item Worklist Pleip Si	PEOPLE						(Å	
EGLI/Retirement Data/FICA EGLI FEGL DO Basic + Option A Post 65 Basic Life Reduction: O Ching Benefits Coverage Amount: Coverage Amount: Coverage Amount: Retirement Plan: K FERS and FICA FERS Coverage: Automatically Covered By FERS T Previous Retirement Coverage: Never Covered Annuitant Indicator: T OO00 CSRS Frozen Service: CO000 CO000	200			🙆 Home	📵 Worklis	st 🕜 H	Help	🕘 Sign O
FEGLI FEGLI Code: DO Basic + Option A Post 65 Basic Life Reduction: Q Living Benefits Coverage Amount: Retirement Plan: K Q FERS and FICA FERS Coverage: Automatically Covered By FERS Previous Retirement Coverage: Never Covered Annuitant Indicator: 9 Q Not Applicable Annuity Commencement Date: CSRS Frozen Service: 0000 HCA Status-Employee:	ome > Administer Workforce > Administ	er Workforce	(USF) > Use > HR F	Processing		New Windo	<u>wc</u>	
FEGLI Code: DD Q Basic + Option A Post 65 Basic Life Reduction: Q Living Benefits Coverage Amount: Living Benefits Coverage Amount: tetirement Retirement Plan: K Q FERS and FICA FERS Coverage: Automatically Covered By FERS ▼ Previous Retirement Coverage: Never Covered Annuitant Indicator: 9 Q Not Applicable Annuity Commencement Date: CSRS Frozen Service: 0000 ICA Status-Employee: N <q< td=""></q<>	EGLI/Retirement Data/FICA							
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 Trevious Retirement Coverage: Never Covered Annuitant Indicator: 9 @ Not Applicable Annuity Commencement Date: CSRS Frozen Service: 0000 ICA Status-Employee:	EGLI							
Living Benefits Coverage Amount: Retirement Plan: Retirement Plan: FERS and FICA FERS Coverage: Automatically Covered By FERS Previous Retirement Coverage: Never Covered Previous Retirement Coverage: Never Covered Annuitant Indicator: Image: Commencement Date: Image: Commencement	FEGLI Code:	D0 🔍	Basic + Option A					
etirement Retirement Plan: K FERS and FICA FERS Coverage: Automatically Covered By FERS Previous Retirement Coverage: Never Covered Annuitant Indicator: Image: Not Applicable Annuity Commencement Date: Image: CSRS Frozen Service: CCA Status-Employee Image: Not Applicable	Post 65 Basic Life Reduction:	٩						
Kettrement 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	Living Benefits Coverage Amoun		7					
Retirement Plan: K G FERS and FICA FERS Coverage: Automatically Covered By FERS ▼ Previous Retirement Coverage: Never Covered ▼ Annuitant Indicator: 9 G Not Applicable Annuity Commencement Date: Image: CSRS Frozen Service: 0000 Image: CSRS Frozen Service: ICA Status-Employee: N G	•	"]						
FERS Coverage: Automatically Covered By FERS Previous Retirement Coverage: Never Covered Annuitant Indicator: 9 Not Applicable Annuity Commencement Date: Image: CSRS Frozen Service: CSRS Frozen Service: 0000								
Previous Retirement Coverage: Never Covered Annuitant Indicator: 9 Not Applicable Annuity Commencement Date: Image: CSRS Frozen Service: CSRS Frozen Service: 0000 ICA Status-Employee: N Sector	Retirement Plan:	KQ	FERS and FICA					
Annuitant Indicator: 9 Not Applicable Annuity Commencement Date: 5 CSRS Frozen Service: 0000 CA Status-Employee FICA Status-Employee: N Q	FERS Coverage:	Automa	tically Covered By FE	RS 🔽				
Annuity Commencement Date: CSRS Frozen Service: 0000 ICA Status-Employee FICA Status-Employee: N	Previous Retirement Coverage:	Never C	overed 💌					
CSRS Frozen Service: 0000 CA Status-Employee FICA Status-Employee: NQ	Annuitant Indicator:	9 Q	Not Applicable					
ICA Status-Employee:	Annuity Commencement Date:		31,					
FICA Status-Employee: N Q	CSRS Frozen Service:	0000						
	ICA Status-Employee							
OK Cancel	FICA Status-Employee:	NQ						
	Ol/ Canad							

