



Recruit 52 Processing Overview

Chapter 5 Section 1

Introduction This section provides a high-level overview of RECRUIT 52 processing in the EHRP system. Specifically, this section will define and describe RECRUIT 52 processing and how Workflow is utilized during the creation of RECRUIT 52's.

RECRUIT 52 Processing The RECRUIT 52 processing module is the mechanism for initiating the Recruit actions within EHRP.

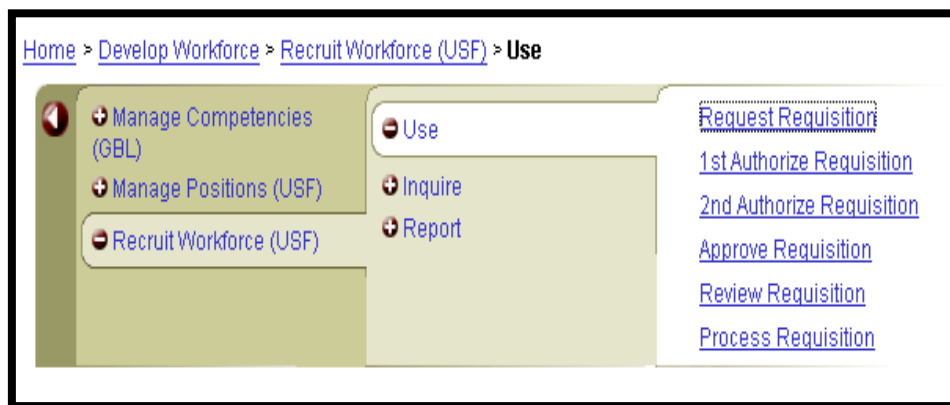
Workflow As in the PAR process, workflow automates, streamlines and controls the flow of information throughout the organization. Workflow routes requests by sending personnel actions through a cycle to initiate, request, authorize and approve requests. Workflow then sends the requests on to human resources for final processing. The automated workflow process ensures the Recruit action request goes through all the reviews the agency requires until it is complete.

Workflow Roles

The system is designed around users' roles in the system; when an action is created in the system, it will follow a prescribed path through the chain from the initiation of the action through to final approval and entry by HR personnel.

Workflow in EHRP is based upon six system roles: Requester ("REQ"), 1st Authorizer ("1st"), 2nd Authorizer ("2nd"), Approver ("SIG"), HR Reviewer ("REV"), and HR Processor ("PRO").

There are 6 RECRUIT menu paths associated with the 6 RECRUIT workflow roles.



The following routing options are available for each Recruit action:

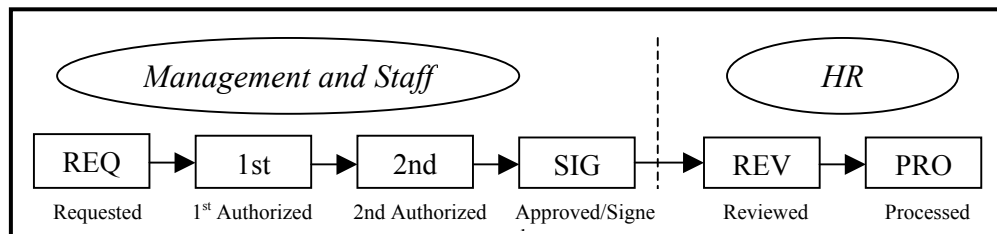
- 6-step process
- 5- step process
- 4-step process
- 3-step process
- 2-step process (two methods available)
- 1-step process

Workflow Routing Options

In the paths below, the “Management and Staff” team processes the Recruit action first, before moving it across the dotted line to the “HR” team for final processing. Alternately, the Recruit action can be disapproved or returned to the requester at any point in the process.

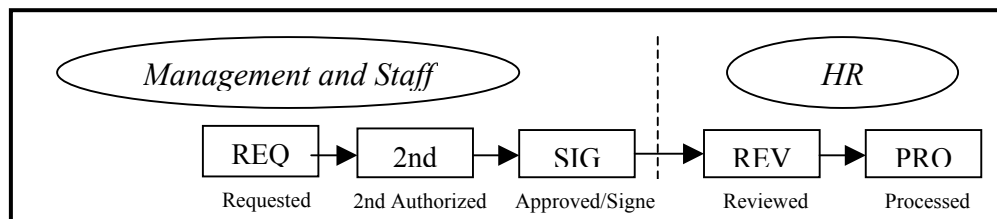
Sample workflow routes are shown below.

