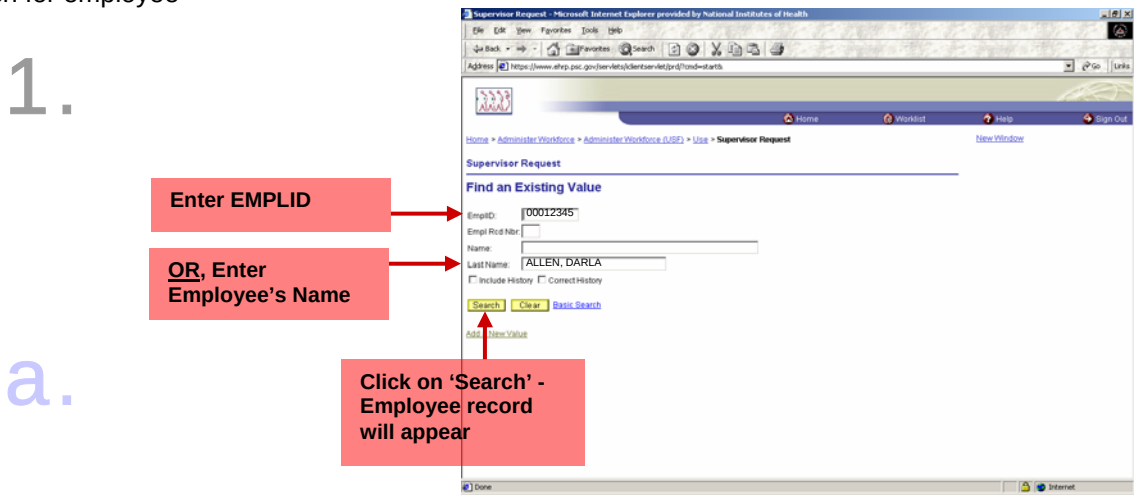
POSITION CHANGES, PROMOTIONS, CHANGE TO LOWER GRADE AND REASSIGNMENTS / CONVERSIONS

Administrative / Management Office:

Initiating the Position Change PAR

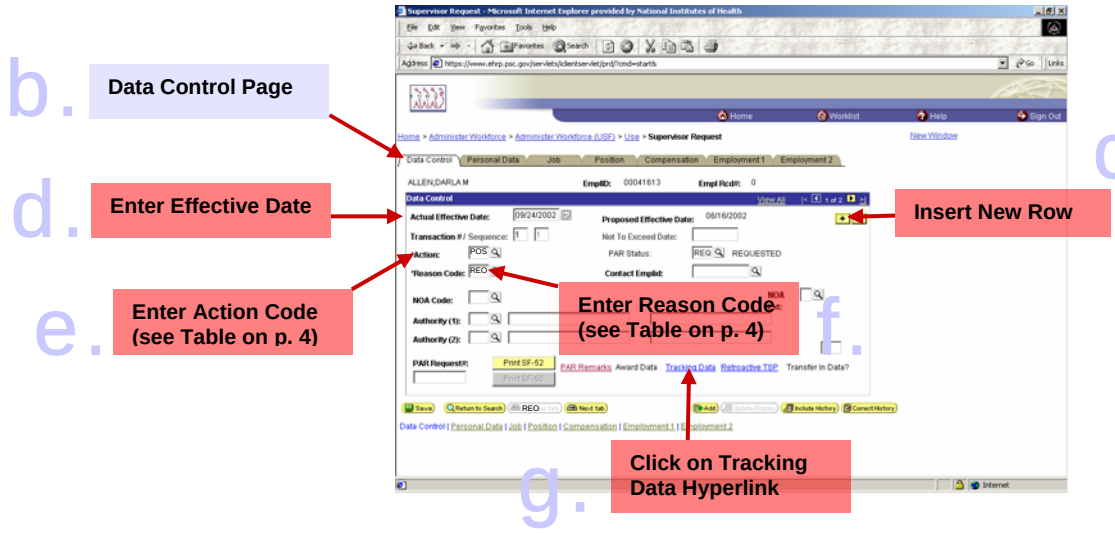
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request ***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at 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 = See *Action / Reason Code Table (on page 4)* *
   f. Enter Reason Code = See *Action / Reason Code Table (on page 4)* *
   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*