Step	Action
48.	Click the Ok button.
	OK



Sof					🙆 Home	🙉 Wo	rklist 🔗 Help	🎒 Sign C
<u>me</u> > <u>Administer</u>	r Workforce >	Admin	ister Workforce (<u>'USF)</u> > <u>Use</u>	> HR Processing		<u>New Window</u>	
Data Control	Personal Da	ta	Job	Position	Compensation Y	Employment 1	Employment 2	
HILL,ZELDA			EmpliD:	0046	Empl Rcd#:	0		
Job Data						<u>View</u>	/All First 🛃 1 of 2	🕨 Last
Effective Date:	12/10/2003		Transa	action # / Sec	ц: 1	PAR Status:	PROCESSED BY HUMAN	+-
Act Type:	Rehire		NOA C	ode:	140	Empl Status:	RESOURCES Terminated With Pay	/
Position:	00000031	9	GS- 1654- 11	PRINTING	SPECIALIST	🔲 Posn Mg	gmt Rcd	
*Job Code:	95H258		GS- 1654- 11	PRINTING	SPECIALIST	Position) Override	
*Agency: Sub-Agency:	HE 11	•	tment of HHS Im Support Cent	er	Transferred F Transferred T		<u> </u>	
*Business Unit:	PSC00		Program Su	ipport Center		Benefi	ts/FEHB Data	
*Department:	PEF3		Media Arts I				Retirement/FICA	
*Location:	241360031		Rockville			Depart	tmental Hierarchy	
Tax Location:	NA	Q	Not Applica	ble		<u>Detail</u>		
	um to Search) (£ :onal Data J			_	oyment 1 Employ	(週 Update/ ment 2	Display) (@ Include History) (Correct History)

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





				🙆 Home	😥 Worklist	🕜 Help	📀 Sign O
me > <u>Administer V</u>	<u>Vorkforce</u> ≻ <u>Admini</u>	ster Workforce (US	<u>SF)</u> > <u>Use</u> > HR	Processing		New Window	
Data Control 🍸 Pe	ersonal Data	Job / Po	sition Cor	npensation Y E	mployment 1 👔 Er	nployment 2	
HILL,ZELDA		EmpliD:	0046	Empl Rcd#	: 0		
osition Data					<u>View All</u> Fi	irst 🖪 1 of 2 🕨 Las	at in the second se
Effective Date:	12/10/2003	т	ransaction #/	Seq: 1	PAR Status:	PROCESSED BY H RESOURCES	
Hot Type:	Rehire	_	OA Code:	140	Empl Status:	Terminated With Pa	ay
LEO Position:	Not Applicable		SF-113G Ceiling	*Regular Shift:	Not Applicable	v	
POI:	4183	PSC		Shift Rate/Fac	tor:		
Pay Group:	GSB 🔍	GENERAL SCH	EDULE BIWE	EKLY			
Pay Frequency:	BiweeklyB	Work Perio	d: 🔍 🔍 H	loliday Schedule	FEDHOL	Federal Holida	y Schedule
Earnings Program	n: GS						
Emplovee Type:	EQ	Excep Hrly	Туре	Appt:	areer-Conditional (Comp Perm)	<u> </u>
Employee Type. Employee		▼	Posi	n Occupied:	ompetitive		~
Classification:			Wor	k Schedule:	ull Time 📃 📩	ob Indicator:	iry 💌
Reg/Temp:	Regular	*	*FLS/	A Status:	xempt 🔽	Adds to FTE A	ctual Count
Supervisor Level:	All Other Positio	ns		-			ctual count
Medical Officer:	Not Applicable		*Star	idard Hours: 4	0.00 FT	E:	

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. Career-Conditional (Comp Perm)
54.	Select the Type Appt from the dropdown menu. Nonpermanent (Comp NonPerm)
55.	Click the *Job Indicator list. Primary
56.	Select the Job Indicator from the dropdown menu. Click Primary Frimary



