Conversions Created on April 4, 2005

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Introduction

A conversion changes an employee to another appointment under either the same or a different authority, in the same agency without a break in service. For example, in EHRP, when an employee is to be converted from a GS (General Excepted Appointed Service) to an SES (Senior Executive Service) position, the user must enter the applicable personnel action (NOA 542-0). The data in the HR Processing page group must also be updated to reflect the change in the employee's position.

Conversion to SES Career Appointment

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Conversion to SES Career Appointment

Introduction

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Procedure

The following steps detail the procedure for converting an employee to a SES appointment.

Step	Action
1.	Before beginning to process a Conversion, be sure to make note of the position
	number to which the employee will be assigned.
	NOTE: Be sure all special pays are stopped on the prior appointment before proceeding.
	proceeding.



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Develop Workforce				
Administer Workforce				
Compensate Employees				
Define Business Rules				
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Help PoC Online				
O PeopleTools				

Step	Action
2.	Click the Administer Workforce link.
3.	Click the Administer Workforce (USF) link.
4.	Click the Use link. [■] Use
5.	Click the HR Processing link.



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Step	Action
6.	Enter the appropriate variable in the field. (i.e. Last Name) Click in the Last Name field.
7.	Enter the desired information into the Last Name field. Enter "WINTER".
8.	Click the Search button.
9.	Select the appropriate employee. Click WINTER, BETTY 0012 0 WINTER, BETTY



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Step	Action
10.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button.
11.	Triple-click the Actual Effective Date object.
12.	Enter the effective date of the conversion in the Actual Effective Date field. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003".
13.	Click in the *Action field.
14.	In the Action field, enter "PRO" (Promotion). Enter the desired information into the *Action field. Enter " PRO ".
15.	Click in the *Reason Code field.
16.	Enter the desired information into the *Reason Code field. Enter "PRO ".
17.	Click in the NOA Code field.
18.	Enter the NOA Code of "542" (Conversion to Senior Exec Service Career). Enter the desired information into the NOA Code field. Enter " 542 ".
19.	Click in the NOA Ext field.



Step	Action
20.	Enter the desired information into the NOA Ext field. Enter "0".
21.	Click in the Authority (1) field.
22.	Enter the desired information into the Authority (1) field. Enter "NRM".
23.	If applicable, enter the Authority (2). Click in the PAR Request# field.
24.	Enter the desired information into the PAR Request# field. Enter "0000052608".
25.	Click the PAR Remarks link. PAR Remarks

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OK Cancel				

Step	Action
26.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark.
	Enter the desired information into the Remark CD field. Enter "A15".



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Step	Action
27.	Click the Job tab.
	Job



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Position:	00006588 🔍	ES-0 20 1-00	Director, Human	Resources	🔲 Posn Mg	jmt Rcd	
*Job Code:	99H093				Position	Override	
*Agency: Sub-Agency:	HE Dep 11 Pro	partment of HHS gram Support Ce	enter	Transferred F Transferred 1	rom Agency: To Agency:		
*Business Unit:	PSC00	Program	Support Contor		Bonofit	o/EEHB Data	
*Department:	PEAF2	Administ	rative Operation	is Serv	FEGLI	Retirement/FICA	
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Tax Location:	NA	Not Appli	cable		Detail		
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Step	Action
28.	Double-click in the Position field.
	00006588

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
29.	In the Position field, enter the SES position number to which the employee is being
	converted.
	Enter the desired information into the Position field. Enter "00000086".



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Position:	00000086 🔍	GS- 0343- 13	MGMT ANALY	/ST	🗖 Posn Mg	mt Rcd	
*Job Code:	940838	GS- 0343- 13	MGMT ANALY	/ST	Position	Override	
*Agency: Sub-Agency:	HE De	epartment of HHS ogram Support Cent	er	Transferred Transferred	From Agency: Fo Agency:		
*Business Unit: *Department:	PSC00 PBU	Program St	upport Center		<u>Benefit</u> FEGLI/I	<u>s/FEHB Data</u> Retirement/FICA	
*Location:	241360031	Rockville			<u>Depart</u> i	mental Hierarchy	
Tax Location:	NA	🔍 🛛 Not Applica	ble		<u>Detail</u>		
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Step	Action
30.	Click the Position tab.
	Position
31.	If applicable, click the SF-113G Ceiling checkbox.

