## Overview

Administrative/Management Staff must notify your servicing Human Resources Operations Office that you have a concurrent appointment and provide the following information:

1) Employee Name

2) Current Position Title, Pay Plan, Series, Grade

3) New Position Title, Pay Plan, Series, Grade

4) New Administrative Code and Organization Name

5) Proposed Effective Date

HR Operations must notify the Human Resources and Payroll Solutions Branch (HRPSB) that you have a concurrent appointment-include the information provided by the Administrative/Management Office.

Human Resources and Payroll Solutions Branch (HRPS)

Procedures

1) Create Concurrent Hire Request

2) Enter employee's Empl ID or name

3) Click on 'Create an assignment'   `Create Assignment`
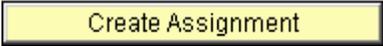
4) Click on the 'Add' button   `Add`

5) Complete Concurrent Appointment PAR as appropriate. DO NOT FORGET THE FOLLOWING STEPS:

   a) Go to the 'Job' tab

   b) Click on the 'Benefits/FEHB Data' hyperlink

   c) In the "Benefit Record Number Field" enter the next number in the sequence of appointment number

For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
hrsystemssupport@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