



Capital HR User Guide

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

Not To Exceed Actions



Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request

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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

- 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 6)

- e) Go to the Tracking Data Hyperlink (at the bottom of the page)

3) The Tracking Data page will be displayed

Job Tracking Info

EmplID: Empl Rcd#: 0
Effective Date: 11/25/2008 Current Status: Requested
Action: Reason Code:

Action Taken	Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name	Comment
11/25/2008	Requested		<input type="checkbox"/>			<input type="text"/>

a) Enter the Not to Exceed date in the Comment field.

If the action is a Promotion NTE, also enter the Grand and Title in Comment field.

b) Click OK

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
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a) Enter the Not To Exceed Date in the Comment field. If the Action is for a Promotion NTE, also enter the GRADE and TITLE in the Comment field

Note: If the information you need to capture will not fit in the Comment field, enter "See PAR Remarks. Click on the PAR Remarks hyperlink (at the bottom of the data control page). Use the 'ZZZ' PAR Remark Code to enter the additional information.

b) Click 'OK'.

4) The Data Control tab will again be displayed.

The screenshot shows the 'Data Control' tab selected in a navigation bar. Below the navigation bar, there are tabs for 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'CI Exceptions'. The main content area contains the following fields:

- EmpID:** [Empty]
- Empl Rcd Nbr:** 0
- Actual Effective Date:** 11/24/2008
- Proposed Effective Date:** 11/24/2008
- Transaction # / Sequence:** 1 / 1
- Not To Exceed Date:** [Empty] (with a red arrow pointing to it and the text 'a) Update the Par Status')
- Action:** [Empty]
- Par Status:** REQ (Requested)
- Reason Code:** [Empty]
- Contact Emplid:** [Empty]
- NOA Code:** [Empty]
- NOA Ext:** [Empty]
- Authority (1):** [Empty] Descr (1): [Empty] Descr (1) Part 2: [Empty]
- Authority (2):** [Empty] Descr (2): [Empty] Descr (2) Part 2: [Empty]
- PAR Request#:** [Empty]
- Buttons: Print SF-52, Print SF-50, Process Monitor, PAR Remarks, Award Data, Tracking Data, Severance Pay

b) Click Save

A row of action buttons: 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 Save.

5) 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: **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	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 / Reason Code Table for Not To Exceed Actions

Action Code	Action Description	Reason Code	Reason Description
EXT	Extension of NTE Date	PRN	Promotion NTE
		LWN	Extension of LWOP NTE
		DTN	Extension of Detail NTE
		TAN	Term Appointment NTE
		APN	Appointment NTE
		SAN	SES Appointment NTE
		PCN	Extension of Position Change NTE
		FLN	Extension of Furlough
LOA	Leave Without Absence	EDU	Education
		FML	Family and Medical Leave Act
		HEA	Health Reasons
		MAT	Maternity/Paternity
		MIL	Military Service
		PTD	Partial/Total Disability
		USH	Unpaid Statutory Holiday
		LOA	Leave Without Pay
SUS	Suspension	SUS	Suspension
		RTD	Return to Duty
PRO	Promotion	PRN	Promotion NTE
XFR	Reassignment/Conversion	CVR	Conversion

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>