2	NOTE: The following fields will populate based on the position selected: - LEO Position - Regular Shift
	- POI
	- Pay Group
	- Work Period
	- Holiday Schedule
	- 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)



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*Pay Group: Pay Frequency:	Work Peri	od: 🕅 🔍 Holiday Scher	iule: FEDHOL	C Feder	al Holiday Schedule	
Earnings Program:	E Q Even Hrlv	Type Appt:	Career-Cond	itional (Comp Perm	1) 🔽	
Employee Type:		Posn Occupied:	SES General		*	
Classification:	Regular R	Work Schedule:	Full Time	Job Indicato	r: Primary 💌	
*Reg/Temp:	rtegulai	*FLSA Status:	Exempt	🗖 🗖 Adds	to FTE Actual Coun	t
Supervisor Level: Medical Officer:	Supervisor or Manager Not Applicable	*Standard Hours:	40.00	FTE:		
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Step	Action
32.	Click the Employee Classification list.
33.	Select the Employee Classification from the dropdown menu. NOTE: This field is only used for Indian Preferance. Click the blank field
34.	Click the Type Appt list. Career-Conditional (Comp Perm)
35.	Select the Type Appt from the dropdown menu. Click Executive (Except NonPerm) Executive (Except NonPerm)
36.	Click the *Job Indicator list. Primary
37.	Select the Job Indicator from the dropdown menu. NOTE: The default is Primary . Click Primary Primary



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POI:	4103 FBC		Shift Rate/Factor:			
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Pay Frequency:	Work Peri	od: 🔍 🔍 Ha	liday Schedule: FED	HOL 🔍 Fed	eral Holiday Schedule	
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'Employee Type:	E 🔍 Excep Hrly	Type /	Appt:			
Employee	•	Posn	Occupied: SES Ger	neral	v	
Classification:	Regular	Work	Schedule: Full Tim	e 🗾 *Job Indicat	OF:	
'Reg/Temp:	Regular	*FLSA	Status: Exempt	🗾 🗖 Add	is to FTE Actual Coun	t
Supervisor Level:	Supervisor or Manager		40.00			
	Not Applicable	*Stand	ard Hours: 40.00	FTE:		

Step	Action
38.	Click the Compensation tab.
	Compensation



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Base Pay:	133,800.000000		Compensatio	on Frequency:	Annu	al		
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Step	Action
40.	Select the Pay Rate Determinant from the dropdown menu. Click Regular Rate Regular Rate
41.	Double-click in the Step field.
42.	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
43.	If the employee is an annuitant, enter the Annuity Offset Amount as a per hour value.

The annuity offset amount must be entered as a PER HOUR value not an annual amount. This value must entered correctly in order to avoid significant payroll issues.

Step	Action
44.	Use the Add a new row button to enter additional earnings codes.
45.	Click the Expected Pay link.
46.	View the read-only information. NOTE: DO NOT use the data on this page for pay verifications. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

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pected Pay						
Geog Location Code:	241360031	Maryland				
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EO Special Pay Area	: 8	WASHINGTON-BALTIMORE				
ocality Percentage:	12.74					
Change Percent:	263.511					
	Base Pay	With Locality/LEO Adjust	tment			
Hourly:	64.110000	68.280000				
Daily:	512.88	546.24				
Biweekly:	5,128.80	5,462.40				
Monthly:	11,112.400	11,835.200				
Annual:	133,348.800	142,022.400				
Total Other/Premiun	n Pay:	0.00				
Total PSP:		0.00				
Total Pay:		142,022.40				
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Step	Action
47.	Click the Ok button.



