EHRP Job Aid

http://hr.od.nih.gov/ehrp/default.htm

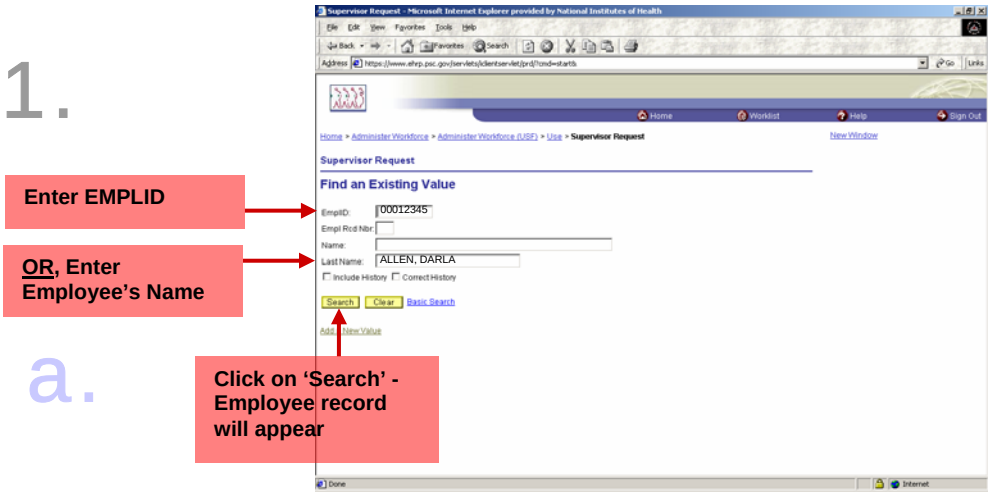
Version 4
May 11, 2004

CHANGE IN DEPARTMENT ID (ADMIN CODE) / REALIGNMENT

Administrative / Management Office:
Initiating the Change in Department ID PAR

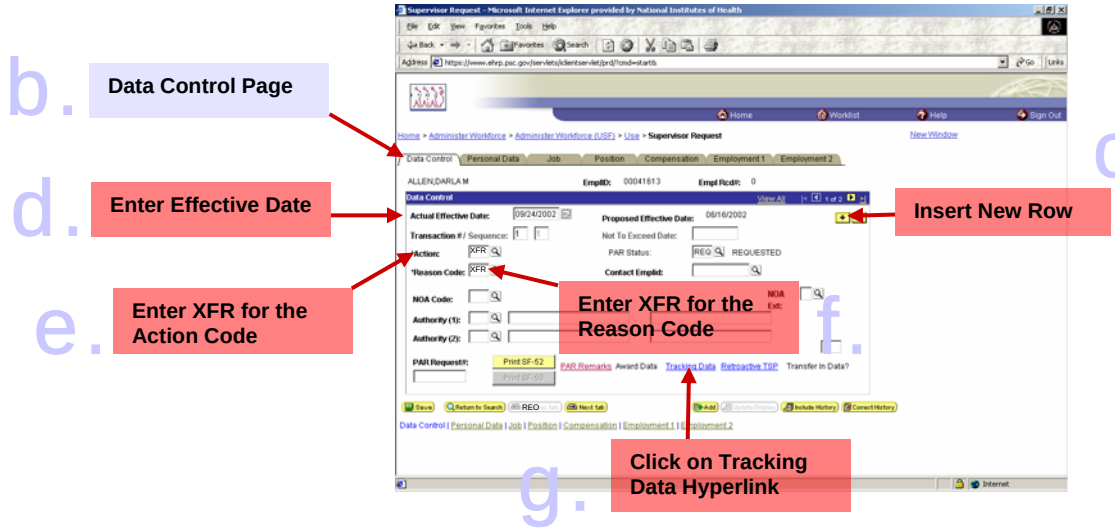
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.*

   a. Search for employee



   b. Make sure you are on the 'Data Control' page
   c. Insert a new row by clicking on the *plus (+)* sign
   d. Enter the Actual Effective Date
   e. Enter Action Code = XFR *
   f. Enter Reason Code = ROR *
   g. Go to the Tracking Data Hyperlink (at the bottom of the page)

