Return to Duty
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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.

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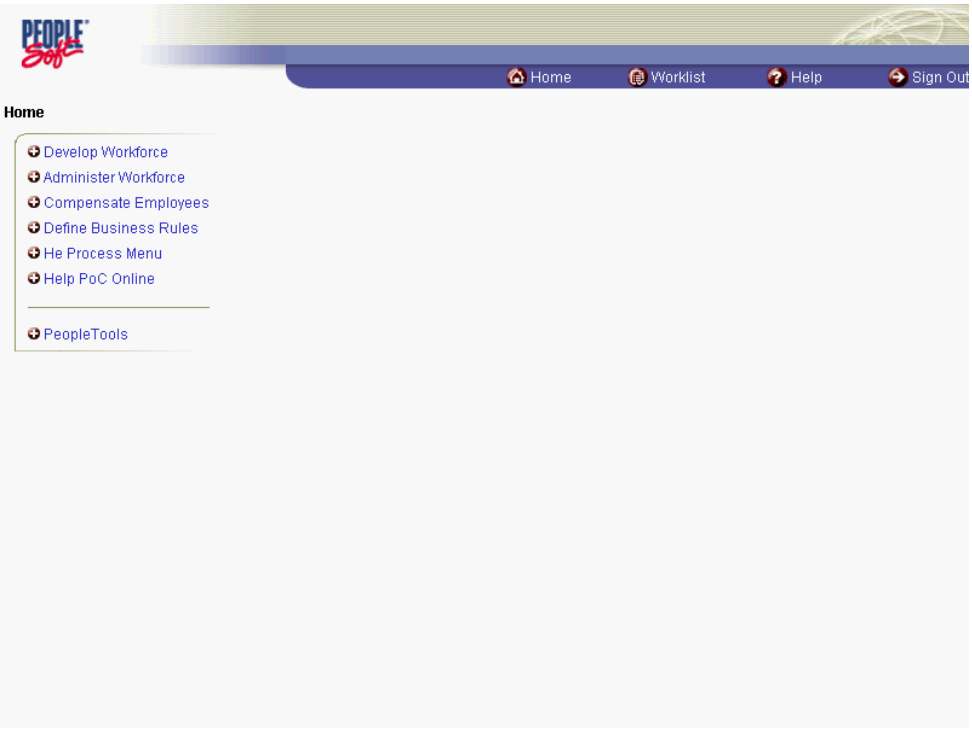
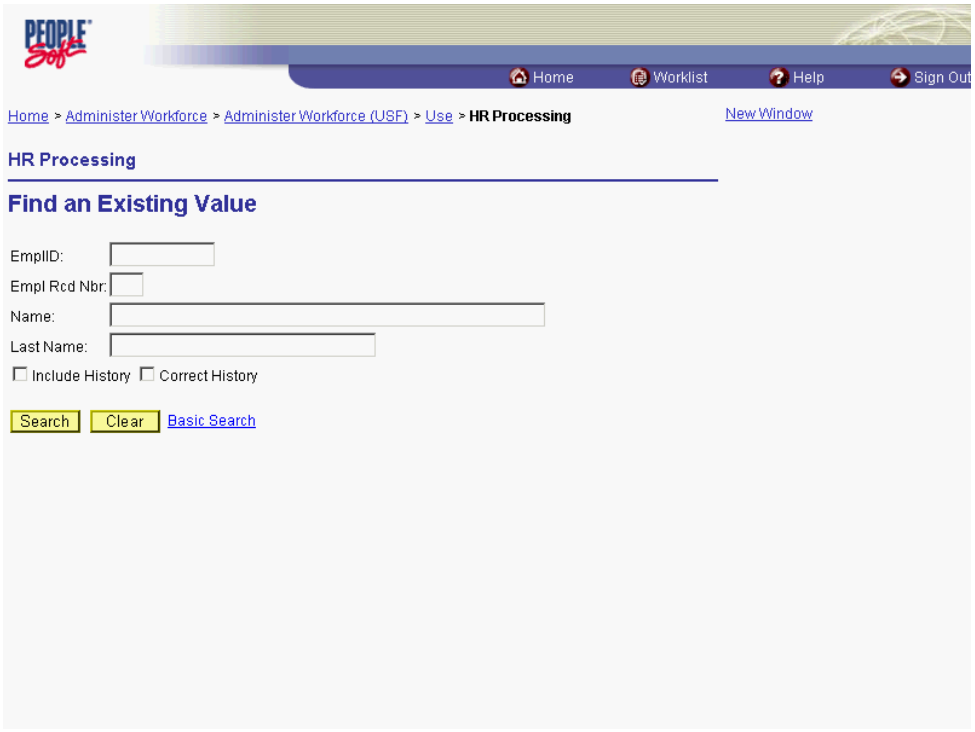
Procedure