PEOPLE							1	
000				🙆 Home	• 6	Worklist	🕜 Help	📀 Sign Out
Home > Administer \	<u>Norkforce</u> > <u>Admini</u>	ster Workforce	<u>(USF)</u> > <u>Use</u> > H	IR Processing			New Window	-
Data Control P	ersonal Data 🗸	Job	Position C	ompensation	Employm	ient 1 🍸 Er	nployment 2	
HILL,ZELDA		Emp	IID: 0046	Empl R	cd#: 0			
Position Data					Vi	ew All – Fi	rst 🖪 1 of 2 🕨 La	<u>ist</u>
								+ -
Effective Date:	12/10/2003		Transaction #	/ Seq: 1	Pi	AR Status:	PROCESSED BY RESOURCES	HUMAN
Act Type:	Rehire		NOA Code:	140	Er	npl Status:	Terminated With F	Pay
LEO Position:	Not Applicable	-	SF-113G Ceili	ng _{*Regular Sh}	iff: No	t Applicable	-	
POI:	4183	PSC		Shift Rate/				
	GSB Q		SCHEDULE BIW					
*Pay Group:							F - 4 1 1 - 1 - 1 - 1	
Pay Frequency:	BiweeklyB	Work P	eriod: 🛛 🔍	Holiday Scheo	lule: (FEDH		Federal Holid	ay Schedule
Earnings Program	n: GS		т	pe Appt:	Nonperm	anent (Corr	p NonPerm)	•
*Employee Type:	EQ	Excep Hrly	, i yi	he Whhr	, . 			
Employee		-	Po	sn Occupied:	Competit	ive		v
Classification:			W	ork Schedule:	Full Time	×.	ob Indicator:	ary 💌
*Reg/Temp:	Regular	V	*FL	SA Status:	Exempt	-	Adds to FTE	Actual Count
Supervisor Level	All Other Positio	ns						Actual Count
Medical Officer:	Not Applicable		*Sta	andard Hours:	40.00	FT	E:	
Save) Q Return	n to Search) (Previo	us tab 🕮 Nex	t tab)		(ā	리 Update/Displa	ny 🐊 Include History)	Correct History

tab.
t



			🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign (
me > <u>Administer V</u>	<u>Norkforce</u> > <u>Administ</u>	er Workforce (USF) >	Use > HR Processing	<u>N</u>	ew Window	
Data Control 🍸 P	ersonal Data 丫	Job Position	Compensation En	nployment 1 \Upsilon Em	ployment 2	
IILL,ZELDA		EmpliD: 0046	Empl Rcd#: 0			
Compensation Da	ta			<u>View All</u> F	irst 🖪 1 of 2 🕨 🛓	<u>_ast</u>
	12/10/2003	Transaction # /		HUMAN	RESOURCES	
Act Type:	Rehire	NOA Code:	140 Emp	pl Status: Termina	ated With Pay	
Pay Rate Determ	inant: Regular Ra	te	Pay Basis:	Per Annum	~	
- Pay Plan /*Table/	Grade: GS 000	10 11 s	tep: 1 Q Step Entry Da	ate: 10/11/2001		
Rtnd PP/Table/Gr			tep: 0 Grade Entry I			
	aue.		dep. [Or due End yr	bate. J		
Base Pay:	42,976.00000	10	Compensation Frequency	y: Annual	_	
Loc/LEO Adjust:	5,475.00		Annuity Offset Amount:			
Adjusted Base Pa	av: 48,451.00	Benefit	Base Override FEGLI Bas	e: 48,451.000		
Total Pay:	48,451.00					
	Information	Expected Pay	Accounting In	nfo Hou	rly Rates	
Other Pay						

Step	Action
58.	Click the Pay Rate Determinant list.
	Regular Rate

2	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 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 ".



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
62.	If an employee is an annuitant, enter the Annuity Offset Amount . Click in the Annuity Offset Amount field.
63.	Click the Expected Pay link.
64.	Click the Accounting Info link.
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.							l	\mathcal{I}
200-				🙆 Home	😥 Worklis	t	🕜 Help	\varTheta Sign Ou
Home > Administe	<u>er Workforce</u> >	Administer Workfo	rce (USF) > <u>Use</u>	> HR Processing		<u>New \</u>	<u> Mindow</u>	
Accounting Inf	ormation							
Job Earnings I	Distribution:	C By Hours	C By Percent	⊙ None				
Compensation Rate:	48,297.6	800000	Standard	Hours: 40.00				
GL Pay Type:		Account Code:	11010055		٩		-	
				View All	First 🖪 1 of 1	🕑 Last		
Business Unit	Department	Job Code	Position	Shift	Earn Code	+ -		
GL Pay Type	Account Co	le		Standard Hours	Percent of Distribution			
				٩ 🗌				
OK Can	cel							

Training Guide Appointments



Step	Action
66.	Click the Ok button.

