

Position Changes, Extensions, and Miscellaneous Changes
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

Position Changes	1
Promotion	1
Change to a Lower Grade	23
Processing a Change of Appointment (CAO)	47
Processing the CAO as the Losing Agency	47
Processing the CAO as the Gaining Agency	55
Extensions	71
Extension of Appointment NTE	71
Miscellaneous Changes	77
Change in Work Schedule	77
Commissioned Corps	87
Creating a "Dummy" Job Code	87
Creating a "Dummy" Position	93
Non-Compensated Employee Hire	106

Position Changes

In EHRP, the first step in processing a promotion is to enter the personnel action (NOA 702-0) into the Data Control page of the HR Processing page group. Next, the user will modify the applicable Job, Position, Compensation, and Employment pages to reflect the employee's career advancement.

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.

Promotion

Introduction

In EHRP, the first step in processing a promotion is to enter the personnel action (NOA 702-0) into the Data Control page of the HR Processing page group. Next, the user will modify the applicable Job, Position, Compensation, and Employment pages to reflect the employee's career advancement.

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.

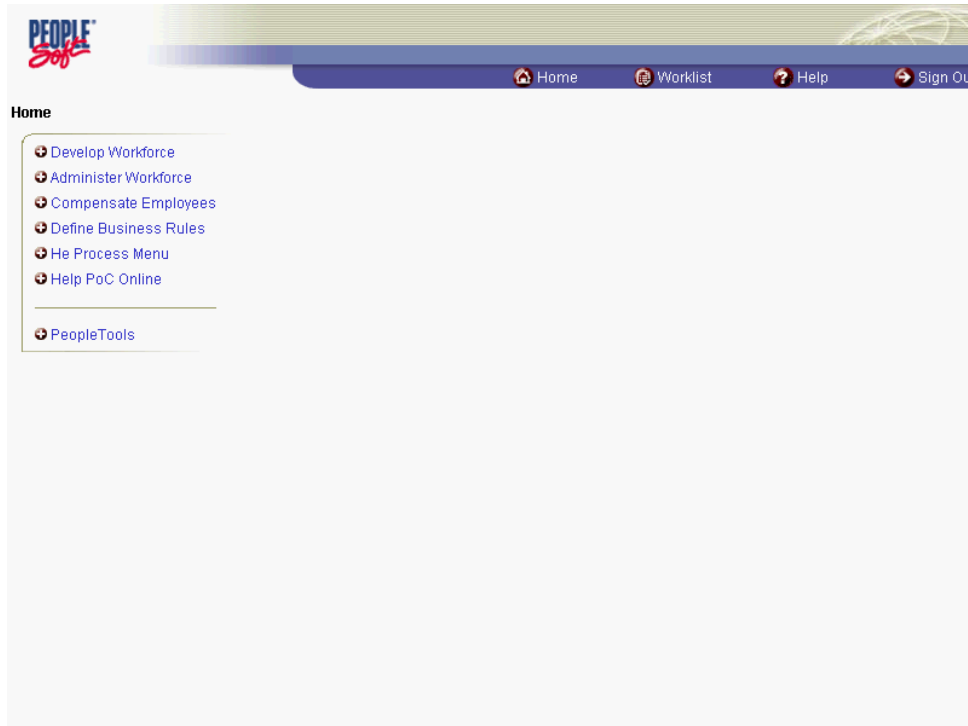
Procedure

The following steps detail the procedure for processing a promotion.

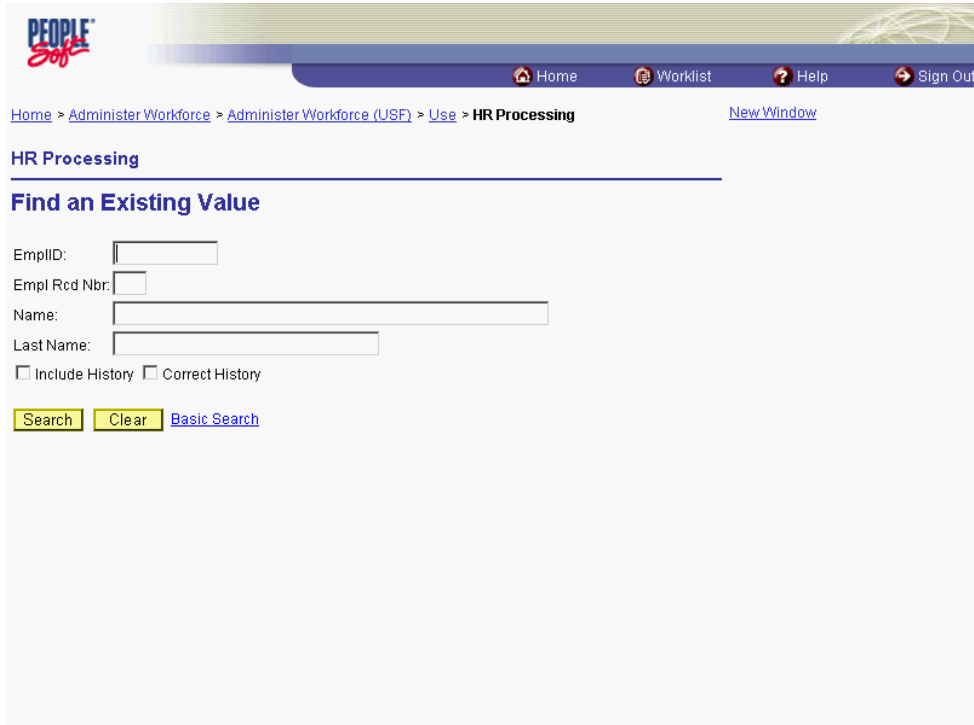
Step	Action
1.	Before beginning to process a promotion, sure to make note of the position number to which the employee will be assigned.




Training Guide

Position Changes, Extensions, and Miscellaneous Changes



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





Step	Action
6.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
7.	Enter the desired information into the Last Name field. Enter " SULLIVAN ".
8.	Click the Search button. 
9.	Select the correct employee. Click SULLIVAN, DAN 


Training Guide


Position Changes, Extensions, and Miscellaneous Changes

The screenshot shows the 'Data Control' window for employee Sullivan, Dan (EmpID: 0078). The 'Actual Effective Date' is set to 11/04/2000, and the 'Proposed Effective Date' is also 11/04/2000. The 'Action' is 'Hire' and the 'Reason Code' is 'New Position'. The 'NOA Code' is '101 Career-Cond Appt'. There are buttons for 'Print SF-52' and 'Print SF-50'. The page also has navigation tabs for 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'.

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.

 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.

Step	Action
12.	In the Actual Effective Date field, enter the effective date of the promotion. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003" .
13.	Click in the *Action 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
14.	Enter "PRO" (Promotion) in the Action field. Enter the desired information into the *Action field. Enter " PRO ".
15.	Click in the *Reason Code field. <input type="checkbox"/>
16.	Enter the desired information into the *Reason Code field. Enter " PRO ".
17.	Click in the NOA Code field. <input type="checkbox"/>
18.	Enter "702" (Promotion) in the NOA Code field. Enter the desired information into the NOA Code field. Enter " 702 ".
19.	Click in the NOA Ext field. <input type="checkbox"/>
20.	Enter the desired information into the NOA Ext field. Enter " 0 ".
21.	Click in the Authority (1) field. <input type="checkbox"/>
22.	Enter the desired information into the Authority (1) field. Enter " MBM ".
23.	If applicable, enter the Authority (2) . Click in the PAR Request# field. <input type="text"/>
24.	In the PAR Request # field, enter the applicable PAR Request number. NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the PAR Request# field. Enter " 0000077352 ".
25.	Click the PAR Remarks link. PAR Remarks

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

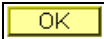
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)


PAR Remarks

View All First 1 of 1 Last


Remark CD: Insertion Required


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 " B44 ".
27.	Press [Tab] .
28.	Click the Ok button. 


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

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

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

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

The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area has tabs for 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Job' tab is selected, showing details for employee Sullivan, Dan (EmplID: 0078, Empl Rcd#: 0). The 'Data Control' section includes fields for 'Actual Effective Date' (12/15/2003), 'Proposed Effective Date' (12/15/2003), 'Transaction # / Sequence' (1 / 1), 'Not To Exceed Date', 'Action' (PRO Promotion), 'PAR Status' (PRO PROCESSED BY HUMAN RESOURCES), 'Reason Code' (PRO Promotion), 'Contact Emplid', 'NOA Code' (702 Promotion), 'NOA Ext' (0), 'Authority (1)' (MBM Reg 316.201(b). Temp appt), and 'Authority (2)'. There are also 'Print SF-52' and 'Print SF-50' buttons, and a 'PAR Request#' field with the value 0000077352. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.


Step	Action
29.	Click the Job tab. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

The screenshot shows the PEOPLE SOFT HR Processing interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The user is logged in as Sullivan, Dan with EmplID: 0078 and Empl Rcd#: 0. The Job Data tab is active, showing details for a promotion transaction. The Position field is highlighted with a search icon. The interface includes navigation buttons like Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History. There are also links for Benefits/FEHB Data, FEGLI/Retirement/FICA, Departmental Hierarchy, and Detail.

Step	Action
30.	Double-click in the Position field. <input type="text" value="00006616"/>

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


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


Step	Action
31.	Enter the desired information into the Position field. Enter " 0000184 ".
32.	The Position Override checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.

The screenshot shows the PEOPLE Soft HR Processing interface. The user is logged in as Sullivan, Dan (EmplID: 0078, Empl Rcd#: 0). The 'Job Data' tab is selected, displaying the following information:

- Effective Date:** 12/15/2003
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Promotion
- NOA Code:** 702
- Empl Status:** Active
- Position:** 00000184 (GS- 0305- 05 MAIL CLERK)
- *Job Code:** 99H019 (GS- 0305- 05 MAIL CLERK)
- *Agency:** HE (Department of HHS)
- Sub-Agency:** 11 (Program Support Center)
- *Business Unit:** PSC00 (Program Support Center)
- *Department:** PEAFF1 (Administrative Operations Serv)
- *Location:** 250120025 (Boston)
- Tax Location:** NA (Not Applicable)

Additional fields include 'Posn Mgmt Rcd' and 'Position Override' checkboxes, and 'Transferred From Agency' and 'Transferred To Agency' checkboxes. Navigation buttons at the bottom include Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
33.	Click the Position tab. 
34.	If applicable, click the SF-113G Ceiling checkbox.

 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)

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan EmplID: 0078 Empl Rcd#: 0

Position Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Promotion NOA Code: 702 Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling Regular Shift: Not Applicable

POI: 4183 PSC Shift Rate/Factor: [] []

*Pay Group: []

Pay Frequency: [] Work Period: Wv Holiday Schedule: FEDHOL Federal Holiday Schedule

Earnings Program: []

*Employee Type: E Excep Hrly Type Appt: Career (Competitive Svc Perm)



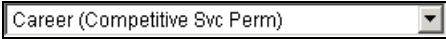

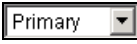

Employee Classification: [] Posn Occupied: Excepted

*Reg/Temp: Temporary Work Schedule: Full Time *Job Indicator: Primary

Supervisor Level: All Other Positions *FLSA Status: Nonexempt Adds to FTE Actual Count

Medical Officer: Not Applicable *Standard Hours: 40.00 FTE: []

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

Step	Action
35.	Click the Employee Classification list. 
36.	Select the Employee Classification from the dropdown menu. NOTE: This field is only used for Indian Preference. Click the blank field. 
37.	Click the Type Appt list. 
38.	Select the Type Appt from the dropdown menu. Click Career (Competitive Svc Perm) 
39.	Click the *Job Indicator list. 
40.	Select the Job Indicator from the dropdown menu. Click Primary 

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan **EmplID:** 0078 **Empl Rcd#:** 0

Position Data View All First 1 of 2 Last

Effective Date: 12/15/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES

Act Type: Promotion **NOA Code:** 702 **Empl Status:** Active

LEO Position: Not Applicable **SF-113G Ceiling** ***Regular Shift:** Not Applicable

POI: 4183 PSC **Shift Rate/Factor:**

***Pay Group:**

Pay Frequency: **Work Period:** W **Holiday Schedule:** FEDHOL Federal Holiday Schedule

Earnings Program: **Type Appt:** Career (Competitive Svc Perm)

***Employee Type:** E Excep Hrly **Posn Occupied:** Excepted

Employee Classification: **Work Schedule:** Full Time ***Job Indicator:** Primary

***Reg/Temp:** Temporary ***FLSA Status:** Nonexempt **Adds to FTE Actual Count**

Supervisor Level: All Other Positions ***Standard Hours:** 40.00 **FTE:**

Medical Officer: Not Applicable

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

Step	Action
41.	Click the Compensation tab.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan EmplID: 0078 Empl Rcd#: 0

Compensation Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Promotion NOA Code: 702 Empl Status: Active

Pay Rate Determinant: Special Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0029 04 Step: 0 Step Entry Date:

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay: Compensation Frequency: Annual

Loc./LEO Adjust: 0.00 Annuity Offset Amount:


Adjusted Base Pay: 26,958.00 Benefit Base Override FEGLI Base:


Total Pay:

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



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

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

Step	Action
42.	Click the Pay Rate Determinant list. 

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


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

Step	Action
43.	Select the Pay Rate Determinant from the dropdown menu. Click Regular Rate 
44.	Double-click in the Step field. 
45.	NOTE: For those employees that do not have a step, "0" should be entered in the Step field. Enter the desired information into the Step field. Enter "0" .



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

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

Step	Action
46.	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.
47.	Click the Expected Pay link. Expected Pay
48.	Verify the read-only information. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 

Expected Pay

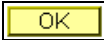
Geog Location Code: 241360031 Maryland
 Locality Pay Area: 80 WASHINGTON-BALTIMORE
 LEO Special Pay Area: 8 WASHINGTON-BALTIMORE
 Locality Percentage: 12.74
 Change Percent: -100.000

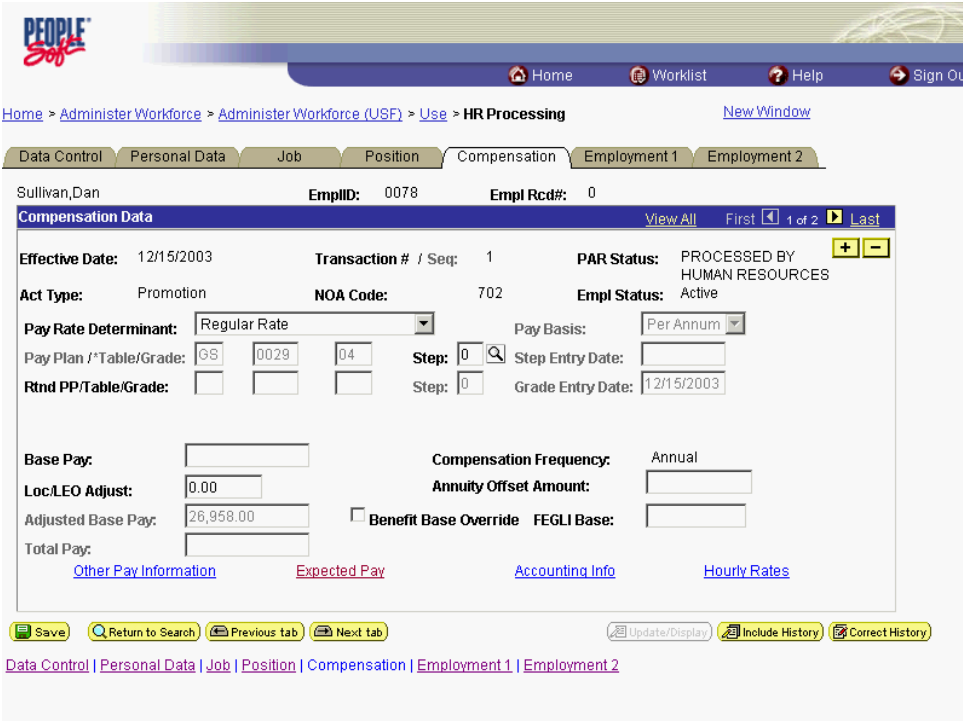
	Base Pay	With Locality/LEO Adjustment
Hourly:	0.000000	0.000000
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.000	0.000
Annual:	0.000	0.000
Total Other/Premium Pay:		0.00
Total PSP:		0.00
Total Pay:		0.00

OK Cancel

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
49.	Click the Ok button. 



PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan EmplID: 0078 Empl Rcd#: 0

Compensation Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Promotion NOA Code: 702 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0029 04 Step: 0 Step Entry Date:
Rtrnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay:
Loc/LEO Adjust: 0.00 Compensation Frequency: Annual
Adjusted Base Pay: 26,958.00 Annuity Offset Amount:
Total Pay: Benefit Base Override FEGLI Base:
[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#) [Hourly Rates](#)

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

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

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

PEOPLE Soft

Home Worklist Help Sign Out

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

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 23,587.200000 Standard Hours: 40.00

GL Pay Type: Account Code:

View All First 1 of 1 Last

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

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

Step	Action
51.	Enter or modify the CAN in the Account Code field. Double-click in the Account Code field. <input type="text" value="11010055"/>
52.	Enter the desired information into the Account Code field. Enter " 1921T101 ".
53.	Click the Ok button. <input type="button" value="OK"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan **EmplID:** 0078 **Empl Rcd#:** 0

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

Effective Date: 12/15/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES

Act Type: Promotion **NOA Code:** 702 **Empl Status:** Active

Pay Rate Determinant: Regular Rate **Pay Basis:** Per Annum

Pay Plan / Table/Grade: GS 0029 04 **Step:** 0 **Step Entry Date:**

Rtnnd PP/Table/Grade: **Step:** 0 **Grade Entry Date:** 12/15/2003

Base Pay: **Compensation Frequency:** Annual

Loc./LEO Adjust: 0.00 **Annuity Offset Amount:**

Adjusted Base Pay: 26,958.00 **Benefit Base Override** **FEGLI Base:**

Total Pay:

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

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

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

Step	Action
54.	Click the Employment 1 tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Employment 1</div>

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan EmpID: 0078 Empl Rcd#: 0

Employment Data 1 View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Promotion NOA Code: 702 Empl Status: Active

EOD Dt: 11/04/2000 Hire NTE Dt: Mand Retire Dt: Exp Dates [Filling Position Data](#)
Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 11/04/2000	Retire: 11/04/2000
RIF: 11/04/2000	TSP: 11/04/2000
LEO: <input type="text"/>	Sev Pay: 11/04/2000

Service Conversion Dates

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

Within-Grade Increase Data

WGI Status: Non-Pay Hours: 0.00 Last Increase Dt:
WGI Due Date: 11/04/2001 WGI: Intermittent Days Worked: 0
LEI Date:

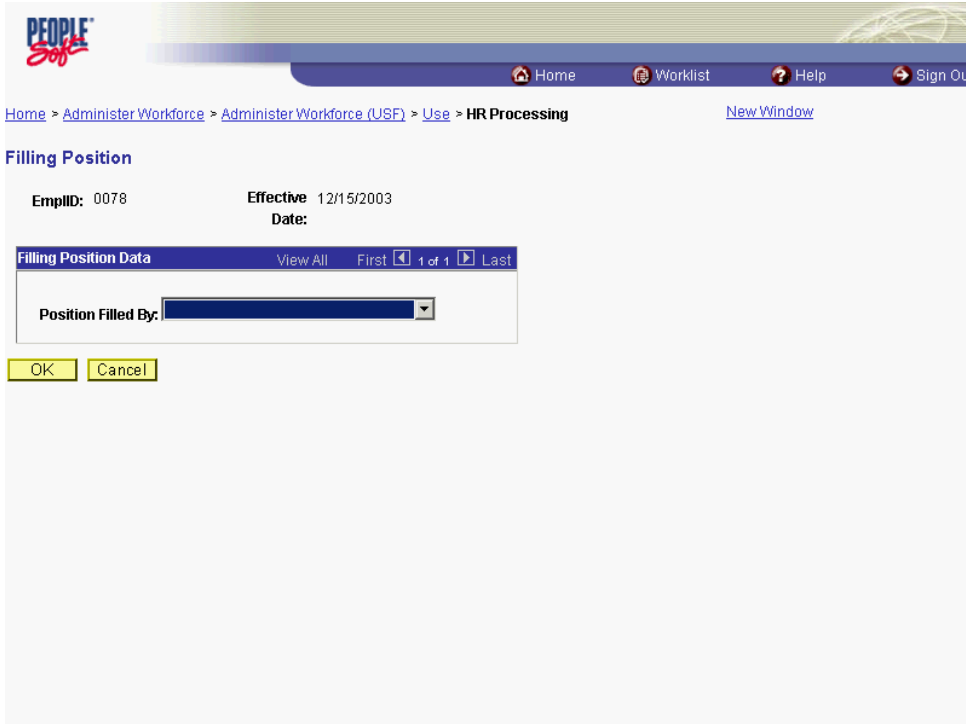
Save Return to Search Previous tab Next tab Update/Display Include History Correct History


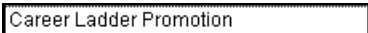
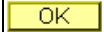
[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

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

Training Guide

Position Changes, Extensions, and Miscellaneous Changes



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

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Sullivan, Dan EmpID: 0078 Empl Rcd#: 0

Employment Data 1 View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Promotion NOA Code: 702 Empl Status: Active

EOD Dt: 11/04/2000 Hire NTE Dt: Mand Retire Dt: Exp Dates [Filling Position Data](#)
 Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 11/04/2000	Retire: 11/04/2000
RIF: 11/04/2000	TSP: 11/04/2000
LEO: <input type="text"/>	Sev Pay: 11/04/2000

Service Conversion Dates

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

Within-Grade Increase Data

WGI Status: Non-Pay Hours: 0.00 Last Increase Dt:
 WGI Due Date: 11/04/2001 WGI: Intermittent Days Worked: 0
 LEI Date:

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

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

Step	Action
59.	Click the Appt Data link. Appt Data
60.	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.

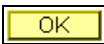
Training Guide

Position Changes, Extensions, and Miscellaneous Changes

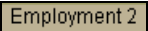
The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below the navigation bar, the breadcrumb trail reads: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window'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


- Nature of Action Code:** 101 Career-Cond Appt
- Current Appointment Auth #1:** BWA OPM Delegation Agr No. , Cert No
- Current Appointment Auth #2:** (empty)
- Benefit Record Number:**
- Severance Pay Previous Weeks:**
- Appointment Limits:**
 - Amount:**
 - Hours:**
 - Days:**
- Special Employment Program:**
- Welfare to Work:**

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

Step	Action
61.	Click the Ok button. 
62.	<ul style="list-style-type: none"> - If applicable, modify the Service Computation Dates. - If applicable, modify the Service Conversion Dates. - If applicable, modify the Within Grade Increase Data. - If applicable, modify LEI (Last Equivalent Increase) Date. <p>Note: LEI date is the begin date for time counting towards the within grade increase. The system will calculate the WGI due date based on Hire date or the LEI date entered. If no LEI date is entered, then the system will calculate the WGI based on the Hire or EOD date.</p>

The screenshot shows the PEOPLE SOFT HR system interface. At the top, there are navigation links: Home, Worklist, Help, and Sign Out. Below that is a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The main content area has tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The 'Employment 1' tab is active, showing data for employee Sullivan, Dan (EmpID: 0078, Empl Rcd#: 0). The 'Employment Data 1' section includes fields for Effective Date (12/15/2003), Transaction # / Seq (1), PAR Status (PROCESSED BY HUMAN RESOURCES), Act Type (Promotion), NOA Code (702), and Empl Status (Active). There are also fields for EOD Dt, Hire NTE Dt, Mand Retire Dt, Rehire Dt, Separation Dt, and Next Review Dt. Below these are sections for Service Computation Dates (Leave, RIF, LEO, Retire, TSP, Sev Pay) and Service Conversion Dates (Conv Begin Date, Career Conv Date, Career-Cond Conv Date). A 'Within-Grade Increase Data' section includes WGI Status (Waiting), Non-Pay Hours (0.00), Last Increase Dt, WGI Due Date, WGI, LEI Date, and Intermittent Days Worked (0). At the bottom, there are buttons for Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

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

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

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

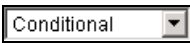
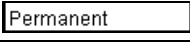
Step	Action
65.	Confirm or enter the appropriate Reports To Position for the employee.


Training Guide

Position Changes, Extensions, and Miscellaneous Changes

The screenshot shows the 'Employment Data 2' section for employee Sullivan, Dan (EmpID: 0078). The 'Tenure' dropdown menu is currently set to 'Conditional'. Other visible fields include:

- Effective Date: 12/15/2003
- Transaction # / Seq: 1
- PAR Status: PROCESSED BY HUMAN RESOURCES
- Act Type: Promotion
- NOA Code: 702
- Empl Status: Active
- Bargaining Unit: 2600 (PSC BARGAINING UNIT)
- Probation Date: 11/04/2001
- SES Probation Date: [empty]
- Supv/Manager Date: [empty]
- Retained Grade Expires: Begin Date [empty], Expires Date [empty]
- Comp/Area Level: 00 00
- RIF Series: [empty]

Step	Action
66.	Click the Tenure list. 
67.	In the Tenure field, select the appropriate type of tenure. Click Permanent 
68.	As applicable, enter the employee's compensation level in the Comp Level field. NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll NOTE: Users should no longer enter any data related to the Comp Area field. The entire Comp Level code should be entered into the Comp Level field only.
69.	In the Probation Date , enter the completion date for the employee's probation, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
70.	As applicable, enter the employee security information in the Security Info hyperlink.

Step	Action
71.	Change the PAR Status according to your role. Click the Save button. 
72.	The information is saved. End of Procedure.

Change to a Lower Grade

Introduction

In EHRP, an employee can be moved to a lower grade. This chapter details the steps the user would take to process this position change. The first step is to process the appropriate personnel action (NOA 713-0) on the Data Control page. The next step would be to modify the position and compensation data.

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.

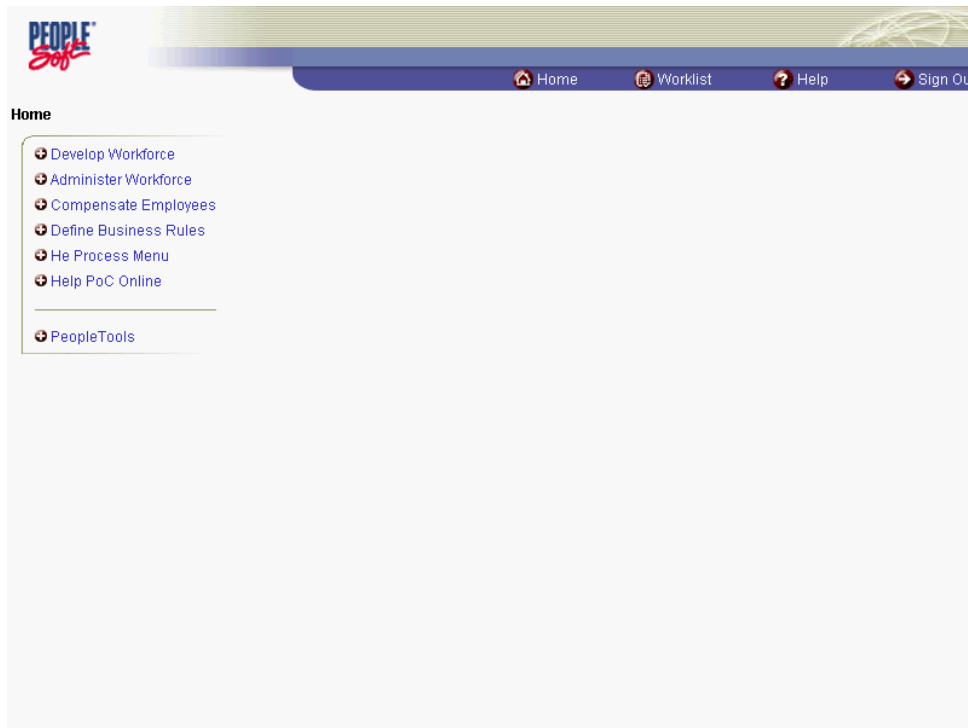
Procedure

The following steps detail the procedure for lowering an employee's grade.

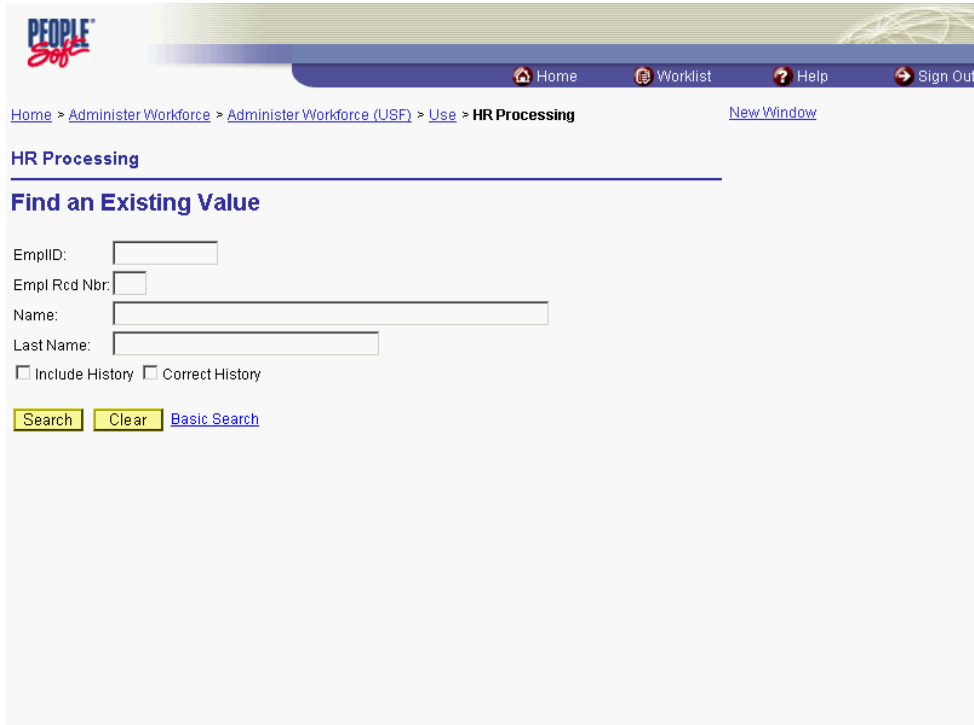
Training Guide




Position Changes, Extensions, and Miscellaneous Changes

Step	Action
1.	Before beginning to process this action, 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. Administer Workforce (USF)
4.	Click the Use link. Use
5.	Click the HR Processing link. HR Processing



Step	Action
6.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
7.	Enter the desired information into the Last Name field. Enter " SPRING ".
8.	Click the Search button. 
9.	Select the correct employee. Click SPRINGS, KYLE 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

Data Control View All < 1 of 1 >

Actual Effective Date: 01/05/2001 Proposed Effective Date: 01/05/2001

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

*Action: HIR Hire PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: NPS New Position Contact Emplid:

NOA Code: 101 Career-Cond Appt NOA Ext: 0


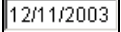
Authority (1): BWA OPM Delegation Agr No. Cert No


Authority (2):


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


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

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

Step	Action
10.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
11.	Click in the Actual Effective Date field. 

 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.

Step	Action
12.	Enter the Actual Effective Date of the change in the employee's grade. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003" .
13.	Click in the *Action 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
14.	In the Action field, enter "DEM." Enter the desired information into the *Action field. Enter " DEM ".
15.	Click in the *Reason Code field. <input type="checkbox"/>
16.	Enter the desired information into the *Reason Code field. Enter " DEM ".
17.	Click in the NOA Code field. <input type="checkbox"/>
18.	Enter the NOA Code of "713" (Change to a Lower Grade). Enter the desired information into the NOA Code field. Enter " 713 ".
19.	Click in the NOA Ext field. <input type="checkbox"/>
20.	Enter the desired information into the NOA Ext field. Enter " 0 ".
21.	Click in the Authority (1) field. <input type="checkbox"/>
22.	Enter the desired information into the Authority (1) field. Enter " N2M ".
23.	If applicable, enter the Authority (2) . Click in the PAR Request# field. <input type="text"/>
24.	In the PAR Request # field, enter the applicable PAR Request number. NOTE: This field is not required but can be used for PAR request tracking purposes. Enter the desired information into the PAR Request# field. Enter " 000004081 ".
25.	Click the PAR Remarks link. PAR Remarks

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

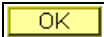
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)


PAR Remarks

PAR Remarks View All First 1 of 1 Last

Remark CD: Insertion Required


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 " K27 ".
27.	Press [Tab] .
28.	Click the Ok button. 

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


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

NOTE: Within the EHRP system, there is no limitation to the amount 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.

Step	Action
29.	Click the Job tab. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

Job Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

Position: 00006597 GS- 0303- 09 ADMINISTRATIVE ASSISTANT Posn Mgmt Rcd
*Job Code: 99H093 Position Override

*Agency: HE Department of HHS Transferred From Agency:
Sub-Agency: 11 Program Support Center Transferred To Agency:

*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)
*Department: PEA2 Administrative Operations Serv [FGLI/Retirement/FICA](#)
*Location: 364170061 New York - New York [Departmental Hierarchy](#)
Tax Location: NA Not Applicable [Detail](#)

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

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

Step	Action
30.	Double-click in the Position field. <input type="text" value="00006597"/>

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

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

Step	Action
31.	NOTE: Be sure to select the position from within your business unit. Enter the desired information into the Position field. Enter " 0000059 ".
32.	The Position Override checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle **EmplID:** 0020 **Empl Rcd#:** 0

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

Effective Date: 12/15/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES

Act Type: Change to Lower Grade **NOA Code:** 713 **Empl Status:** Active

Position: 00000059 **GS- 0303- 09** ADMINISTRATIVE ASSISTANT **Posn Mgmt Rcd**

***Job Code:** 99H093 **Position Override**

***Agency:** HE Department of HHS **Transferred From Agency:**

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

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


***Department:** PEA2 Administrative Operations Serv [FGLI/Retirement/FICA](#)

***Location:** 364170061 New York - New York [Departmental Hierarchy](#)

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

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

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

Step	Action
33.	Click the Position tab. 
34.	If applicable, click the SF-113G Ceiling checkbox.



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)

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

Position Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling Regular Shift: Not Applicable

POI: 4183 PSC Shift Rate/Factor: [] []

*Pay Group: []

Pay Frequency: [] Work Period: W [] Holiday Schedule: FEDHOL [] Federal Holiday Schedule

Earnings Program: []

*Employee Type: E [] Excep Hrly Type Appt: Career-Conditional (Comp Perm)

Employee Classification: [] Posn Occupied: Competitive

*Reg/Temp: Regular Work Schedule: Full Time *Job Indicator: Primary

Supervisor Level: All Other Positions *FLSA Status: Exempt Adds to FTE Actual Count

Medical Officer: Not Applicable *Standard Hours: 40.00 FTE: []

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

Step	Action
35.	Click the Employee Classification list. <input type="text"/>

The screenshot shows the PEOPLE SOFT HR Processing interface. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The user is logged in as Springs, Kyle with EmplID: 0020 and Empl Rcd#: 0. The 'Position Data' tab is active, showing details for a position change to a lower grade. The 'Employee Classification' dropdown menu is open, listing various employee types. The 'Employee Classification' field is currently blank, which is the focus of the instruction in the table below.

Step	Action
36.	Select the Employee Classification from the dropdown menu. NOTE: This field is only used for Indian Preference. Click the blank field.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

Position Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling *Regular Shift: Not Applicable

POI: 4183 PSC Shift Rate/Factor: [] []

*Pay Group: []

Pay Frequency: [] Work Period: Wv Holiday Schedule: FEDHOL Federal Holiday Schedule

Earnings Program: []

*Employee Type: E Excep Hrly Type Appt: Career-Conditional (Comp Perm)

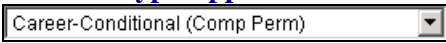

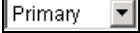

Employee Classification: [] Posn Occupied: Competitive

*Reg/Temp: Regular Work Schedule: Full Time *Job Indicator: Primary

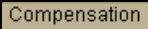
Supervisor Level: All Other Positions *FLSA Status: Exempt Adds to FTE Actual Count

Medical Officer: Not Applicable *Standard Hours: 40.00 FTE: []

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

Step	Action
37.	Click the Type Appt list. 
38.	Select the Type Appt from the dropdown menu. Click Career-Conditional (Comp Perm) 
39.	Click the *Job Indicator list. 
40.	Select the Job Indicator from the dropdown menu. Click Primary 

The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main interface has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Compensation' tab is currently selected. The employee information is 'Springs, Kyle', 'EmplID: 0020', and 'Empl Rcd#: 0'. The 'Position Data' section shows 'Effective Date: 12/15/2003', 'Transaction # / Seq: 1', and 'PAR Status: PROCESSED BY HUMAN RESOURCES'. The 'Act Type' is 'Change to Lower Grade' with 'NOA Code: 713' and 'Empl Status: Active'. The 'LEO Position' is 'Not Applicable' and 'SF-113G Ceiling' is checked. The 'POI' is '4183 PSC'. The 'Pay Group' is empty. The 'Pay Frequency' is empty, 'Work Period' is 'W', and 'Holiday Schedule' is 'FEDHOL'. The 'Earnings Program' is empty. The 'Employee Type' is 'E Excep Hrly'. The 'Employee Classification' is empty. The 'Reg/Temp' is 'Regular'. The 'Supervisor Level' is 'All Other Positions' and the 'Medical Officer' is 'Not Applicable'. The 'Type Appt' is 'Career-Conditional (Comp Perm)', 'Posn Occupied' is 'Competitive', 'Work Schedule' is 'Full Time', and '*Job Indicator' is 'Primary'. The '*FLSA Status' is 'Exempt' and '*Standard Hours' is '40.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.

