



Capital HR User Guide

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

Position Changes, Promotions, Change to Lower Grade and Reassignments/ Conversions



Overview

This User Guide covers how to initiate and route PAR actions for Position Changes, Promotions, Grade Changes and Reassignment/ Conversions

Procedures

1) Navigation

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.

2) Search for the employee

- a) Enter the search criteria: EMPLID, Name (last,first) or Last Name.
- b) Click the Search button

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:
Empl Rcd Nbr:
Name:
Last Name:

a)

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

b)

- 3) Ensure 'Data Control' tab is displayed
 - a) Insert a new row by clicking on the plus (+) sign.
 - b) Enter the Effective Date of the transaction.

Note: If there are two actions with the same effective date, use the Transaction #/ Sequence. If there are two PAR actions effective on the same day, the AO should work with the HR Specialists to identify the sequence before entering into Capital HR. The sequencing of the actions is critical.

- c) Enter the Action Code. You may also select the Action from a list by clicking on the magnifying glass. See Action / Reason Code Table (page 6).
- d) Enter the Reason Code. You may also select the Reason from a list by clicking on the magnifying glass. The list of valid reasons is determined by the code you entered in the Action field. See Action / Reason Code Table (page 6).
- e) Select the Tracking Data Hyperlink at the bottom of the page.

The screenshot displays the 'Data Control' tab in a web application. At the top, there are navigation tabs: 'Data Control', 'Personal Data', 'Job', 'Position', 'Compensation', 'Employment 1', 'Employment 2', and 'CI Exceptions'. The main content area shows the following fields and controls:

- Employee Information:** Name: MOUSE, MICKIE T; EmpID: 00000000; Empl Rcd Nbr: 0.
- Buttons:** 'a) Insert a new row' with '+' and '-' icons.
- Effective Dates:** 'Actual Effective Date' (with a calendar icon) and 'Proposed Effective Date: 10/21/2008'.
- Transaction and Action:** 'Transaction # / Sequence' (two input boxes), 'Action' (with a magnifying glass icon), and 'Reason Code' (with a magnifying glass icon).
- Other Fields:** 'Not To Exceed Date', 'Par Status: REQ Requested', 'Contact Emplid', 'NOA Code', and 'NOA Ext'.
- Authority and Description:** 'Authority (1) / (2)' and 'Descr (1) Part 2' / 'Descr (2) Part 2'.
- PAR Request and Links:** 'PAR Request#' with buttons 'Print SF-52' and 'Print SF-50'; links for 'Process Monitor', 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Severance Pay'.

Red annotations on the screenshot indicate the following steps:

- 'a) Insert a new row' points to the '+' button.
- 'b) Enter the Effective Date' points to the 'Actual Effective Date' field.
- 'c) Enter the Action Code' points to the 'Action' field.
- 'd) Enter the Reason Code' points to the 'Reason Code' field.
- 'e) Select Tracking Data' points to the 'Tracking Data' link.

4) Tracking Data Page

- a) Enter the Grade and Title of the new position in the Comment field. This must be entered any time an action requires a change in position.
- b) Click the OK button.

Job Tracking Info

EmplID: 00000000 Empl Rcd#: 0
 Effective Date: 10/23/2008 Current Status: Requested
 Action: Reassignment/Conversion Reason Code: Employee Request

'Action Taken	Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name	Comment
10/23/2008	Requested	#DXD0101	<input type="checkbox"/>	00000001	DUCK,DONALD	<input type="text"/>

a) Enter Comments

b) Click OK

If the information will not fit in the Comment field, enter "See PAR Remarks" in and click 'OK'. You will be returned to the data control page. Select the PAR Remarks hyperlink at the bottom of the data control page. Enter the appropriate remarks. Use the 'ZZZ' PAR Remark Code to enter custom text.

5) Select the Compensation tab

- a) Select the Accounting Info hyperlink at the bottom of the page.

