



# Capital HR User Guide

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



## Position Changes, Promotions, Change to Lower Grade and reassignments/ Conversions

### Overview

This User Guide covers how to initiate and route PAR actions for Position Changes, Promotions, Grade Changes and Reassignment/ Conversions

### Procedures

#### 1) Navigation

Home > 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

- Enter the search criteria: EMPLID, Name (last,first) or Last Name.
- Click the Search button

### Supervisor Request USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

EmplID:	<input type="text" value="begins with"/>	<input type="text"/>
Empl Rcd Nbr:	<input "="" type="text" value="="/>	<input type="text"/>
Name:	<input type="text" value="begins with"/>	<input type="text"/>
Last Name:	<input type="text" value="begins with"/>	<input type="text"/>

Include History    Correct History    Case Sensitive

     [Basic Search](#)   [Save Search Criteria](#)

**a)** (points to the search criteria fields)  
**b)** (points to the Search button)



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- 3) Ensure 'Data Control' tab is displayed
  - a) Insert a new row by clicking on the plus (+) sign.
  - b) Enter the Effective Date of the transaction.

*Note: If there are two actions with the same effective date, use the Transaction #/ Sequence. If there are two PAR actions effective on the same day, the AO should work with the HR Specialists to identify the sequence before entering into Capital HR. The sequencing of the actions is critical.*

- c) Enter the Action Code. You may also select the Action from a list by clicking on the magnifying glass. See Action / Reason Code Table (page 6).
- d) Enter the Reason Code. You may also select the Reason from a list by clicking on the magnifying glass. The list of valid reasons is determined by the code you entered in the Action field. See Action / Reason Code Table (page 6).
- e) Select the Tracking Data Hyperlink at the bottom of the page.

**Data Control** | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | CI Exceptions

**Data Control** Find | View All First 1 of 40 Last

MOUSE, MICKIE T      EmpID: 00000000      Empl Rcd Nbr: 0      **a) Insert a new row** + -

**b) Enter the Effective Date**

Actual Effective Date:       Proposed Effective Date: 10/21/2008

Transaction # / Sequence:        Not To Exceed Date:

'Action':        **c) Enter the Action Code**      Par Status:  Requested

'Reason Code':        **d) Enter the Reason Code**      Contact Emplid:

NOA Code:       NOA Ext:

Authority (1):  Descr (1):  Descr (1) Part 2:

Authority (2):  Descr (2):  Descr (2) Part 2:

PAR Request#:       Print SF-52      Process Monitor      PAR Remarks      Award Data      Tracking Data      Severance Pay

**e) Select Tracking Data**

Find | View All First Last



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### 4) Tracking Data Page

- Enter the Grade and Title of the new position in the Comment field. This must be entered any time an action requires a change in position.
- Click the OK button.

#### Job Tracking Info

EmplID: 00000000      Empl Rcd#: 0  
 Effective Date: 10/23/2008      Current Status: Requested  
 Action: Reassignment/Conversion      Reason Code: Employee Request

Action Taken	Status	User ID	Override Operator Emplid	Emplid of Tracking Row	Name	Comment
10/23/2008	Requested	#DXD0101	<input type="checkbox"/>	00000001	DUCK,DONALD	

a) Enter Comments

b) Click OK

*If the information will not fit in the Comment field, enter "See PAR Remarks" in and click 'OK'. You will be returned to the data control page. Select the PAR Remarks hyperlink at the bottom of the data control page. Enter the appropriate remarks. Use the 'ZZZ' PAR Remark Code to enter custom text.*

### 5) Select the Compensation tab

- Select the Accounting Info hyperlink at the bottom of the page.

