## Overview

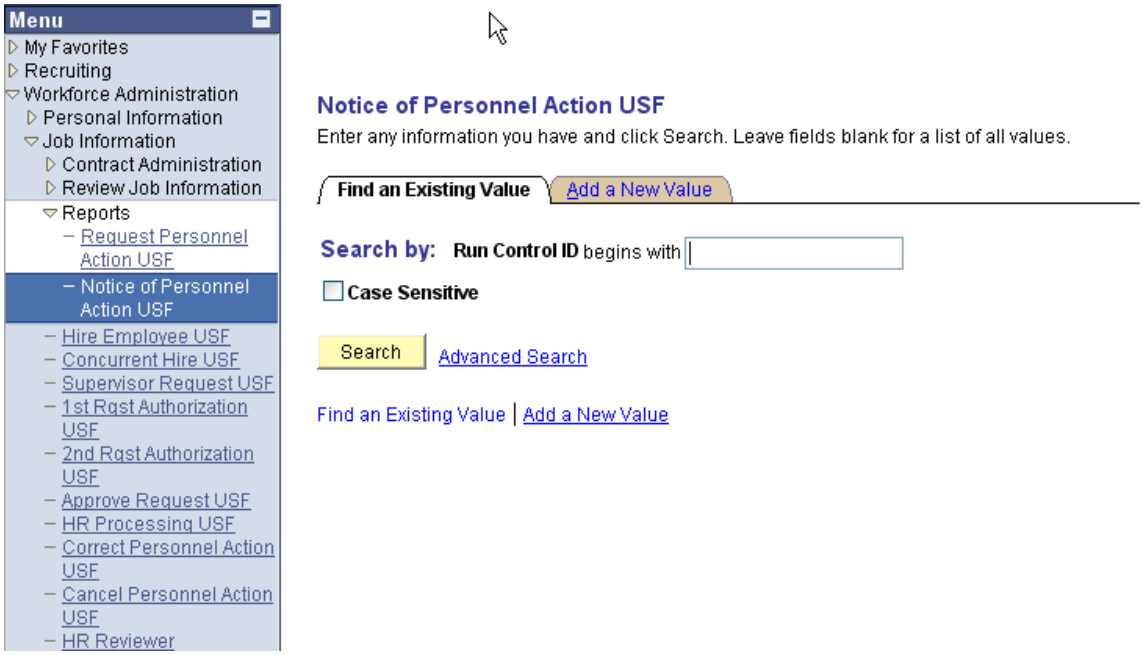
The number of SF-50/52s selected for printing may affect the performance of EHRP Production 89, especially at the end of the pay period. Therefore, if your batch has more than 50 SF50/52s, it is recommended that no more than 50 be selected for printing at one time. Any remaining batches (50 or less) should be printed only after the previous batch printing is complete to avoid having the print job being cancelled due to performance issues.

You do not have to print a batch set of forms. For confidentiality purposes, you can save them in your secured or exclusive network drive with password protection, and print only the ones you need.

## Procedures

1) Navigation

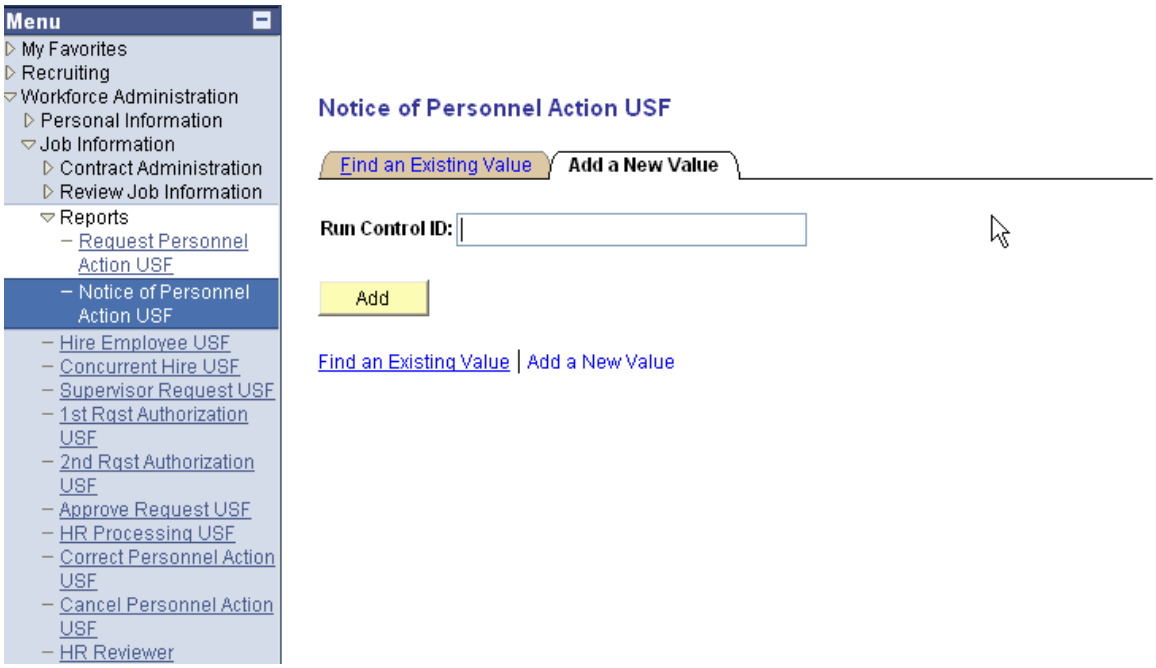
Workforce Administration>Job Information>Reports>Notice of Personnel Action USF(SF50) or Workforce Administration>Job Information>Reports>Request of Personnel Action USF(SF52)



