CAPITAL HR
FREQUENTLY ASKED QUESTIONS

Q: Is Capital HR the same system as EHRP?

A: Capital HR, (Peoplesoft 8.9) is an upgraded version of the EHRP (Peoplesoft 8.0) system. Prior to EHRP, the NIH used the IMPACT system for HR actions. EHRP was implemented in mid-2002 and the primary HR system for processing personal actions. Capital HR is simply an upgraded and enhanced version of the EHRP system. Capital HR provides users with improved navigation and new system functionality to provide a system that is more intuitive and easier for users to navigate and utilize.

Q: Will my log on and password for EHRP be the same in Capital HR?

A: Yes, you will not have to change your log on or password in the Capital HR system. They will be the same as in EHRP.

Q: Is there any concern of the data accuracy being transferred from EHRP to Capital HR?

A: No, the majority of changes in Capital HR are new functionality enhancements which do not impact the current data. All of the data fields in EHRP will remain in Capital HR.

Q: Will training be provided for Capital HR?

A: Training is provided in the form of three online training modules. These modules cover Navigation, New System Functionality and Recruitment. You may access these training modules on the HR Professionals Community http://hr.od.nih.gov/hrprofcommunity.htm, Admin/Managers Page on the HR Community http://hr.od.nih.gov/admincommunity.htm as well as the AO Community on the NIH Portal https://my.nih.gov/portal/server.pt?open=512&objID=858&PageID=0 and the Capital HR Web page at http://hr.od.nih.gov/HRSystems/ehrp/.

Q: When you send someone an email notification, can they see the action you're working in from the email?

A: The email contains a link that takes the email recipient directly to the action the sender of the email was working in. Once there, the recipient can view all portions of the action.

Q: Is there a limit to the number of Save Search criteria?

A: There is a maximum of 25.

Q: Can you customize the column order?

A: Yes the column order can be customized using the Data Grid Functionality. Select Customize and then personalize the Column Order with navigational keys.

Q: Can you link to the global e-mail listing to look up the name and e-mail address of the person? If not, is this something you would consider in the future?

A: Currently, the global email listing does not integrate with Capital HR, but we are always working toward better integration with all of our systems including email.

Q: If I notice my own email information is incorrect in Capital HR, can I correct it?

A: Yes. You can update your email information by selecting the menu heading "My System Profile."