Procedures
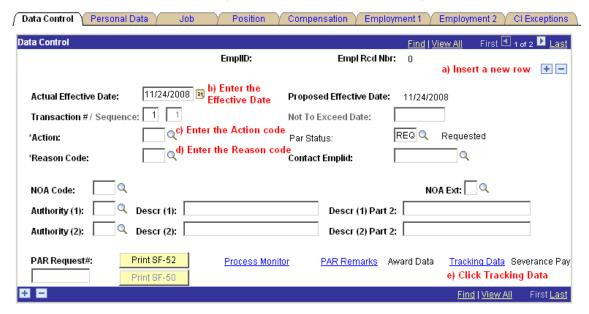
1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request

a) Search for the employee by EmplId or
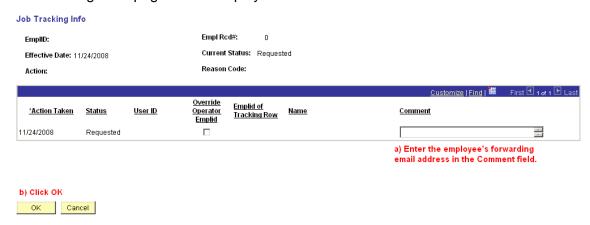
b) Search by Name

c) 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.
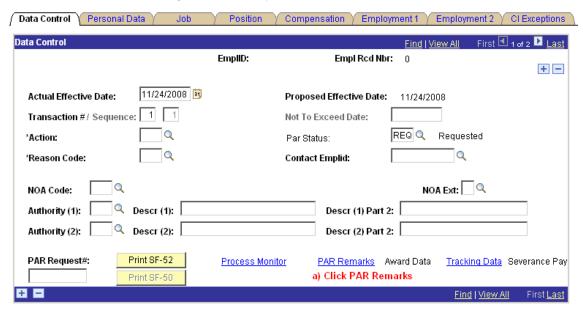
> *See Action / Reason Code Table (on pages 6 and 7)*

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

3) The Tracking Data page will be displayed

a) In the Comment field, enter the employee's forwarding e-mail address (work or home).

b) Click 'OK' to return to the Data Control page

4) The Data Control tab will again be displayed.

a) Click the PAR Remarks hyperlink

5) The PAR Remarks page will be displayed

a) In the Remark CD field, enter 'M67'.

b) In the PAR Remarks section, enter the employee's forwarding street address.

c) Click 'OK' to return to the Data Control page.
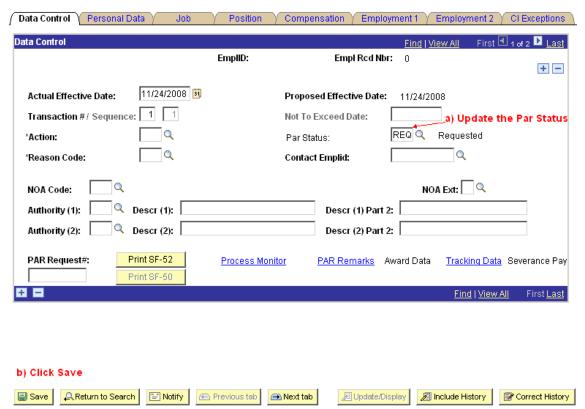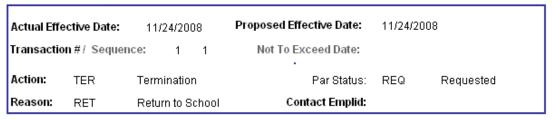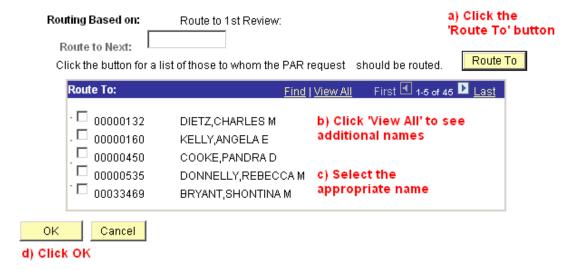
6) The Data Control tab will again be displayed.

7) The 'Route To' page 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 ◄ 1-5 of 45 ► Last

☐ 00000132	DIETZ,CHARLES M	**b) Click 'View All' to see additional names**
☐ 00000160	KELLY,ANGELA E	
☐ 00000450	COOKE,PANDRA D	
☐ 00000535	DONNELLY,REBECCA M	**c) Select the appropriate name**
☐ 00033469	BRYANT,SHONTINA M	

[OK]   [Cancel]
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 Separation Actions

Action Code	Action Description	Reason Code	Reason Description
TER	Termination	ATC	Agreed Term. of Apprent of CDD
		ATT	Attendance
		CDE	Closing Down of Establishment
		CHI	Child/House Care
		CON	Misconduct
		DEA	Death
		DIS	Dishonesty
		DSC	Discharge
		EAB	Employer's Anticipated Breach
		EAC	End of Apprenticeship Contract
		EES	Dissatisfied w/Fellow Employee
		EFT	End of Fixed-Term Contract
		ELI	Elimination of Position
		EOD	End of Demand
		EPP	Employer's End Probation Time
		ERT	Early Retirement
		FAM	Family Reasons
		GMI	Gross Misconduct
		HEA	Health Reasons
		HRS	Dissatisfied with Hours
		ILL	Illness in Family
		INS	Insubordination
		JOB	Job Abandonment
		LOC	Dissatisfied with Location
		LTC	Legal Termination of Contract
		LVE	Failure to Return from Leave
		MAR	Marriage
		MIS	Misstatement on Application
		MUT	Mutual Consent
		OTP	Resignation-Other Position
		PAB	Payee's Anticipated Breach
		PAY	Dissatisfied with Pay
		PCD	Premises Closed
		PER	Personal Reasons
		POL	Dissatisfied w/Comp. Policies
		PPO	Pension Payee Off
		PPP	Payee's End Probation Time
		PRM	Dissatisfied w/Promotion Opps

Action Code	Action Description	Reason Code	Reason Description
TER *cont'd.*	Termination	PTD	Partial/Total Disability
		RAT	Retired from Affiliate
		RED	Staff Reduction
		REF	Refused Transfer
		REL	Relocation
		RES	Resignation
		RET	Return to School
		RLS	Release
		RWU	Receivership or Wind-Up
		SUP	Dissatisfied with Supervision
		TAF	Transfer to Affiliate
		TAR	Tardiness
		TMP	End Temporary Employment
		TRA	Transportation Problems
		TYP	Dissatisfied w/Type of Work
		UFC	Unforeseen Circumstances
		UNS	Unsatisfactory Performance
		VIO	Violation of Rules
		VSP	Voluntary Separation Program
		WOR	Dissatisfied w/Work Conditions
		REM	Removal
		TER	Termination
		CFE	Conversion from EHRP
RET	Retirement	RET	Retirement

Revised: November 25, 2008

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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