6-Step Workflow Process



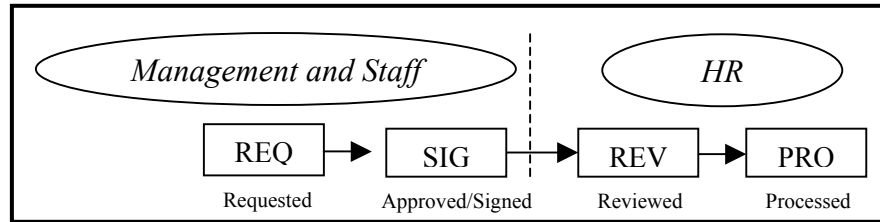
For example, a supervisor initiates a request for Recruit. The request is forwarded for 1st Authorization. Upon approval by the 1st authorizer, the Recruit action is forwarded for 2nd Authorization. When that individual approves the Recruit action, the Approver receives it. The Approver then forwards the Recruit action to HR for completion.

5-Step Workflow Process



For example, a supervisor requests a Recruit action. The request is forwarded for 2nd Authorization. When that individual approves the Recruit action, the Approver receives it. The Approver then forwards the Recruit action to HR for completion.

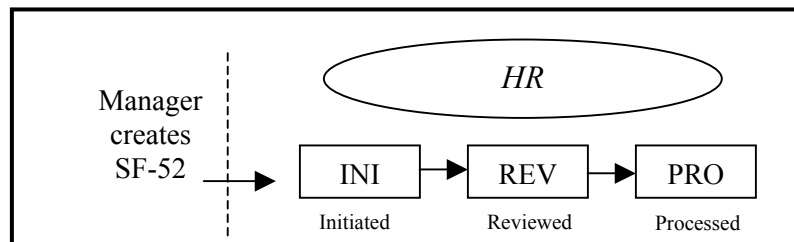
**4-Step
Workflow
Process**



In this scenario, a supervisor makes the Request for promotion. That request would be forwarded directly to the Approver. The Approver would forward it to HR for completion.

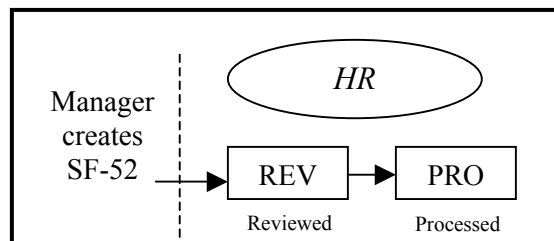
**3-Step
Workflow
Process**

3-Step Workflow process



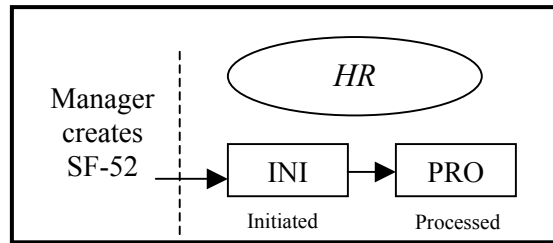
In this example, the process consists of the Manager creating a paper SF-52 request and forwarding that request to HR. HR REV uses the INI status to put the action on hold until they are ready to process that action in EHRP.

**2-Step
Workflow
Process –
Method 1**



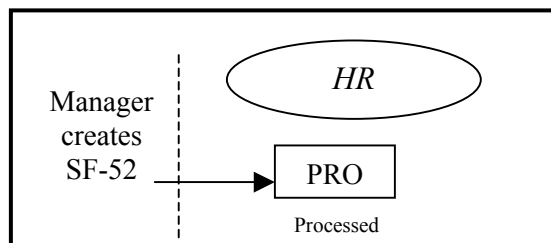
In this example, the process consists of the Manager creating a paper SF-52 Recruit request and forwarding that request to HR. HR will then process that Recruitn action in EHRP.

