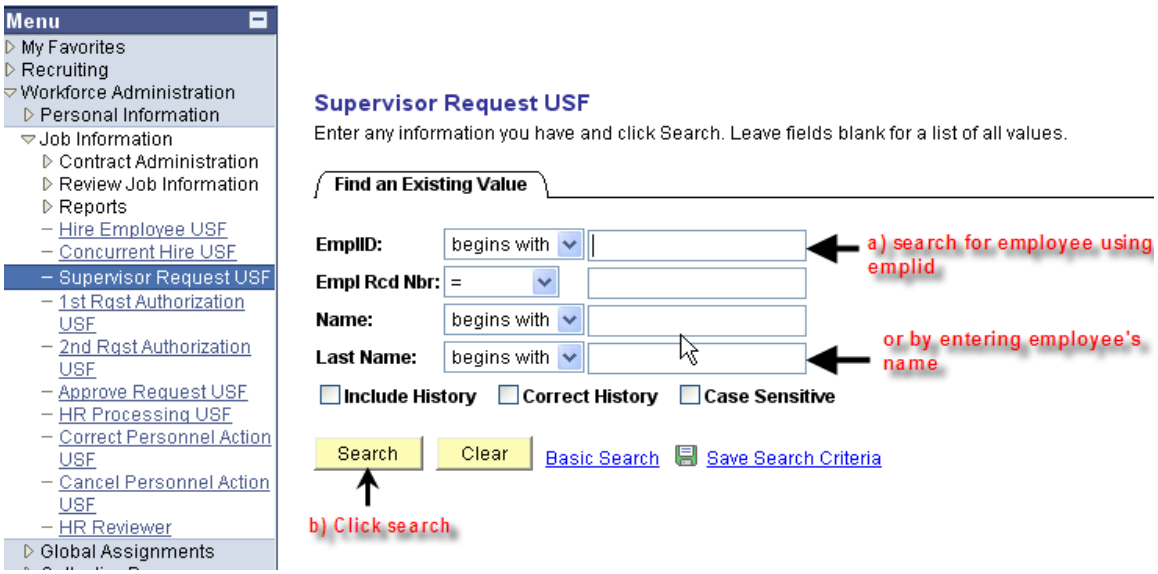
Procedures

1) Navigation

   Menu > Workforce Administration > Job Information > Supervisor Request USF

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.

2) Search for the employee
   a) Use the employee's EmplID or Name
   b) Click 'Search'



c) Ensure you are on the 'Data Control' tab

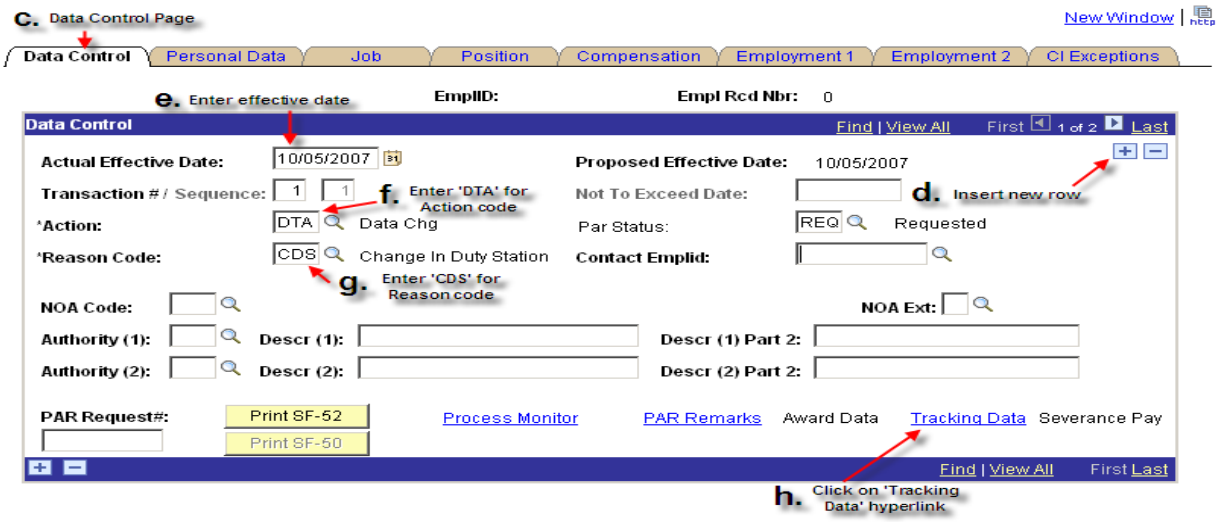
d) Insert a new row by clicking on the plus (+) sign

