



# Capital HR User Guide

<https://www.caphrehrp.psc.gov>

Movement from One IC to Another



## Overview

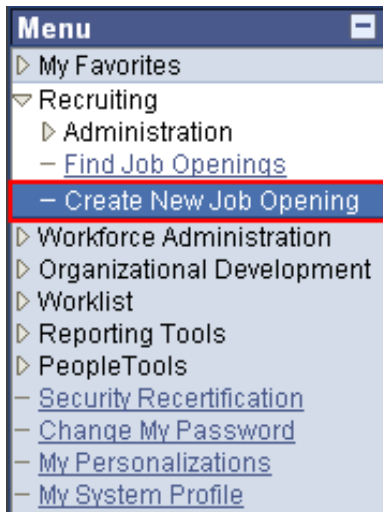
New Job Openings or Requisitions must be created by the Administrative/Management Office for recruit approval from the Recruiting menu before a New Hire PAR can be initiated. Once the Job Opening has been approved, it can be updated by HR offices. Please refer to the 'New Hire Process' user guide at the following link for additional information: <http://hr.od.nih.gov/HRSystems/ehrp/documents/JobAids/NewHire.pdf>.

*Note: Job openings are the same as Job Requisitions, and are similar to Blue52s and Recruit 52s. Job Requisitions are needed for Title 42 staff and require that all the fields be filled for.*

## Procedures

### 1) Navigation

Home > Recruiting > Create New Job Opening



2) Creating New Job Opening

Opening Information	
Job Opening Type:	Standard Requisition
Recruit Requestor:	99999999 MOUSE,MICKIE T <b>a) Your EMPLID and Name</b>
Date Opened:	11/18/2008 <b>b) Current Date</b>
Target Openings:	1
Business Unit:	NIH00 National Institutes of Health
Position Number:	<input type="text"/>
Job Code:	<input type="text"/>
Company:	<input type="text"/>
Department:	<input type="text"/>
Location:	<input type="text"/>
	<a href="#">Add Additional Locations</a>
Status Code:	005 Draft <b>c) Defaults to Draft</b>
Status Date:	11/18/2008 <b>d) Defaults to current date</b>
Desired Start Date:	<input type="text"/>
'Recruitment Type:	<input type="text"/> <b>e) Select Internal</b>
'Area of Consideration:	<input type="text"/>
Staffing Specialist:	<input type="text"/>
Selecting Official:	<input type="text"/> <b>f) Enter Selecting Official</b>
Country:	USA United States
Remarks:	<a href="#">Candidate Name Requests</a>
<b>g) Enter Employee Name, Position Title, Pay Plan, Series, Grade, Organization Name, Proposed Effective Date, CAN of Gaining Organization (If Applicable)</b>	

- a) **Recruit Requestor** – Your EMPLID and Name will be displayed.
- b) **Date Opened** – Accept the default date (current date).
- c) **Status Code** - Automatically populates as a '005 Draft'.
- d) **Status Date** - Automatically populates with the Current Date.
- e) **Recruitment Type** – Select 'Internal'.
- f) **Selecting Official** – Enter the EMPLID of the Selecting Official or use the magnifying glass to select the official from a list.
- g) **Remarks** – enter the following information:
  - i) Employee Name
  - ii) Position Title, Pay Plan, Series, Grade
  - iii) Organization Name
  - iv) Proposed Effective Date
  - v) CAN of Gaining Organization (If Applicable)

The screenshot shows a web form titled "Assignments". At the top, there is a field for "Recruiting Office" with a magnifying glass icon and a red instruction: "h) Enter the Recruiting Office". Below this are three sections for authorizers and approvers. Each section has a title bar (e.g., "Recruit 1st Authorizer") with "Customize" and "Find" links, and a table with columns "Name" and "Emplid". The "Recruit 1st Authorizer" section also has a "Primary" column with a checkbox. Each section has a "First" and "Last" button and a "1 of 1" indicator. At the bottom of the form are buttons for "Save & Submit", "Save as Draft", "Cancel", and "Save & Open".

Save & Submit   Save as Draft   Cancel   Save & Open

 **i) Click the Notify button**

- h) **Recruiting Office** - Enter the Recruiting Office or click on the magnifying glass to select it from a list. The Admin Code entered here determines the list of Authorizers and Approvers available below
- i) **Notify** – The Send Notification page will be displayed.

3) The Send Notification page

**Send Notification**

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

**Notification Details**

[Lookup Recipient](#)      [Delivery Options](#)

**To:**

**CC:**

**BCC:**

**Priority:**

**Subject:** Capital HR 8.9: <Enter Subject here>

**Template Text:** Workflow Notification  
Priority: %NotificationPriority  
Date Sent: 2008-11-18

**Message:**

**a) Enter or lookup the recipient's address**

SSNs are covered under the Privacy Act and should not be sent via non-secure email. Since our email system DOES NOT encrypt email messages, if there is a need to send SSNs within a message, the message should be sent as a passworded encrypted attachment with the password relayed separately. A copy of this policy can be found on the intranet or go to the following link. <http://intranet.hhs.gov/infosec/docs/privacy/m-06-15.pdf>

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
Click Apply to send this notification and remain on this page.

- a) Enter the recipients address in the 'To:' box or select the 'Lookup Recipient' hyperlink.

b) Lookup Address page

Send Notification

Lookup Address

Recipient Search

Name:  **i) Enter the recipient's last name**  
 **ii) Click the Search button**

Search Results [Customize](#) | [Find](#) | [View All](#) | First  1-10 of 10  Last

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,JENNIE C	JENNYBUTLER.FDA.-	JEBUTLER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,MONICA F	butlerm2@niaid.nih.gov	#MFB1211
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,RICHARD E	RBUTLER@PSC.GOV	RBUTLER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,NADINE L	butlernad@mail.nih.gov	#NLB0402
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,PAULA C	butlerp@od.nih.gov	#PCB0609
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,KAREN B		KBUTLER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,PATRICIA A	pbutler@mail.nih.gov	#PAB0329
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,EVELYN D	ebutler@niaid.nih.gov	#EDB0704
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKEISHA,BUTLER		GIF2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKEISHA, BUTLER		GKF2

**iii) Select the appropriate checkbox and click the Add button**

Recipient List

To:

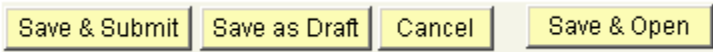
CC:

BCC:

**iv) Click OK after adding recipients**

- i) Enter the recipient's last name in the Recipient Search box
  - ii) Click the Search Button
  - iii) Select the appropriate checkbox (To, cc or bcc) next the recipient's name and click the 'Add to Recipient List' button.
  - iv) Click the 'OK' button when all recipients have been added.
- 4) The Send Notification page will again be displayed
- a) Verify the addresses are correct
  - b) Click OK

5) The Job Opening page will again be displayed



- a) Click one of the Save buttons
    - i) **Save & Submit** - Submits the Job Opening for Approval.
    - ii) **Save as Draft** - Saves the Job Opening in 005 Draft status. Requestor can go back to make any changes necessary in this save mode.
    - iii) **Cancel** - Discards any changes and resets the Job Opening.
    - iv) **Save & Open** - You may or may not see this depending on your roles or Row Level Security. This is a self approval role. It skips the routing process
  - b) Make note of the Job Opening ID number
- 

For Help Contact HR Systems Support:

Help Desk:  
301-451-1436

Email:  
[hssystemssupport@od.nih.gov](mailto:hssystemssupport@od.nih.gov)

Website:  
<http://hr.od.nih.gov/HRSystems/ehrp/default.htm>

Try It with OnDemand:  
<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>