Return to Duty Created on April 4, 2005

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Introduction

In EHRP, when an employee returns to duty from a period of a nonpay status the following procedure will be completed. Then the employee's record must be updated to reflect that the employee has returned to duty. A personnel action must be processed to return the employee to duty.

Return to Duty

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Return to Duty

Introduction

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Procedure

The following steps detail the procedure for processing a retirement in EHRP.



Training Guide Return to Duty



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.

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HR Processing						
Find an Existing Value						
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Name:]			
Last Name:						
Include History Correct History						
Search Clear Basic Search						

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



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	ROMANO JR., FE	ELIX J	1	EmpliD: 0008	3396	Empl Rc	:d#: 0		
	Data Control						View All	< 【 1 of 1 ▶ >	1
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Step	Action
8.	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.
9.	Enter the Actual Effective Date of the employee's return to duty. 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
10.	Enter the desired information into the Actual Effective Date field. Enter "12/12/2003".
	12/12/2003 .

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



Step	Action
11.	Click in the *Action field.

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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 *Action field. Enter "REC".
13.	Click in the *Reason Code field.
14.	Enter the desired information into the *Reason Code field. Enter "REC ".
15.	Click in the NOA Code field.
16.	Enter the NOA Code of "292." Enter the desired information into the NOA Code field. Enter " 292 ".
17.	Click in the NOA Ext field.
18.	Enter the desired information into the NOA Ext field. Enter "0".
19.	If there is an NTE date for the previous LOA action, delete the NTE date in the Not to Exceed Date field. NOTE: You will also need to delete the NTE date from the Employment Data 1 page, by accessing the Exp Date hyperlink on that page.
20.	In the Authority (1) field, enter the legal authority. Click in the Authority (1) field.
21.	Enter the desired information into the Authority (1) field. Enter "DAM".
22.	If applicable, enter Authority (2). Click in the PAR Request# field.
23.	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 "0000082095".
24.	Click the PAR Remarks link. PAR Remarks



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PAR Remarks		View All Firs	t 🖪 1 of 1 🕩 Last		
Remark CD:			+ -		
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,					
OK Cancel					

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 "A15".
26.	Press [Tab].
27.	Click the Ok button.

2	NOTE: To add additional remarks, use the Add a new row button to insert a row.
	NOTE: If the Remark CD contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)

NOTE: Within the EHRP system, there is no 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. 0

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.

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ROMANO JR., FELIX J	EmpliD: 00)083396 Empl R	cd#: 0		
Data Control			View All	< 🖪 1 of 2 🕨 🗏	
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Data Control <u>Personal Data</u>	Job Position Compensation Er	nployment <u>1</u> Employmen	<u>t2</u>		

Step	Action
28.	Click the Tracking Data link.
	Tracking Data



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r <u>ce (USF)</u> > <u>Use</u> > HR	Processing	<u>N</u>	ew Window	
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Current Status:	PROCESSED BY	HUMAN RESOURC	ES	
Reason Code:	Recall from Sus	oension/Layoff		
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	<u>ce (USF)</u> > <u>Use</u> > HR Empl Rcd#: Current Status: Reason Code: Emplid of Tracking Name Row	Ce (USF) > Use > HR Processing Empl Rcd#: 0 Current Status: PROCESSED BY Reason Code: Recall from Susp Emplid of Tracking Name Row Row	Image: Anome Image: Worklist Cer (USF) > Use > HR Processing N Empl Rcd#: 0 Current Status: PROCESSED BY HUMAN RESOURC Reason Code: Recall from Suspension/Layoff Emplid of Tracking Name Row	Image: Normal Status New Window Cerrent Status PROCESSED BY HUMAN RESOURCES Reason Code: Recall from Suspension/Layoff Emplid of Tracking Name Row Comment

 29. Enter any necessary Comment. NOTE: There is a 30 character limit in the Comment field. Insert additional rows to add comments beyond 30 characters. Click the Ok button. 	Step	Action
NOTE: There is a 30 character limit in the Comment field. Insert additional rows to add comments beyond 30 characters. Click the Ok button.	29.	Enter any necessary Comment .
add comments beyond 30 characters. Click the Ok button.		NOTE: There is a 30 character limit in the Comment field. Insert additional rows to
Click the Ok button.		add comments beyond 30 characters.
		Click the Ok button.