e) Enter the Actual Effective Date

f) Enter Action Code = DTA *

g) Enter Reason Code = CDS *

h) Select the Tracking Data Hyperlink (at the bottom of the page)



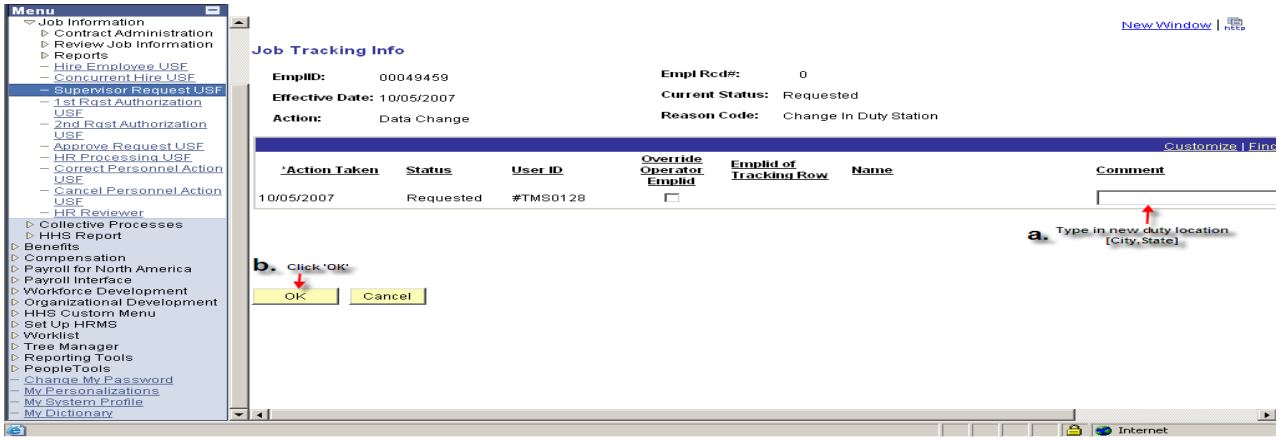
Note: Using the magnifying glass to look up codes will minimize the chance of errors.

3) Tracking Data Page

a) Enter the new Duty location [City, State] in the Comment field.

Note: If the information you need to capture will not fit in the Comment field, enter "SEE PAR Remarks" (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.

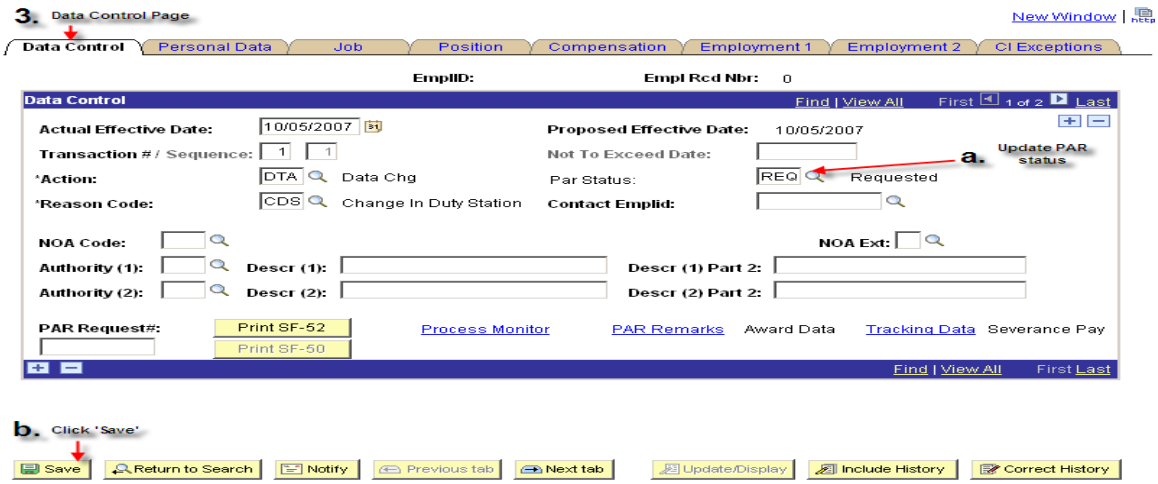
b) Click 'OK'



