



Capital HR User Guide

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

Multiple Concurrent Appointments



Overview

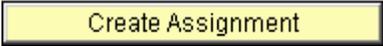
Administrative/Management Staff must notify your servicing Human Resources Operations Office that you have a concurrent appointment and provide the following information:

- 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



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a. Job Tab

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

EmpID: [] Emp Rcd#: 0

Find | View All | First | 1 of 1 | Last

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: 00098588 GS- 0301- 09 Presidential Management Fellow Position Management Record

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

Reports To: 00076785 Supy Human Resources Spec

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

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

*Business Unit: NIH00 National Institutes of Health

*Department: HNAM41 Ofc Director

*Location: 240130031 BETHESDA

Tax Location: NA Not Applicable

Click on the Benefits/FEHB Data Tab

Benefits/FEHB Data
FEGLI/Retirement/FICA
Departmental Hierarchy
Detail

Save | Return to Search | Notify | Previous tab | Next tab | Update/Display | Include History | Correct History

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

Benefits Control

Benefit Record Number: [] 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: []

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: []

OK | Cancel

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>