000						(🙆 Home	9	😥 Wo	rklist	🕜 He	elp	\ominus Sign
me > <u>Administer</u>	Workford	e > <u>Adminis</u>	ster Workf	orce (USF)	> <u>Use</u> >	HR Pro	cessing			1	New Window	L	
Data Control	Personal	Data	Job	Positi	on 🔿	Comper	sation	Emplo	yment	1) Em	ployment 2		
IILL,ZELDA			Em	p IID: 00	46	Em	pl Rcd#:	0					
Compensation D	ata								Viev	<u>/ All</u>	First 💽 1 of	2 🕨 Last	
Effective Date:	12/10/20	03	Tra	ansaction	# / Seq:	1		PAR Sta	atus:		SSED BY	+ -	3
Act Type:	Rehire		NC	A Code:		140		Empl St	atus:	Termin	ated With Pa	ay	
Pay Rate Detern	ninant:	Retained (Grade - Sa	me Posn	•		Pay Bas	is:	Per	Annum	-		
Pay Plan /*Table	e/Grade:	GS D(000	11	Step:	0	Step Ent	try Date:	10/1	1/2001			
Rtnd PP/Table/G	irade:	Q	٩	٩	Step:	0 Q	Grade E	ntry Date	: 10/1	1/2001			
Base Pay:	Γ				Com	pensat	ion Frequ	iency:	Anr	nual			
Loc/LEO Adjust:		,475.00			Anne	uity Offe	set Amou	int:					
Adjusted Base I	Pay:	8,451.00		🗆 Bene	fit Base	Overrid	e FEGLI	Base:	48,4	451.000			
Total Pay:	4	8,451.00											
Other Pa	y Informa	tion	Expe	ted Pay			Account	ing Info		Hou	urly Rates		
Save) 🔍 Retu) 📾 Previou		Maul Ash				(ZE)	Update/I	Display 0	Include Histo	ry) 🕼 Correc	History

Step	Action
67.	Click the Employment 1 tab.
	Employment 1



Sof						À Home	6	🕽 Work	liet	🕐 Help	Sign C
<u>me</u> > <u>Adminis</u>	ter Workforce >	Administer	Workforce (U	I <u>SF)</u> > <u>Use</u>			U.	UUIK		ew Window	🥌 sign c
Data Control	Personal Dat	a) Jo	b Pi	osition	Compen	isation (Employr	ment 1	Emp	loyment 2	
IILL,ZELDA			EmpliD:	0046	Empl	Rcd#:	0				
Employment D	ata 1							Vi	iew All	First 🖪 1 of 2	🕨 Last
Effective Date	12/10/2003		Transac	tion # / Set	<u></u> ;; 1		PAR Stat	uo	ROCES	SED BY HUMAN	+ -
Act Type:	Rehire		NOA Cod	e:	140		Empl Stat	tus: ⊺	erminat	ed With Pay	
EOD Dt: 1	0/11/2001 Hire	NTE Dt:		Mand Re	tire Dt:		1	Exp D	ates F	illing Position Da	<u>ita</u>
Rehire Dt: 1	2/10/2003 Sep	aration Dt:		Next Rev	iew Dt:		(±1)	Appt [Data		
	putation Dates				Senice	Comerci	ion Dates				
	/11/2001	Retire:	10/11/2001	1		egin Date:				3	
	/11/2001	TSP:	10/11/2001			gin Date. Conv Dati		10/11			
			10/11/2001							5	
LEO:		Sev Pay:	110/11/2001	<u>1</u>	Career-	Cond Cor	wDate:	I			
Within-Grade	Increase Data										
WGI Status:	Waiting		n-Pay Hours	0.00	Las	st Increas	e Dt:		ġi,		
WGI Due Dat	e: 10/20/2002	2 🖽 LE	oi: I Date:		🗊 Inte	ermittent	Days Wor	ked:	0		