4) The Data Control tab will again be displayed

   a) Update the PAR Status

   b) Click 'Save' . The 'Route To' page will be displayed

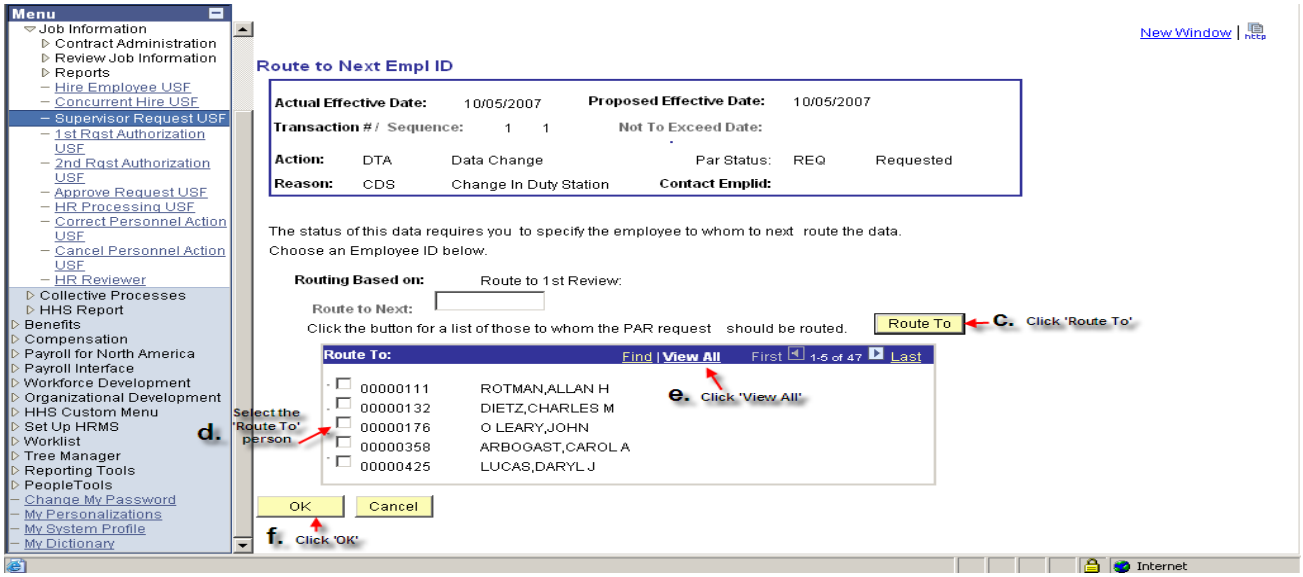


   c) Click on 'Route To' button

   d) Select the checkbox next to the person to whom the action will be routed.

   e) Initially, only five names are displayed. Select the 'View All' hyperlink to see additional names.

   f) Click 'OK'



For Help Contact HR Systems Support:

Submit a help desk ticket:
http://intrahr.od.nih.gov/helpdeskform.htm

Email:
hrss@nih.gov

Website:
http://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm

Try It with OnDemand:
http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html