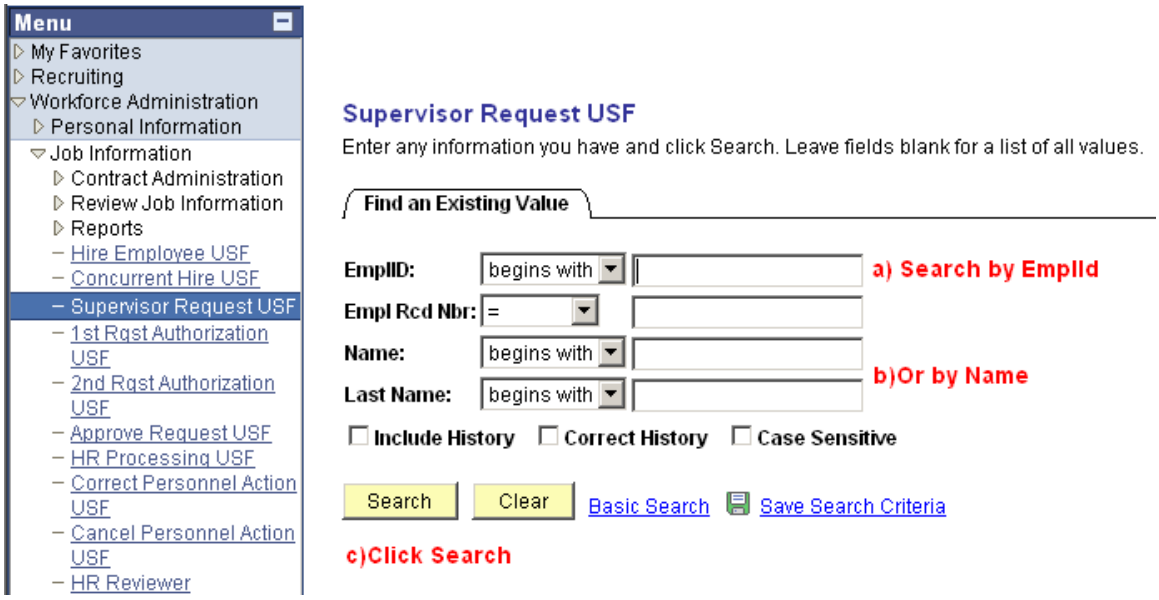
Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request (USF)

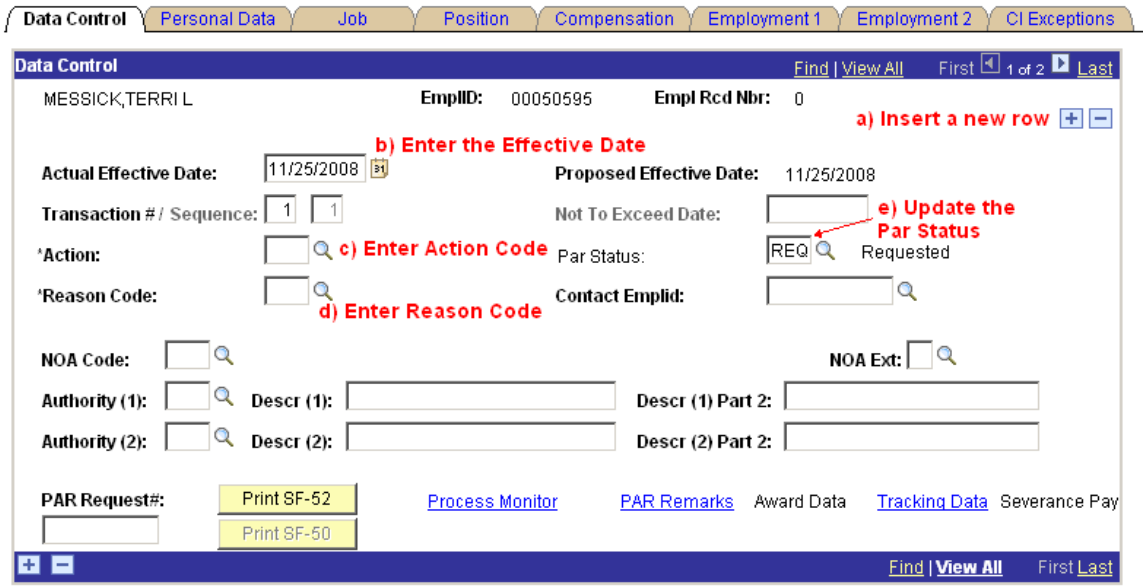


a) Search for the employee by EmplId or

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.