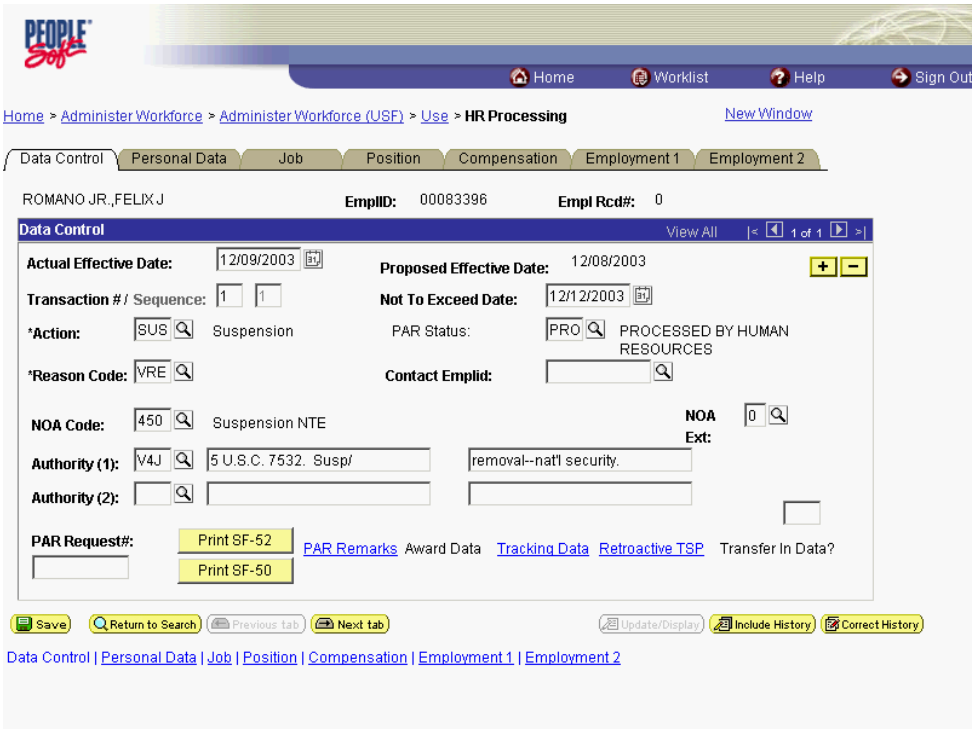
The following steps detail the procedure for processing a retirement in EHRP.



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.
6.	Select the appropriate employee. Enter the desired information into the **Last Name** field. Enter "**ROMANO**".
7.	Click the **Search** button. Search



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.

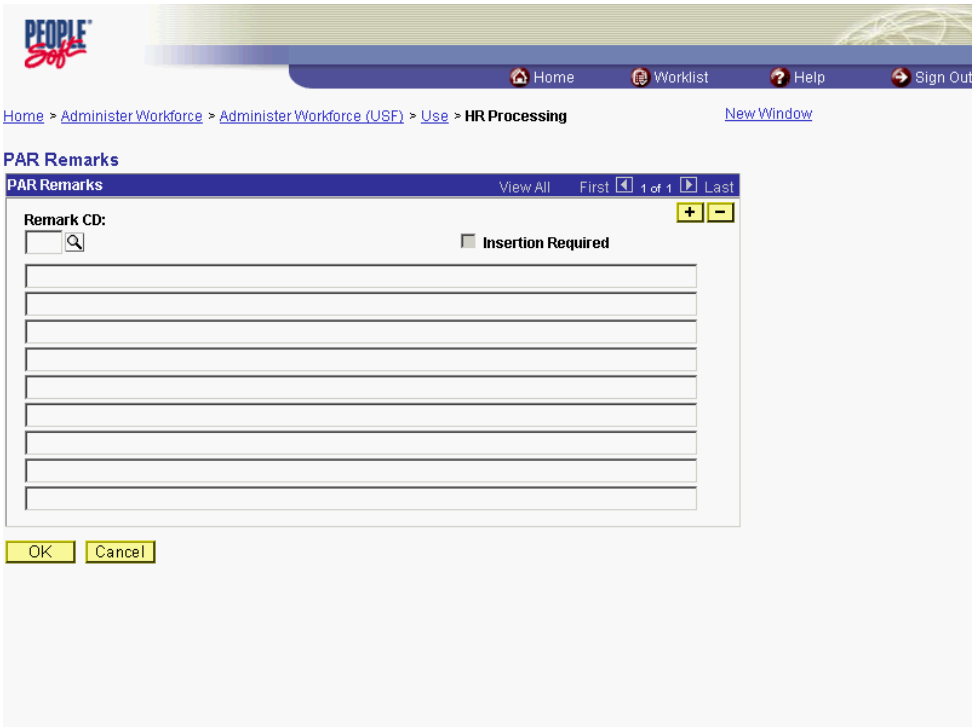
Step	Action
10.	Enter the desired information into the **Actual Effective Date** field. Enter "**12/12/2003**".