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



PEOPLE				1	
000-		🙆 Home	😥 Worklist	🕜 Help	🔗 Sign Out
Home > Administer Workfor	ce > <u>Administer Workforce (USF)</u> > <u>Use</u> > I	HR Processing	<u>N</u>	ew Window	
Filling Position					
EmpliD: 0046	Effective 12/10/2003 Date:				
Filling Position Data	View All 🛛 First 🗹 1 of 1 🕨	Last			
Position Filled By:					
OK Cancel					

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



PEOPLE					1	1.
000-			🙆 Home	😥 Worklist	🕜 Help	🕘 Sign Out
Home > Adminis	ter Workforce > Administe	r Workforce (USF) > Us	e > HR Processing		New Window	
Data Control	Personal Data J	ob Position	Compensation Em	ployment 1	Employment 2	
HILL,ZELDA		EmpliD: 0046	Empl Rcd#: 0			
Employment D	ata 1			View	All 🔰 First 🛃 1 of 2	▶ Last
Effective Date	: 12/10/2003	Transaction # / S	eq: 1 PAR	otutuo.	CESSED BY HUMAN	+ -
Act Type:	Rehire	NOA Code:	140 Emp		ninated With Pay	
EOD Dt: 1	10/11/2001 Hire NTE Dt:	Mand R	etire Dt:	Exp Date	s Filling Position Da	ta
Rehire Dt:	12/10/2003 Separation Dt	Next Re	view Dt:	Appt Dat	a	
Service Com	putation Dates		Service Conversion D	ates		
*Leave: 10	/11/2001 🗊 Retire:	10/11/2001 🗊	Conv Begin Date:		ii)	
RIF: 10	/11/2001 🔟 TSP:	10/11/2001 🗊	Career Conv Date:	10/11/20	04 🗊	
LEO:	Sev Pay:	10/11/2001 🗊	Career-Cond Conv Da	te:	31)	
Within-Grade	e Increase Data		r			
WGI Status:		on-Pay Hours 0.00	Last Increase Dt		50)	
	w	GI:				
WGI Due Dat	ie: 10/20/2002 🗊 🛛 LE	I Date:	Intermittent Days	Worked: 0		
📳 Save) 🔍 R	Return to Search) (📾 Previous t.	ab) (🔿 Next tab)		곌 Update/Display)	🔊 Include History) 🕅 C	orrect History)
					(Zepincique History) (Bg C	onect history)
Data Control Pe	<u>ersonal Data Job Positio</u>	n Compensation Em	ployment 1 Employment	2		

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



PEOPLE			1	\mathcal{I}
200	🙆 Home	📵 Worklist	🕜 Help	\ominus Sign
ome > Administer Workforce > Administer Workforce (USF) > <u>Use</u> > HR Processing	<u>N</u>	ew Window	
ppointment Info				
Nature of Action Code: 101				
Current Appointment Auth #1: BWA OPM Delega , Cert No	ation Agr No.			
Current Appointment Auth #2:				
Benefit Record Number: 0 Severance Pay Previo	ous Weeks: 0			
Appointment Limits				
Amount: Hours:	Days:			
Special Employment Program: Not Applicable				
Welfare to Work: Not Applicable	•			
OK Cancel				

Step	Action
74.	Click the Ok button.
	ОК



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.	 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.	NOTE: The WGI Status will default to "Waiting." NOTE: The WGI Due Date will populate automatically. THIS IS WIGI DUE DATE NOT WIGI START DATE. Modify the LEI Date , if applicable. NOTE: The LEI Date is the date of the last equivalent increase for this employee. This is usually the date of the last WGI.