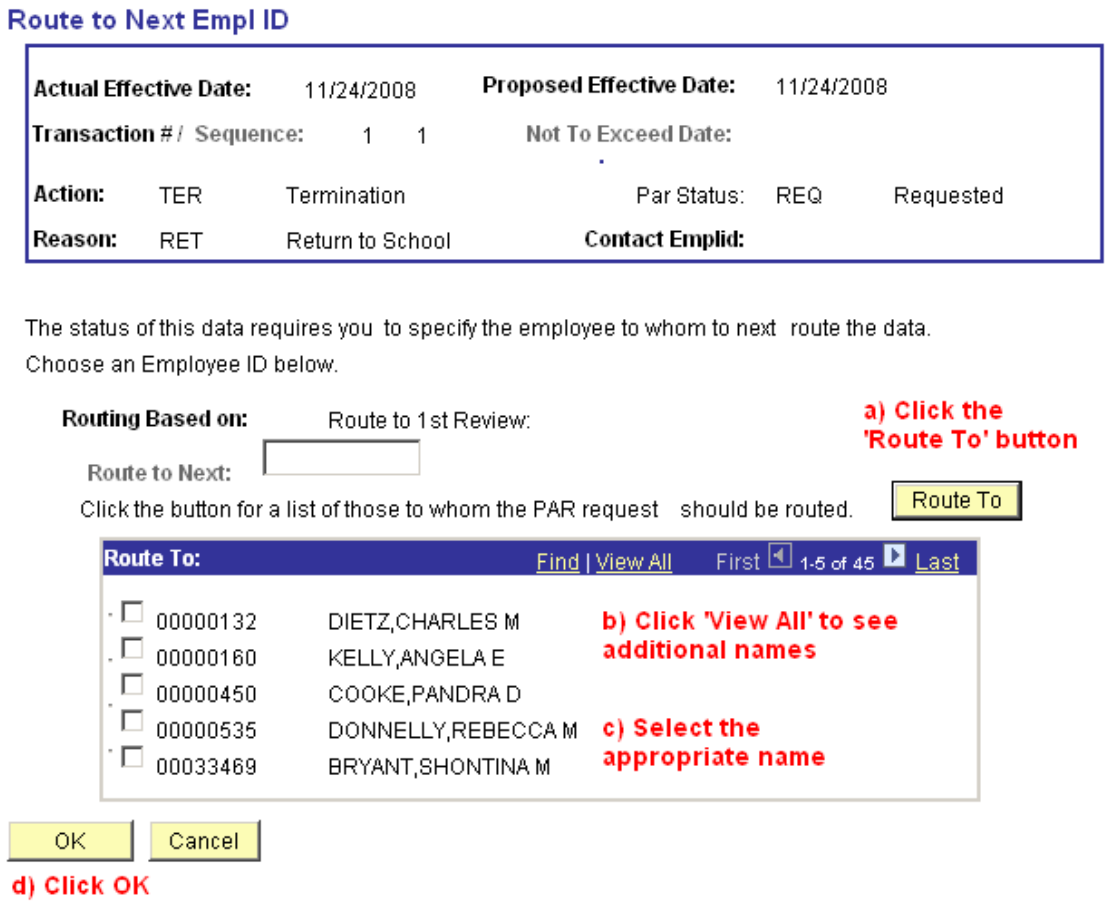
d) Enter the Reason Code or select it from a list by clicking the magnifying glass.

See Action / Reason Code Table (on page 3)

e) Update the Par Status.

f) Click the Save button.

3) The 'Route To' page will be displayed.



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 Code	Action Description	Reason Code	Reason Description
REC	Return from Suspension or Furlough	REC	Recall from Suspension / Layoff
RFL	Return from LWOP	AFC	Assignment Fully Compensated
		RFL	Return From Leave

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