

# Capital HR User Guide

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

## Updating Appointing Officer Data

### Procedures

*Note: The person who updates this data must have access to correction mode.*

#### 1) Navigation

Home > Set Up HRMS > Product Related > Workforce Administration > Workforce Data (USF) > Personnel Office ID



#### Personnel Office ID

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search by:** Personnel Office ID  begins with

Include History  Correct History

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 2) Check the 'Correct History' check box.
- 3) In the 'Search By' box, Personnel Office ID is defaulted. Enter "1816" in the Personnel Office ID search box.
- 4) Click Search
- 5) Click the Plus (+) sign to add a new row.
- 6) Update the necessary fields
- 7) Select the "PAR Approving Officials Table" tab.
- 8) Click the Plus (+) sign in the area of "Personnel Office".
- 9) Enter the EMPLID of the individual.
- 10) The name will default in the normal PS format (last name, first name, mi). Reverse the format of the name by changing it in the name field (first name, mi, last name).
- 11) Click 'Save'

For Help Contact HR Systems Support:

Help Desk:  
301-451-1436

Email:  
[hssystemssupport@od.nih.gov](mailto:hssystemssupport@od.nih.gov)

Website:  
<http://hr.od.nih.gov/HRSystems/ehrp/default.htm>

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