PEOPLE				la)
		🙆 Home	😥 Worklist	🕜 Help	😑 Sign Out
me > <u>Administer Workforce</u> > <u>Administer</u>	Workforce (USF) > Usi	> HR Processing	N	ew Window	
Data Control 🗸 Personal Data 🗸 🛛 Jo	b Position	Compensation / Em	ployment 1 Em	oloyment 2	
IILL,ZELDA	EmpliD: 0046	Empl Rcd#: 0			
Employment Data 1			<u>View All</u>	🔹 First 💽 1 of 2 🕨	Last
Effective Date: 12/10/2003	Transaction # / Se	q: 1 PAR	Status: PROCE	SSED BY HUMAN 🧮	
Act Type: Rehire	NOA Code:	140 Emp	I Status: Termina	ted With Pay	
EOD Dt: 10/11/2001 Hire NTE Dt:	Mand Re	etire Dt:	Exp Dates	Filling Position Data	
Rehire Dt: 12/10/2003 Separation Dt:	Next Re	view Dt:	Appt Data		
Service Computation Dates	10/11/2001 🗐	Service Conversion D		I	
*Leave: 10/11/2001 B Retire: RIF: 10/11/2001 B TSP:	10/11/2001	Conv Begin Date: Career Conv Date:			
LEO: Sev Pav:	10/11/2001	Career-Cond Conv Date:			
		Career-Cond Conv Da	ite.		
Within-Grade Increase Data		_			
WGI Status: Waiting VOI Status: WO	n-PayHours 0.00	Last Increase Dt	<u>a1</u>		
WGI Due Date: 10/20/2002 🗐 🛛 🖿	Date:	🗐 Intermittent Days	Worked: 0		
' 🚽 Save) 🛛 (Q Return to Search) (🕮 Previous ta) (Next tab	(29 Update/Display) 🔎	Include History) 🐼 Correc	t History
ata Control Personal Data Job Positior		,			



PEOPLE	_			4	4 T
000		🙆 Home	📵 Worklist	🕜 Help	🕘 Sign O
ome > Administer Workforce > Admini	ister Workforce (USF) > Use >	HR Processing		New Window	-
Data Control V Personal Data V	Job Position	Compensation Y E	mployment 1 / Er	nployment 2	
HILL,ZELDA	EmpliD: 0046	Empl Rcd#: 0		· · · L	
Employment Data 2			<u>View All</u>	First 🖪 1 of 2	▶ <u>Last</u>
Effective Date: 12/10/2003	Transaction #/ Seq:	1 PA		ESSED BY	+ -
Act Type: Rehire	NOA Code:		n <mark>pl Status:</mark> Termi ion Dates	nated With Pay	
Bargaining Unit: Union Code: Union Anniversary Date:		Proba SES P Date: Supvil		2002 🗊	
Reports To Position: 00000028 Supervisor ID: Tenure: Conditional		Begin	ed Grade Expires Date:		
Permanent Data - RIF	_	Expire			
Pay Plan/Grade:	Comp/Area Level: 00		Phone Nbrs Ion Pay Data	Security Info	
3 Save) (Q Return to Search) (Previo ata Control Personal Data Job Pos			<u> </u>	리 Include History) (중Co	rreot History)

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 Compl 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.

	\ll
🖉 Home 🔞 Worklist 😗 Help	\varTheta Sign Ou
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing New Window	-
Data Control Personal Data Job Position Compensation Employment 1 Employment 2	
HILL,ZELDA EmpilD: 0046 Empi Rcd#: 0	_
Employment Data 2 View All First 🗹 1 of 2 🕨 🛓	ast .
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	
Bargaining Unit: Probation Dates Probation Date: 10/11/2002 Union Code: SES Probation	
Union Anniversary Date: Date: Supv/Manager Date: Probation Date:	
Reports To Position: 00000028 Q SUPV MGMT ASST Retained Grade Expires	
Supervisor ID: Begin Date:	
Tenure: Conditional Expires Date:	
Permanent Data - RIF Pay Plan/Grade: Comp/Area Level: 00 000 Phone Nbrs RIF Series: Q Non Pay Data Security Info	
Q Return to Search) (Previous tab) (Next tab) Zupdate/Display) (Include History) (Correct H Data Control Personal Data Job Position Compensation Employment 1 Employment 2	History)

