Capital HR User Guide
https://www.caphrehrp.psc.gov
Printing an Individual SF50/52

Overview

The SF-52, Request for Personnel Actions, and SF-50, Notification of Personnel Actions, can be printed from Capital HR. The SF-50 is only available for actions that have a PAR Status of PRO, COR or CAN in the system.
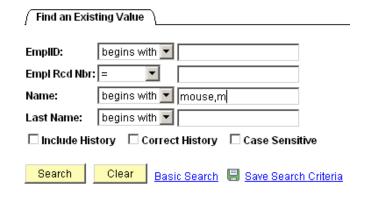
Procedures

1) Navigation

   Home > Workforce Administration > Job Information > (Supervisor Request USF, 1st Rqst Authorization, 2nd Rqst Authorization or, Approve Request)
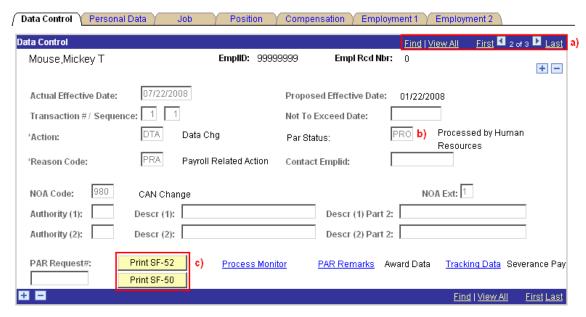

Note: The menu items available to you are defined by your security level.

2) Using the search box, find the appropriate employee records

3) The Data Control tab for the employee's Job Information records will be displayed.

   a) Use the Navigation buttons/ links to find the record for which you would like to print the SF-50 or SF-52.

   b) If you are printing an SF-50, verify the PAR Status is either PRO, COR or CAN.

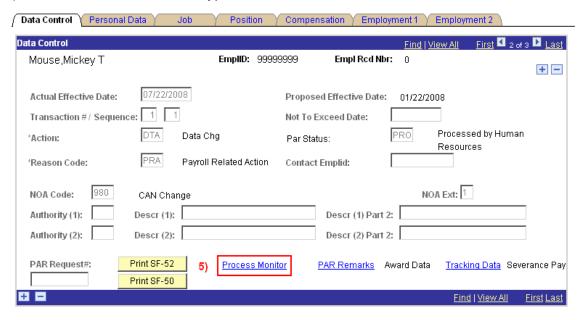   c) Select the Print button for the report you would like to produce.

   d) Select OK on the Print Parameters page

Note: Selecting OK on this page sends the Print job to the Process Scheduler for processing.

4) You will be automatically taken back to the Data Control tab on the employee's Job Information record.

5) Click the Process Monitor hyperlink.

6) The Process Scheduler page will be displayed.

a) Your processes will show in the Process List section.

Note: If your processes are not displayed on the Process List, verify that the User ID shown is your User ID.
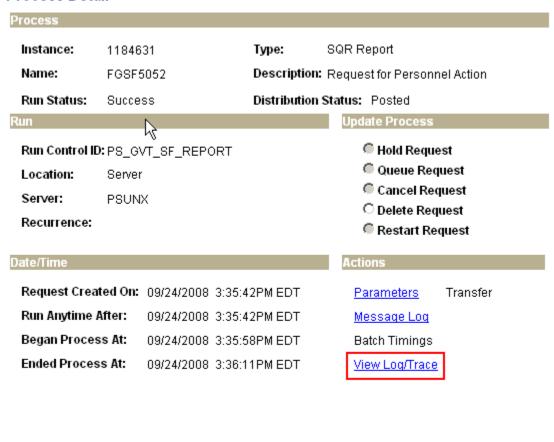
b) Use the refresh Button to update the page until Run Status displays 'Success' and Posted displays 'Posted'.

c) When the process has completed successfully and has been posted, select the Details hyperlink.

7) The Process Details page will be displayed.

    a) Select the View Log/Trace hyperlink.

Process Detail

Process

Instance:	1184631	Type:	SQR Report
Name:	FGSF5052	Description:	Request for Personnel Action
Run Status:	Success	Distribution Status:	Posted

Run

Run Control ID: PS_GVT_SF_REPORT

Location: Server

Server: PSUNX

Recurrence:

Update Process

- ○ Hold Request
- ○ Queue Request
- ○ Cancel Request
- ○ Delete Request
- ○ Restart Request

Date/Time

Request Created On:	09/24/2008 3:35:42PM EDT
Run Anytime After:	09/24/2008 3:35:42PM EDT
Began Process At:	09/24/2008 3:35:58PM EDT
Ended Process At:	09/24/2008 3:36:11PM EDT

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

OK   Cancel

8) The View Log/Trace page will be displayed.

   a) Select the hyperlink for the .PDF file.

View Log/Trace

Report

Report ID:	250824	**Process Instance:**	1184631	Message Log
Name:	FGSF5052	**Process Type:**	SQR Report	
Run Status:	Success			

Request for Personnel Action

Distribution Details

Distribution Node: viper_reports   **Expiration Date:** 10/08/2008

File List

Name	File Size (bytes)	Datetime Created
SQR_FGSF5052_1184631.log	1,802	09/24/2008 3:36:11.000000PM EDT
fgsf5052_1184631.PDF	4,292	09/24/2008 3:36:11.000000PM EDT
fgsf5052_1184631.out	0	09/24/2008 3:36:11.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	DEMO5

Return

9) The SF-50 or SF-52 page will open.

10) SF-50s and SF-52s contain Personally Identifiable Information (PII).

   a) If you need to save the report, save it to a secure network drive.

   b) If you print the report, ensure that you maintain proper custody of it all times.

   c) Do not email the report.

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

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