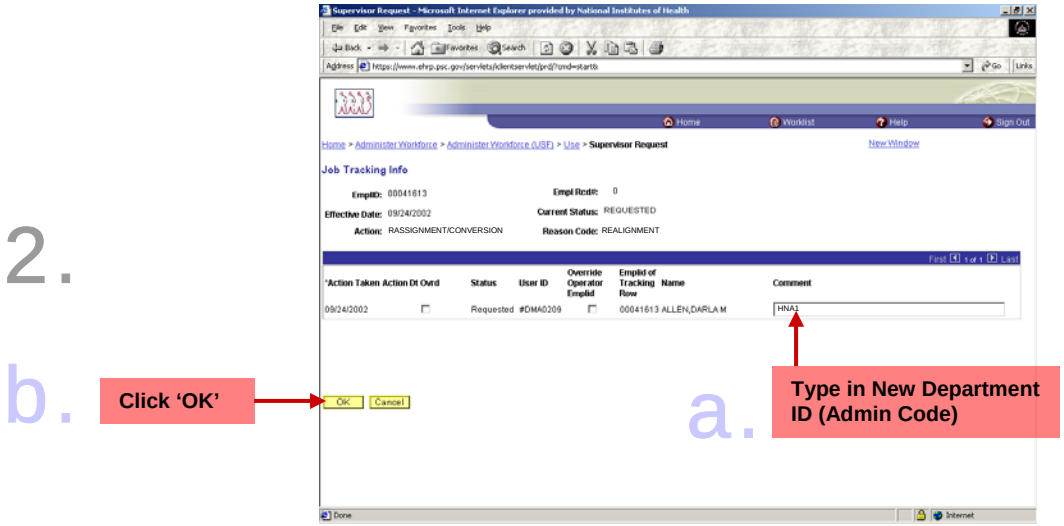
**Helpful Hint: Using the magnifying glass to look up codes will minimize the chance of error*



CHANGE IN DEPARTMENT ID (ADMIN CODE) / REALIGNMENT

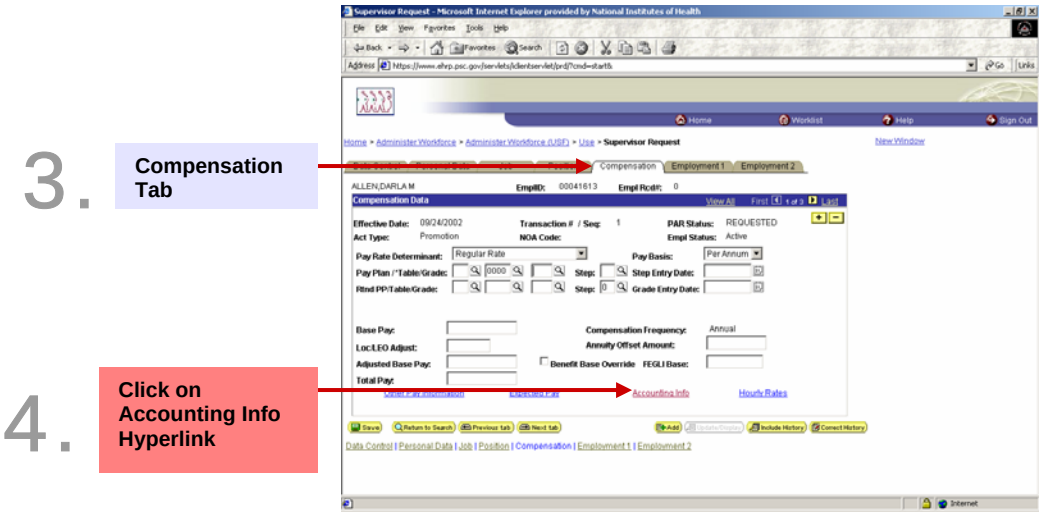
2. On Tracking Data Page

a. Enter the new Department ID (Admin Code) in the Comment field
b. Click 'OK'



3. Go to the Compensation Tab

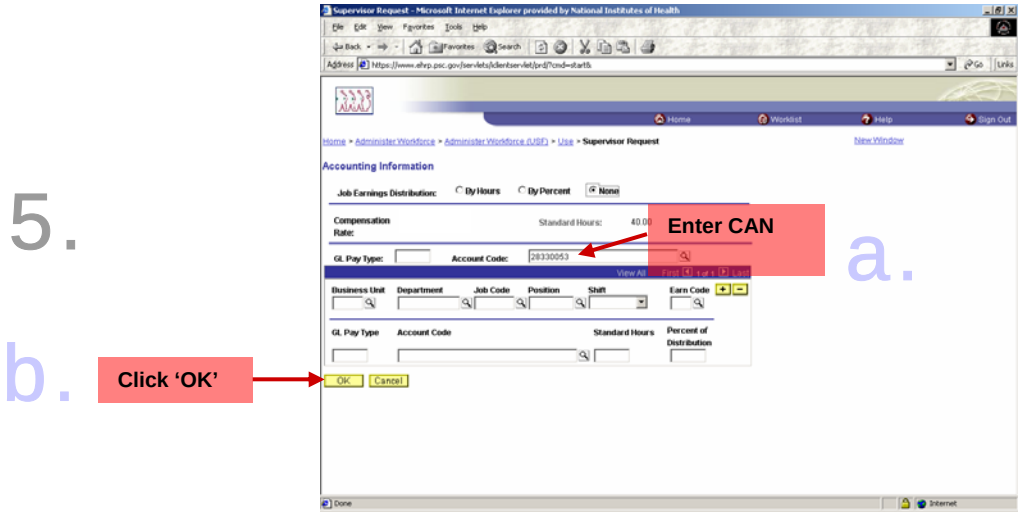
4. Go to the Accounting Info Hyperlink (at the bottom of the page)



