



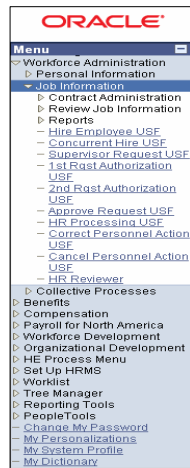
Navigation - Capital HR

This Quick Reference Guide reviews the navigational differences between EHRP 8.0 and Capital HR 8.9. Each section of the QRG contains the steps previously taken in EHRP to complete an action, and the new steps in Capital HR required to complete the same action. Additionally, a screenshot of the Capital HR left panel navigation box is displayed to illustrate the location of the action in Capital HR.

PAR PROCESSING

EHRP: Administer Workforce > Administer Workforce USF > Use.

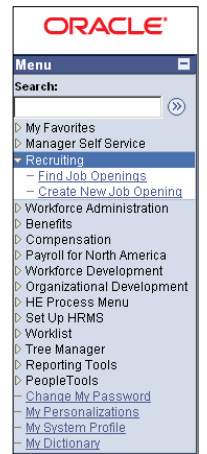
CAPITAL HR: WORKFORCE ADMINISTRATION > JOB INFORMATION.



RECRUITING

EHRP: Recruit Workforce is located under the Develop Workforce Menu Heading.

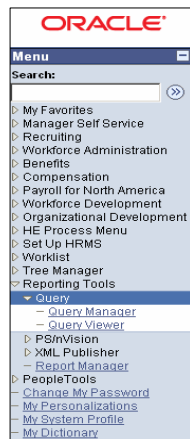
CAPITAL HR: RECRUITING HAS A MENU HEADING OF ITS OWN.



QUERY

EHRP: People Tools > Query Manager > Use.

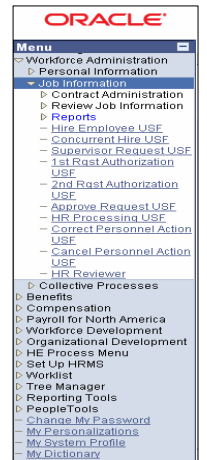
CAPITAL HR: REPORTING TOOLS > QUERY.



SF-50/52 REPORTING

EHRP: Administer Workforce > Administer Workforce USF > Report.

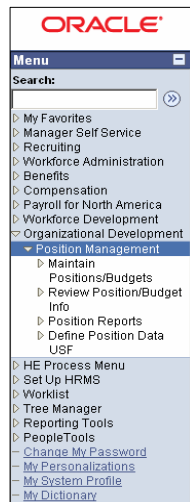
CAPITAL HR: WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS.



POSITION DATA

EHRP: Workforce > Manage Competencies > Use > Position Data.

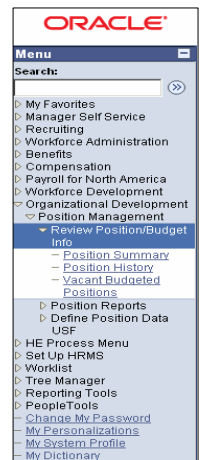
CAPITAL HR: ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > MAINTAIN POSITIONS/BUDGETS.



POSITION SUMMARY

EHRP: Develop Workforce > Manage Positions > Inquire.

CAPITAL HR: ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW POSITION/BUDGET INFO.





Navigation - Capital HR

JOB CODE/OCC SERIES/TITLES

EHRP: Develop Workforce > Manage Positions > Set Up.

CAPITAL HR: ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > DEFINE POSITION DATA USF.



JOB INFORMATION

EHRP: Administer Workforce > Administer Workforce USF > Inquire.

CAPITAL HR: WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION.

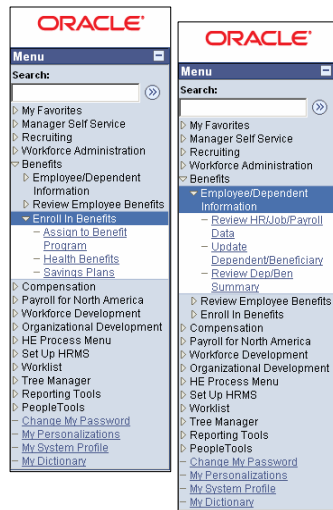
OR FOR NID LOOK UP: WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > BIOGRAPHICAL > SEARCH BY NATIONAL ID.



BENEFITS

EHRP: Compensate Employees > Administer Base Benefits > Use.

CAPITAL HR: BENEFITS > ENROLL IN BENEFITS. OR TO UPDATE OR ASSIGN BENEFICIARY INFORMATION BENEFITS > EMPLOYEE/DEPENDENT INFORMATION.



PAYROLL DATA

EHRP: Compensate Employees > Maintain Payroll Data > Use.

CAPITAL HR: COMPENSATION > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USF > TAX INFORMATION. OR FOR GENERAL DEDUCTION DATA

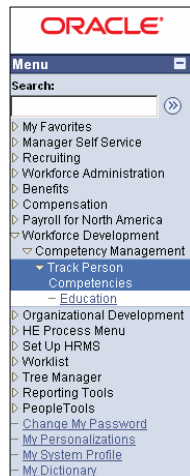


COMPENSATION > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USF > DEDUCTIONS.

EDUCATION

EHRP: Develop Workforce > Manage Competencies.

CAPITAL HR: WORKFORCE DEVELOPMENT > COMPETENCY MANAGEMENT > TRACK PERSONS COMPETENCIES.



AUTOMATIC ACTIONS

EHRP: Administer Workforce > Automatic Actions > Use.

CAPITAL HR: WORKFORCE ADMINISTRATION > COLLECTIVE PROCESSES.

