



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

Find an Existing Value _____

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Include History Correct History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

- 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.

The screenshot shows the 'Data Control' tab for an employee named 'Mouse, Mickey T' with EmpID: 99999999 and Empl Rcd Nbr: 0. The interface includes navigation buttons (Find, View All, First, 2 of 3, Last) and a search bar. Below the navigation, there are fields for 'Actual Effective Date' (07/22/2008), 'Proposed Effective Date' (01/22/2008), 'Transaction # / Sequence' (1, 1), 'Not To Exceed Date', 'Action' (DTA - Data Chg), 'Par Status' (PRO - Processed by Human Resources), 'Reason Code' (PRA - Payroll Related Action), 'Contact Emplid', 'NOA Code' (980 - CAN Change), and 'NOA Ext' (1). At the bottom, there are links for 'Print SF-52', 'Print SF-50', 'Process Monitor', 'PAR Remarks', 'Award Data', 'Tracking Data', and 'Severance Pay'. The 'Print SF-52' and 'Print SF-50' buttons are highlighted with a red box and labeled 'c)'.

- d) Select OK on the Print Parameters page

Print Parameters

The 'Print To' dialog box shows a list of options with 'Web' selected and indicated by a radio button.

Two buttons are shown: 'OK' and 'Cancel'.

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	Update Process
Run Control ID: PS_GVT_SF_REPORT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/24/2008 3:35:42PM EDT	Parameters Transfer
Run Anytime After: 09/24/2008 3:35:42PM EDT	Message Log
Began Process At: 09/24/2008 3:35:58PM EDT	Batch Timings
Ended Process At: 09/24/2008 3:36:11PM EDT	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

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
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

<u>Distribution ID Type</u>	<u>Distribution ID</u>
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:
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>