CHANGE IN DEPARTMENT ID (ADMIN CODE) / REALIGNMENT

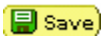
5. On Accounting Information Hyperlink Page

a. In the Account Code field, verify CAN is correct or enter new CAN
b. Click 'OK'

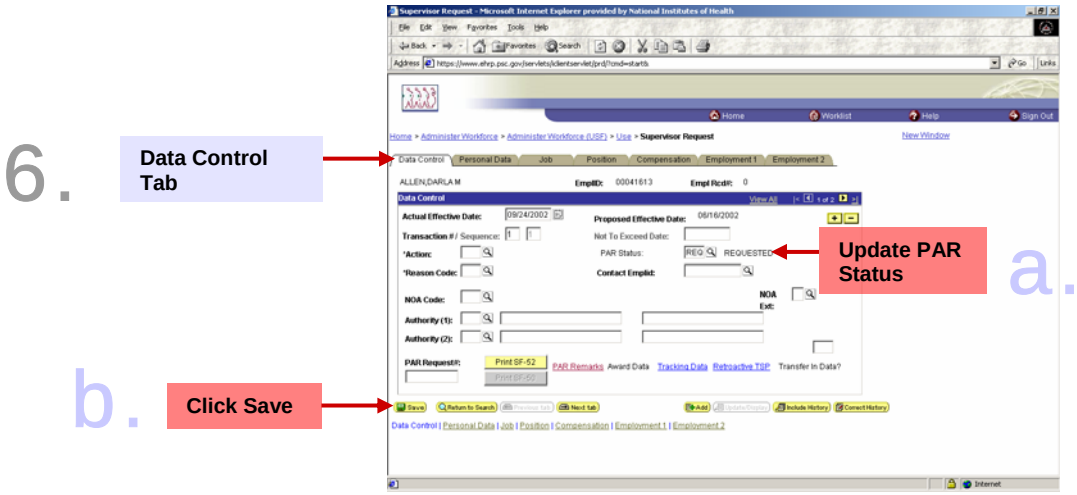


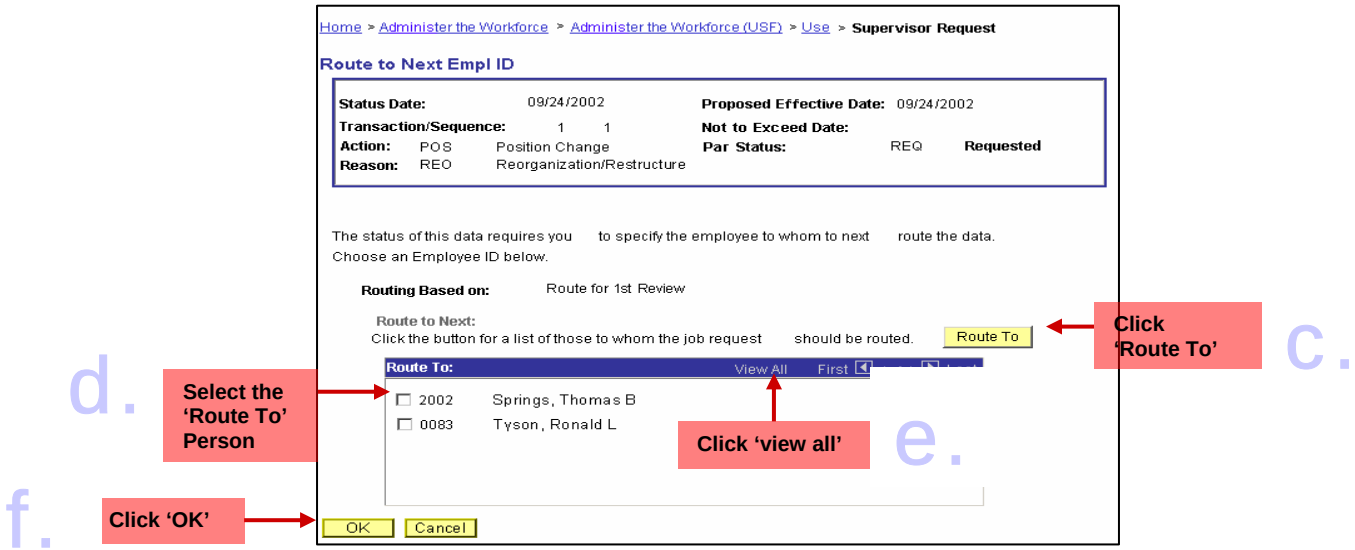
6. Return to Data Control tab

a. Update the PAR Status
b. Click 'SAVE'



This will take you to the 'Route To' page



CHANGE IN DEPARTMENT ID (ADMIN CODE) / REALIGNMENT

c. Click on 'Route To' button
d. Select the 'Route To' person
e. If all the names are not there, Click 'View All' to see additional names
f. Click 'OK'