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



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Home > Administer Workforce	> Administer Workforce (USF) > Use >	HR Processing	N	ew Window	
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ROMANO JR., FELIX J	EmpliD: 000833	396 Empl Ro	c d#: 0		
Data Control			<u>View All</u>	< 🚺 1 of 2 🕨 🎽	
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Step	Action
30.	Click the Employment 1 tab. Employment 1



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Home > Administer Workforce > Administer Workforce (USF)	> <u>Use</u> > HR Processing	N	ew Window	
Data Control 🍸 Personal Data 🍸 Job 🌱 Positic	n Compensation E	mployment 1 Em	oloyment 2	
ROMANO JR., FELIX J EmpliD: 0008	3396 Empl Rcd#: 0			
Employment Data 1		View All	First 🖪 1 of 2 🕨	Last
Effective Date: 12/12/2003 Transaction #	¥/Seq: 1 PA	R Status: PROCE RESOU	SSED BY HUMAN	
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EOD Dt: 12/08/2003 Hire NTE Dt: Ma	nd Retire Dt:	Exp Dates	Filling Position Data	
Rehire Dt: 12/09/2003 Senaration Dt: Nex	rt Review Dt	Appt Data		
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	Service Conversion	Dates	57	
*Leave: 12/08/2003 By Retire: 12/08/2003 By	Conv Begin Date:			
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WGI:				
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Data Control Personal Data Job Position Compensation	Employment1 <u>Employme</u>	<u>nt 2</u>		

Step	Action
31.	If there is an NTE date from the prior LOA action, click on the Exp Dates hyperlink. Click the Exp Dates link.
	Exp Dates



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xpiration Dates					
Temporary Promotion:	<u><u> </u></u>				
Temporary Position Change:	<u> </u>				
LWOP/Furlough:	<u><u></u></u>				
Suspension:	31				
OK Cancel					

Step	Action
32.	Delete the date from the LWOP/Furlough field. Click the Ok button.
33.	 Due to the lapse in service, modify the employee's Service Computation Dates, if necessary. If the LWOP affected the Service Conversion Dates, modify them as applicable. If necessary, modify the Within-Grade Increase Data.



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Service Computation Dates Service *Leave: 12/08/2003 III Retire: 12/08/2003 III Conv RIF: 12/08/2003 III TSP: 12/08/2003 III Care LEO: Sev Pay: 12/08/2003 III Care	ce Conversion Date Begin Date: er Conv Date: er-Cond Conv Date:	25 12/08/2006		
Within-Grade Increase Data				
WGI Status: N/A Non-Pay Hours 0.00 L	ast Increase Dt:	31 ,		
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Step	Action
34.	Click the Employment 2 tab. Employment 2
35.	Confirm or enter the appropriate Reports To Position for the employee.



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mployment Data	2	Transaction #/ Seq:	1	PAR Status:	View All First <a>First	1 of 2 🕨 Last
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Bargaining Unit: Union Code: Union Anniversa Date:	2600	PSC BARGAINING UNIT	Pro SE Da Su Pro	obation Date: S Probation te: pv/Manager obation Date:		
Reports To Posi Supervisor ID: Tenure:	tion: 00000109 Permanent	STAFF ASSISTANT	Ret Be Exj	ained Grade Ex gin Date: pires Date:	pires	
Pay Plan/Grade: RIF Series:		Comp/Area Level: 01 2	201	<u>Phone Nbrs</u> Non Pay Dat	a <u>Securit</u> y	<u>r Info</u>
Save) QRetu	n to Search) (🖻 Previous t	ab) (📾 Next tab)		🖉 Update/Di	splay) (2 Include History	y) 🕼 Correct History)

Step	Action
36.	Click the Tenure list.
37.	In the Tenure field, modify the appropriate type of tenure, if applicable. Click Permanent Permanent
38.	As applicable, enter or modify the employee's compensation area and level in the Comp/Area Level field. NOTE: In IMPACT this variable is a 4 digit code. In EHRP, the first 2 digits would be entered in Area and the second 2 digits are entered in Level.
39.	Due to the lapse in service, update the employee's Probation Date , if necessary.



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Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing New Window	-
Data Control Personal Data Job Position Compensation Employment 1 Employment 2	
ROMANO JR.,FELIX J EmpliD: 00083396 Empl Rcd#: 0	
Employment Data 2 View All First 🗹 1 of 2 🕨 Las	<u>st</u>
Effective Date: 12/12/2003 Transaction #/ Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES	
Act Type: Return from NOA Code: 292 Empl Status: Suspended Suspension/Furloug Probation Dates	
Bargaining Unit: 2600 PSC BARGAINING UNIT Probation Date:	
Union Code: SES Probation Date:	
Union Anniversary SupviManager Date:	
Reports To Position: 00000109 STAFF ASSISTANT Retained Grade Expires	
Supervisor ID:	
Tenure: Permanent Expires Date:	
Permanent Data - RIF Pay Plan/Grade: Comp/Area Level: 01 201 RIF Series: Security Info	
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Data Control Personal Data Job Position Compensation Employment 1 Employment 2	-

Step	Action
40.	Return to the Data Control tab and change the PAR Status according to your role. Click the Data Control tab. Data Control
41.	Click the Save button.
42.	The information is saved. End of Procedure.