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.

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.



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. OK

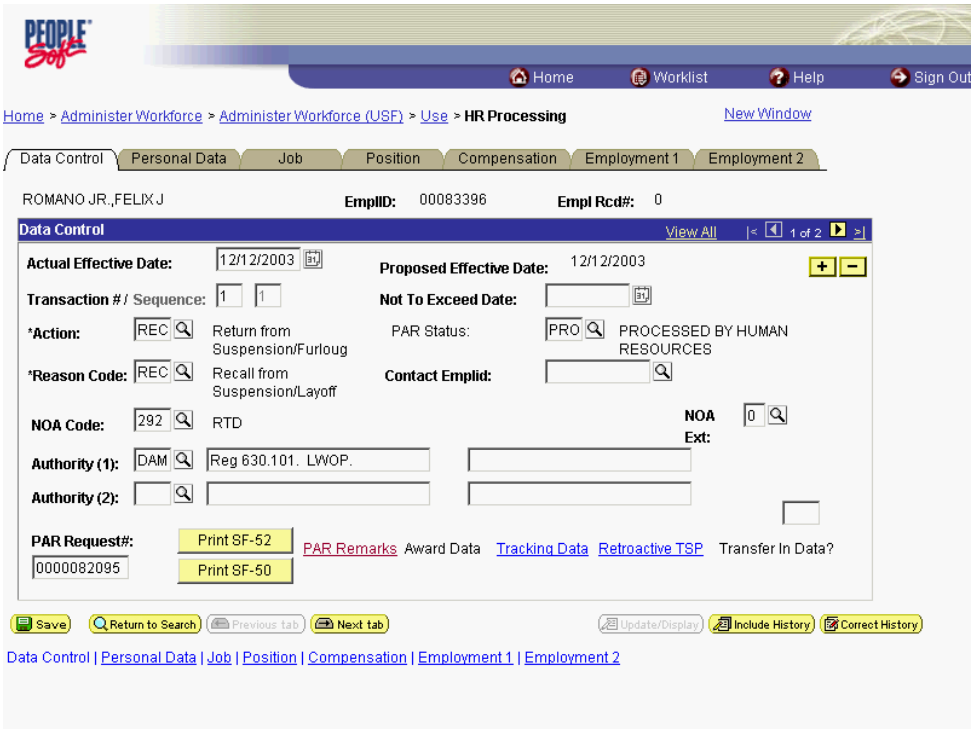
NOTE: To add additional remarks, use the **Add a new row** button to insert a row.

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)