Step	Action
84.	Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. Data Control
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"						la	
	200				🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Out
н	ome > <u>Administ</u> e	er Workforce	> <u>Administer Wo</u>	rkforce (USF) > <u>Use</u> > HF	l Processing	<u>N</u>	ew Window	
ſ	Data Control 👔	Personal D	Data Job	Position Cor	mpensation Y Em	ployment 1 \Upsilon Emp	oloyment 2	
	HILL,ZELDA			EmpliD: 0046	Empl R	cd#: 0		
	Data Control					<u>View All</u>	< 🖪 1 of 2 🕨 ≥	1
	Actual Effectiv	<i>r</i> e Date:	12/10/2003 🗄	Proposed Effec	tive Date: 12/10	/2003	+ -	1
	Transaction #	/ Sequence	: 1 1	Not To Exceed	Date:	31		
	*Action:	REH 🔍	Rehire	PAR Status:	PRO 🔍	PROCESSED BY RESOURCES	HUMAN	
	*Reason Code	r Reh 🔍	Rehire	Contact Empli	d:			
	NOA Code:	140 🔍	Reins-Career			NOA Ext:	0 9	
	Authority (1):	KQM Q	Reg 315.401					
	Authority (2):	٩						
	PAR Request		Print SF-52 Print SF-50	<u>AR Remarks</u> Award Data	Tracking Data 🖪	tetroactive TSP Tr	ansfer in Data?	
			•	■ Next tab) ompensation Employm	~		Include History) (🗊 Corr	eot History)

Step	Action
87.	Click the Home link.
	Home



	🙆 Home	😥 Worklist	🕜 Help	🕘 Sign O
ome				
O Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
O He Process Menu				
Help PoC Online				
C PeopleTools				

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



PEOPLE			1	4 < 1
	🙆 Home	📵 Worklist	🕜 Help	🕘 Sign Out
Home > Develop Workforce > Manage Competencies (GBL) >	Use > Education	1	New Window	
Education				
Find an Existing Value				
EmplID:				
Name:				
Last Name:				
Department SetID:				
Department:				
Alternate Character Name:				
Personnel Status:	•			
Search Clear Basic Search				

Step	Action
92.	Select the appropriate employee. Click in the Last Name field.
93.	Enter the desired information into the Last Name field. Enter "HILL".
94.	Click the Search button.
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.



PEOPLE					10	
200			🙆 Home	健 Worklist	🕜 Help	🕘 Sign Out
Home > Develop Workfor	rce > <u>Manage Compe</u>	encies (GBL) > <u>Use</u>	> Education	N	ew Window	
Professional Ed. and 1	Fraining					
HILL,ZELDA		Employee	I	D: 0046		
Professional Educatio	n				First 🛃 1 of 1 🕨	Last
Country:	USA Q	United States			+	-
*Degree:	<u>م</u>	_				
Year Earned\ Expected		GPA:	Graduate	d		
Major Code:	Q	Major:				
School Code:	<u> </u>	School:				
State:	٩			Minority Institution		
US Federal						
						—
Training					First 🛃 1 of 1 🕨 I	oot
Course Title	School Na	ne	Course Date			Last
			31)	+ -		
📳 Save) 🛛 🔍 Return to Se	earch) 🚛 Next in List) (†	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.



PEOPLE			d.	
	🙆 Home	📵 Worklist	🕜 Help	\varTheta Sign C
me				
O Develop Workforce				
Administer Workforce				
Compensate Employees				
O Define Business Rules				
O He Process Menu				
Help PoC Online				
O PeopleTools				

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



PEOPLE			l.	40
000	🙆 Home	📵 Worklist	🕜 Help	🎒 Sign Ou
Home > Compensate Employees > Administer Base Ber	nefits > <u>Use</u> > Savings Plans		New Window	
Savings Plans				
Find an Existing Value				
EmpliD:				
Empl Rcd Nbr:				
Name:				
Last Name:				
Alternate Character Name:				
Personnel Status:				
🗖 Include History 🗖 Correct History				
Search Clear Basic Search				

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)