Step	Action
41.	Click the Compensation tab. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

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

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 12 Step: 0 Step Entry Date:

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay: Compensation Frequency: Annual

Loc./LEO Adjust: 0.00 Annuity Offset Amount:


Adjusted Base Pay: 41,497.00 Benefit Base Override FEGLI Base:


Total Pay:

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



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

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

Step	Action
42.	Click the Pay Rate Determinant list. 

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

- Pay Basis
- Pay Plan
- Table
- Grade

Step	Action
43.	Select the Pay Rate Determinant from the dropdown menu. Click Regular Rate 
44.	Double-click in the Step field. 
45.	Enter the desired information into the Step field. Enter "0".



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

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

Step	Action
46.	NOTE: If the employee is receiving retained pay, enter the retained pay plan, retained pay table, and retained pay grade in the Rtnd PP/Table/Grade fields respectively. Enter the step for the retained pay in the second Step field.
47.	If the employee is an annuitant, enter the Annuity Offset Amount . This amount should be entered based on the employee's compensation frequency. If the employee's compensation frequency is annual, the annuity offset amount should be an annual amount. The annuity offset amount must be entered correctly in order to avoid significant payroll issues.

The screenshot displays the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present.

The main content area is divided into tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Compensation' tab is active, showing details for 'Springs, Kyle' with 'EmplID: 0020' and 'Empl Rcd#: 0'. There are 'View All', 'First', '1 of 2', and 'Last' navigation options.


The 'Compensation Data' section includes the following fields and values:

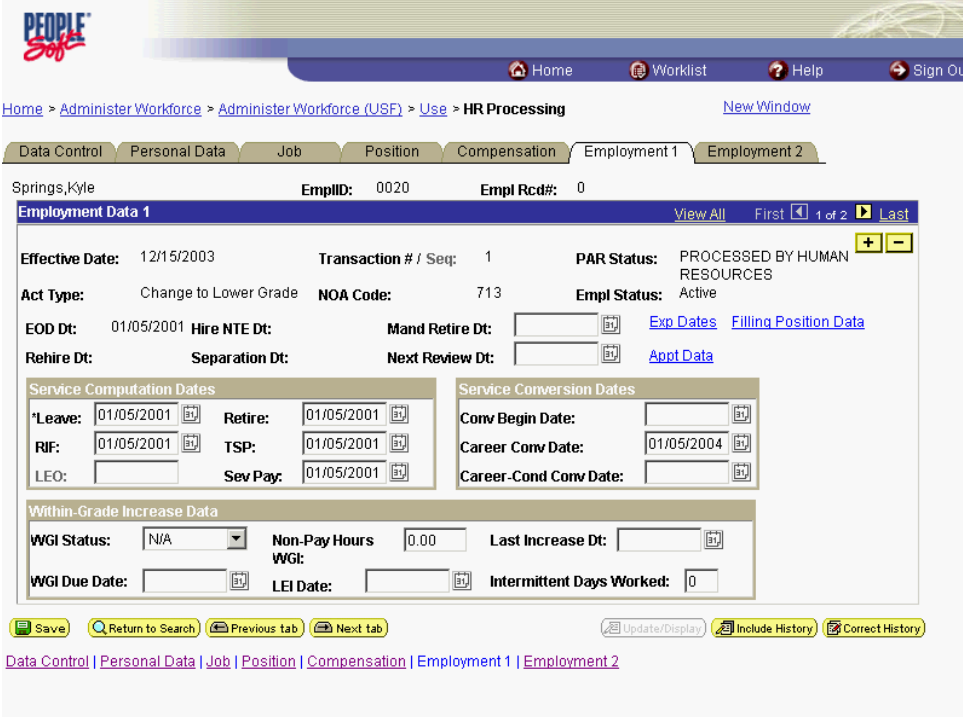
- Effective Date:** 12/15/2003
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Change to Lower Grade
- NOA Code:** 713
- Empl Status:** Active
- Pay Rate Determinant:** Regular Rate
- Pay Basis:** Per Annum
- Pay Plan / Table/Grade:** GS 0000 12
- Step:** 0
- Step Entry Date:** (empty)
- Rtnd PP/Table/Grade:** (empty)
- Step:** 0
- Grade Entry Date:** 12/15/2003
- Base Pay:** (empty)
- Compensation Frequency:** Annual
- Loc/LEO Adjust:** 0.00
- Annuity Offset Amount:** (empty)
- Adjusted Base Pay:** 41,497.00
- Benefit Base Override**
- FEGLI Base:** (empty)
- Total Pay:** (empty)

At the bottom of the form, there are several buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons is a breadcrumb trail: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
48.	Click the Employment 1 tab. 



PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

Employment Data 1 View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

EOD Dt: 01/05/2001 Hire NTE Dt: Mand Retire Dt: Exp Dates [Filling Position Data](#)
Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 01/05/2001	Retire: 01/05/2001
RIF: 01/05/2001	TSP: 01/05/2001
LEO: <input type="text"/>	Sev Pay: 01/05/2001

Service Conversion Dates


Conv Begin Date: <input type="text"/>
Career Conv Date: 01/05/2004
Career-Cond Conv Date: <input type="text"/>

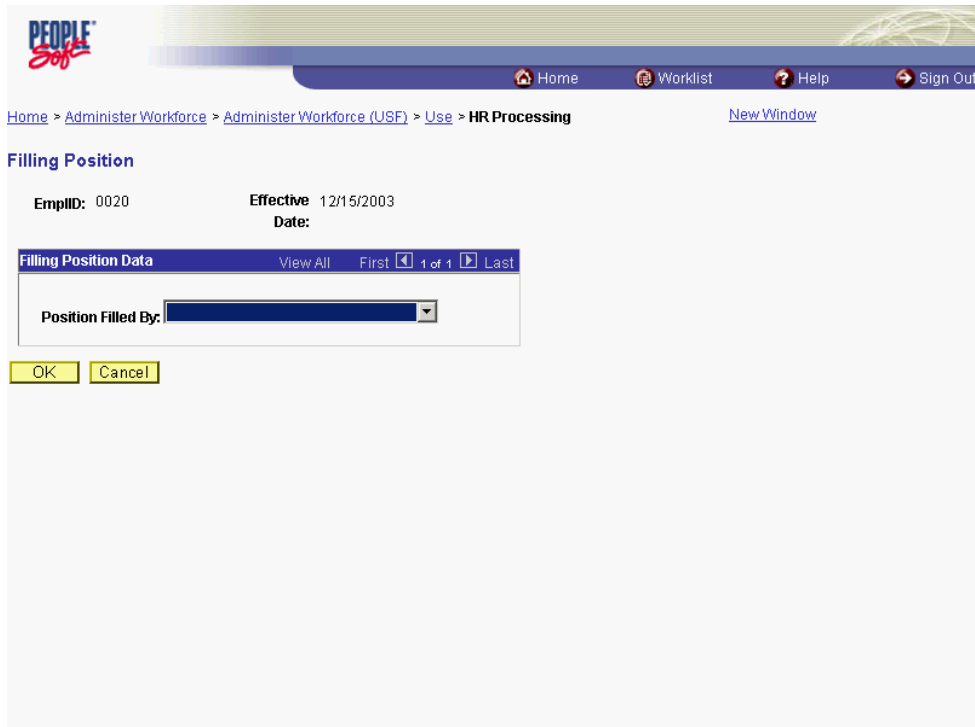
Within-Grade Increase Data


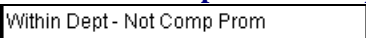

WGI Status: N/A Non-Pay Hours: 0.00 Last Increase Dt:
WGI: Intermittent Days Worked: 0
WGI Due Date: LEI Date:

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

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

Step	Action
49.	Click the Filling Position Data link. 



Step	Action
50.	Click the Position Filled By list. 
51.	From the dropdown menu, select the correct method by which the position has been filled. Click Within Dept - Not Comp Prom 
52.	Click the Ok button. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

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

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

EOD Dt: 01/05/2001 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)
Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates Service Conversion Dates

*Leave: 01/05/2001 Retire: 01/05/2001 Conv Begin Date:
RIF: 01/05/2001 TSP: 01/05/2001 Career Conv Date: 01/05/2004
LEO: Sev Pay: 01/05/2001 Career-Cond Conv Date:

Within-Grade Increase Data

WGI Status: N/A Non-Pay Hours: 0.00 Last Increase Dt:
WGI Due Date: WGI: Intermittent Days Worked: 0
LEI Date:

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


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

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

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

- Nature of Action Code:** 101 Career-Cond Appt
- Current Appointment Auth #1:** BWA OPM Delegation Agr No. , Cert No
- Current Appointment Auth #2:**
- Benefit Record Number:** **Severance Pay Previous Weeks:**
- Appointment Limits:**
 - Amount:**
 - Hours:**
 - Days:**
- Special Employment Program:**
- Welfare to Work:**


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


Step	Action
55.	Click the Ok button. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
56.	If applicable, modify the Within Grade Increase Data. Click the WGI Status list. <input type="text" value="N/A"/>
57.	Select the desired WGI Status . Click Waiting <input type="text" value="Waiting"/>

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

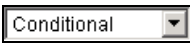
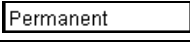
 NOTE: The following fields default based on the position selected:

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

Step	Action
60.	Confirm or enter the appropriate Reports To Position for the employee.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
61.	Click the Tenure list. 
62.	In the Tenure field, select the appropriate type of tenure. Click Permanent 
63.	As applicable, enter the employee's compensation level in the Comp Level field. NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll. NOTE: Users should no longer enter any data related to the Comp Area field. The entire Comp Level code should be entered into the Comp Level field only.
64.	In the Probation Date , enter the completion date for the employee's probation, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
65.	As applicable, enter the employee security information in the Security Info hyperlink.

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Kyle EmplID: 0020 Empl Rcd#: 0

Employment Data 2 View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Active

Act Type: Change to Lower Grade NOA Code: 713 Empl Status: Active

Bargaining Unit: 2600 PSC BARGAINING UNIT

Union Code:

Union Anniversary Date:

Reports To Position:

Supervisor ID:

Tenure: Permanent

Probation Dates

Probation Date: 01/05/2002

SES Probation Date:

Supv/Manager:

Retained Grade Expires

Begin Date:

Expires Date:

Permanent Data - RIF


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

RIF Series:

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

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

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

Step	Action
66.	<p>Change the PAR Status according to your role. Click the Save button.</p> <p></p>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes



Step	Action
67.	NOTE: When saving a Change to a Lower Grade action, you will receive a warning regarding the WGI due date. Click the Ok button.
68.	The information is saved. End of Procedure.

Processing a Change of Appointment (CAO)

As of October 7, all Agencies will have deployed the EHRP system. Since the deployments are complete, the EHRP team will implement different procedures for processing Changes of Appointing Office (CAO's). The key difference with this new approach is that the Agencies will no longer have to utilize the Help PoC system. This procedure will take 2 scenarios into consideration. The first scenario will be when an employee is moving from one DHHS agency to another DHHS agency, for example, from FDA to NIH. The second scenario will be when an employee moves from one Admin Code to another within the same agency, for example moving from DAFA to DBR within FDA.

NOTE: The Losing Agency or Admin Code should be sure to stop the special pays when initiating or performing a CAO action.

Processing the CAO as the Losing Agency

Introduction

As of October 7, all Agencies will have deployed the EHRP system. Since the deployments are complete, the EHRP team will implement different procedures for processing Changes of Appointing Office (CAO's). The key difference with this new approach is that the Agencies will no longer have to utilize the Help PoC system. This procedure will take 2 scenarios into consideration. The first scenario will be when an employee is moving from one DHHS agency to another DHHS agency, for example, from FDA to NIH. The second scenario will be when an employee moves from one Admin Code to another within the same agency, for example moving from DAFA to DBR within FDA.

NOTE: The losing Agency or Admin Code should be sure to stop the special pays when initiating or performing a CAO action.

Procedure

The following steps detail the procedure for processing a CAO as the Losing agency using the EHRP system.

Step	Action
1.	The Gaining Agency contacts the losing agency to initiate the CAO action. NOTE: The Gaining Agency must communicate the effective date of the action and the position number the employee will be occupying. If the employee was entitled to special pay, stop these special pays.

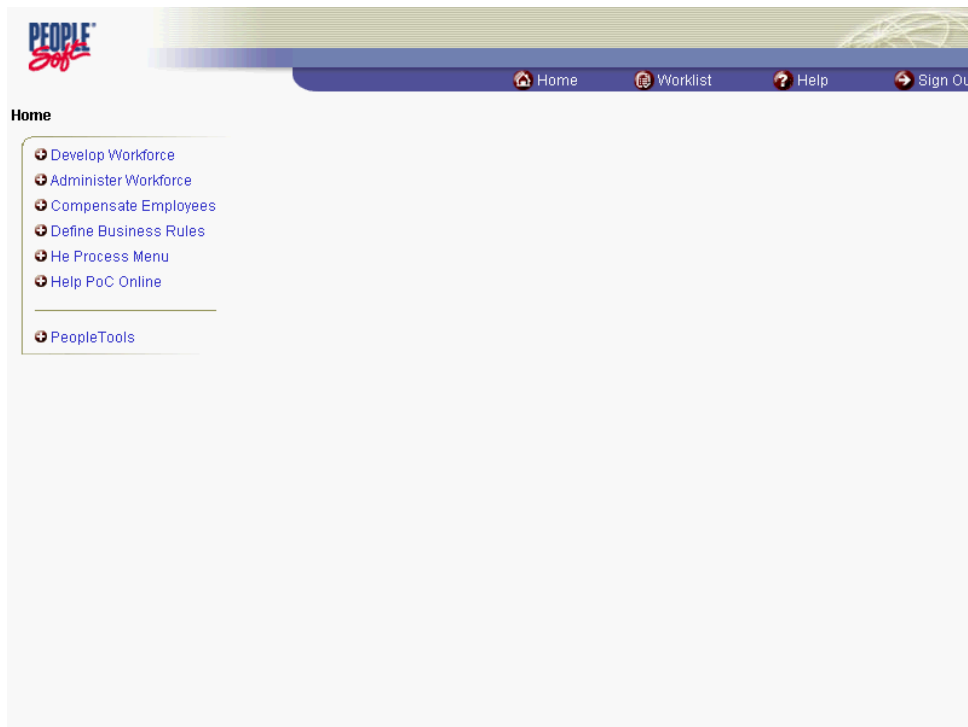


Since this employee is changing agencies (or admin codes) within DHHS, the new agency is unable to see the employee's record due to the security profiles created within EHRP. Security ultimately determines your access to view the employee's record. Thus, it is critical that the Agency from which the employee is transferring initiates this process.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
2.	Process a stop for all special pays using the applicable stop NOAs. NOTES: The special pays include union dues deduction, subsistence deduction, quarters deduction, laundry deduction, cost-of-living allowance (COLA), post differential allowance, uniform allowance and PCA. For additional information about stopping the special pay see Chapter 12 Section 10a and Chapter 16 Section 4 in your HR Training Manual.
3.	When the Losing Agency is done with the employee's record, they will initiate the CAO action with the following the steps. NOTE: Once the action has been initiated, the losing agency will no longer have access to the employees record.




Step	Action
4.	Click the Administer Workforce link. Administer Workforce
5.	Click the Administer Workforce (USF) link. Administer Workforce (USF)
6.	Click the Use link. Use
7.	Click the HR Processing link. HR Processing


The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this is a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. A 'New Window' link is also present. The main heading is 'HR Processing' followed by 'Find an Existing Value'. The form includes input fields for EmplID, Empl Rcd Nbr, Name, and Last Name. There are checkboxes for 'Include History' and 'Correct History'. At the bottom of the form are buttons for 'Search', 'Clear', and a link for 'Basic Search'.


Step	Action
8.	Enter the appropriate variable in the next field. (i.e. Last Name) Click in the Last Name field.
9.	Enter the desired information into the Last Name field. Enter " WINTER ".
10.	Click the Search button.
11.	Select the correct employee. Click WINTER, EVAN


Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
12.	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. 
13.	Triple-click the Actual Effective Date object.

 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.

Step	Action
14.	Enter the Actual Effective Date for the change of appointing office action. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003" .
15.	Double-click in the PAR Status 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
16.	Change the PAR Status to "INI." Enter the desired information into the PAR Status field. Enter " INI ".
17.	Click in the *Action field. <input type="text"/>
18.	Enter "XFR" in the Action code field. Enter the desired information into the *Action field. Enter " XFR ".
19.	Click in the *Reason Code field. <input type="text"/>
20.	Enter the desired information into the *Reason Code field. Enter " EER ".

The screenshot displays the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below this, a breadcrumb trail shows the path: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. The main content area is titled 'Data Control' and shows details for employee 'WINTER, EVAN' with EmpID: 0015 and Empl Rcd#: 0. The 'Data Control' section includes several input fields and buttons: 'Actual Effective Date' (12/15/2003), 'Proposed Effective Date' (12/15/2003), 'Transaction # / Sequence' (1 / 1), 'Action' (XFR), 'Reason Code' (EER), and 'PAR Status' (INI). There are also fields for 'Not To Exceed Date', 'Reassignment/Conversion', and 'Contact Emplid'. At the bottom of the form, there are buttons for 'Print SF-52', 'Print SF-50', and 'PAR Remarks'. A footer bar contains navigation buttons: Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
21.	Click the Job tab. <input type="button" value="Job"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

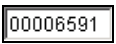
WINTER, EVAN EmplID: 0015 Empl Rcd#: 0

Job Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: INITIATED
 Act Type: Reassignment/Conversion NOA Code: Empl Status: Active
 Position: 00006591 GS- 0303- 09 ADMINISTRATIVE ASSISTANT Posn Mgmt Rcd
 *Job Code: 99H093 Position Override
 *Agency: HE Department of HHS Transferred From Agency:
 Sub-Agency: 11 Program Support Center Transferred To Agency:
 *Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)
 *Department: PEA2 Administrative Operations Serv [FEGLI/Retirement/FICA](#)
 *Location: 364170061 New York - New York [Departmental Hierarchy](#)
 Tax Location: NA Not Applicable [Detail](#)

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


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

Step	Action
22.	Double-click in the Position field. 
23.	NOTE: This is the position number that the employee will occupy in the Gaining Agency. Enter the desired information into the Position field. Enter " 00007007 ".