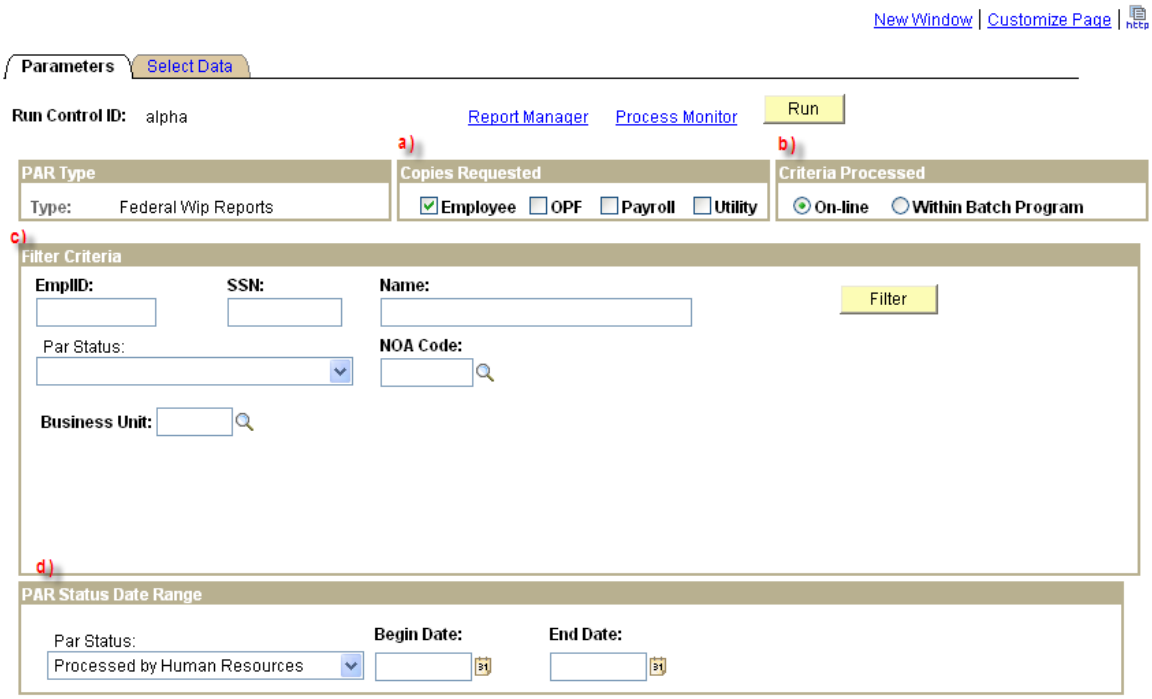
2) Select Add a New Value Tab

   a) Enter a Run Control ID in the data box (The Run Control ID may be any test alpha or numerical of your choice)

   b) Click the Add a New Value tab




3) The Parameters Tab will be displayed



a) Copies Requested - default is Employee

b) Criteria Processed - default is “On-line” (do not change)

*Note: Checking the ‘Within Batch Program’ radio button will cause the ‘Filter’ button to be “grayed” out.*

c) Filter Criteria Box

i) Enter NOA code (if applicable)

ii) Enter Business Unit- NIH00 (department and location will be displayed)

iii) Enter Department or use look-up (if applicable)

iv) Enter Location (optional) or use look-up

*Note: A Business Unit and Department must be selected in order for the Batch Print Process to run successfully. If only the Business Unit is selected as Filter criteria, the Batch Print selection may time out.*