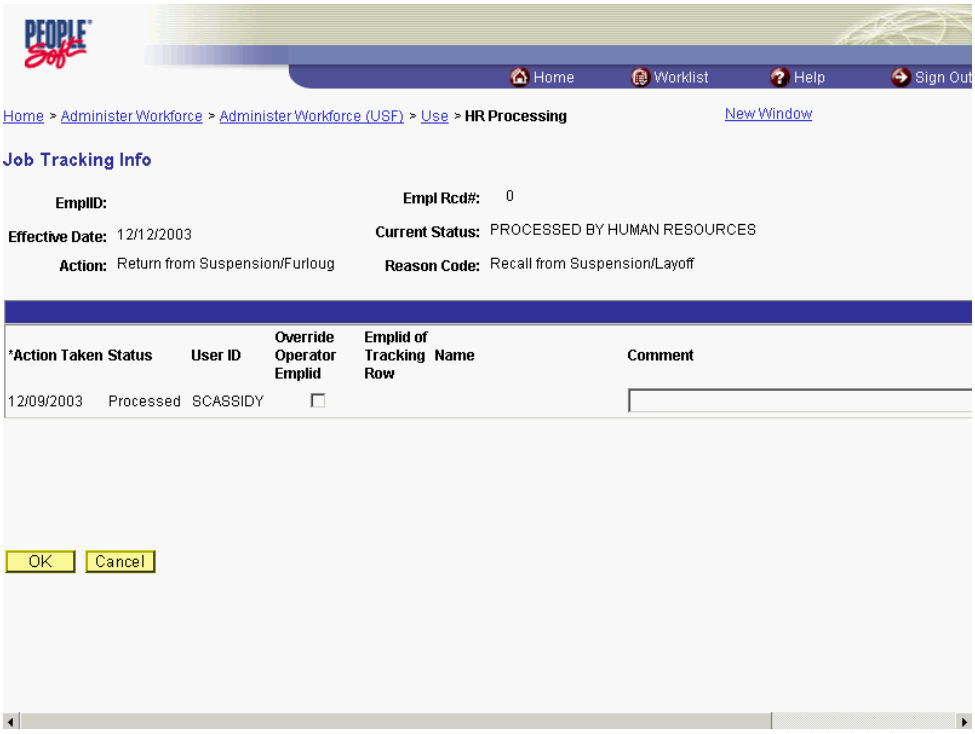
NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.

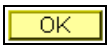
NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to 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.