The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main interface has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Position' tab is currently selected. The employee information is displayed as 'WINTER, EVAN' with 'EmplID: 0015' and 'Empl Rcd#: 0'. Below this is a 'Job Data' section with a 'View All' link and a pagination indicator '1 of 2'. The 'Job Data' section contains the following fields and values:

- Effective Date:** 12/15/2003
- Transaction # / Seq:** 1
- PAR Status:** INITIATED
- Act Type:** Reassignment/Conversion
- NOA Code:**
- Empl Status:** Active
- Position:** 00007007 (with search icon) GS- 0303- 09 ADMINISTRATIVE ASSISTANT
- Posn Mgmt Rcd:**
- *Job Code:** 99H093
- Position Override:**
- *Agency:** HE Department of HHS
- Transferred From Agency:**
- Sub-Agency:** 11 Program Support Center
- Transferred To Agency:**
- *Business Unit:** PSC00 Program Support Center
- Benefits/FEHB Data:** [Benefits/FEHB Data](#)
- *Department:** PEA2 Administrative Operations Serv
- FEGLI/Retirement/FICA:** [FEGLI/Retirement/FICA](#)
- *Location:** 364170061 New York - New York
- Departmental Hierarchy:** [Departmental Hierarchy](#)
- Tax Location:** NA (with search icon) Not Applicable
- Detail:** [Detail](#)

At the bottom of the form, there are several buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. Below the buttons is a breadcrumb trail: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
24.	Click the Position tab. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, EVAN EmplID: 0015 Empl Rcd#: 0

Position Data View All First 1 of 2 Last


Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: INITIATED
 Act Type: Reassignment/Conversion NOA Code: Empl Status: Active
 LEO Position: Not Applicable SF-113G Ceiling *Regular Shift: Not Applicable
 POI: 4183 PSC Shift Rate/Factor:
 *Pay Group:
 Pay Frequency: Work Period: W Holiday Schedule: FEDHOL Federal Holiday Schedule
 Earnings Program: Type Appt: Career-Conditional (Comp Perm)
 *Employee Type: E Excep Hrly Posn Occupied: Competitive
 Employee Classification: Regular Work Schedule: Full Time *Job Indicator: Primary
 *Reg/Temp: Regular *FLSA Status: Nonexempt Adds to FTE Actual Count
 Supervisor Level: All Other Positions *Standard Hours: 40.00 FTE:
 Medical Officer: Not Applicable

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Step	Action
25.	Click in the *Pay Group field. <input type="text"/>
26.	Enter the desired information into the *Pay Group field. Enter " GSB ".

The screenshot shows the 'Position Data' form in the PEOPLE SOFT HR system. The employee is WINTER, EVAN with EmplID: 0015. The form is for a position change, with an effective date of 12/15/2003. Key details include: Act Type: Reassignment/Conversion; LEO Position: Not Applicable; POI: 4183 PSC; Pay Group: GSB; Work Period: W; Holiday Schedule: FEDHOL; Employee Type: E (Except Hrly); Classification: Regular; Supervisor Level: All Other Positions; Medical Officer: Not Applicable. The form also shows 'SF-113G Ceiling' checked and 'Regular Shift' as Not Applicable. Navigation buttons like 'Save', 'Return to Search', and 'Update/Display' are visible at the bottom.

Step	Action
27.	Click the Save button. 
28.	Contact the Gaining Agency to inform them that the action has been initiated. End of Procedure.

Processing the CAO as the Gaining Agency

Introduction

As of October 7, all Agencies will have deployed the EHRP system. Since the deployments are complete, the EHRP team will implement different procedures for processing Changes of Appointing Office (CAO's). The key difference with this new approach is that the Agencies will no longer have to utilize the Help PoC system. This procedure will take 2 scenarios into consideration. The first scenario will be when an employee is moving from one DHHS agency to another DHHS agency, for example, from FDA to NIH. The second scenario will be when an employee moves from one Admin Code to another within the same agency, for example moving from DAFA to DBR within FDA.

NOTE: The losing Agency or Admin Code should be sure to stop the special pays when initiating or performing a CAO action.

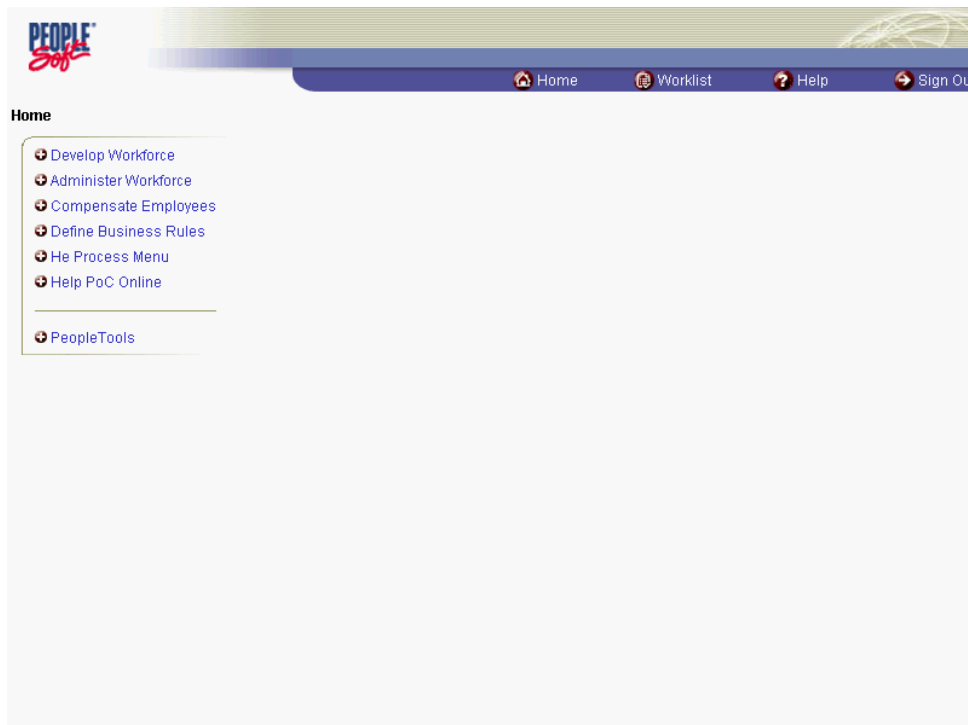
Procedure

Training Guide

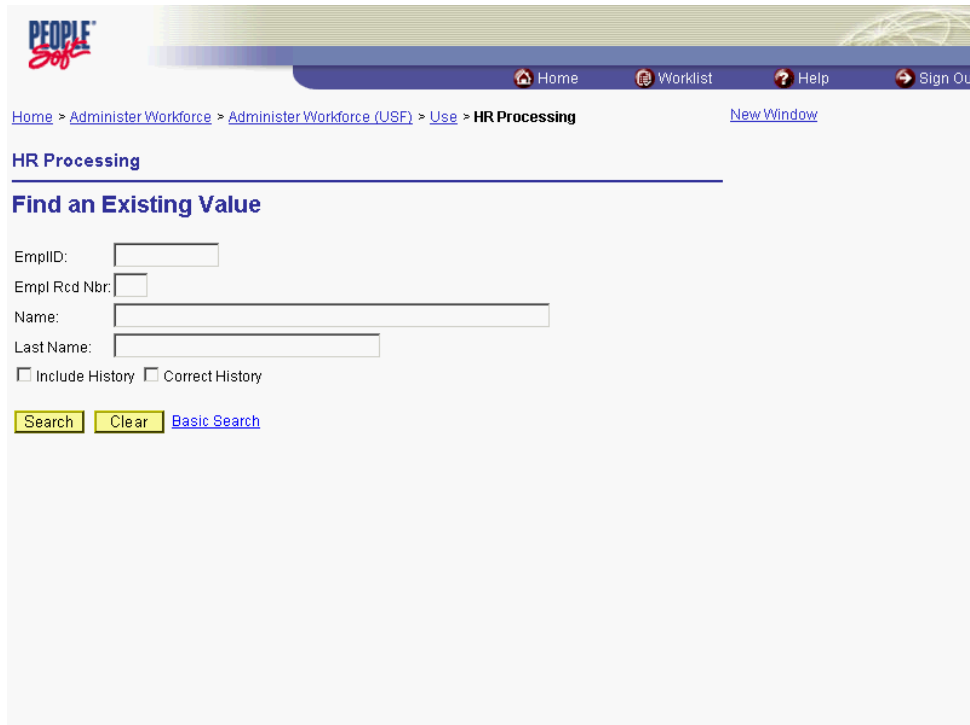
Position Changes, Extensions, and Miscellaneous Changes

The following steps detail the procedure for processing a CAO as the Gaining agency using the EHRP system.

Step	Action
1.	The Losing Agency notifies the Gaining Agency that the CAO action has been initiated. The Gaining Agency will then follow the steps below to complete the processing of the action. NOTE: The person processing this action must have Correct History capability.



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



Step	Action
6.	Enter the appropriate variable in the next field. (i.e. Last Name) Click in the Last Name field. <input type="text"/>
7.	Enter the desired information into the Last Name field. Enter " WINTER ".
8.	NOTE: Be sure Correct History is selected. Click the Correct History option. <input type="checkbox"/>
9.	Click the Search button. <input type="button" value="Search"/>
10.	Select the correct employee. Click WINTER, EVAN <input type="text" value="0015 0 WINTER, EVAN WINTER"/>
11.	Locate the initiated CAO action. If necessary, update the Actual Effective Date for the change of appointing office action.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, EVAN EmpID: 0015 Empl Rcd#: 0

Data Control View All 1 of 3

Actual Effective Date: 12/15/2003 Proposed Effective Date: 12/15/2003

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

Action: XFR Reassignment/Conversion PAR Status: INI INITIATED

Reason Code: EER Employee Request Contact Emplid:

NOA Code: NOA Ext:

Authority (1): Authority (2):


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


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

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

Step	Action
12.	Double-click in the PAR Status field. <input type="text" value="INI"/>
13.	Change the PAR Status from INI to either REV or PRO depending on the agency's policy. Enter the desired information into the PAR Status field. Enter " PRO ".
14.	Verify the data entered on the Data Control page. Click in the NOA Code field. <input type="text"/>
15.	Enter the desired information into the NOA Code field. Enter " 721 ".
16.	Click in the NOA Ext field. <input type="text"/>
17.	Enter the desired information into the NOA Ext field. Enter " 0 ".
18.	Click in the Authority (1) field. <input type="text"/>
19.	Enter the desired information into the Authority (1) field. Enter " C1M ".
20.	Click the PAR Remarks link. PAR Remarks




Step	Action
21.	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 " A03 ".
22.	Press [Tab] .
23.	Click the Ok button. 

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


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

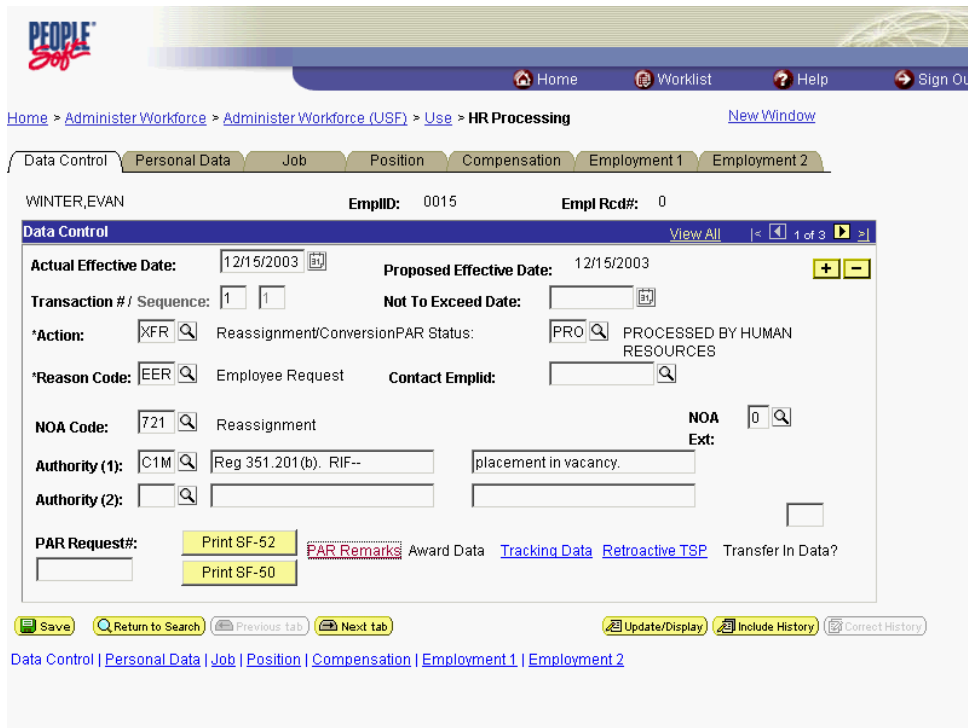
NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.

 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.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes


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




The screenshot shows the PEOPLE SOFT HR Processing interface. The user is logged in as WINTER, EVAN with EmpID: 0015 and Empl Rcd#: 0. The interface is in the 'Personal Data' tab. Key fields include:

- Actual Effective Date:** 12/15/2003
- Proposed Effective Date:** 12/15/2003
- Transaction #/ Sequence:** 1 / 1
- Not To Exceed Date:** (empty)
- Action:** XFR (Reassignment/Conversion)
- Reason Code:** EER (Employee Request)
- NOA Code:** 721 (Reassignment)
- Authority (1):** C1M (Reg 351.201(b). RIF--)
- Authority (2):** (empty)
- PAR Request#:** (empty)

 Navigation buttons at the bottom include Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History.

Step	Action
24.	Click the Personal Data tab. 
25.	Review the data on the Personal Data page and modify if necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

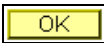
The screenshot shows the PEOPLE Soft HR system interface. At the top, there are navigation links for Home, Worklist, Help, and Sign Out. The main header displays 'Act Type: Reassignment/Conversion', 'NOA Code: 721', and 'Empl Status: Active'. Below this is a 'Name' section with a search bar and a dropdown menu. The 'Format Using' field is set to 'USA' with a search icon. The 'Name' field contains 'WINTER, EVAN'. There are fields for 'Prefix', 'First Name' (EVAN), 'Middle', 'Last Name' (WINTER), and 'Suffix'. Below the name fields are 'Gender' (Male selected), 'Citizenship Status', 'Ethnic Group' (Asian Indian), '*Date of Birth' (01/05/1958), 'Date of Death', and 'Draft Status'. There is also a 'Disability Code' field (05) with 'No Handicap' text and a 'Date Entitled to Medicare' field. At the bottom of the form, there are links for 'Additional Birth Info', 'Address Information', 'Personal Phone Numbers', 'Veterans Info', 'Marital Info', and 'Education Details'. The 'Country' is set to 'USA', '*Type/Description' is 'PR', and 'National ID' is '400-11-0005'. At the very bottom, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
26.	Click the Address Information link. Address Information
27.	Review the data and modify if necessary. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

The screenshot shows the PEOPLE Soft application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this, there are two main form sections: 'Address' and 'Mailing Address'.
Address Form:
- Country: USA (with a search icon) United States
- Address 1: 1 Silver Avenue
- Address 2: (empty)
- Address 3: (empty)
- City: Arlington
- County: (empty) Postal: 22201
- State: VA (with a search icon) Virginia Res Loc Code: (empty) (with a search icon)
Mailing Address Form:
- Country: USA (with a search icon) United States
- Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- City: (empty)
- County: (empty) Postal: (empty)
- State: (empty) (with a search icon)
At the bottom of the forms, there are 'OK' and 'Cancel' buttons.

Step	Action
28.	Click the Ok button. 

WINTER, EVAN EmplID: 0015 Empl Rcd#: 0

Personal Data View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Reassignment/Conversion NOA Code: 721 Empl Status: Active

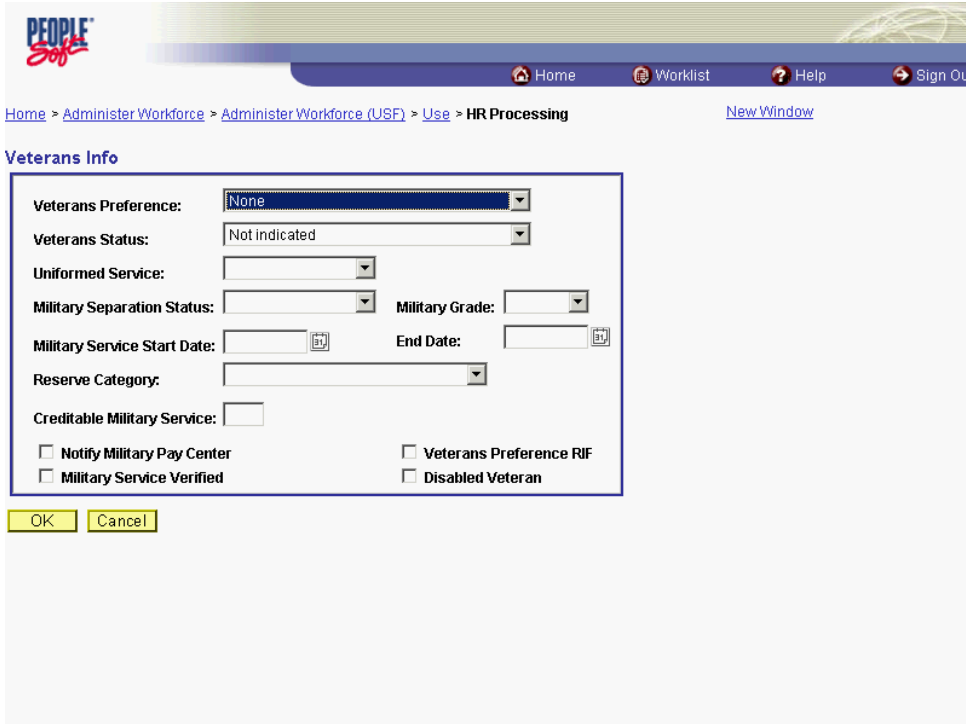
Name

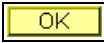

Format Using: USA United States
 Name: WINTER, EVAN
 Prefix:
 First Name: EVAN Middle:
 Last Name: WINTER Suffix:
 Gender: Male Female Citizenship Status:
 Ethnic Group: Asian Indian
 Date of Birth: 01/05/1958 Date of Death:
 Draft Status:
 Disability Code: 05 No Handicap Date Entitled to Medicare:
[Additional Birth Info](#) [Address Information](#) [Personal Phone Numbers](#) [Veterans Info](#) [Marital Info](#) [Education Details](#)

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




Training Guide

Position Changes, Extensions, and Miscellaneous Changes



Step	Action
30.	Review the data and modify if necessary. Click the Ok button. 
31.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Personal Data' tab is selected, showing details for employee 'WINTER, EVAN' with 'EmplID: 0015' and 'Empl Rcd#: 0'. The 'Personal Data' section includes fields for 'Effective Date' (12/15/2003), 'Transaction # / Seq' (1), 'PAR Status' (PROCESSED BY HUMAN RESOURCES), 'Act Type' (Reassignment/Conversion), and 'NOA Code' (721). Below this is a 'Name' section with 'Format Using' set to 'USA United States' and 'Name' set to 'WINTER, EVAN'. There are also fields for 'Prefix', 'First Name' (EVAN), 'Middle', 'Last Name' (WINTER), and 'Suffix'. At the bottom, there are fields for 'Gender' (Male selected), 'Citizenship Status', 'Ethnic Group' (Asian Indian), 'Date of Birth' (01/05/1958), 'Date of Death', and 'Draft Status'.

