



Capital HR User Guide

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

New Hire Process



Overview

Due to the current system configuration, new hire actions cannot be processed in workflow. For this reason, personnel action requests (PARs) for new hires must be created and processed in the HR offices. To ensure all necessary authorizations/ approvals are obtained and documented prior to the PAR being processed, the administrative/ management offices will use the Capital HR Recruit workflow functionality as described in Step 1 below. Please note that this Step is separate from that of the PAR action which will be processed by HR, and there is no link between the Recruit Request and the PAR. The Recruit Request should be closed out before the PAR is created.

Note: This job aid describes the flow of the new hire process from the Administrative/Management Office, to HR Operations, and to the HR & Payroll Solutions Branch (HRPSB).

Procedures

Administrative/Management Staff

1) Navigation

Home > Recruiting > Create New Job Opening

2) Enter the following information in the comments section of the request:

- a) Employee Name
- b) Position Title, Pay Plan, Series, Grade
- c) Administrative Code and Organization Name
- d) Proposed Effective Date

(See 'Create a Job Requisition' job aid at:

<http://www1.od.nih.gov/ohrm/HRSystems/ehrp/userguides.htm>)

3) Route request as appropriate to obtain authorizations and approval

4) Change Work-in-Progress status to "SIG"

5) Click on the 'Save' button

6) Provide HR Operations with necessary paperwork to process appropriate personnel action

HR Operations

- 1) Access the Recruit Request via your worklist
 - a) Navigation:
Home > Worklist > Worklist
 - b) Review and update request as needed
 - c) Change Work-in-Progress status to "REV"
 - d) Click on the 'Save' button
- 2) Create a Hire PAR
 - a) Navigation:
Home > Workforce Administration > Job Information > Hire Employee (USF)

Note: When creating this PAR, you will be required to enter a Social Security Number/National ID. If you receive the error message, "National ID XXXXX is already used for employee..." Do not ignore this warning. This means a record for this employee already exists and you should take the appropriate action (e.g., if this is a second appointment, process it as a Concurrent Hire)

- b) Complete the PAR as appropriate. Remember to:
 - i) Enter education information under the 'Education Details' hyperlink of the 'Personal Data' page before changing the PAR Status to "INI"
 - ii) Enter 'WGI Due Date' on the 'Employment 1' page
 - iii) Enter the Benefits Record Number (Appointment Number) under the 'Benefits/FEHB Data' hyperlink of the 'Job' page if the appointment is for pay plan ED, EE, EI, EH, EF, or EG
 - c) Change PAR/WIP Status to "INI".
 - d) Click on the 'Save' button
- 3) Notify your HRPSB contact via e-mail that a Hire PAR has been created.
- 4) Forward OPF with paperwork to HRPSB.
- 5) Access the Recruit Request (not the PAR) via your worklist
 - a) Navigation:
Home > Worklist > Worklist
 - b) Change Work-in-Progress status of the Recruit Request to "PRO".
 - c) Click on the 'Save' button.

HR & Payroll Solutions Branch (HRPSB)

- 1) Access PAR
 - a) Navigation:
Home > Workforce Administration > Job Information > HR Processing (USF)
 - b) Using correction mode, review and update the PAR as needed
 - c) Change PAR/WIP status to "PRO"
 - d) Click on the 'Save' button
- 2) Create Address PAR (9995 NOAC)
 - a) Navigation:
Home > Workforce Administration > Job Information > HR Processing (USF)

Note: the Effective Date should be the same as the Effective Date on the Hire PAR.

- b) Click on the 'Save' button.
- 3) Enroll in Benefit Program – GVT
 - a) Navigation:
Home > Benefits > Enroll in Benefits > Assign to Benefits Program
 - b) Locate the employee's record.
 - c) Enter the Effective Date. Ensure that the date entered is the same as the Hire Effective Date.
 - d) Enter the Benefit Program: 'GVT'.
 - e) Click on the 'Save' button.
- 4) Enter Leave Plans
 - a) Navigation:
Home > Benefits > Enroll in Benefits > Leave Plans
 - b) Locate the employee's record.
 - c) Enter the Plan Type: 50 (sick).
 - d) Enter the Coverage Election.
 - e) Enter the Effective Date. Ensure that the date entered is the same as the Hire Effective Date.
 - f) Enter the Benefit Plan.
 - g) Click the plus (+) sign to add a new row in the Plan Type box.
 - h) Enter the Plan Type: 51 (annual).
 - i) Repeat steps c thru e.
 - j) Click on the 'Save' button.

5) Enter TSP Information

- a) Navigation:
Home > Benefits > Enroll in Benefits > Savings Plans
- b) Locate the employee's record.
- c) Enter the Coverage Begin Date and the TSP Status Date (same as the Hire Effective Date).
- d) Select the Appropriate TSP Status Code.
- e) Select 'Waive' for Coverage Election.
- f) Click on the 'Save' button.

6) Enter Retirement Information

Note: If employee is a CSRS employee, skip this step.

- a) Navigation:
Home > Benefits > Enroll in Benefits > Retirement Plans
- b) Enter the Deduction Begin Date (same as the Hire Effective Date).
- c) Enter the FERS Conversion Date.
- d) Enter the Participation Election.
- e) Enter the Benefit Plan.
- f) Click on the 'Save' 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 at OnDemand:
<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>