EHRP Manager Manual

CHAPTER 1. INTRO to EHRP

1-1	Section 1 Introduction		
1-2	Section 2 Accessing the System		
1-2-1	Logon and Logoff Procedure		
1-2-1	Password		
1-2-2	EHRP Security		
1-3	Section 3 Navigation in EHRP		
1-3-1	Menu		
1-3-2	Pages		
1-3-3	Fields		
1-3-4	Searches		
1-3-6	Calendar		
1-3-7	Save and Cancel		
1-3-8	Warnings		
1-3-9	Errors		
1-4	Section 4 Behind the Scenes		
1-4-1	Relational Database		
1-4-1	Tables		
1-4-1	Required Fields		
1-4-1	Effective Dating		
1-4-2	Rows in a Relational Database		
1-4-4	Retroactive Actions		
1-4-4	Actions Related to Pay Periods		
1-4-5	Sequentially and Autogenerated Numbering in EHRP		
1-4-5	Employee ID (EmplID)		
1-4-5	Department ID		
1-4-5	Business Unit/Set ID		
1-5	Section 5 Information Tools for EHRP		
1-5-1	Introduction		
1-5-1	View-only Pages		
1-5-1	Queries		
1-5-1	Inquiries		
1-5-2	Reports		
1-5-2	Run Control Ids		
1-5-2	Report Manager		
1-5-3	Process Monitor		

CHAFTER 2.	I USI I IUN IVIANAGEIVIEN I				
2-1	Section 1 Position Management Overview				
2-1-2	Job Codes				
2-1-3	Positions				
2-1-4	Hierarchical Relationship				
	r				
2-2	Section 2 Information Tools for Position Management				
2-2-1	Introduction				
2-2-1	Inquire Pages vs. Reports				
2-2-1	Inquire Procedure				
2-2-2	Position Data Summary View				
2-2-4	Position History View				
2-2-5	Position Budget Status				
2-2-6	Vacant Budgeted Positions View				
2-2-6	Reports				
CHAPTER 3.	PAR PROCESSING Overview				
3-1	Section 1 PAR Processing Overview				
3-1-1	Workflow				
3-1-2	Workflow Roles				
3-1-3	Workflow Processes				
3-1-7	WIP Statuses				
3-1-10	Action and Reason codes				
3-2	Section 2 Accessing the Worklist				
3-2-1	Worklist Access				
3-2-2	Worklist & Worklist Sample				
3-2-3	Management of the Worklist During an Absence				
3-3	Section 3 Requesting Actions				
3-3-1	Introduction; Procedure				
3-3-4	Routing Actions				
3-4	Section 4 Authorizing and Approving Actions				
3-4-1	Introduction; Procedure				
3-4-3	Worklist fields				
3-4-4	Routing Actions				
3-4-5	Removing Items from Worklist				
3-5	Section 5 Action Reason Codes Quick Reference				
3-5-2	Action and Reason Codes				
3-6 3-6-1	Section 6 Information Tools for PAR Processing Introduction				

3-6-1	Inquire Pages vs. Reports
3-6-1	Inquire Procedure
3-6-1	Job Summary View
3-6-3	Personal Data View
3-6-6	Multiple Jobs View
3-6-8	Nid Lookup View
3-6-10	Notice of Personnel Action SF-50: Method 1
3-6-16	Notice of Personnel Action SF-50: Method 2
3-6-21	Generating Public Queries
3-6-23	List of EHRP Public Queries

CHAPTER 4. Automatic Actions

4-1	Section 1 Probation Termination
4-1-1	Introduction
4-1-1	Requirements
4-1-1	User Information
4-1-3	Frequency of Review
4-2	Section 2 Introduction - Within-Grade Increase (WGI)
4-2-1	Introduction
4-2-1	Requirements
4-2-1	Employee Appraisal
4-2-2	User Information
4-2-4	Automatic Action Definitions
	E CD :
4-2-5	Frequency of Review

CHAPTER 5: Job Requisition Processing

5-1

5-1-1	Introduction				
5-1-1	Workflow				
5-1-2	Workflow Roles				
5-1-2	Workflow Routing Options				
5-1-3	Workflow Processes				
5-1-7	WIP statuses				
5-1-9	Electronic SF 52				
5-1-9	Printing the SF 52				
	C				
5-2	Section 2 Accessing the Worklist				
	C				
5-2	Section 2 Accessing the Worklist				
5-2 5-1-1	Section 2 Accessing the Worklist Worklist				
5-2 5-1-1 5-2-1	Section 2 Accessing the Worklist Worklist Worklist Access				
5-2 5-1-1 5-2-1 5-2-2	Section 2 Accessing the Worklist Worklist Worklist Access Worklist Sample				

Section 1 Job Requisition Processing Overview

5-3	Section 3 Requesting Job Requisition Actions
5-3-1	Introduction
5-3-2	Procedure
5-3-7	Routing Actions
5-3-8	Interim Saving
5-4	Section 4 Authorizing and Approving Actions
5-4-1	Introduction
5-4-1	Procedure
5-4-3	Worklist fields
5-4-6	Routing Actions
5-4-7	Removing Items from Worklist
5-4-8	Obtaining Details
5-4-9	Interim Saving

Appendix A: Glossary of Terms