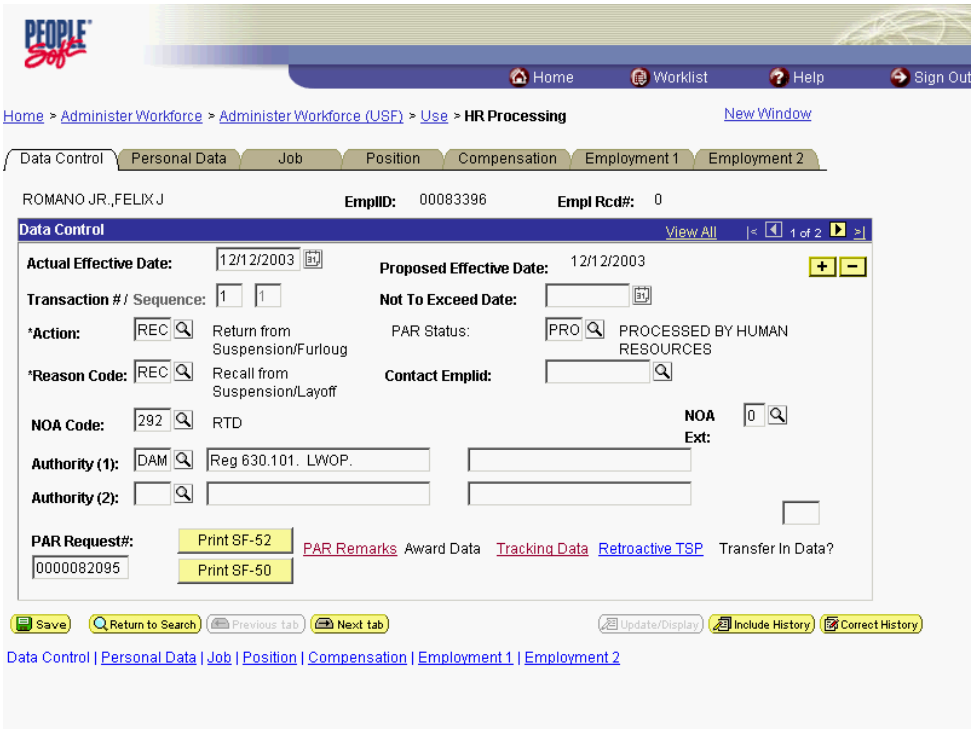


Step	Action
28.	Click the **Tracking Data** link. Tracking Data

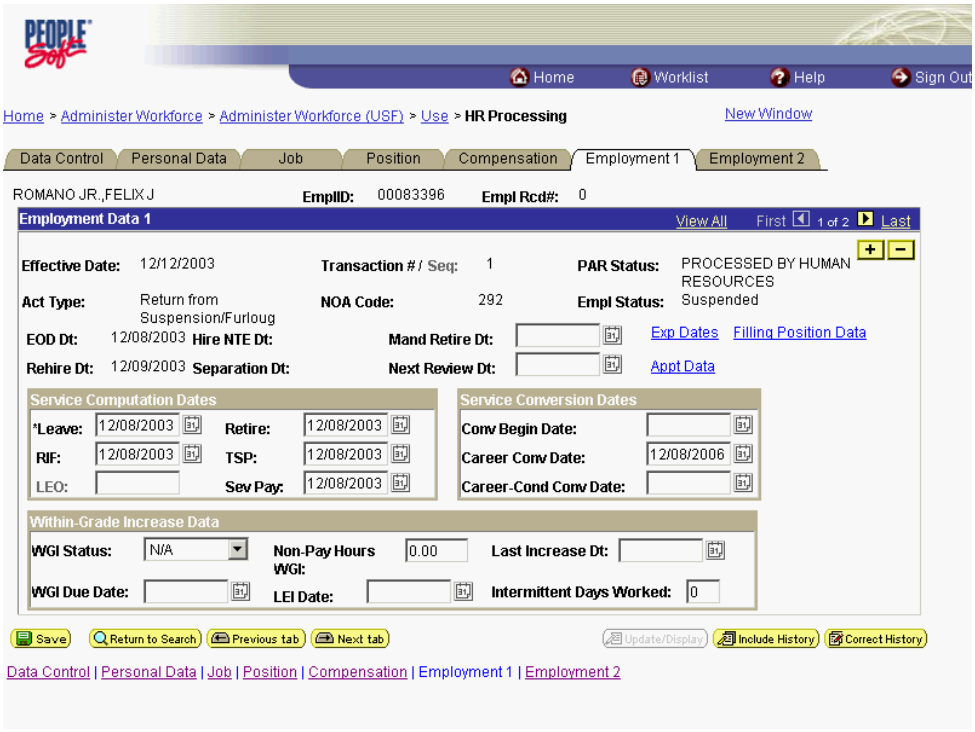


Step	Action
29.	Enter any necessary **Comment**. NOTE: There is a 30 character limit in the **Comment** field. Insert additional rows to add comments beyond 30 characters. Click the **Ok** button. 

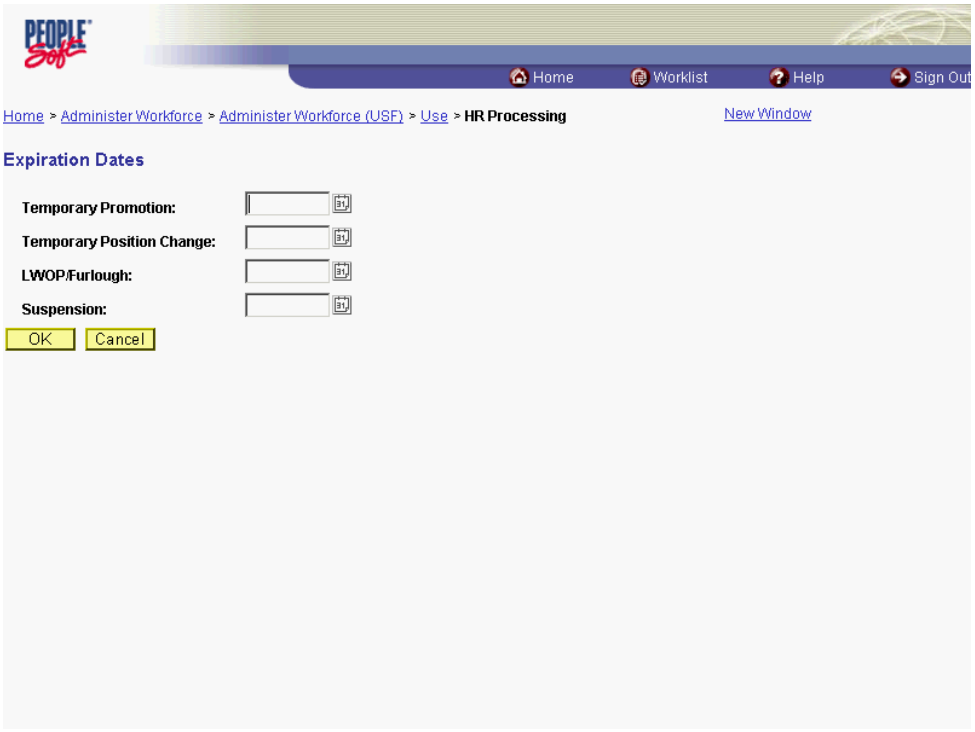
The Job Tracking Info page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by your colleagues in relation to this particular action may be read and entered on this page.