2-Step Workflow Process – Method 2



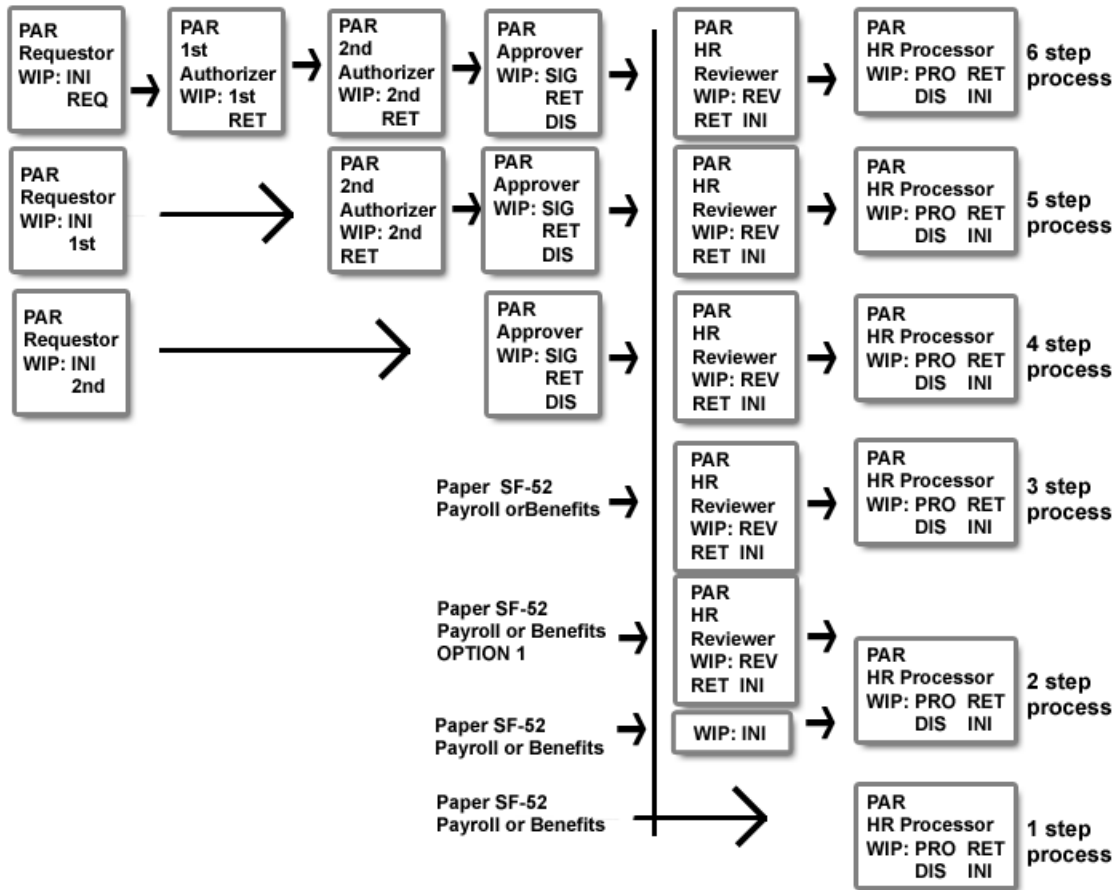
In this example, the process consists of the Manager creating a paper SF-52 Recruit request and forwarding that request to HR. HR can enter the Recruit action in EHRP as an INI, and then process that action in EHRP.

1-Step Workflow Process



In this instance, the Recruit action is entered directly into the system under PRO status.

The diagram on the following page indicates the Workflow paths available in the Recruit 52 process.





WIP Statuses Behind the scenes of the EHRP system's business processes are the controls that enable you to track and process Recruit Actions in a streamlined, flexible manner. WIP (Work-In-Progress) Statuses enable system users to pinpoint the standing of an action in the EHRP system.

Paired with the Work-In-Progress Status is a Status Code. For an overview of the relationship between WIP and status codes, as well as working definitions, see the chart below.



Work-In-Progress Status	Status Code	Definition
Initiated	INI	An Initiated status indicates a Recruit action is open, but not yet submitted as a request. By assigning a status of Initiated, originators can leave the request open until it is ready to submit
Requested	REQ	To submit a Recruit request, assign a status of Requested. The request will then go automatically to the next review level.
1st Authorized	1st	The first-level reviewer assigns a status of 1st Authorization to send a Recruit request forward to the next review level.
2nd Authorized	2nd	The second-level reviewer sends a Recruit request forward to the approval level by assigning a status of 2nd Authorization.
Approved/Signed	SIG	The approver sends a Recruit request forward to a human resources official to be processed by assigning a status of Approved/Signed.
Reviewed by Human Resources	REV	When the Recruit action has been approved, it flows to the HR Reviewer. Additional data may be entered at this point; the request is checked for any last minute changes that may be necessary. The Recruit request is then forwarded to the HR Processor.
Processed By Human Resources	PRO	Only human resources officials can assign the status PRO. They first review and complete the request. They indicate final approval by assigning the status of PRO.
Returned for More Information	RET	Anywhere in the process, a reviewer can request more information or clarification by assigning a status of Returned for More Information. The user can include a comment, requesting additional information. The request goes back to the originator. When an originator gets the returned request, they add the information, reassign a status of Requested, and the process begins again.



Work-In-Progress Status	Status Code	Definition
Disapproved	DIS	Only the HR Processor or the Approver can disapprove a request. To disapprove a request, the user assigns a status of Disapproved and enters the reason in the comments field. The request is routed back to the Requester, and CANNOT be modified or re-routed back into workflow..

Electronic SF52

An electronic SF52 will replace your paper 52's. This is an OPM approved electronic document. The user is not required to print this document. The electronic signature in Part A, Item 6 on the SF52 is that of the Approver.

Printing the SF-52

Batch SF-52s can be printed via the following menu path:

Develop Workforce > Recruit Workforce USF > Report > Recruit 52

Chapter Contents

Section 2 presents the role, function and how to access the worklist.

Section 3 covers the steps to requesting a Recruit action in the system,

Section 4 addresses authorizing and approving Recruit actions.