Data Control   Personal Data   Job   Position   **Compensation**   Employment 1   Employment 2   CI Exceptions

MOUSE,MICKIE T      EmplID: 00000000      Empl Rcd#: 0

**Compensation Data**      Find | View All      First 1 of 2 Last

Effective Date: 10/27/2008      Transaction# /Seq 1 1      PAR Status: Requested

Action Type:      NOA Code:      Empl Status: Active

Pay Rate Determinant: Regular Rate      Pay Basis: Per Annum

Pay Plan / Table/Grade: GS 0000 13      Step: 8      Step Entry Date: 06/21/2008

Rtnd PP/Table/Grade:      Step: 0      Grade Entry Date: 04/16/2008

**Quoted Pay**

Base Pay:	84,641.000000	Compensation Frequency:	Annual
Loc/LEO Adjust:	17,682.00	Annuity Offset Amount:	
Adjusted Base Pay:	102,323.00	<input type="checkbox"/> Benefit Base Override	FEGLI Base: 102,323.00
Total Pay:	102,323.00		

[Other Pay Information](#)      [Expected Pay](#)      [Accounting Info](#)

a) Select Accounting Info



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Enter the Account Code (CAN Number)

- b) Click the 'OK' button.

**Accounting Information**

Job Earnings Distribution:  By Hours  By Percent  None

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Compensation Rate: 101,982.400000      Standard Hours: 40.00

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GL Pay Type:       \*CAN:

**b) Enter the CAN number**

**c) Click OK**

- 6) Select the Data Control tab
  - a) Update the PAR Status
  - b) Click 'SAVE'



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**Data Control** | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2 | CI Exceptions

**Data Control** Find | View All First 1 of 2 Last

MOUSE, MICKIE T      EmplID: 00000000      Empl Rcd Nbr: 0

Actual Effective Date: 10/23/2008      Proposed Effective Date: 10/23/2008

Transaction # / Sequence: 1 / 1      Not To Exceed Date:

'Action: XFR Reasg/Con      Par Status: REQ Requested **a) Update the PAR Status**

'Reason Code: EER Employee Request      Contact Emplid:

NOA Code:      NOA Ext:

Authority (1):      Descr (1):      Descr (1) Part 2:

Authority (2):      Descr (2):      Descr (2) Part 2:

PAR Request#:      Print SF-52      Process Monitor      PAR Remarks      Award Data      Tracking Data      Severance Pay

Print SF-50

Find | View All First Last

**b) Click Save**

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



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- 7) The 'Route To' page will be displayed
  - a) Click on the 'Route To' button. A list of five EMPLIDs and names will be displayed.
  - b) To see additional names, click the 'View All' link.
  - c) Select the 'Route To' checkbox next to the appropriate person.
  - d) Click 'OK'. An email and worklist item will be sent to the next authorizer.

### Route to Next Empl ID

<b>Actual Effective Date:</b>	10/23/2008	<b>Proposed Effective Date:</b>	10/23/2008
<b>Transaction #/ Sequence:</b>	1 1	<b>Not To Exceed Date:</b>	.
<b>Action:</b>	XFR	Reassignment/Conversion	Par Status: 1ST 1st Authorized
<b>Reason:</b>	EER	Employee Request	<b>Contact Emplid:</b>

The status of this data requires you to specify the employee to whom to next route the data.  
Choose an Employee ID below.

**Routing Based on:** Route for Approval

Route to Next:

Click the button for a list of those to whom the PAR request should be routed.

a) Click 'Route To'

c)

Route To:		Find   View All	First	1-5 of 40	Last
<input type="checkbox"/>	00000450	COOKE,PANDRA D			
<input type="checkbox"/>	00000794	HARRIS,ANTONIA T			
<input type="checkbox"/>	00033469	BRYANT,SHONTINA M			
<input type="checkbox"/>	00036370	BENNETT,NINA L			
<input type="checkbox"/>	00037354	DOYLE,ROSANNE M			

b) Select 'View All' for more names

d) 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	CLP	Career Ladder Promotion
		CPR	Competitive Promotion
		NCC	Noncompetitive Career 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	CVR	Conversion
		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



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For Help Contact HR Systems Support:

Please submit a help desk ticket:

<http://intrahr.od.nih.gov/helpdeskform.htm>

Email:

[HRSS@nih.gov](mailto:HRSS@nih.gov)

Website:

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

Try It with OnDemand:

<http://webcastor.hrs.psc.gov/ehrp/EHRPTTrainingManual/toc.html>