Step	Action
32.	Click the Job tab. 
33.	Review the data and modify if necessary.
34.	Click the Position tab. 
35.	Review the data and modify if necessary.
36.	Click the Compensation tab. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

WINTER, EVAN EmplID: 0015 Empl Rcd#: 0

Compensation Data View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Reassignment/Conversion NOA Code: 721 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 09 Step: 0 Step Entry Date: Grade Entry Date: 10/11/2001

Rtnnd PP/Grade: Step: 0

Base Pay: Compensation Frequency: Annual

Loc./LEO Adjust: 0.00 Annuity Offset Amount: Benefit Base Override: FEGLI Base: Total Pay:

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

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

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

Step	Action
37.	Double-click in the Step field. <input type="text" value="0"/>
38.	Enter the desired information into the Step field. Enter " 1 ".
39.	Review the data and modify if necessary.
40.	Click the Accounting Info link. Accounting Info

PEOPLE Soft

Home Worklist Help Sign Out

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

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 0.000000 Standard Hours: 40.00

GL Pay Type: Account Code:

View All First 1 of 1 Last

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

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

Step	Action
41.	Enter or modify the CAN in the Account Code field. Double-click in the Account Code field. <input type="text" value="11010055"/>
42.	The Common Account Number (CAN) is a required field. Enter the desired information into the Account Code field. Enter " 1921226R ".
43.	Click the Ok button. <input type="button" value="OK"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, EVAN EmplID: 0015 Empl Rcd#: 0

Compensation Data View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Reassignment/Conversion NOA Code: 721 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 09 Step: 1 Step Entry Date: 12/15/2003

Rtnnd PP/Table/Grade: Step: 0 Grade Entry Date: 10/11/2001

Base Pay: 35,519.000000 Compensation Frequency: Annual

Loc.LEO Adjust: 5,978.00 Annuity Offset Amount:



Adjusted Base Pay: Benefit Base Override FEGLI Base: 41,497.000


Total Pay: 41,497.00

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

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


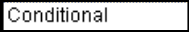
[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

Step	Action
44.	Click the Employment 1 tab. 
45.	Review the data and modify if necessary.
46.	Click the Employment 2 tab. 
47.	Confirm the Reports To Position for the employee.

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


- **Bargaining Unit**
- **Union Code**
- **Reports To Position**


The screenshot shows the PEOPLE Soft HR Processing interface. At the top, there are navigation links: Home, Worklist, Help, and Sign Out. Below that is a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. A 'New Window' link is also present. The main content area has tabs for Data Control, Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The current employee is WINTER, EVAN with EmplID: 0015 and Empl Rcd#: 0. The 'Employment Data 2' section shows: Effective Date: 12/15/2003, Transaction # / Seq: 1, PAR Status: PROCESSED BY HUMAN RESOURCES, and Empl Status: Active. Other fields include Bargaining Unit (2600), Union Code, Union Anniversary Date, Reports To Position (00000017), Supervisor ID, and Tenure. There are also sections for Probation Dates (Probation Date: 10/11/2002) and Retained Grade Expires (Begin Date, Expires Date). At the bottom, there are buttons for Save, Return to Search, Previous tab, Next tab, Update/Display, Include History, and Correct History. A breadcrumb trail at the very bottom reads: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2.

Step	Action
48.	Click the Tenure list. 
49.	In the Tenure field, select the appropriate type of tenure, as applicable. Click Conditional 
50.	As applicable, enter the employee's compensation level in the Comp Level field.
51.	In the Probation Date , enter the completion date for the employee's probation, if applicable. NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.
52.	As applicable, enter the employee security information in the Security Info hyperlink.


Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
53.	NOTE: Document the employee identification number (EMPLID) to facilitate future processing. Click the Save button. 

 If the employee is transferring outside of the service area of their current health benefits coverage selection, the employee may change their health benefits. See Chapter 15, Section 3 for details on changing health benefits in EHRP.

Validate the benefits and pay information for the employee.

 If the employee is entitled to special pays for the new position, the special pay items must be started. See Chapter 12, Section 10a and Chapter 16, Section 4 for details about how to start special pay or allowances.

Step	Action
54.	The information is saved. End of Procedure.

Extensions

In EHRP, the user may extend an employee's appointment beyond the original not to exceed (NTE) date. The user must enter the correct personnel action (NOA 760-0) and update the NTE date in the Data Control page.

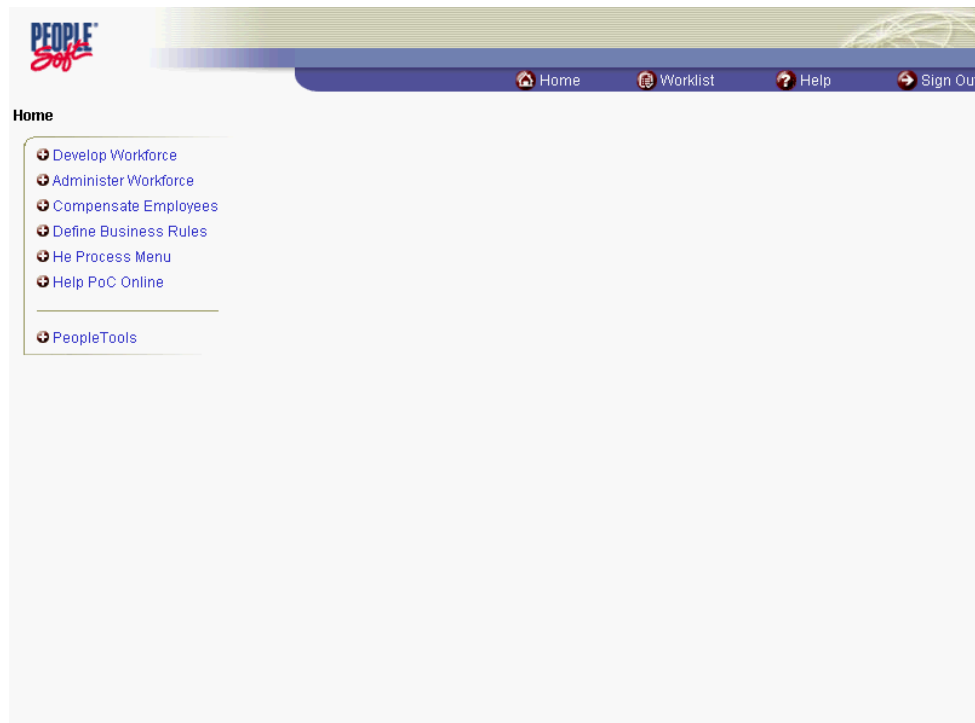
Extension of Appointment NTE

Introduction

In EHRP, the user may extend an employee's appointment beyond the original not to exceed (NTE) date. The user must enter the correct personnel action (NOA 760-0) and update the NTE date in the Data Control page. The effective date of the extension must be on or before the appointment expiration date to avoid automatic termination of the employee.





Procedure

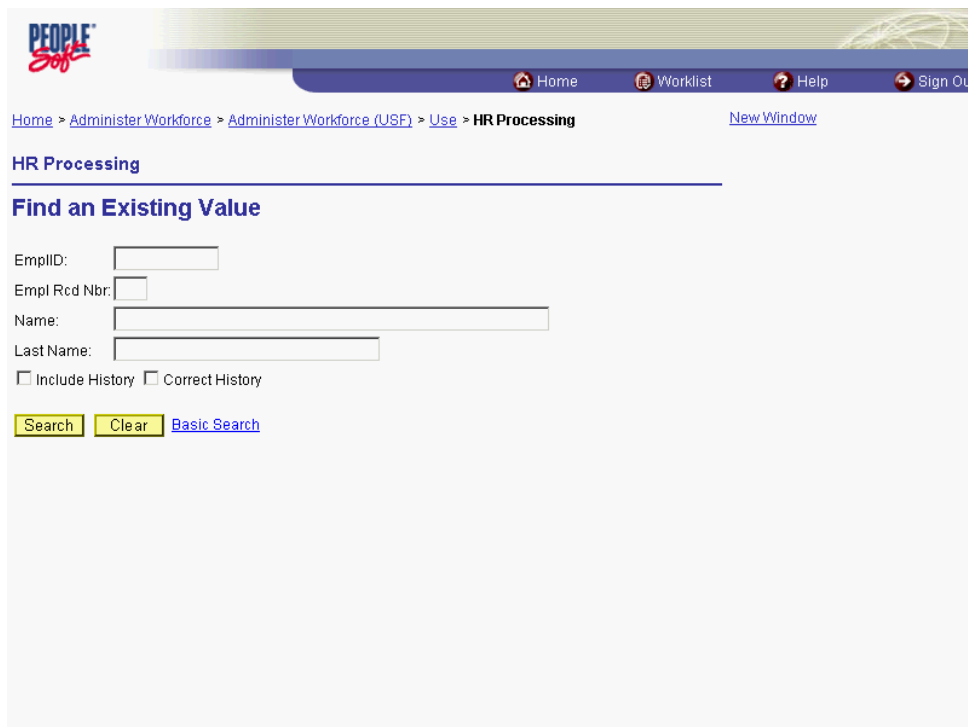
The following steps detail the procedure for extending a temporary appointment.


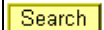



Training Guide





Position Changes, Extensions, and Miscellaneous Changes

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. 



Step	Action
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " SPRINGS ".
7.	Click the Search button. 
8.	Select the correct employee. Click SPRINGS, GREG 

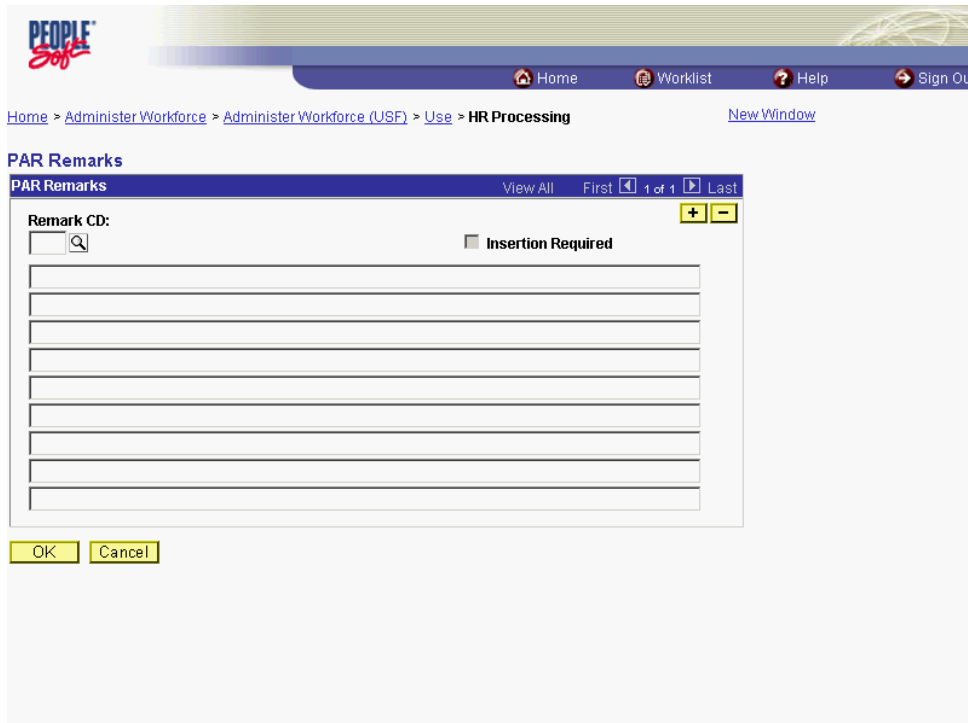
The screenshot shows the PEOPLE Soft HR Processing interface. The user is logged in as SPRINGS,GREG with EmpID: 0017 and Empl Rcd#: 0. The interface is in the 'Data Control' tab, which is part of a multi-tabbed menu including Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The main form area contains several fields: 'Actual Effective Date' (01/05/2001), 'Proposed Effective Date' (01/05/2001), 'Transaction # / Sequence' (1, 2), 'Not To Exceed Date' (12/15/2003), '*Action' (XFR), 'Reason Code' (MRR), and 'NOA Code' (101). There are also fields for 'Authority (1)', 'Authority (2)', and 'NOA Ext'. At the bottom of the form, there are buttons for 'Print SF-52', 'Print SF-50', and links for 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Severance Pay'. A navigation bar at the bottom includes 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'.


Step	Action
9.	Click the Add a new row at row 1 button. 
10.	Triple-click the Actual Effective Date object.
11.	Enter the date the extension will be effective in the Actual Effective Date field. NOTE: This date should either be the NTE date of the previous appointment or a date prior to the NTE date. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003" .
12.	Click in the *Action field. 
13.	Enter "EXT" (Extension of NTE Date) in the Action field. Enter the desired information into the *Action field. Enter "EXT" .
14.	Click in the *Reason Code field. 
15.	Enter the desired information into the *Reason Code field. Enter "EXT" .
16.	Click in the NOA Code field. 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
17.	In the NOA Code field, enter "760" (Ext of Appt NTE). Enter the desired information into the NOA Code field. Enter " 760 ".
18.	Click in the NOA Ext field. <input type="checkbox"/>
19.	Enter the desired information into the NOA Ext field. Enter " 0 ".
20.	Click in the Not To Exceed Date field. <input type="text"/>
21.	Enter the new Not To Exceed Date . Enter the desired information into the Not To Exceed Date field. Enter " 01/15/2004 ".
22.	Click in the Authority (1) field. <input type="checkbox"/>
23.	Enter the desired information into the Authority (1) field. Enter " QBK ".
24.	Click in the PAR Request# field. <input type="text"/>
25.	Enter the desired information into the PAR Request# field. Enter " 0000087903 ".
26.	Click the PAR Remarks link. PAR Remarks



Step	Action
27.	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 " E37 ".
28.	Press [Tab] .
29.	Click the Ok button. 



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

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

NOTE: Within the EHRP system, there is no limitation to the amount 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.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

SPRINGS,GREG EmpID: 0017 Empl Rcd#: 0

Data Control View All 1 of 3

Actual Effective Date: 12/15/2003 Proposed Effective Date: 12/15/2003

Transaction # / Sequence: 1 / 1 Not To Exceed Date: 01/15/2004

*Action: EXT Extension of NTE Date PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: EXT Extension of NTE Date Contact Emplid:

NOA Code: 760 Ext of Appt NTE NOA Ext: 0

Authority (1): QBK Reg 353.301. Restor- ation aft recovery fr inj

Authority (2):


PAR Request#: 0000087903

Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay

Print SF-50

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

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

Step	Action
30.	Change the PAR Status according to your role. Click the Save button. 
31.	The information is saved. End of Procedure.

Miscellaneous Changes

In EHRP, a user can modify an employee's work schedule. For example, when an employee moves from one employment schedule (full time) to another arrangement (part time). The appropriate personnel action (NOA 781-0) must first be entered on the Data Control page of the HR Processing page group. The work schedule will be changed on the Position page of the HR Processing page group.

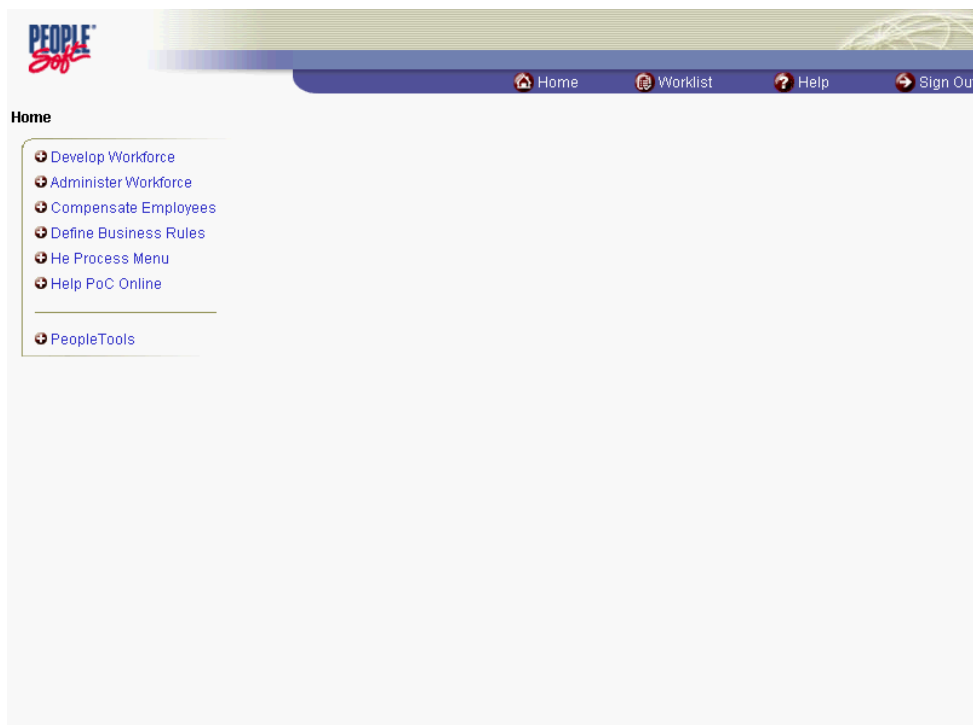
Change in Work Schedule

Introduction

In EHRP, a user can modify an employee's work schedule. For example, when an employee moves from one employment schedule (full time) to another arrangement (part time). The appropriate personnel action (NOA 781-0) must first be entered on the Data Control page of the HR Processing page group. The work schedule will be changed on the Position page of the HR Processing page group.