MOUSE,MICKIE T EmplID: 00000000 Empl Rcd#: 0

Compensation Data Find | View All First 1 of 2 Last

Effective Date: 10/27/2008 Transaction# /Seq 1 1 PAR Status: Requested
 Action Type: NOA Code: Empl Status: Active
 Pay Rate Determinant: Regular Rate Pay Basis: Per Annum
 Pay Plan / Table/Grade: GS 0000 13 Step: 8 Step Entry Date: 06/21/2008
 RtnD PP/Table/Grade: Step: 0 Grade Entry Date: 04/16/2008

Quoted Pay

Base Pay:	84,641.000000	Compensation Frequency:	Annual
Loc.LEO Adjust:	17,682.00	Annuity Offset Amount:	
Adjusted Base Pay:	102,323.00	<input type="checkbox"/> Benefit Base Override	FEGLI Base: 102,323.000
Total Pay:	102,323.00		

Other Pay Information Expected Pay Accounting Info

a) Select Accounting Info

Save Return to Search Notify Previous tab Next tab Update/Display Include History Correct History

Enter the Account Code (CAN Number)

- b) Click the 'OK' button.

Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 101,982.400000 Standard Hours: 40.00

GL Pay Type: *CAN:

b) Enter the CAN number

c) Click OK

- 6) Select the Data Control tab
 - a) Update the PAR Status
 - b) Click 'SAVE'

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

Data Control Find | View All First 1 of 2 Last

MOUSE, MICKIE T EmplID: 00000000 Empl Rcd Nbr: 0

Actual Effective Date: 10/23/2008 Proposed Effective Date: 10/23/2008

Transaction #/ Sequence: 1 1 Not To Exceed Date:

*Action: XFR Reasg/Con Par Status: REQ Requested **a) Update the PAR Status**

*Reason Code: EER Employee Request Contact Emplid:

NOA Code: NOA Ext:

Authority (1): Descr (1): Descr (1) Part 2:

Authority (2): Descr (2): Descr (2) Part 2:

PAR Request#: [Process Monitor](#) [PAR Remarks](#) Award Data [Tracking Data](#) Severance Pay

Find | View All First Last

- b) Click Save

- 7) The 'Route To' page will be displayed
 - a) Click on the 'Route To' button. A list of five EMPLIDs and names will be displayed.
 - b) To see additional names, click the 'View All' link.
 - c) Select the 'Route To' checkbox next to the appropriate person.
 - d) Click 'OK'. An email and worklist item will be sent to the next authorizer.

Route to Next Empl ID

Actual Effective Date:	10/23/2008	Proposed Effective Date:	10/23/2008
Transaction #/ Sequence:	1 1	Not To Exceed Date:	.
Action:	XFR Reassignment/Conversion	Par Status:	1ST 1st Authorized
Reason:	EER Employee Request	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 for Approval

Route to Next:

a) Click 'Route To'

Click the button for a list of those to whom the PAR request should be routed.

Route To:		Find View All	First <input type="button" value="◀"/>	1-5 of 40	<input type="button" value="▶"/> Last
<input type="checkbox"/>	00000450	COOKE,PANDRA D			
<input type="checkbox"/>	00000794	HARRIS,ANTONIA T			
<input type="checkbox"/>	00033469	BRYANT,SHONTINA M			
<input type="checkbox"/>	00036370	BENNETT,NINA L			
<input type="checkbox"/>	00037354	DOYLE,ROSANNE M			

b) Select 'View All' for more names

c)

d) Click OK

Action and Reason Code Table

Action Code	Action Description	Reason Code	Reason Description
DEM	Change to a lower grade	USP	Unsatisfactory Performance
		DEM	Change to a Lower Grade
PRO	Promotion	NCP	Normal Career Progression
		OPR	Outstanding Performance
		PRO	Promotion
		PRN	Promotion NTE
XFR	Reassignment/conversion	EER	Employee Request
		INT	Internal Recruitment
		MRR	Manager Request
		PRO	Promotion
		ROR	Reorganization
		TAF	Transfer to Affiliate
		CVR	Conversion
		XFR	Realignment
POS	Position Change	INA	Position Inactivated
		JRC	Job Re-Classification
		NEW	New Position
		REO	Re-Organization/Restructure
		STA	Position Status Change
		TTL	Title Change
		UPD	Position Data Update
		XFR	Transfer
		POS	Position Change

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>