PEOPLE				6	K)
000-		🙆 Home	📵 Worklist	🕜 Help	😔 Sign O
ome > Compensate Employ	ees > Administer Base Benefits > Use	> Savings Plans	Nev	w Window	
Elections		ID: 00083395	Empl Rcd#:	0	
Fighly Compensated			Find View All	First 🛃 1 of 1 🛙	Loot
*Plan Type: 42 Q	Thrift Savings Plan		Find View Air		
Coverage	rinn oddingo Fidir		Find View All F	First 🔳 1 of 1 🕨	Last
*Coverage Begin Date: 1 Participation Election:	2/04/2003 III *TSP Status Date: *TSP Status Code: © Elect © Waive © Termin	12/04/2003 🗊 E 🔍 nate	*Deduction Begin Da *Election Date		# <mark>+ -</mark>
Benefit Plan: Employee Status: Benefit Program:	Active GOVT		Option:		
💂 Save) (Q. Return to Search)	<mark>↓≣NextinList)</mark> (†≣Previous inList)		@ Update/Displa) 🔏 Include History) (SCorrect Histo

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



atting 2 Open Season Administer Base Benefits > Use > Savings Plans New Window to ne of the following values: Initiation 2 Open Season Initiation 2 Open Season (atting 1 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 1 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 1 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 1 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 1 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiation 2 Open Season (atting 2 Open Season Initiation 2 Open Season Initiatiatiation 2	Sol	🙆 Home	🜔 Worklist	🕜 Help	🎒 Sign Ou
t one of the following values: iatible (FERS & CSRS) iating 2 Open Season iating 1 Open Season ot Applicable topped Before Gvt Contrib. iopped, Y Status Prior articipant, No Gvt Contrib. articipating (FERS & CSRS)				-	😈 algil Oʻu
iqible (FERS & CSRS) [atting 2 Open Season [atting 1 Open Season ot Applicable topped Before Gvt Contrib, topped, Y Status Prior articipant, No Gvt Contrib, atticipanting (FERS & CSRS)	ne > <u>Compensate Employees</u> > <u>Administer</u>	<u>Base Benefits</u> > <u>Use</u> > Savings Plans	<u>N</u>	ew window	
ariting 2 Open Season ariting 1 Open Season ot Applicable topped Before Gvt Contrib. topped, Y Status Prior articipant, No Gvt Contrib. articipating (FERS & CSRS)	ect one of the following values:				
ariting 2 Open Season ariting 1 Open Season ot Applicable topped Before Gvt Contrib. topped, Y Status Prior articipant, No Gvt Contrib. articipating (FERS & CSRS)	Eligible (FERS & CSRS)				
ot Applicable lopped Before Gvt Contrib. lopped, Y Status Prior articipant, No Gvt Contrib. articipating (FERS & CSRS)	Vaiting 2 Open Season				
topped Before Gvt Contrib. topped, Y Status Prior articipant, No Gvt Contrib. articipating (FERS & CSRS)	Waiting 1 Open Season				
opped, Y Status Prior articipant, No Gvt Contrib. articipating (FERS & CSRS)	Not Applicable				
articipant, No Gvt Contrib. articipating (FERS & CSRS)	Stopped Before Gvt Contrib.				
articipating (FERS & CSRS)	Stopped, Y Status Prior				
	Participant, No Gvt Contrib.				
	ancel				

Step	Action
13.	Select the correct value for the TSP Status Code field. Click Eligible (FERS & CSRS)
14.	In the Participant Election field, select the Waive radio button.



PEOPLE				a de
00)-		🙆 Home	📵 Worklist	🕜 Help 🛛 🌖 Sign
Home > Compensate Employees >	Administer Base Benefits > Use >	Savings Plans	New	Window
Elections				
HILL, TOBY M		ID: 00083395	Empl Rcd#:	0
Plan Type			Find View All F	irst 🛃 1 of 1 💽 Last
*Plan Type: 42 🔍 Th	rift Savings Plan			+ -
Coverage			Find View All Fir	rst 💽 1 of 1 🗈 Last
*Coverage Begin Date: 12/04/ Participation Election: C E	2003 🗊 *TSP Status Date: *TSP Status Code: lect ⓒ Waive ◯ Termina	12/04/2003 🗊 E 🔍 te	*Deduction Begin Date *Election Date:	: 12/04/2003 🗊 + - 12/04/2003 🗊
Benefit Plan: Employee Status: Act Benefit Program: GO			Option:	
(∎ Save) (Q Return to Search) (∔≣ N	<mark>extinList)</mark> (†≣ Previous in List)		(週 Updata/Display)	(創 Include History) (G Correct His

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 enduser may choose to complete are not detailed.