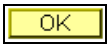


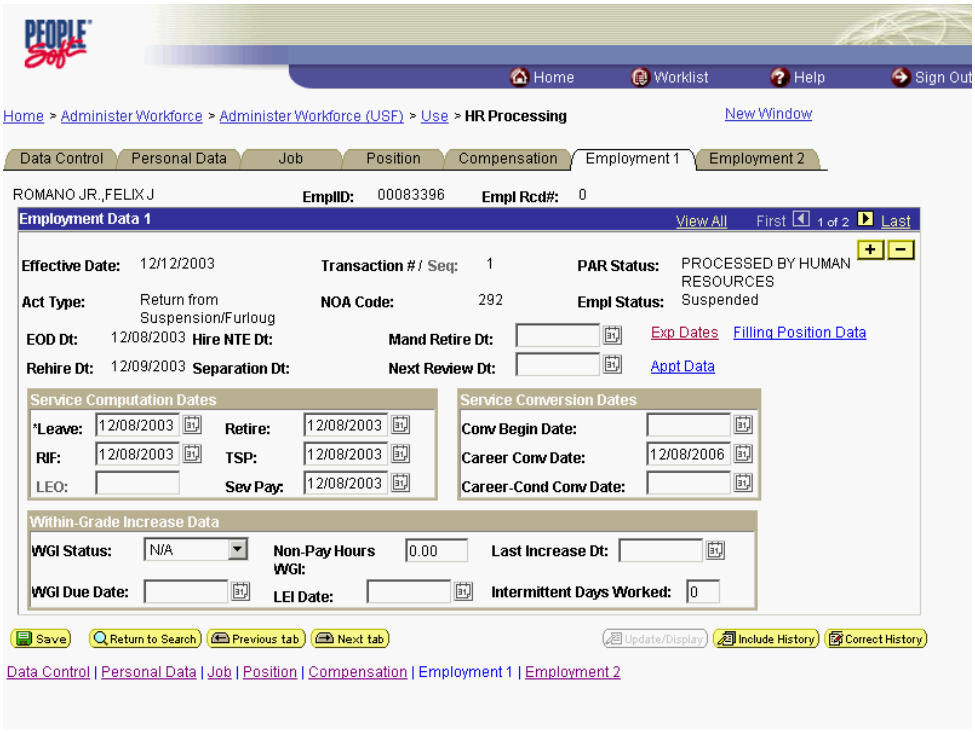
Step	Action
30.	Click the **Employment 1** tab. Employment 1



