



Capital HR User Guide

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

Return To Duty



Procedures

1) Navigation

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Supervisor Request USF

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

Find an Existing Value

EmpID: begins with [] a) **Search by Empld**

Empl Rcd Nbr: = []

Name: begins with [] b) **Or by Name**

Last Name: begins with []

Include History **Correct History** **Case Sensitive**

[Basic Search](#)

c) Click Search

- Search for the employee by Empld or
- Search by Name
- Click the 'Search' button

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

f) Click Save

- a) Insert a new row by clicking the plus sign.
- b) Enter the Actual Effective Date
- c) Enter the Action Code or select it from a list by clicking the magnifying glass.
- d) Enter the Reason Code or select it from a list by clicking the magnifying glass.

See Action / Reason Code Table (on page 3)

- e) Update the Par Status.
- f) Click the Save button.

3) The 'Route To' page will be displayed.

Route to Next Empl ID

Actual Effective Date:	11/24/2008	Proposed Effective Date:	11/24/2008
Transaction #/ Sequence:	1 1	Not To Exceed Date:	.
Action:	TER Termination	Par Status:	REQ Requested
Reason:	RET Return to School	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:		
Find View All	First	1-5 of 45 Last
<input type="checkbox"/>	00000132 DIETZ,CHARLES M	b) Click 'View All' to see additional names
<input type="checkbox"/>	00000160 KELLY,ANGELA E	
<input type="checkbox"/>	00000450 COOKE,PANDRA D	c) Select the appropriate name
<input type="checkbox"/>	00000535 DONNELLY,REBECCA M	
<input type="checkbox"/>	00033469 BRYANT,SHONTINA M	

d) Click OK

- 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.

Action Code	Action Description	Reason Code	Reason Description
REC	Return from Suspension or Furlough	REC	Recall from Suspension / Layoff
RFL	Return from LWOP	AFC	Assignment Fully Compensated
		RFL	Return From Leave

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>