



Capital HR User Guide

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

Separations



Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request

Menu

- ▷ My Favorites
- ▷ Recruiting
- ▽ Workforce Administration
 - ▷ Personal Information
 - ▽ Job Information
 - ▷ Contract Administration
 - ▷ Review Job Information
 - ▷ Reports
 - Hire Employee USF
 - Concurrent Hire USF
 - Supervisor Request USF
 - 1st Rqst Authorization USF
 - 2nd Rqst Authorization USF
 - Approve Request USF
 - HR Processing USF
 - Correct Personnel Action USF
 - Cancel Personnel Action USF
 - HR Reviewer

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: begins with **a) Search by EmplID**

Empl Rcd Nbr: =

Name: begins with **b) Or by Name**

Last Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

c) Click Search

- 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 pages 6 and 7)

- e) Go to the Tracking Data Hyperlink (at the bottom of the page)

3) The Tracking Data page will be displayed

- a) In the Comment field, enter the employee’s forwarding e-mail address (work or home).
- b) Click ‘OK’ to return to the Data Control page

4) The Data Control tab will again be displayed.

The screenshot shows the 'Data Control' tab selected in a navigation bar. The main content area has a blue header with 'Data Control' and navigation links like 'Find | View All', 'First', '1 of 2', and 'Last'. Below the header, there are fields for 'EmpID:' and 'Empl Rcd Nbr: 0'. The form contains several input fields with search icons: 'Actual Effective Date' (11/24/2008), 'Proposed Effective Date' (11/24/2008), 'Transaction # / Sequence' (1 / 1), 'Not To Exceed Date', 'Action', 'Par Status' (REQ Requested), 'Reason Code', 'Contact Emplid', 'NOA Code', and 'NOA Ext'. There are also 'Authority (1)', 'Authority (2)', 'Descr (1)', 'Descr (1) Part 2', 'Descr (2)', and 'Descr (2) Part 2' fields. At the bottom, there are buttons for 'Print SF-52', 'Print SF-50', and a red hyperlink 'a) Click PAR Remarks'. The bottom of the window has 'Find | View All', 'First', and 'Last' links.

- a) Click the PAR Remarks hyperlink
- 5) The PAR Remarks page will be displayed

PAR Remarks

The screenshot shows the 'PAR Remarks' page with a blue header containing 'PAR Remarks' and navigation links 'Find | View All', 'First', '1 of 1', and 'Last'. The main area has a 'Remark CD' field with a search icon and a red instruction 'a) Enter 'M67''. To the right is an 'Insertion Required' checkbox. Below this is a section with a red instruction 'b) Enter the employee's forwarding street address.' and several empty text input fields. At the bottom, there are 'OK' and 'Cancel' buttons.

c) Click OK

- a) In the Remark CD field, enter 'M67'.
- b) In the PAR Remarks section, enter the employee's forwarding street address.
- c) Click 'OK' to return to the Data Control page.

6) The Data Control tab will again be displayed.

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

Data Control Find | View All First 1 of 2 Last

EmplID: Empl Rcd Nbr: 0

Actual Effective Date: 11/24/2008 Proposed Effective Date: 11/24/2008

Transaction # / Sequence: 1 / 1 Not To Exceed Date: a) Update the Par Status

Action: Par Status: REQ Requested

Reason Code: Contact Emplid: NOA Code: NOA Ext:

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

PAR Request#: Print SF-52 Process Monitor PAR Remarks Award Data Tracking Data Severance Pay

Print SF-50

Find | View All First Last

b) Click Save

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

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

7) The 'Route To' page be displayed.

Route to Next Empl ID

Actual Effective Date:	11/24/2008	Proposed Effective Date:	11/24/2008
Transaction #/ Sequence:	1 1	Not To Exceed Date:	.
Action:	TER Termination	Par Status:	REQ Requested
Reason:	RET Return to School	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 to 1st Review: **a) Click the 'Route To' button**

Route to Next:

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

Route To:		Find View All	First <input type="button" value="◀"/> 1-5 of 45 <input type="button" value="▶"/> Last
<input type="checkbox"/>	00000132	DIETZ,CHARLES M	b) Click 'View All' to see additional names
<input type="checkbox"/>	00000160	KELLY,ANGELA E	
<input type="checkbox"/>	00000450	COOKE,PANDRA D	
<input type="checkbox"/>	00000535	DONNELLY,REBECCA M	
<input type="checkbox"/>	00033469	BRYANT,SHONTINA M	

d) Click OK

- 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 / Reason Code Table for Separation Actions

<i>Action Code</i>	<i>Action Descriptio</i>	<i>Reason Code</i>	<i>Reason Description</i>
TER	Termination	ATC	Agreed Term. of Apprent of CDD
		ATT	Attendance
		CDE	Closing Down of Establishment
		CHI	Child/House Care
		CON	Misconduct
		DEA	Death
		DIS	Dishonesty
		DSC	Discharge
		EAB	Employer's Anticipated Breach
		EAC	End of Apprenticeship Contract
		EES	Dissatisfied w/Fellow Employee
		EFT	End of Fixed-Term Contract
		ELI	Elimination of Position
		EOD	End of Demand
		EPP	Employer's End Probation Time
		ERT	Early Retirement
		FAM	Family Reasons
		GMI	Gross Misconduct
		HEA	Health Reasons
		HRS	Dissatisfied with Hours
		ILL	Illness in Family
		INS	Insubordination
		JOB	Job Abandonment
		LOC	Dissatisfied with Location
		LTC	Legal Termination of Contract
		LVE	Failure to Return from Leave
		MAR	Marriage
		MIS	Misstatement on Application
		MUT	Mutual Consent
		OTP	Resignation-Other Position
		PAB	Payee's Anticipated Breach
		PAY	Dissatisfied with Pay
		PCD	Premises Closed
		PER	Personal Reasons
		POL	Dissatisfied w/Comp. Policies
		PPO	Pension Payee Off
		PPP	Payee's End Probation Time
		PRM	Dissatisfied w/Promotion Opps

<i>Action Code</i>	<i>Action Descriptio</i>	<i>Reason Code</i>	<i>Reason Description</i>
TER <i>cont'd.</i>	Termination	PTD	Partial/Total Disability
		RAT	Retired from Affiliate
		RED	Staff Reduction
		REF	Refused Transfer
		REL	Relocation
		RES	Resignation
		RET	Return to School
		RLS	Release
		RWU	Receivership or Wind-Up
		SUP	Dissatisfied with Supervision
		TAF	Transfer to Affiliate
		TAR	Tardiness
		TMP	End Temporary Employment
		TRA	Transportation Problems
		TYP	Dissatisfied w/Type of Work
		UFC	Unforeseen Circumstances
		UNS	Unsatisfactory Performance
		VIO	Violation of Rules
		VSP	Voluntary Separation Program
		WOR	Dissatisfied w/Work Conditions
		REM	Removal
		TER	Termination
		CFE	Conversion from EHRP
RET	Retirement	RET	Retirement

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>