



Capital HR User Guide

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

Change Department ID



Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request USF

Menu

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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

EmplID: begins with [] a) Search by EmplID

Empl Rcd Nbr: = []

Name: begins with [] b) Or by Name

Last Name: begins with []

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

c) Click Search

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

4) The employee's Data Control tab will again be displayed

a) Select the Compensation tab

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

EmpID: Empl Rcd#: 0

Compensation Data				Find View All		First	1 of 2	Last
Effective Date:	11/25/2008	Transaction# /Seq	1 1	PAR Status:	Requested			
Action Type:	Reassignment/Conversion	NOA Code:		Empl Status:	Active			
Pay Rate Determinant:	Regular Rate			Pay Basis:	Per Annum			
Pay Plan / Table/Grade:	GS	0000	13	Step:	8	Step Entry Date:	06/21/2008	
Rtnd PP/Table/Grade:				Step:	0	Grade Entry Date:	04/16/2008	
Quoted Pay								
Base Pay:	84,641.000000			Compensation Frequency:	Annual			
Loc:LEO Adjust:	17,682.00			Annuity Offset Amount:				
Adjusted Base Pay:	102,323.00			<input type="checkbox"/> Benefit Base Override	FEGLI Base:	102,323.000		
Total Pay:	102,323.00							
Other Pay Information			Expected Pay			Accounting Info		

b) Click Accounting Info

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) Select the Compensation tab
 - b) Select the Accounting Info hyperlink at the bottom of the page
- 5) The Accounting Info page will be displayed

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate:	101,982.400000	Standard Hours:	40.00
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GL Pay Type: *CAN:

a) Verify CAN or enter new CAN

b) Click OK

OK Cancel

- a) In the CAN field, verify CAN is correct or enter new CAN
- b) Click 'OK'. You will be returned to the employee's Job Information page.

6) Select the Data Control tab.

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

Data Control Find | View All First 1 of 2 Last

EmpID: Empl Rcd Nbr: 0

Actual Effective Date: 11/25/2008 Proposed Effective Date: 11/25/2008

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

Action: XFR Reasg/Con Par Status: REQ Requested

Reason Code: ROR Reorganization 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

Find | View All First Last

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

7) The 'Route To' page be displayed.

Route to Next Empl ID

Actual Effective Date:	11/25/2008	Proposed Effective Date:	11/25/2008
Transaction #/ Sequence:	1 1	Not To Exceed Date:	.
Action:	XFR Reassignment/Conversion	Par Status:	REQ Requested
Reason:	ROR Reorganization	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: **a) Click the 'Route To' button**

Route to Next:

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

Route To:		Find View All	First <input type="button" value="◀"/> 1-5 of 45 <input type="button" value="▶"/> 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		
<input type="checkbox"/>	00000535 DONNELLY,REBECCA M	c) Select the appropriate name.	
<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.

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>