



Capital HR User Guide

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

Pay Adjustments Action



Procedures

1) Navigation

Go to Home > Workforce Administration > Job Information > Supervisor Request (USF)

Note: The path for this PAR Action directs you to 'Supervisor Request'. The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.

- a) Search for employee using EmplID or Name
- b) Click 'Search'



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 for employee using emplid
Empl Rcd Nbr: =
Name: begins with ← or by entering employee's name
Last Name: begins with ←
 Include History Correct History Case Sensitive

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

↑
b) Click search

- c) Insert a new row by clicking on the plus (+) sign
- d) Enter the Actual Effective Date
- e) Enter Action Code = PAY
- f) Enter Reason Code = See Action / Reason Code Table (on page 4)
- g) Select the Tracking Data Hyperlink (at the bottom of the page)

Data Control Page

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

d. Enter actual effective date EmplID: Empl Rcd Nbr: 0

Data Control Find | View All First 1 of 2 Last

Actual Effective Date: 10/15/2007 Proposed Effective Date: 10/15/2007 **c.** Insert new row

Transaction # / Sequence: 1 / 1 **e.** Enter 'PAY' for action code Not To Exceed Date: Par Status: REQ Requested

'Action': PAY Pay Rt Chg **f.** Enter reason code (See Table on pg. 4) Contact Emplid: NOA Ext: 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 **g.** Click on tracking data Find | View All First Last

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

Note: Using the magnifying glass to look up codes will minimize the chance of errors.

- 2) On Tracking Data Page
 - a) Enter the amount of the Pay Adjustment in the comment field.
 - b) Click 'OK'.

Home Worklist Add to Favorites Sign out

New Window

Job Tracking Info

EmplID: Empl Rcd#: 0


Effective Date: 10/15/2007 Current Status: Requested

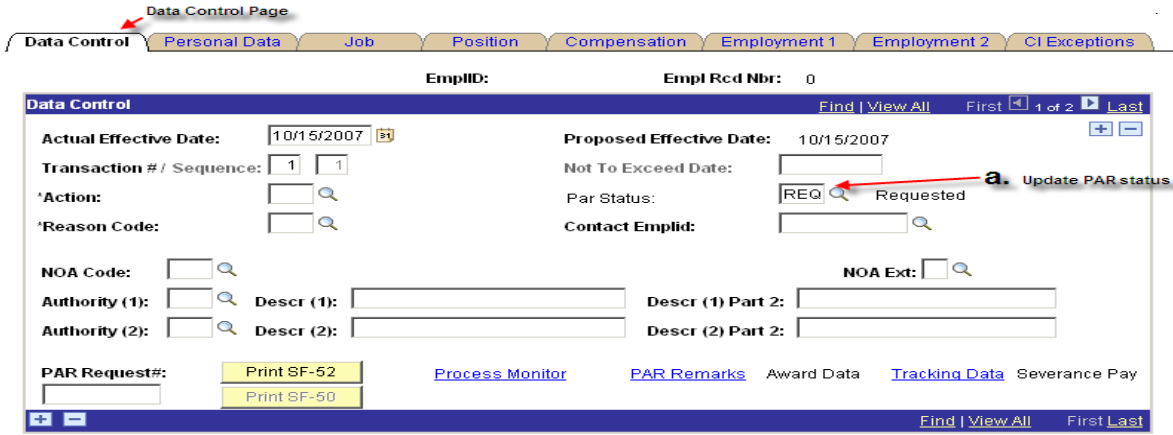
Action: Pay Rate Change Reason Code:

Action Taken	Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name	Comment
10/15/2007	Requested	#TMS0128	<input type="checkbox"/>			a. Type in the amount of the pay adjustment

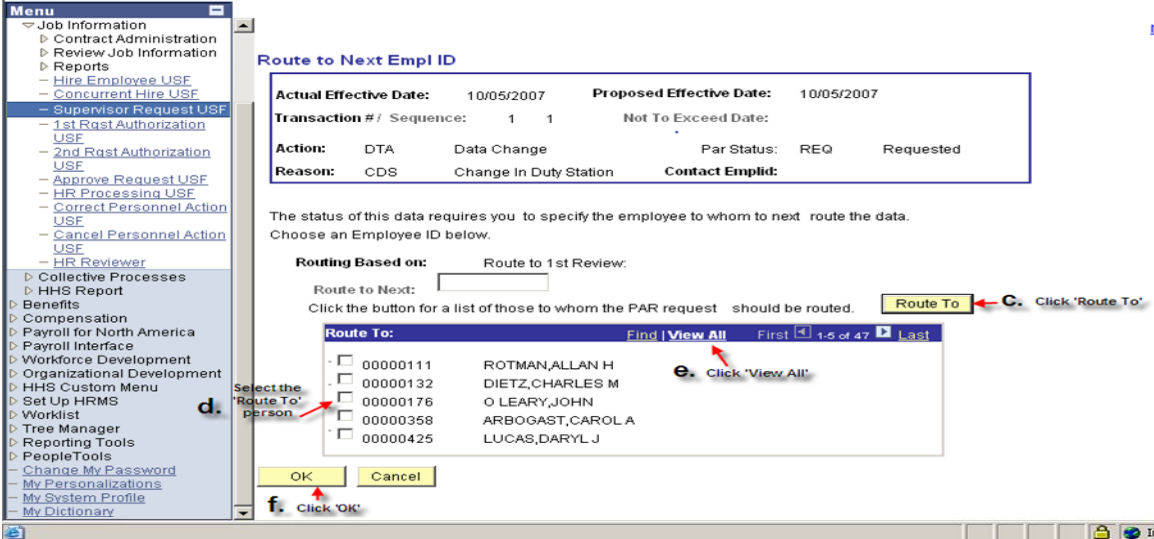
OK Cancel

b. Click OK

- 3) Return to the Data Control Tab.
 - a) Update the PAR Status.
 - b) Click 'SAVE' 



- c) The 'Route To' page will be displayed. Click on 'Route To' button.
- d) Select the 'Route To' person.
- e) If all the names are not displayed, Click 'View All' to see additional names.
- f) Click 'OK'.



Action/Reason Code Table for Pay Adjustment Actions

Reason Code	Reason Description
ADJ	Adjustment
ATB	Across-The-Board
CNV	Currency Conversion
COL	Cost-of Living Adjustment
CVR	Conversion
MER	Merit
OTH	Other
PAY	Pay Rate Change
PRO	Promotion
REC	Job Reclassification
SEN	Seniority Pay
SPG	Step Progression
WGI	Within Grade Increase
XFR	Transfer

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>