Procedure

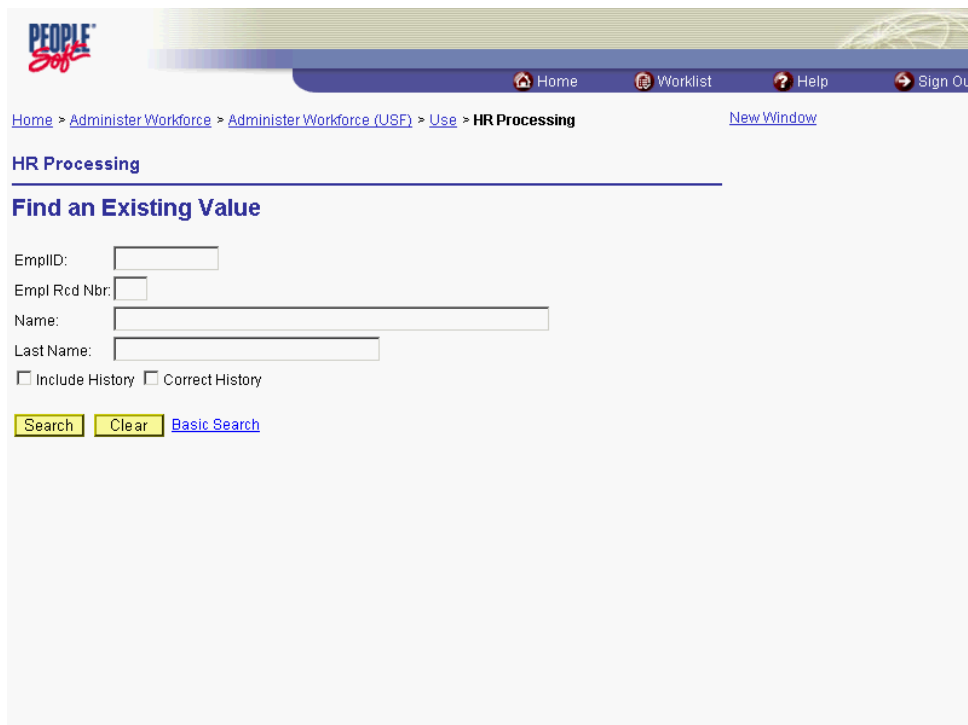
The following steps detail the procedure for processing a Change in Work Schedule.

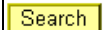



Training Guide


Position Changes, Extensions, and Miscellaneous Changes


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




Step	Action
5.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. <input type="text"/>
6.	Enter the desired information into the Last Name field. Enter " SPRINGS ".
7.	Click the Search button. 
8.	Select the appropriate employee. Click SPRINGS, LEO 

The screenshot shows the 'Data Control' page for employee 'Springs, Leo' (EmplID: 0019, Empl Rcd#: 0). The page is divided into tabs: Personal Data, Job, Position, Compensation, Employment 1, and Employment 2. The 'Data Control' section includes fields for 'Actual Effective Date' (01/05/2001), 'Proposed Effective Date' (01/05/2001), 'Transaction # / Sequence' (1 / 1), 'Not To Exceed Date', '*Action' (HIR - Hire), 'PAR Status' (PRO - PROCESSED BY HUMAN RESOURCES), '*Reason Code' (NPS - New Position), 'Contact Emplid', 'NOA Code' (101 - Career-Cond Appt), 'NOA Ext' (0), 'Authority (1)' (BWA - OPM Delegation Agr No.), and 'Authority (2)'. There are also buttons for 'Print SF-52', 'Print SF-50', 'PAR Request#', and 'Transfer In Data?'. Navigation buttons like 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History' are at the bottom.

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.

 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.

Step	Action
11.	Enter the Actual Effective Date of the change in the employee's schedule. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003" .
12.	Click in the *Action field. 

Training Guide


Position Changes, Extensions, and Miscellaneous Changes




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
13.	In the Action field, enter "DTA." Enter the desired information into the *Action field. Enter " DTA ".
14.	Click in the *Reason Code field. <input type="text"/>
15.	Enter the desired information into the *Reason Code field. Enter " CWS ".
16.	Click in the NOA Code field. <input type="text"/>
17.	Enter the NOA Code of "781" (Change in Work Schedule). Enter the desired information into the NOA Code field. Enter " 781 ".
18.	Click in the NOA Ext field. <input type="text"/>
19.	Enter the desired information into the NOA Ext field. Enter " 0 ".
20.	Click in the Authority (1) field. <input type="text"/>
21.	Enter the desired information into the Authority (1) field. Enter " RAH ".
22.	If applicable, enter the Authority (2) . Click in the PAR Request# field. <input type="text"/>
23.	Enter the desired information into the PAR Request# field. Enter " 0000087902 ".
24.	Click the PAR Remarks link. PAR Remarks




Step	Action
25.	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 " M20 ".
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)

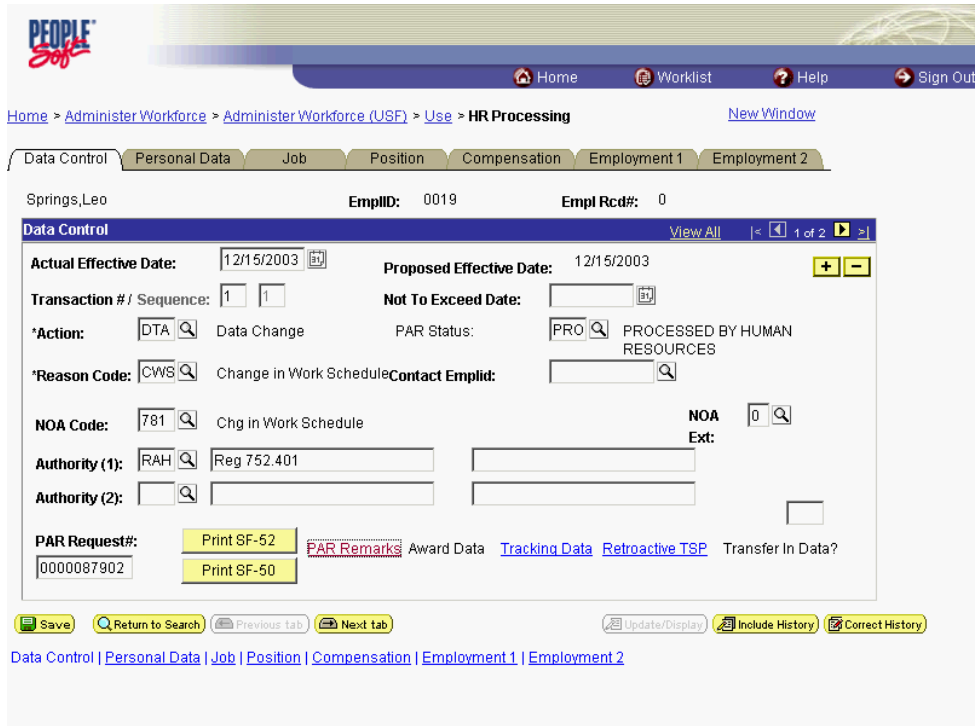
NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.

 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.

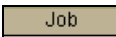
Training Guide

Position Changes, Extensions, and Miscellaneous Changes

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



The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area is titled 'Data Control' and shows details for employee 'Springs, Leo' with 'EmplID: 0019' and 'Empl Rcd#: 0'. The 'Data Control' section includes fields for 'Actual Effective Date' (12/15/2003), 'Proposed Effective Date' (12/15/2003), 'Transaction #/ Sequence' (1/1), 'Not To Exceed Date', 'Action' (DTA - Data Change), 'PAR Status' (PRO - PROCESSED BY HUMAN RESOURCES), 'Reason Code' (CWS - Change in Work Schedule), 'Contact Emplid', 'NOA Code' (781 - Chg in Work Schedule), 'NOA Ext' (0), 'Authority (1)' (RAH - Reg 752.401), and 'Authority (2)'. There are also 'Print SF-52' and 'Print SF-50' buttons, and a 'PAR Request#' field with the value '0000087902'. At the bottom, there are navigation buttons: 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

Step	Action
28.	Click the Job tab. 

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs, Leo **EmplID:** 0019 **Empl Rcd#:** 0

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

Effective Date: 12/15/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES

Act Type: Data Change **NOA Code:** 781 **Empl Status:** Active

Position: 00006598 GS- 0303- 09 ADMINISTRATIVE ASSISTANT **Posn Mgmt Rcd**

***Job Code:** 99H093 **Position Override**

***Agency:** HE Department of HHS **Transferred From Agency:**

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

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

***Department:** PEA2 Administrative Operations Serv [FEGLI/Retirement/FICA](#)

***Location:** 364170061 New York - New York [Departmental Hierarchy](#)

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

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

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

Step	Action
29.	<p>Select the Position Override checkbox.</p> <p>NOTE: You must select Position Override in order to modify the Position.</p> <p>Click the Position Override option.</p> <p><input type="checkbox"/></p>

Training Guide


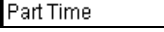
Position Changes, Extensions, and Miscellaneous Changes

The screenshot shows the PEOPLE Soft HR system interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Position' tab is currently selected. The employee information is displayed as 'Springs, Leo' with 'EmplID: 0019' and 'Empl Rcd#: 0'. A 'Job Data' section is visible, showing details such as 'Effective Date: 12/15/2003', 'Transaction # / Seq: 1', 'PAR Status: PROCESSED BY HUMAN RESOURCES', 'Act Type: Data Change', 'NOA Code: 781', and 'Empl Status: Active'. Other fields include 'Position: 00006598', 'Job Code: 99H093', 'Agency: HE', 'Sub-Agency: 11', 'Business Unit: PSC00', 'Department: PEAFF2', 'Location: 364170061', and 'Tax Location: NA'. There are also checkboxes for 'Posn Mgmt Rcd' and 'Position Override'. At the bottom of the screenshot, there are buttons for 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History'. A breadcrumb trail at the very bottom reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

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

The screenshot shows the 'Position' tab in the HR Processing system. The employee is Springs, Leo (EmplID: 0019). The 'Position Data' section includes the following fields and values:

- Effective Date: 12/15/2003
- Transaction # / Seq: 1
- PAR Status: PROCESSED BY HUMAN RESOURCES
- Act Type: Data Change
- NOA Code: 781
- Empl Status: Active
- LEO Position: Not Applicable
- SF-113G Ceiling:
- Regular Shift: Not Applicable
- POI: 4183 PSC
- Shift Rate/Factor: [] []
- *Pay Group: G8B GENERAL SCHEDULE BIWEEKLY
- Pay Frequency: BiweeklyB
- Work Period: W
- Holiday Schedule: FEDHOL Federal Holiday Schedule
- Earnings Program: GS
- *Employee Type: E Excep Hrly
- Type Appt: Career-Conditional (Comp Perm)
- Employee Classification: []
- Posn Occupied: Competitive
- Work Schedule: Full Time
- *Job Indicator: Primary
- *Reg/Temp: Regular
- *FLSA Status: Nonexempt
- Adds to FTE Actual Count:
- Supervisor Level: All Other Positions
- *Standard Hours: 40.00
- FTE: []
- Medical Officer: Not Applicable

Step	Action
31.	Click the Work Schedule list. 
32.	Select the appropriate Work Schedule type from the dropdown menu. Click Part Time 
33.	Modify the Standard Hours field to reflect the employee's new schedule. Triple-click the *Standard Hours object.
34.	Enter the desired information into the *Standard Hours field. Enter " 30.00 ".

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Springs,Leo EmplID: 0019 Empl Rcd#: 0

Position Data View All First 1 of 2 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Data Change NOA Code: 781 Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling *Regular Shift: Not Applicable

POI: 4183 PSC Shift Rate/Factor:

*Pay Group: GSB GENERAL SCHEDULE BIWEEKLY

Pay Frequency: BiweeklyB Work Period: W Holiday Schedule: FEDHOL Federal Holiday Schedule

Earnings Program: GS

*Employee Type: E Excep Hrly Type Appt: Career-Conditional (Comp Perm)

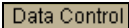

Employee Classification: Posn Occupied: Competitive

*Reg/Temp: Regular Work Schedule: Part Time *Job Indicator: Primary

Supervisor Level: All Other Positions *FLSA Status: Nonexempt Adds to FTE Actual Count

Medical Officer: Not Applicable *Standard Hours: 30.00 FTE:

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

Step	Action
35.	Click the Data Control tab. 
36.	Change the PAR Status according to your role. Click the Save button. 
37.	The change in work schedule is saved. End of Procedure.

Commissioned Corps

If a Commissioned Corps Officer needs to participate in Workflow to request or review actions for their civilian staff, you must first create a "dummy" job code, a "dummy" position, and hire the Commissioned Corps Officer as a non-compensated employee. Then the Security Administrator needs to create a user profile in the EHRP system.

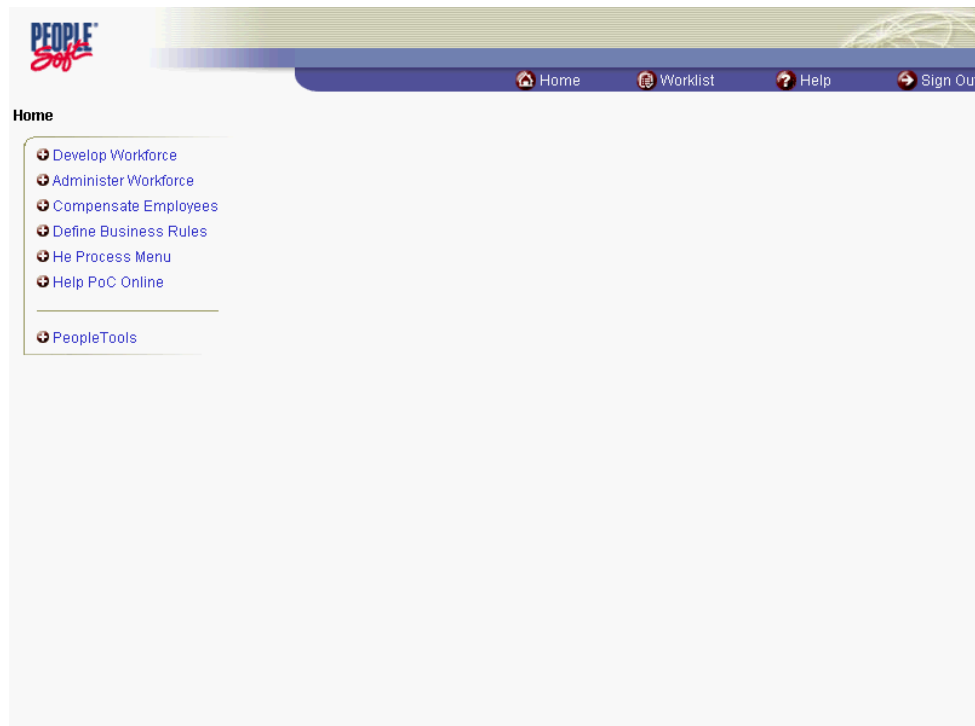
Creating a "Dummy" Job Code

Introduction

If a Commissioned Corps Officer needs to participate in Workflow to request or review actions for their civilian staff, you must first create a "dummy" job code, a "dummy" position, and hire the Commissioned Corps Officer as a non-compensated employee. Then the Security Administrator needs to create a user profile in the EHRP system.

Procedure

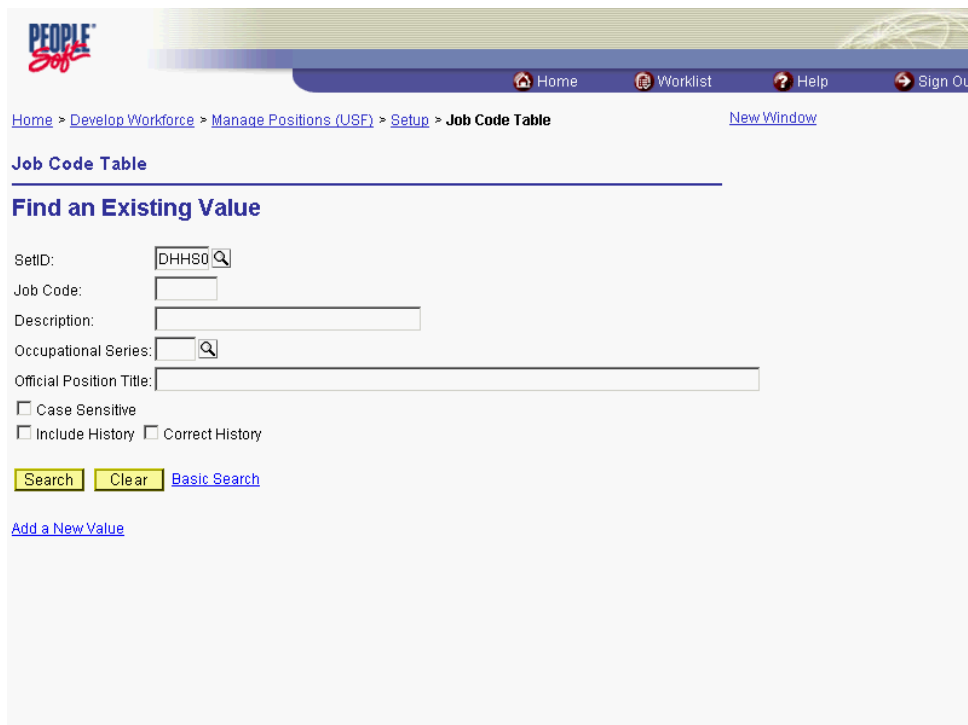
The following steps detail the procedure for creating a "dummy" job code.