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Total Dave	142.500.00					
Other Pay	Information	Expected Pay	Accounting In	nfo Hou	rly Rates	

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



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Step	Action
49.	Double-click in the Account Code field.
50.	Enter the CAN in the Account Code field. The Common Account Number (CAN) is a required field and must be entered to process the appointment. Enter the desired information into the Account Code field. Enter "1921T101".
51.	Click the Ok button.



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Base Pay:	133,800.0000	100	Compensation Frequenc	x: Annual		
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Step	Action
52.	Click the Employment 1 tab.
	Employment 1



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



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Filling Position Data	View All 🛛 First 🗹 1 of 1 🕨] Last			
Position Filled By:					
OK Cancel					

Step	Action
54.	Click the Position Filled By list.
55.	From the dropdown menu, select the correct method by which the position has been filled. Click Career Ladder Promotion
56.	Click the Ok button.



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Service Computation Dates 'Leave: 10/11/2001 Ell Retire: 10/11/2 RIF: 10/11/2001 Ell TSP: 10/11/2 LEO: Sev Pay: 10/11/2	Service Conversion 001 Conv Begin Date: 001 Career Conv Date: 001 Career Conv Career 001 Career-Cond Condition	on Dates		
Within-Grade Increase Data				
WGI Status: Waiting Non-Pay Hou	irs 0.00 Last increas	e Dt:		
WGI Due Date: 10/20/2002	Intermittent	Days Worked: 0		
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Data Control Personal Data Job Position Compe	nsation Employment 1 Employ	ment 2		

Step	Action
57.	Click the Appt Data link.
	Appt Data
58.	If applicable, from the dropdown menu, select the Special Employment Program . NOTE: This is where the Special Program ID would be entered. NOTE: Welfare to Work should not be captured here.



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lome > Administer Workforce > Administer Workforce (USF) > Use	> HR Processing	<u>N</u>	ew Window	
ppointment Info				
Nature of Action Code: 101				
Current Appointment Auth #1: BWA OPM Delegation Ag , Cert No	r No.			
Current Appointment Auth #2:				
Benefit Record Number: 0 Severance Pay Previous We	eks: 0			
Appointment Limits Amount: D	ays:			
Special Employment Program: Not Applicable				
Welfare to Work: Not Applicable				
OK Cancel				

Step	Action
59.	Click the Ok button.
	ОК
60.	If applicable modify the Service Computation Dates.



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Data Control V Personal Data V Jo	b Position Com	pensation Emplo	yment 1 C Emp	loyment 2	
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Act Type: Promotion	NOA Code: 54	42 Empl St	atus: Active		
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WGI Due Date: 10/20/2002	Date:	Intermittent Days W	orked: 0		
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Data Control Personal Data Job Position	Compensation Employme	nt 1 Employment 2			

Step	Action
61.	Modify the Within Grade Increase Data, if applicable, to N/A.
	NOTE: SES employees do not receive WGIs. They receive salary adjustments.
	Click the WGI Status list.
	Waiting
62.	Click N/A
	N/A
63.	Modify the LEI date , if applicable.
	NOTE: The LEI Date is the date of the last equivalent increase for this employee



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Act Type:	Promotion	NOA Code:	542 Emj	ol Status: Active		
EOD Dt:	10/11/2001 Hire NTE Dt:	Mand	Retire Dt:	Exp Dates	Filling Position Data	
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Data Control]	Return to Search) (Previous Personal Data Job Posit	tab) (Next tab)	nployment 1 Employmen	/图 Update/Display) (渥 t 2	Include History) (Correc	t History)

Step	Action
64.	Click the Employment 2 tab. Employment 2
65.	Enter the employee's Union Code, if applicable.

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

- Bargaining Unit - Reports To Position

Step	Action
66.	Confirm or enter the appropriate Reports To Position for the employee. NOTE: The Reports To Position field is required for automatic actions.