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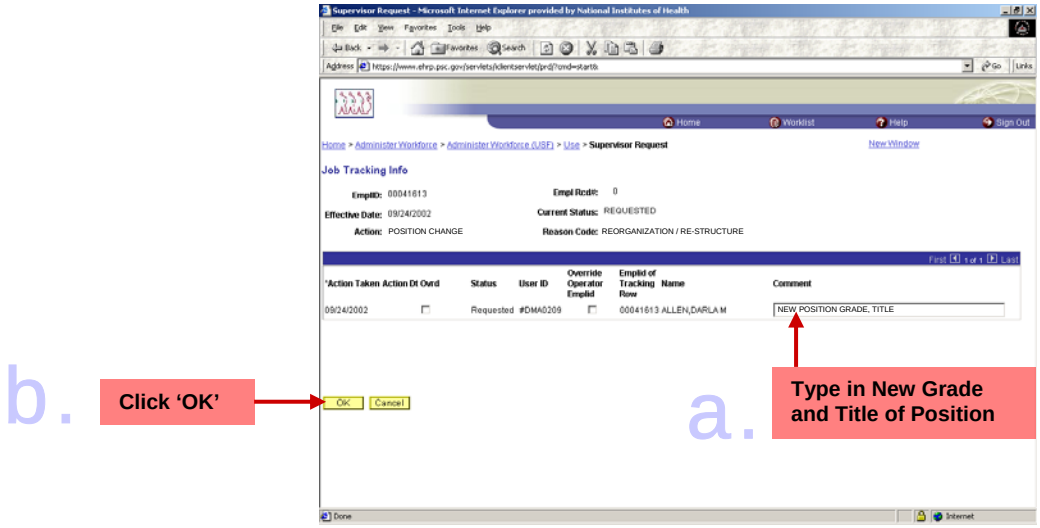
2. On Tracking Data Page

a. Enter the new GRADE and TITLE of position in the Comment field.* This must be done any time an action requires a change in position.

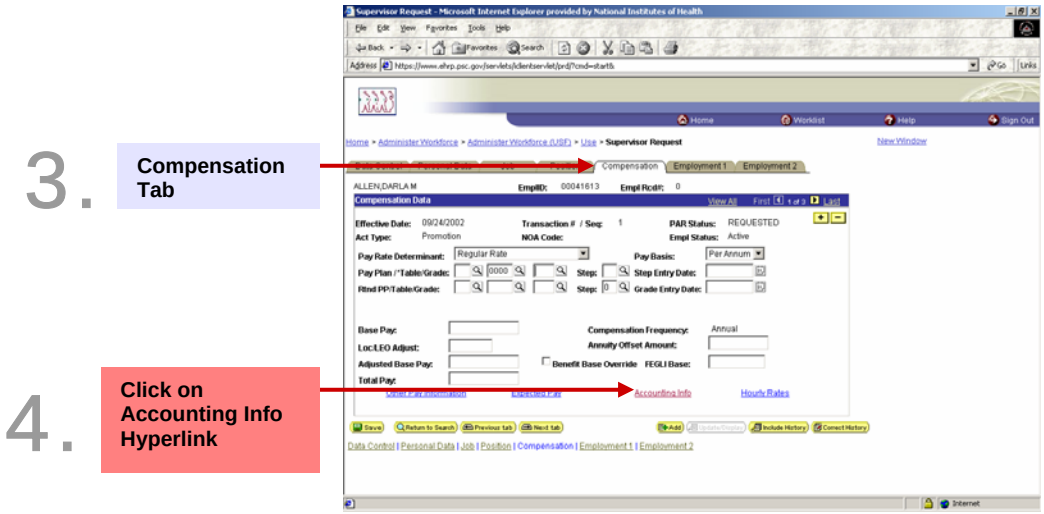
** Note: If the information you need to capture will not fit in the Comment field on the Tracking Data page, type "See PAR Remarks" in the Comment field and click 'OK' (you will be returned to the data control page). Click on the PAR Remarks hyperlink (at the bottom of the data control page) to enter appropriate remarks; use the 'ZZZ' PAR Remark Code to enter this information.*

b. Click 'OK'



3. Go to the Compensation Tab

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



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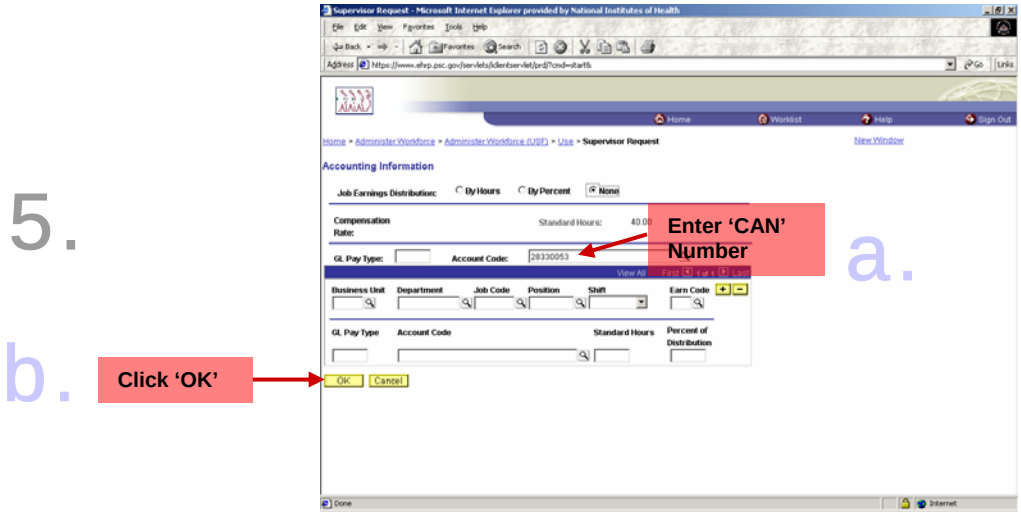
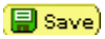
5. On Accounting Information Hyperlink Page

a. Enter the Account Code (CAN Number)
b. Click 'OK'

