



Capital HR User Guide

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

Movement from One IC to Another



Overview

New Job Openings or Requisitions must be created by the Administrative/Management Office for recruit approval from the Recruiting menu before a New Hire PAR can be initiated. Once the Job Opening has been approved, it can be updated by HR offices. Please refer to the 'New Hire Process' user guide at the following link for additional information: <http://hr.od.nih.gov/HRSystems/ehrp/documents/JobAids/NewHire.pdf>.

Note: Job openings are the same as Job Requisitions, and are similar to Blue52s and Recruit 52s. Job Requisitions are needed for Title 42 staff and require that all the fields be filled for.

Procedures

1) Navigation

Home > Recruiting > Create New Job Opening



2) Creating New Job Opening

Opening Information

Job Opening Type: Standard Requisition

Recruit Requestor: 99999999 MOUSE,MICKIE T **a) Your EMPLID and Name**

Date Opened: 11/18/2008 **b) Current Date**

Target Openings: 1

Business Unit: NIH00 National Institutes of Health

Position Number:

Job Code:

Company:

Department:

Location:

[Add Additional Locations](#)

Status Code: 005 Draft **c) Defaults to Draft**

Status Date: 11/18/2008 **d) Defaults to current date**

Desired Start Date:

'Recruitment Type: **e) Select Internal**

'Area of Consideration:

Staffing Specialist:

Selecting Official: **f) Enter Selecting Official**

Country: USA United States

Remarks: [Candidate Name Requests](#)

g) Enter Employee Name, Position Title, Pay Plan, Series, Grade, Organization Name, Proposed Effective Date, CAN of Gaining Organization (If Applicable)

- a) **Recruit Requestor** – Your EMPLID and Name will be displayed.
- b) **Date Opened** – Accept the default date (current date).
- c) **Status Code** - Automatically populates as a '005 Draft'.
- d) **Status Date** - Automatically populates with the Current Date.
- e) **Recruitment Type** – Select 'Internal'.
- f) **Selecting Official** – Enter the EMPLID of the Selecting Official or use the magnifying glass to select the official from a list.
- g) **Remarks** – enter the following information:
 - i) Employee Name
 - ii) Position Title, Pay Plan, Series, Grade
 - iii) Organization Name
 - iv) Proposed Effective Date
 - v) CAN of Gaining Organization (If Applicable)

The screenshot shows the 'Assignments' form. At the top, there is a search field for 'Recruiting Office' with a magnifying glass icon. To the right of the search field, there is a red instruction: 'h) Enter the Recruiting Office'. Below the search field, there are three tables for selecting authorizers and approvers. Each table has a blue header with the role name, a search icon, and navigation controls. The first table is 'Recruit 1st Authorizer', the second is 'Recruit 2nd Authorizer', and the third is 'Recruit Approver'. Each table has columns for 'Name' and 'Emplid', and a 'Primary' checkbox. The 'Recruit 1st Authorizer' table also has a 'Primary' column with a checkbox and a minus sign. The 'Recruit 2nd Authorizer' and 'Recruit Approver' tables have a minus sign in the bottom right corner.

The screenshot shows the bottom of the form with four buttons: 'Save & Submit', 'Save as Draft', 'Cancel', and 'Save & Open'.

The screenshot shows a 'Notify' button with a magnifying glass icon. To the right of the button, there is a red instruction: 'i) Click the Notify button'.

- h) **Recruiting Office** - Enter the Recruiting Office or click on the magnifying glass to select it from a list. The Admin Code entered here determines the list of Authorizers and Approvers available below
- i) **Notify** – The Send Notification page will be displayed.

3) The Send Notification page

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

[Lookup Recipient](#) [Delivery Options](#)

To:

CC:

BCC:

Priority:

Subject: Capital HR 8.9: <Enter Subject here>

Template Text: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2009-11-10

Message:

SSNs are covered under the Privacy Act and should not be sent via non-secure email. Since our email system DOES NOT encrypt email messages, if there is a need to send SSNs within a message, the message should be sent as a passworded encrypted attachment with the password relayed separately. A copy of this policy can be found on the intranet or go to the following link. <http://intranet.hhs.gov/infosec/docs/privacy/m-06-15.pdf>

a) Enter or lookup the recipient's address

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

- a) Enter the recipients address in the 'To:' box or select the 'Lookup Recipient' hyperlink.

b) Lookup Address page

Send Notification

Lookup Address

Recipient Search

Name: **i) Enter the recipient's last name**

ii) Click the Search button

Search Results [Customize](#) | [Find](#) | [View All](#) | First 1-10 of 10 Last

To	cc	bcc	Recipient	Email Address	User ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,JENNIE C	JENNYBUTLER.FDA.-	JEBUTLER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,MONICA F	butlerm2@niaid.nih.gov	#MFB1211
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,RICHARD E	RBUTLER@PSC.GOV	RBUTLER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,NADINE L	butlernad@mail.nih.gov	#NLB0402
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,PAULA C	butlerp@od.nih.gov	#PCB0609
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,KAREN B		KBUTLER
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,PATRICIA A	pbutler@mail.nih.gov	#PAB0329
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BUTLER,EVELYN D	ebutler@niaid.nih.gov	#EDB0704
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKEISHA,BUTLER		GIF2
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAKEISHA, BUTLER		GKF2

iii) Select the appropriate checkbox and click the Add button

Recipient List

To:

CC:

BCC:

iv) Click OK after adding recipients

- i) Enter the recipient's last name in the Recipient Search box
 - ii) Click the Search Button
 - iii) Select the appropriate checkbox (To, cc or bcc) next the recipient's name and click the 'Add to Recipient List' button.
 - iv) Click the 'OK' button when all recipients have been added.
- 4) The Send Notification page will again be displayed
- a) Verify the addresses are correct
 - b) Click OK

5) The Job Opening page will again be displayed



- a) Click one of the Save buttons
 - i) **Save & Submit** - Submits the Job Opening for Approval.
 - ii) **Save as Draft** - Saves the Job Opening in 005 Draft status. Requestor can go back to make any changes necessary in this save mode.
 - iii) **Cancel** - Discards any changes and resets the Job Opening.
 - iv) **Save & Open** - You may or may not see this depending on your roles or Row Level Security. This is a self approval role. It skips the routing process
 - b) Make note of the Job Opening ID number
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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>