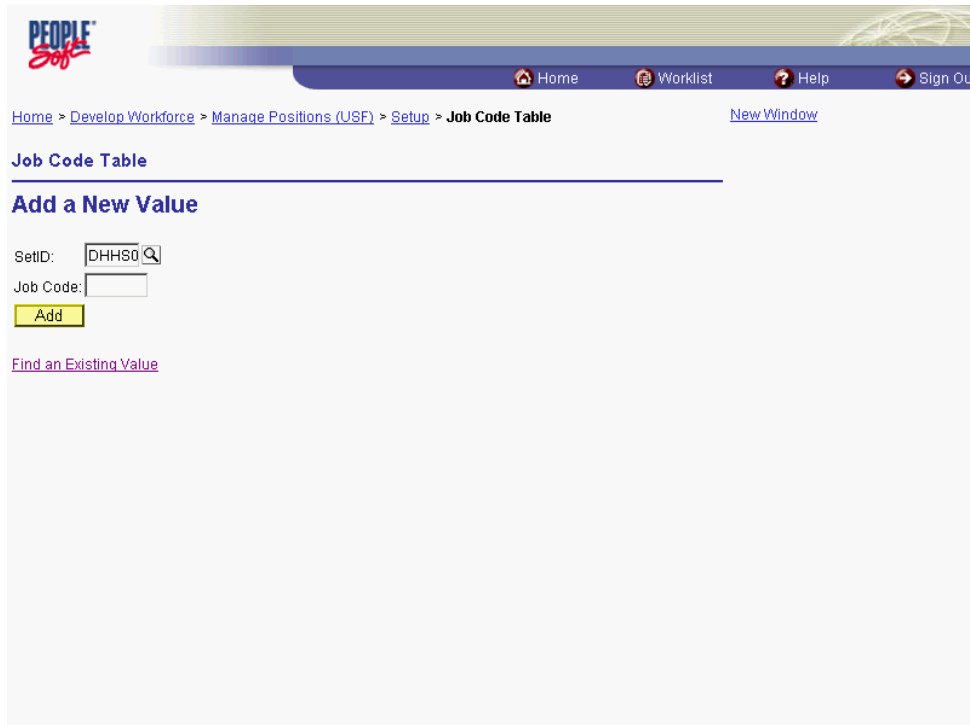
Training Guide



Position Changes, Extensions, and Miscellaneous Changes

Step	Action
1.	Click the Develop Workforce link. Develop Workforce
2.	Click the Manage Positions (USF) link. Manage Positions (USF)
3.	Click the Setup link. Setup
4.	Click the Job Code Table link. Job Code Table



Step	Action
5.	Click the Add a New Value link. Add a New Value
6.	Change or confirm the SETID . NOTE: The Job Code should be created within the SetID that corresponds with the Agency for which the Job Code is being created. This should default to your agency's SetID.



Step	Action
7.	Click in the Job Code field. 
8.	NOTE: The job code number is the smart-coded Position Description number. NOTE: The job code number should be entered in all caps. Enter the desired information into the Job Code field. Enter " 002980 ".
9.	Click the Add button. 
10.	In the Effective Date field, enter the date this action was authorized if it differs from the defaulted date, which is today's date.



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

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table [New Window](#)

Job Code Profile **Default Compensation**

SetID: DHHS0 Job Code: 002980 [Business Units that use this Setid](#)

Job Code Profile View All First 1 of 1 Last

*Effective Date: 12/14/2003 *Status: Active

Occupational Series: []

Official Posn Title Code: []

Organization Posn Title Cd: []

Job Description: []

Job Function Code: []

Job Family: [] *Manager Level: Other

*Standard Hours: 40.00 Standard Work Period: W Weekly


Workers' Comp Code: []


*Comp Freq: A Annual

Regular/Temporary: [] Medical Checkup Required

USA

US Federal

Step	Action
11.	Click in the Occupational Series 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
12.	Enter the desired information into the Occupational Series field. Enter " 0142 ".

The screenshot shows the 'Job Code Profile' form for 'Default Compensation'. The form includes the following fields and values:

- SetID:** DHHS0
- Job Code:** 002980
- Business Units that use this SetId:** [Business Units that use this SetId](#)
- Job Code Profile:** View All First 1 of 1 Last
- *Effective Date:** 12/14/2003
- *Status:** Active
- Occupational Series:** 0142
- Official Posn Title Code:** [Empty]
- Organization Posn Title Cd:** [Empty]
- Job Description:** [Empty]
- Job Function Code:** [Empty]
- Job Family:** [Empty]
- *Manager Level:** Other
- *Standard Hours:** 40.00
- Standard Work Period:** W Weekly
- Workers' Comp Code:** [Empty]
- *Comp Freq:** A Annual
- Regular/Temporary:** [Empty]
- Medical Checkup Required**

Navigation links at the bottom: [USA](#), [US Federal](#)


Step	Action
13.	Click the Default Compensation tab. Default Compensation

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

The screenshot shows the PEOPLE Soft web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' links. Below this, a breadcrumb trail reads: 'Home > Develop Workforce > Manage Positions (USF) > Setup > Job Code Table'. The main content area is titled 'Job Code Table' and shows details for 'SetID: DHHS0' and 'Job Code: 002980'. There are two tabs: 'Job Code Profile' and 'Default Compensation', with the latter being active. The 'Default Compensation' section includes an 'Effective Date' of 12/14/2003 and a status of 'Active'. Below this is a 'Salary SetID' field and a 'Pay Plan/Table/Grade' field. The 'Salary Survey' section contains fields for 'Survey Salary', 'Salary Survey Job Code', and frequency options: 'Hourly', 'BiWeekly', 'Monthly', and 'Annual'. The 'Pay Components' section at the bottom is a table with columns for 'Rate Code', 'Details', 'Comp Rate', 'Currency', 'Frequency Percent', and 'Apply FTE'. It shows one component with a 'Rate Code' field and a 'Details' link.

Step	Action
14.	Click in the Pay Plan field. <input type="text"/>
15.	Enter the Pay Plan "ZZ". Enter the desired information into the Pay Plan field. Enter "ZZ".
16.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

Step	Action
17.	Click the Save button. 
18.	The "dummy" job code is saved. End of Procedure.

Creating a "Dummy" Position

Introduction

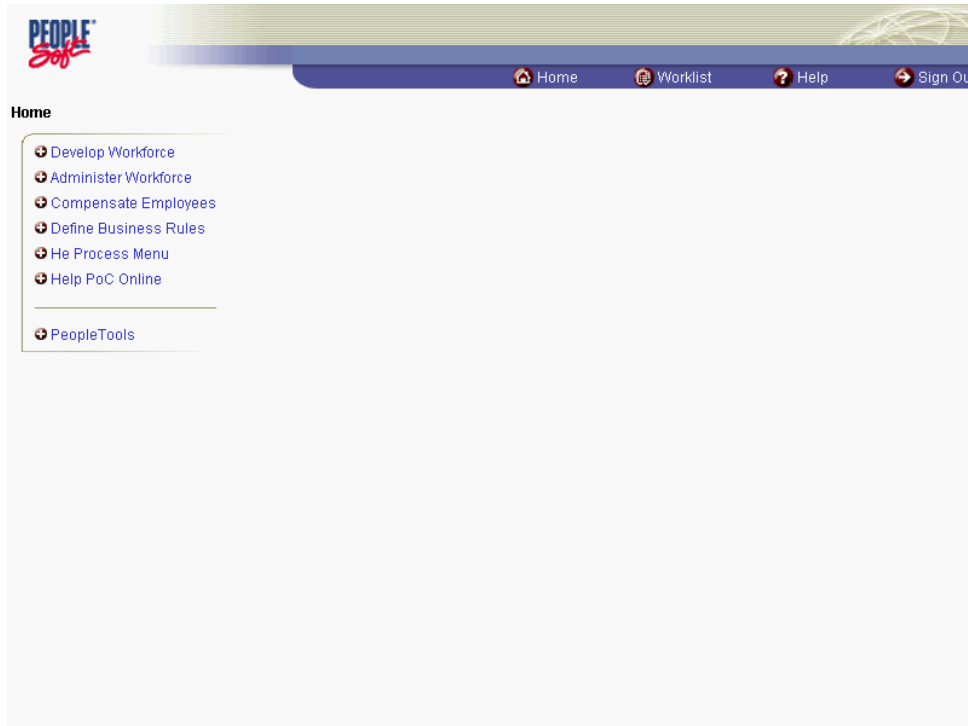
If a Commissioned Corps Officer needs to participate in Workflow to request or review actions for their civilian staff, you must first create a "dummy" job code, a "dummy" position, and hire the Commissioned Corps Officer as a non-compensated employee. Then the Security Administrator needs to create a user profile in the EHRP system.

Procedure

The following steps detail the procedure for creating a "dummy" position.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes



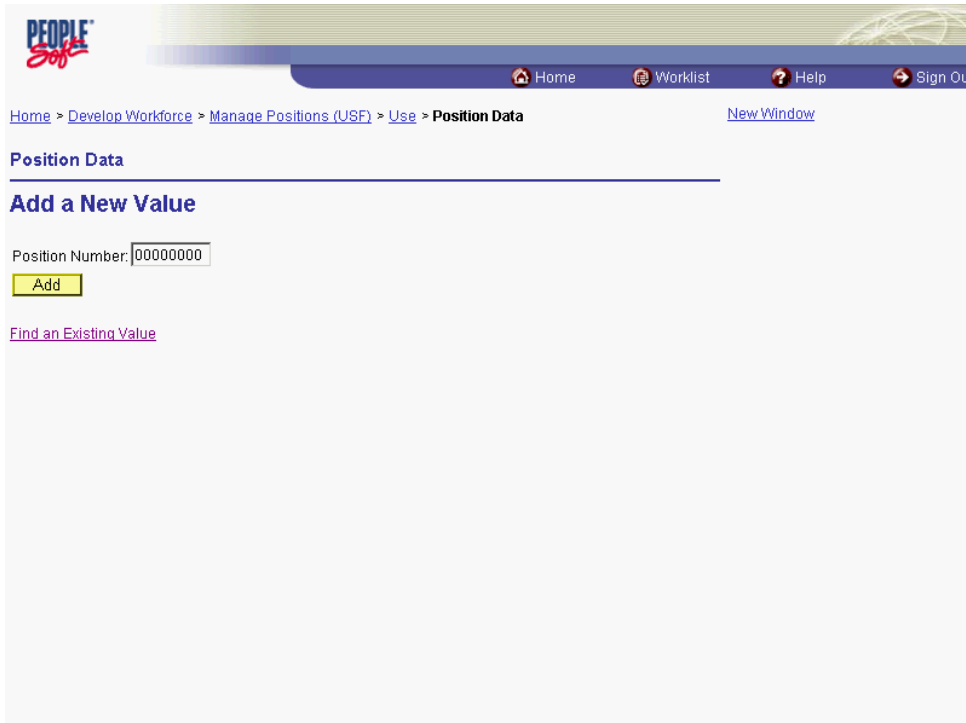
Step	Action
1.	Click the Develop Workforce link. Develop Workforce
2.	Click the Manage Positions (USF) link. Manage Positions (USF)
3.	Click the Use link. Use
4.	Click the Position Data link. Position Data


The screenshot shows the PEOPLE Soft web application interface. At the top left is the PEOPLE Soft logo. A navigation bar contains links for Home, Worklist, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Develop Workforce > Manage Positions (USF) > Use > Position Data. A 'New Window' link is visible in the top right. The main content area is titled 'Position Data' and contains a section 'Find an Existing Value'. This section includes several input fields: Position Number, Description, Position Status (a dropdown menu), Business Unit, Department, and Job Code, each with a search icon. There is also a 'Reports To Position Number' field. Below these fields are three checkboxes: 'Case Sensitive', 'Include History', and 'Correct History'. At the bottom of the search section are three buttons: 'Search', 'Clear', and 'Basic Search'. Below the search section is a link 'Add a New Value'.

Step	Action
5.	Click the Add a New Value link. Add a New Value

Training Guide

Position Changes, Extensions, and Miscellaneous Changes



Step	Action
6.	<p>DO NOT enter a Position Number! It will autogenerate when you save. Click the Add button.</p> 
7.	<p>NOTE: The Position Number will remain at "00000000" until the user saves the page group. At that point, a new position number will be sequentially autogenerated for the position.</p> <p>In the Effective Date field, enter the date that this action was authorized if it differs from the defaulted date, which is today's date.</p> <p>NOTE: This date must be effective before the effective date of the action. For example, if the hire date is before the effective date of the position, it will not be accessible.</p>

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description **Work Location** Job Information Specific Information Budget and Incumbents

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

*Effective Date: 12/14/2003 *Status: Active Initialize + -

Reason: NEW New Position Action Date: 12/14/2003

*Position Status: Approved Status Date: 12/14/2003 Key Position

Reports To: [Search]
Dotted-Line Report: [Search]

Title: [Text] Short Title: [Text]

Long Description: [Text Area] [Detailed Job Description](#)

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
8.	Click the Work Location tab. Work Location

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last

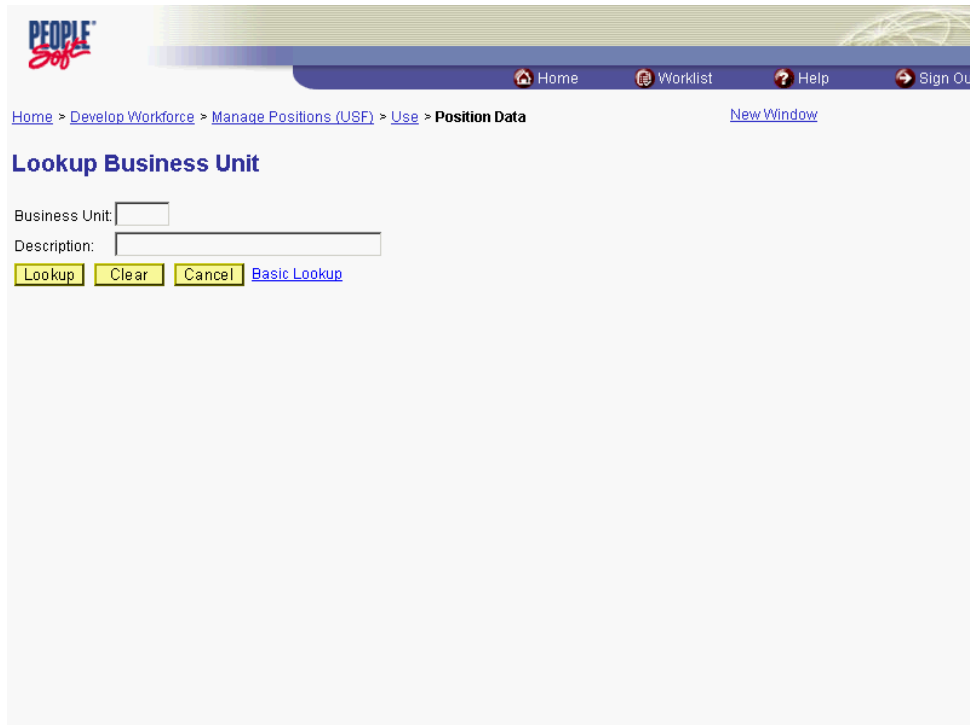
Effective Date: 12/14/2003 Status: Active


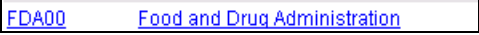
*Regulatory Region: USA United States
*Company:
*Business Unit: DHHS0 Dept of Health and Human Svc
Department:
Location Code:
US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
9.	Click in the * Company field. <input type="text"/>
10.	Enter the Company of "HE." Enter the desired information into the * Company field. Enter " HE ".
11.	Enter the Business Unit . Click the Lookup Business Unit button. <input type="text"/>



Step	Action
12.	Click the Lookup button. 
13.	Select the desired business unit. NOTE: Business units serve as data filters within the EHRP system. Therefore, this step is required before the appropriate job code can be selected. Click Food and Drug Administration 

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location **Job Information** Specific Information Budget and Incumbents

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last


Effective Date: 12/14/2003 Status: Active

*Regulatory Region: USA United States
*Company: HE Department of HHS
*Business Unit: FDA00
Department:
Location Code:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

[Description](#) | [Work Location](#) | [Job Information](#) | [Specific Information](#) | [Budget and Incumbents](#)

Step	Action
14.	Click the Job Information tab. 

The screenshot displays the 'Position Data' page in the PEOPLE Soft system. The breadcrumb trail is: Home > Develop Workforce > Manage Positions (USF) > Use > Position Data. The page has several tabs: Description, Work Location, Job Information, Specific Information, and Budget and Incumbents. The 'Job Information' tab is active. Key fields include: Position Number (00000000), Headcount Status, Current Head Count (0 out of 0), Effective Date (12/14/2003), Status (Active), Job Code (with a search icon), Manager Level, Reg/Temp (Regular), Full/Part Time (Full-Time), Regular Shift (Not Applicable), Union Code (with a search icon), Pay Plan (with a search icon), Salary Plan (with a search icon), Grade (with a search icon), Step (with a search icon), Standard Hours (with a search icon), and Work Period (with a search icon). At the bottom, there are buttons for Save, Previous tab, Next tab, Add, Update/Display, Include History, and Correct History. The page also shows a 'US Federal' dropdown menu.

Step	Action
15.	<p>Enter the Job Code.</p> <p>NOTE: Numerous field values default throughout the Position Data page group but may be overwritten if necessary.</p> <p>NOTE: The job code number should be entered in all caps.</p> <p>Enter the desired information into the Job Code field. Enter "RS8045".</p>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location Job Information Specific Information Budget and Incumbents

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last


Effective Date: 12/14/2003 Status: Active

Job Code: RS8045 Manager Level:
*Reg/Temp: Regular
*Full/Part Time: Full-Time
*Regular Shift: Not Applicable
Union Code:

Defaults
Pay Plan: Salary Plan: Grade: Step:
Standard Hours: Work Period:

US Federal

Save Previous tab Next tab Add Update/Display Include History Correct History

Step	Action
16.	Click the Work Location tab. 

Step	Action
17.	Click in the Department field. <input type="text"/>
18.	Enter the DHHS Admin Code in the Department field. Enter the desired information into the Department field. Enter " DAE ".
19.	Click in the Location Code field. <input type="text"/>
20.	Enter the Geo Loc Code in the Location Code field. Enter the desired information into the Location Code field. Enter " 011000029 ".
21.	Click on the US Federal link.
22.	Click in the *Personnel Office ID field. <input type="text"/>
23.	Enter the desired information into the *Personnel Office ID field. Enter " 1189 ".
24.	Click the *Terminal ID list. <input type="text"/>
25.	Select the Terminal ID from the dropdown menu. Click PSC <input type="text"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

Home > Develop Workforce > Manage Positions (USF) > Use > Position Data [New Window](#)

Description Work Location **Job Information** Specific Information Budget and Incumbents

Position Number: 00000000
Headcount Status: Current Head Count: 0 out of 0

View All First 1 of 1 Last


Effective Date: 12/14/2003 Status: Active

*Regulatory Region: USA United States
*Company: HE Department of HHS
*Business Unit: FDA00 Food and Drug Administration
Department: DAE Ofc. Of Internal Affairs
Location Code: 011000029 Edwardsville

US Federal

Position Location: Headquarters *Terminal ID: PSC
*Personnel Office ID: 1189 FDA CHICAGO
Sub-Agency: 36 Food and Drug Administration

Save Previous tab Next tab Add Update/Display Include History Correct History


Step	Action
26.	Click the Job Information tab. 