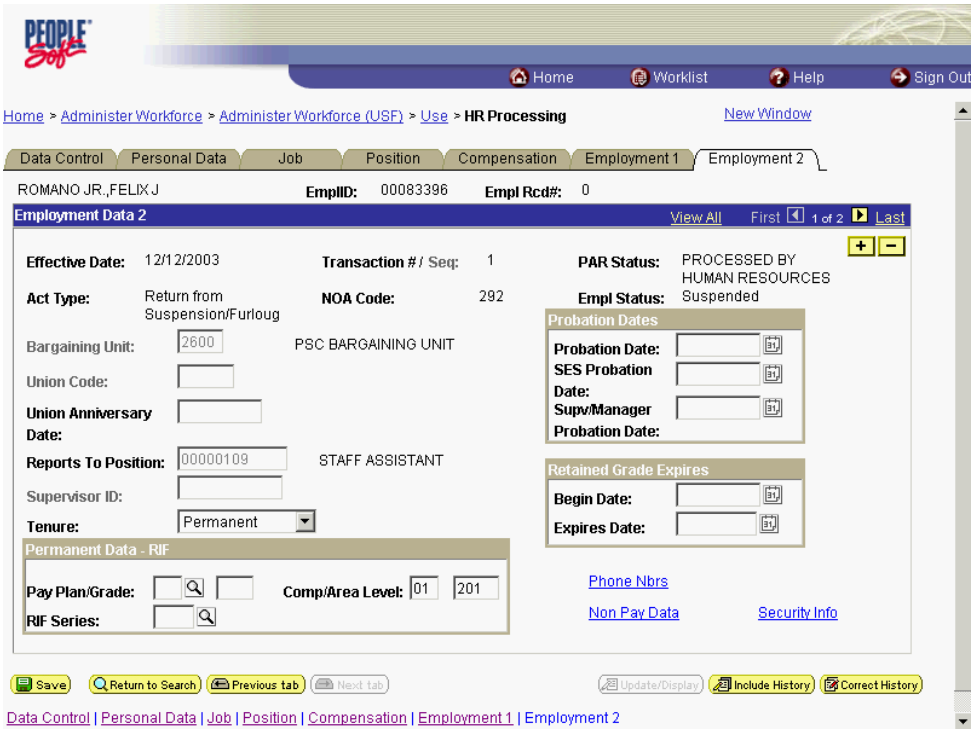
Step	Action
31.	If there is an NTE date from the prior LOA action, click on the **Exp Dates** hyperlink. Click the **Exp Dates** link. Exp Dates



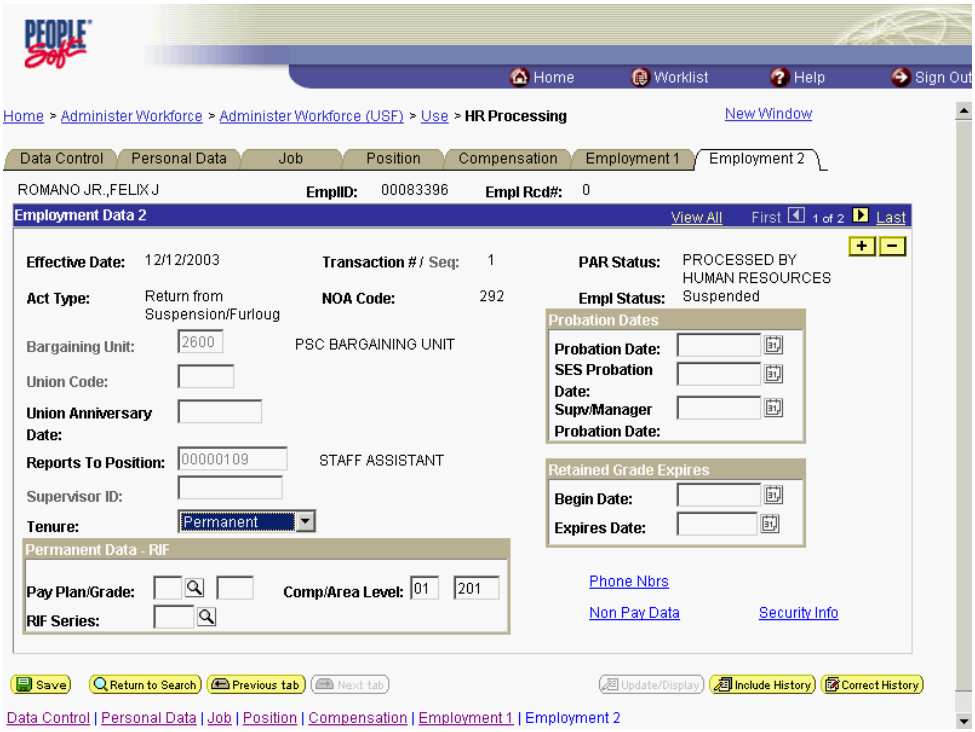
Step	Action
32.	Delete the date from the **LWOP/Furlough** field. Click the **Ok** button. 
33.	- Due to the lapse in service, modify the employee's **Service Computation Dates**, if necessary. - If the LWOP affected the **Service Conversion Dates**, modify them as applicable. - If necessary, modify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



Step	Action
34.	Click the **Employment 2** tab. Employment 2
35.	Confirm or enter the appropriate **Reports To Position** for the employee.



Step	Action
36.	Click the **Tenure** list. Permanent
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.



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. Save
42.	The information is saved. **End of Procedure.**