



Capital HR User Guide

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

Name Change



Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request (USF)

a) Search for the employee by entering either the employee's emplid or name

Supervisor Request USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmplID:	<input type="text" value="begins with"/>	<input type="text"/>	a) Search by EEMPLID
Empl Rcd Nbr:	<input "="" type="text" value="="/>	<input type="text"/>	
Name:	<input type="text" value="begins with"/>	<input type="text"/>	or by name
Last Name:	<input type="text" value="begins with"/>	<input type="text"/>	
<input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive			

[Basic Search](#)



[Save Search Criteria](#)

b) Click Search

b) Click the 'Search' button to retrieve the employee's record.

2) The Data Control tab of the employee's Job record will be displayed

- a) Insert a new row by clicking the plus sign.
 - b) Enter the Actual Effective Date
 - c) Enter the Action Code of 'DTA' or click the magnifying glass to select the Action Code from a list of valid values.
 - d) Enter the Reason Code of 'NCF' or click the magnifying glass to select the Reason Code from a list of valid values.
 - e) Click the 'Tracking Data' hyperlink.
- 3) The Tracking Data page will be displayed

b) Click OK

OK Cancel

- a) Enter 'See PAR Remarks' in the Comments field.
- b) Click the 'OK' button to be returned to the Data Control tab.

4) Data Control tab

The screenshot shows the 'Data Control' tab with the following fields and options:

- Actual Effective Date: 11/18/2008
- Proposed Effective Date: 11/18/2008
- Transaction # / Sequence: 1 / 1
- Not To Exceed Date: [Empty]
- Action: DTA (Data Chg)
- Par Status: REQ (Requested)
- Reason Code: NCF (Name Change From)
- Contact Emplid: [Empty]
- NOA Code: [Empty]
- NOA Ext: [Empty]
- Authority (1) and (2) with Descr (1) and (2) Part 2 fields.
- PAR Request#: [Empty]
- Buttons: Print SF-52, Process Monitor, **PAR Remarks** (highlighted), Award Data, Tracking Data, Severance Pay.
- Footer: a) Select the PAR Remarks link

- a) Click the 'PAR Remarks' hyperlink.
- 5) The PAR Remarks page will be displayed

PAR Remarks

The screenshot shows the 'PAR Remarks' page with the following elements:

- 'Remark CD': [Empty]
- Instruction: a) Enter remark code 'ZZZ'
- Checkbox: Insertion Required
- Text area: b) Enter employee's new name and reason for the change.
- Instruction: c) Click OK
- Buttons: OK, Cancel

- a) Enter remark code 'ZZZ'. This remark code opens the text box below for custom comments.
- b) Enter the employee's new name and the reason for the name change.
- c) Click the 'OK' button to be returned to the Data Control tab.

6) Data Control tab

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | CI Exceptions

Data Control EmpID: Empl Rcd Nbr: 0

Actual Effective Date: 11/19/2008 Proposed Effective Date: 11/19/2008

Transaction # / Sequence: 1 / 1 Not To Exceed Date: a) Update the PAR Status

Action: DTA Data Chg Par Status: REQ Requested

Reason Code: NCF Name Change From Contact Emplid:

NOA Code: NOA Ext:

Authority (1): Descr (1): Descr (1) Part 2:

Authority (2): Descr (2): Descr (2) Part 2:

PAR Request#: Print SF-52 Process Monitor PAR Remarks Award Data Tracking Data Severance Pay

Print SF-50

b) Click Save

Save | Return to Search | Notify | Previous tab | Next tab | Update/Display | Include History | Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | CI Exceptions

- a) Update the Par Status
- b) Click the 'Save' button.

7) The 'Route To' page will be displayed

Route to Next Empl ID

Actual Effective Date:	11/19/2008	Proposed Effective Date:	11/19/2008
Transaction #/ Sequence:	1 1	Not To Exceed Date:	.
Action:	DTA Data Change	Par Status:	REQ Requested
Reason:	NCF Name Change From	Contact Emplid:	

The status of this data requires you to specify the employee to whom to next route the data.
Choose an Employee ID below.

Routing Based on: Route to 1st Review:

Route to Next:

**a) click the
Route To button**

Click the button for a list of those to whom the PAR request should be routed.

Route To

Route To:		Find View All	First	1-5 of 45	Last
<input type="checkbox"/>	00000132 DIETZ,CHARLES M	c) Click View All to see additional names			
<input type="checkbox"/>	00000160 KELLY,ANGELA E				
<input type="checkbox"/>	00000450 COOKE,PANDRA D				
<input type="checkbox"/>	00000535 DONNELLY,REBECCA M	d) Select the appropriate name			
<input type="checkbox"/>	00033469 BRYANT,SHONTINA M				

e) Click OK

OK **Cancel**

- a) Click the 'Route To' button.
- b) Click the 'View All' hyperlink to see additional names if necessary.
- c) Choose the appropriate name by selecting the check box next to the name.
- d) Click the 'OK' button.

For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
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>