The screenshot shows the 'Position Data' form in the PEOPLE Soft PERSONAL NAVIGATOR system. The form is titled 'Position Data' and includes a breadcrumb trail: Home > Develop Workforce > Manage Positions (USF) > Use > Position Data. The form is divided into several sections: 'Description', 'Work Location', 'Job Information', 'Specific Information', and 'Budget and Incumbents'. The 'Job Information' section is currently active. The form contains the following fields and values:

- Position Number: 00000000
- Headcount Status: (blank)
- Current Head Count: 0 out of 0
- Effective Date: 12/14/2003
- Status: Active
- Job Code: (blank)
- Manager Level: (blank)
- *Reg/Temp: Regular
- *Full/Part Time: Full-Time
- *Regular Shift: Not Applicable
- Union Code: (blank)
- Pay Plan: EG
- Salary Plan: 0000
- Grade: (blank)
- Step: (blank)
- Standard Hours: (blank)
- Work Period: (blank)
- Country: US Federal

At the bottom of the form, there are several buttons: Save, Previous tab, Next tab, Add, Update/Display, Include History, and Correct History.

Step	Action
27.	Click in the Standard Hours field. <input type="text"/>
28.	Enter the Standard Hours "40." NOTE: Users are able to increase the available hours in a pay period for a specific job. For example, if a firefighter position requires 72 hours, the user would enter 72 hours in the Standard Hours field. Enter the desired information into the Standard Hours field. Enter " 40 ".
29.	Click in the Work Period field. <input type="text"/>
30.	Enter the Work Period "W." Enter the desired information into the Work Period field. Enter " W ".

Step	Action
31.	NOTE: Saving assigns a number to the position. Click the Save button. 
32.	The "dummy" position is created. End of Procedure.

Non-Compensated Employee Hire

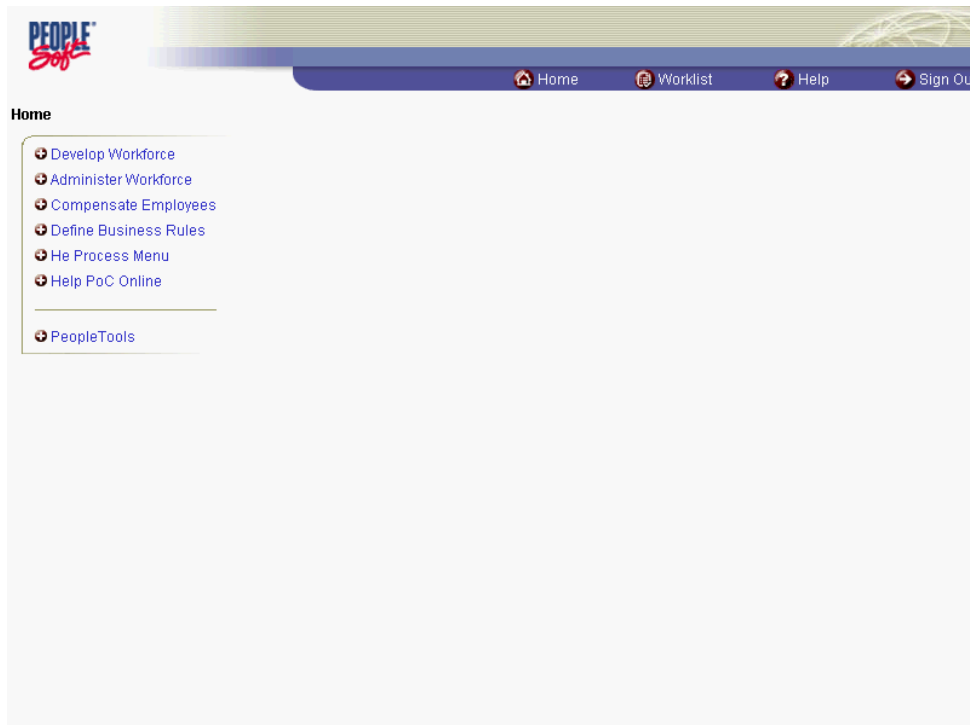
Introduction

Finally, you must hire the Commissioned Corps Officer as a Non-Compensated Employee. The user will process the Non-Compensated Employee appointment using the following NOA code, 900-7. 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 Non-Compensated Employee Hire.

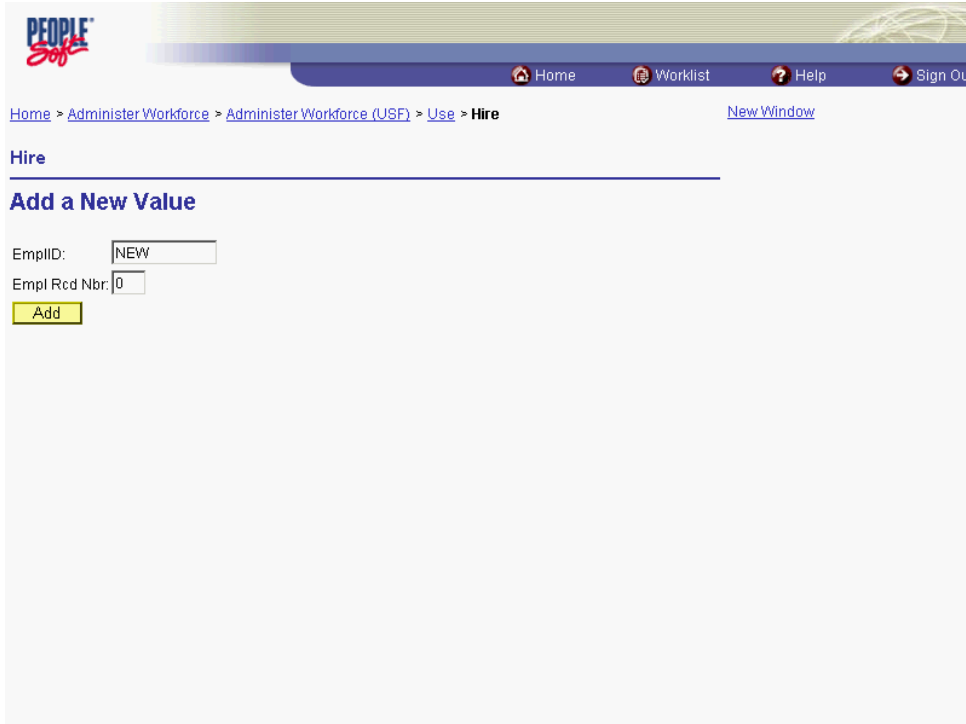
Step	Action
1.	Before beginning to process any Non-Compensated Employee Hire, be sure to make note of the position number to which the employee will be assigned. Verify that the position number is correct BEFORE doing the Hire action. Many data fields will be populated in the employee record based on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



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

Training Guide

Position Changes, Extensions, and Miscellaneous Changes





Step	Action
6.	<p>NOTE: Do not change the Empl Rcd Nbr. It must remain "0."</p> <p>Click the Add button.</p> <p><input type="button" value="Add"/></p>

The screenshot shows the 'Data Control' form in the PEOPLE Soft HR system. The form is for a new hire (EMPLID: NEW, Empl Rcd#: 0). Key fields include:

- Actual Effective Date:** A date field with a calendar icon.
- Proposed Effective Date:** 12/15/2003.
- Transaction # / Sequence:** Two empty input boxes.
- Action:** HIR (Hire).
- Reason Code:** An empty input box with a search icon.
- NOA Code:** An empty input box with a search icon.
- Authority (1) and (2):** Two sets of input boxes with search icons.
- PAR Request#:** An empty input box.
- Buttons:** Print SF-52, Print SF-50, Save, Previous tab, Next tab, and Add.


Step	Action
7.	In the Actual Effective Date field, type the date the appointment is to become effective in the system. Enter the desired information into the Actual Effective Date field. Enter " 12/15/2003 ".

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

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

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


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.

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

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

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

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

Step	Action
9.	Enter "CTE" (Conversion to EHRP) in the Reason Code field. Enter the desired information into the *Reason Code field. Enter " CTE ".
10.	Click in the NOA Code field. <input type="text"/>
11.	Enter NOA (Nature of Action) Code "900" (Conversion to EHRP). Enter the desired information into the NOA Code field. Enter " 900 ".
12.	Click in the NOA Ext field. <input type="text"/>
13.	Enter the NOA Ext (Extension) "7". 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 " 7 ".
14.	Enter the applicable authority in the Authority (1) field.

The screenshot shows the PEOPLE Soft PERSONAL NAVIGATOR interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > Hire'. A 'New Window' link is also present. The main content area has several tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', and 'Employment 2'. The 'Data Control' tab is active, showing a form for a new hire. The form includes fields for 'Actual Effective Date' (12/15/2003), 'Proposed Effective Date' (12/15/2003), 'Transaction # / Sequence' (1 / 1), 'Not To Exceed Date', 'Action' (HIR - Hire), 'PAR Status' (PRO - PROCESSED BY HUMAN RESOURCES), 'Reason Code' (CTE - Conversion to EHRP), 'Contact Emplid', 'NOA Code' (900 - Conversion to EHRP), 'NOA Ext' (7), 'Authority (1)', and 'Authority (2)'. There are also 'Print SF-52' and 'Print SF-50' buttons, and a 'PAR Request#' field. At the bottom of the form, there are 'Save', 'Previous tab', and 'Next tab' buttons, and an 'Add' button. A breadcrumb trail at the bottom of the form reads: 'Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2'.

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

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE Soft

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Personal Data View All First 1 of 1 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Hire NOA Code: 900 Empl Status: Active

Name

Format Using: USA United States

Name:

Prefix:

First Name: Middle:

Last Name: Suffix:

Gender: Male Female Citizenship Status: Ethnic Group:



Date of Birth: Date of Death: Draft Status:

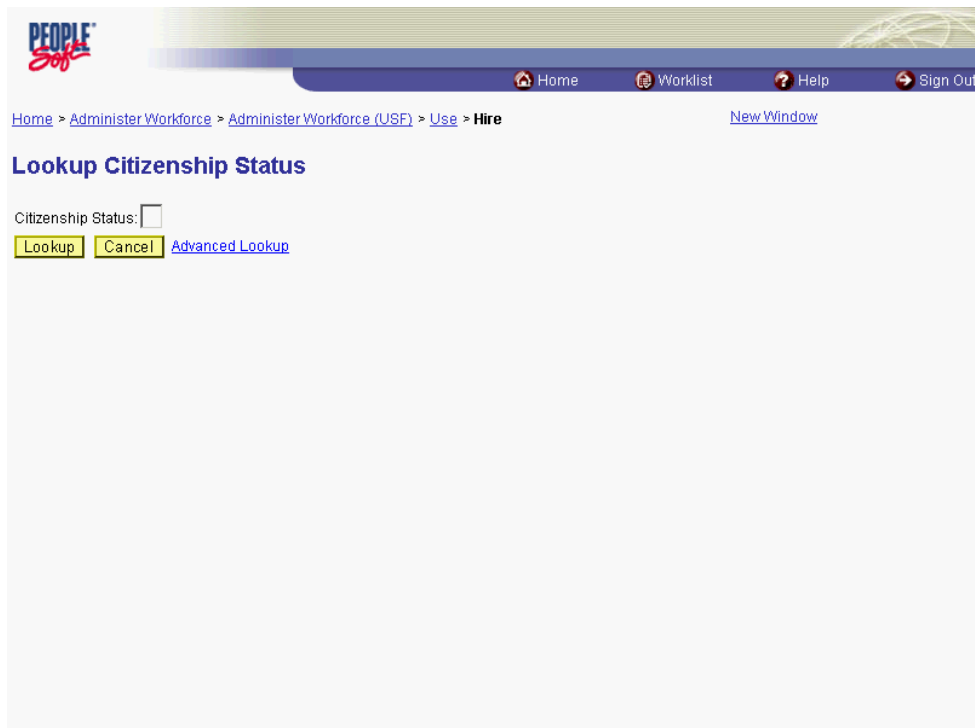
Step	Action
16.	Click the Prefix list. <input type="text"/>
17.	From the dropdown menu, select the Prefix for the person being entered. Click MR <input type="text"/>
18.	Click in the First Name field. <input type="text"/>
19.	Enter the desired information into the First Name field. Enter " FRANK ".
20.	Press [Tab] .
21.	Enter the desired information into the Middle field. Enter " G ".
22.	Press [Tab] .
23.	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. Enter the desired information into the Last Name field. Enter " HERSCHEL ".
24.	Press [Tab] .
25.	Enter the Suffix , if applicable. Enter the desired information into the Suffix field. Enter " JR. ".





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.


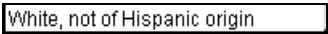


Step	Action
26.	Click the Male option. 
27.	Enter the Citizenship Status Click the Lookup Citizenship Status button. 



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

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
30.	Click the Ethnic Group list. 
31.	Use the dropdown menu to select Ethnic Group . NOTE: Upon save, this field will diasappear from view. Click White, not of Hispanic origin 
32.	Click in the *Date of Birth field. 
33.	Enter the desired information into the *Date of Birth field. Enter " 08/12/1968 ".
34.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
35.	Click the Education Details link. 

PEOPLE Soft

Home Worklist Help Sign Out

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

Education Details

Degree:

Year Earned/Expected: GPA: Graduated

Major Code: Major:

School Code: School:

State: Country: USA Minority Institution

Credit Hours: Hours Type:

Step	Action
36.	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. Enter the desired information into the Degree field. Enter " 17 ".
37.	Click in the Year Earned/Expected field. <input type="text"/>
38.	Enter the desired information into the Year Earned/Expected field. Enter " 1997 ".
39.	Enter the employee's GPA if applicable. Press [Tab] .
40.	Enter the desired information into the GPA field. Enter " 3.6 ".
41.	Confirm the status of the Graduated checkbox, if known. Click the Graduated option. <input type="checkbox"/>
42.	Click in the Major Code field. <input type="text"/>
43.	Note: The Major Codes are the OPM values. Enter the desired information into the Major Code field. Enter " 089999 ".
44.	Click the Ok button. <input type="button" value="OK"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

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

PEOPLE Soft PERSONAL NAVIGATOR

Home Worklist Help Sign Out

Act Type: Hire NOA Code: 900 Empl Status: Active

Name

Format Using: USA United States

Name: HERSCHEL,FRANK G

Prefix: MR

First Name: FRANK Middle: G

Last Name: HERSCHEL Suffix: JR.

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

Date of Birth: 08/12/1968 Date of Death: Draft Status:

Disability Code: 05 No Handicap Date Entitled to Medicare:

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

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

Save Previous tab Next tab Add

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

Step	Action
46.	Click in the National ID field. <input type="text"/>
47.	Enter the National ID , which is the employee's Social Security Number (SSN). Enter the desired information into the National ID field. Enter " 105831425 ".
48.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

PEOPLE Soft

Home Worklist Help Sign Out

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

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

EmplID: NEW Empl Rcd#: 0

Personal Data View All First 1 of 1 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Hire NOA Code: 900 Empl Status: Active

Name

Format Using: USA United States

Name: HERSCHEL,FRANK G

Prefix: MR

First Name: FRANK Middle: G

Last Name: HERSCHEL Suffix: JR.

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

Date of Birth: 08/12/1968 Date of Death: Draft Status:

Step	Action
49.	Click the Job tab. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Job</div>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Job Data View All First 1 of 1 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 900 Empl Status: Active

Position: [] *Job Code: []

*Agency: [] *Sub-Agency: []

*Business Unit: DHHSD Dept of Health and Human Svc

*Department: [] *Location: []

Tax Location: NA Not Applicable

Transferred From Agency: [] Transferred To Agency: []

Posn Mgmt Rcd Position Override

Benefits/FEHB Data FEGLI/Retirement/FICA Departmental Hierarchy Detail

Save Previous tab Next tab Add

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

Step	Action
50.	Enter the desired information into the Position field. Enter " 00000196 ".

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
51.	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.

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

- EmpID:** NEW **Emp Rcd#:** 0
- Effective Date:** 12/15/2003 **Transaction # / Seq:** 1 **PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Hire **NOA Code:** 900 **Empl Status:** Active
- Position:** 00000196 **Posn Mgmt Rcd:**
- *Job Code:** **Position Override:**
- *Agency:** **Transferred From Agency:**
- Sub-Agency:** **Transferred To Agency:**
- *Business Unit:** DHHS0 **Dept of Health and Human Svc**
- *Department:** [Benefits/FEHB Data](#)
- *Location:** [FEGLI/Retirement/FICA](#)
- Tax Location:** NA [Departmental Hierarchy](#)
- [Detail](#)

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

Step	Action
52.	Click the Position tab. <input type="button" value="Position"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

Step	Action
53.	Click in the *Pay Group field. <input type="text"/>
54.	Enter the Pay Group - "CCN". The Employee Type field will automatically default to "C" for Commissioned Corps. Enter the desired information into the *Pay Group field. Enter " CCN ".

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Position Data View All First 1 of 1 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 900 Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling *Regular Shift: Not Applicable

POI: 4183 PSC Shift Rate/Factor: [] []

*Pay Group: CCN

Pay Frequency: Work Period: W Holiday Schedule: []

Earnings Program: Type Appt: Career (Competitive Svc Perm)

*Employee Type: [] Posn Occupied: Competitive

Employee Classification: [] Work Schedule: Full Time *Job Indicator: Primary

*Reg/Temp: Regular *FLSA Status: Nonexempt Adds to FTE Actual Count

Supervisor Level: All Other Positions *Standard Hours: 40.00 FTE: []

Medical Officer: Not Applicable

Save Previous tab Next tab Add

Step	Action
55.	Click the Compensation tab.

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Compensation Data View All First 1 of 1 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 900 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 09 Step: 0 Step Entry Date:

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay: Compensation Frequency: Annual

Loc./LEO Adjust: 0.00 Annuity Offset Amount:

Adjusted Base Pay: Benefit Base Override FEGLI Base:

Total Pay:

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

Save Previous tab Next tab Add

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

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

PEOPLE Soft

Home Worklist Help Sign Out

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

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 0.000000 Standard Hours: 40.00


GL Pay Type: Account Code:

View All First 1 of 1 Last

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

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

Step	Action
57.	Click in the Account Code field. <input type="text"/>
58.	Enter the CAN in the Account Code field. Enter the desired information into the Account Code field. Enter " 1921R411 ".

 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. 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
59.	Click the Ok button. <input type="button" value="OK"/>

Training Guide

Position Changes, Extensions, and Miscellaneous Changes

PEOPLE SOFT

Home Worklist Help Sign Out

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

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

EmplID: NEW Empl Rcd#: 0

Compensation Data View All First 1 of 1 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Hire NOA Code: 900 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 09 Step: 0 Step Entry Date:

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay: Compensation Frequency: Annual

Loc./LEO Adjust: 0.00 Annuity Offset Amount:


Adjusted Base Pay: Benefit Base Override FEGLI Base:

Total Pay:

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

Save Previous tab Next tab Add

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

Step	Action
60.	Change the PAR Status according to your role. Click the Save button. 
61.	The information is saved. After the Commissioned Corps Non-Compensated Hire action is completed, you do not need to transmit the employee address to Payroll. End of Procedure.