



Capital HR User Guide

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



Multiple Concurrent Appointments

OFFICE of HUMAN RESOURCES

Overview

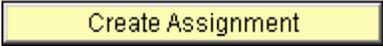
Administrative/Management Staff must notify your servicing Human Resources Operations Office that you have a concurrent appointment and provide the following information:

- 1) Employee Name
- 2) Current Position Title, Pay Plan, Series, Grade
- 3) New Position Title, Pay Plan, Series, Grade
- 4) New Administrative Code and Organization Name
- 5) Proposed Effective Date

HR Operations must notify the Human Resources and Payroll Solutions Branch (HRPSB) that you have a concurrent appointment-include the information provided by the Administrative/Management Office.

Human Resources and Payroll Solutions Branch (HRPS)

Procedures

- 1) Create Concurrent Hire Request
- 2) Enter employee's Empl ID or name
- 3) Click on 'Create an assignment' 
- 4) Click on the 'Add' button 
- 5) Complete Concurrent Appointment PAR as appropriate. DO NOT FORGET THE FOLLOWING STEPS:
 - a) Go to the 'Job' tab
 - b) Click on the 'Benefits/FEHB Data' hyperlink
 - c) In the "Benefit Record Number Field" enter the next number in the sequence of appointment number

a. Job Tab

Job Data

Effective Date: 09/30/2007 Transaction# /Seq 1 1 PAR Status: Processed by Human Resources

Action Type: Data Change NOA Code: 980 Empl Status: Active

Position: 00098586 GS- 0301- 09 Presidential Management Fellow Position Management Record

*Job Code: 002628 GS- 0301- 09 Presidential Management Fellow Position Override

Reports To: 00076785 Suppy Human Resources Spec

*Agency: HE Department of HHS Transferred From Agency: DOL DOL

Sub-Agency: 38 National Institutes of Health Transferred To Agency:

*Business Unit: NIH00 National Institutes of Health

*Department: HNAM41 Ofc Director **b. Click on the Benefits/FEHB Data Tab**

*Location: 240130031 BETHESDA

Tax Location: NA Not Applicable

Buttons: Save, Return to Search, Notify, Previous tab, Next tab, Update/Display, Include History, Correct History

Navigation: Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

c. Enter the text number in the sequence of appointment numbers.

Benefits/FEHB Data

Benefit Record Number: 0 Benefits Employee Status: Active

BAS Group ID: *Benefit Program: GVT FEDERAL GOVT EMPLOYEES

FEHB Eligibility

- Permanent
- Continuing Coverage
- Temporary Appointment > 1 yr
- Temp Appt < 1yr + FedSvc > 1yr
- Not Eligible

FEHB Date

FEHB Date: 05

Eligibility

Elig Fld 1:	
Elig Fld 2:	
Elig Fld 3:	
Elig Fld 4:	
Elig Fld 5:	
Elig Fld 6:	
Elig Fld 7:	
Elig Fld 8:	
Elig Fld 9:	

Buttons: OK, Cancel

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/EHRPTTrainingManual/toc.html>