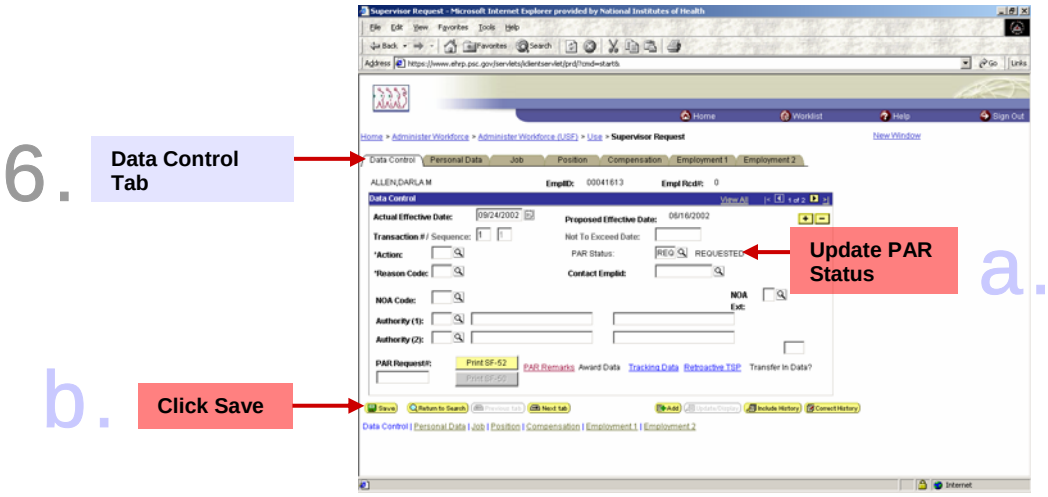


6. Return to Data Control tab

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

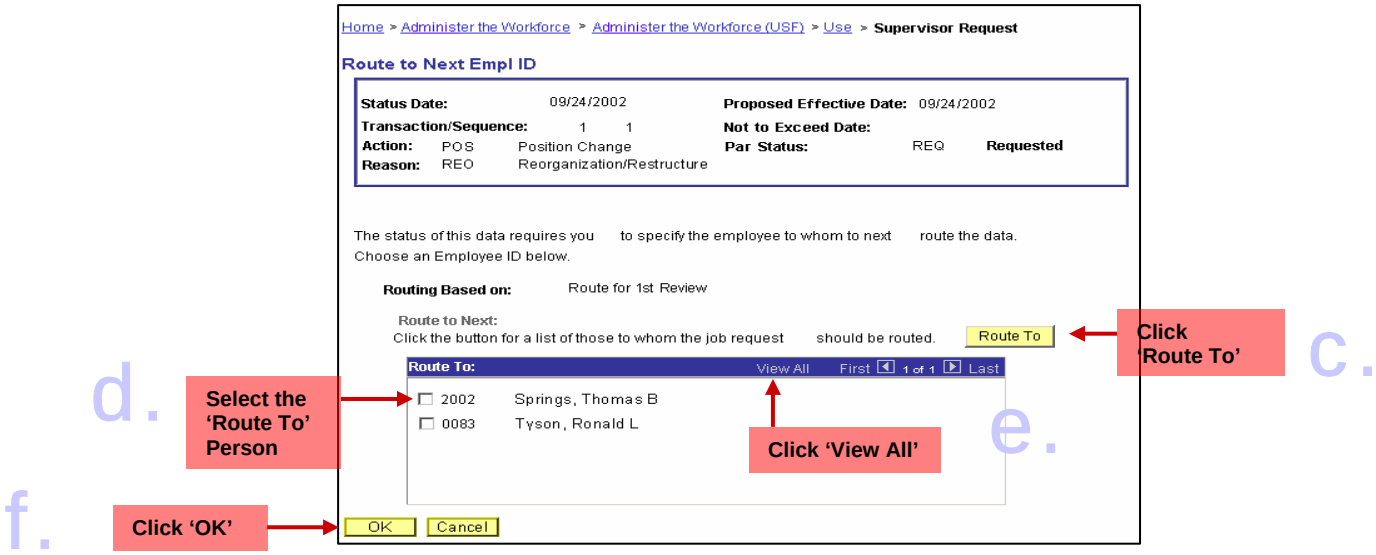


This will take you to the 'Route To' page



POSITION CHANGES, PROMOTIONS, CHANGE TO LOWER GRADE AND REASSIGNMENTS / CONVERSIONS

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'



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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