X

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Data Control / Personal Data /	Job Position	Compensatio	on Employment	1 / Employme	int 2	
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Act Type: Promotion	NOA Code:	542	Empl Status:	Active		
Bargaining Unit: 8888 Union Code: Union Anniversary Date:	INELIGIBLE TO JOIN		Probation Dates Probation Date: SES Probation Date: Supv/Manager Probation Date:	10/11/2002 b		
Reports To Position: Supervisor ID: Tenure:			Retained Grade Ex Begin Date: Expires Date:	xpires		
Permanent Data - RIF Pay Plan/Grade:	Comp/Area Level: 00	00	<u>Phone Nbrs</u> <u>Non Pay Dat</u>	<u>a Se</u>	curity Info	
Bave QReturn to Search) (Previou: Data Control Personal Data Job Posi	<mark>s tab</mark>) (Next tab) tion Compensation Empl	oyment 1 Em	(廻 Update/Di	isplay) Ø Include H	listory) (🗗 Correct His	tory)

Step	Action
67.	Click the Tenure list.
68.	In the Tenure field, select None . Click None
69.	As applicable, enter the employee's compensation level in the CompLevel field. Double-click in the Comp/Area Level field.
70.	Enter the desired information into the Comp/Area Level field. Enter "408".

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
71.	Enter the completion date for the employee's probation in the SES Probation field.
72.	As applicable, enter the employee security information in the Security Info hyperlink.



Main Administer Workforce > Administer Workforce (USE) > Use > HR Processing Data Control Personal Data Job Position Compensation Employment 1 Employment Data 2 Minter, BETTY Employment Data 2 Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: ProcessED BY HUMAN RESOURCES Employment Data 2 First 1 of 3 1 ast Effective Date: 12/15/2003 Transaction # / Seq: Probation Date: Reports To Position: Supervisor ID: Permanent Data - RIF Pay Plan/Grade: Pay Plan/Grade: Phone Nbrs Non Pay Data Security Info	508			<u>م</u>	lome 🙆 🕅	/orklist	Help 🎒 Si	an 🛙
Data Control Personal Data Job Position Compensation Employment 1 Employment 2 WINTER,BETTY EmpliD: 0012 Empl Rcd#: 0 mployment Data 2 View All First 1 1 of 3 1 ast Effective Date: 12/15/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES Act Type: Promotion NOA Code: 542 Empl Status: Active Bargaining Unit: 6888 INELIGIBLE TO JOIN The Service To Join Date: Probation Date: Probation Date: Probation Date: SES Probation Employment Union Anniversary Date: Reports To Position: Retained Grade Expires Begin Date: Expires Date: <th>ne > <u>Administer V</u></th> <th><u>Vorkforce</u> > <u>Admini</u></th> <th>ster Workforce (USF) > Us</th> <th>> HR Process</th> <th>sing</th> <th>New Winds</th> <th><u>ow</u></th> <th>9</th>	ne > <u>Administer V</u>	<u>Vorkforce</u> > <u>Admini</u>	ster Workforce (USF) > Us	> HR Process	sing	New Winds	<u>ow</u>	9
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Supervisor ID: Tenure: None Permanent Data - RIF Pay Plan/Grade: Q Comp/Area Level: 00 408 Phone Nbrs Non Pay Data Security Info	Reports To Positi	ion:	_		Retained Grade E	xpires		
Tenure: None Permanent Data - RJF Pay Plan/Grade: Q Comp/Area Level: 00 408 Non Pay Data Security Info	Supervisor ID:				Begin Date:			
Permanent Data - RIF Pay Plan/Grade: Comp/Area Level: 00 408 RIF Series: Non Pay Data Security Info	Tenure:	None	•	_	Expires Date:	31,		
	Permanent Data Pay Plan/Grade: RIF Series:		Comp/Area Level: 00	408	Phone Nbrs Non Pay Da	<u>s</u> Ita <u>Secu</u>	<u>rity Info</u>	

Step	Action
73.	Change the PAR Status according to your role and then click Save . Click the Save button.
74.	The conversion is complete. End of Procedure.