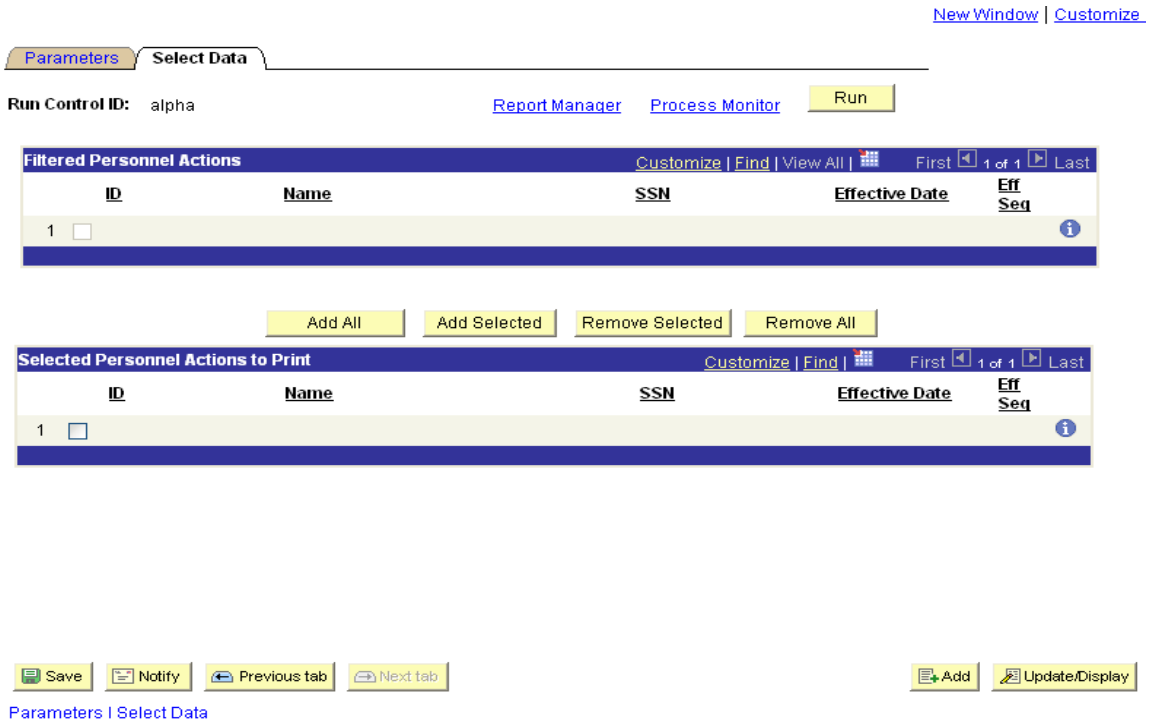
d) PAR Status Date Range

i) Use Drop down arrow to select Processed by Human Resources (Begin Date and End Date fields appear after PAR status is selected)

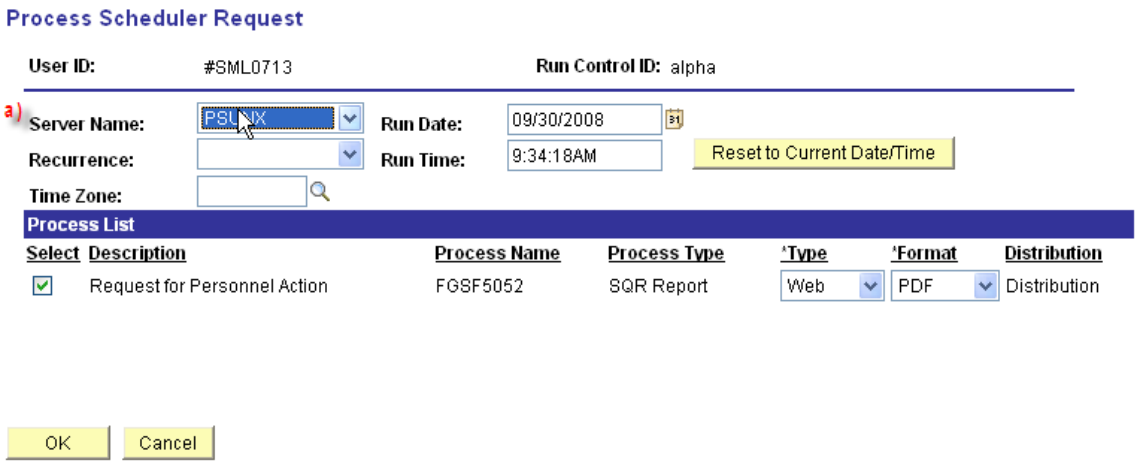
ii) Enter Begin Date

iii) Enter End date

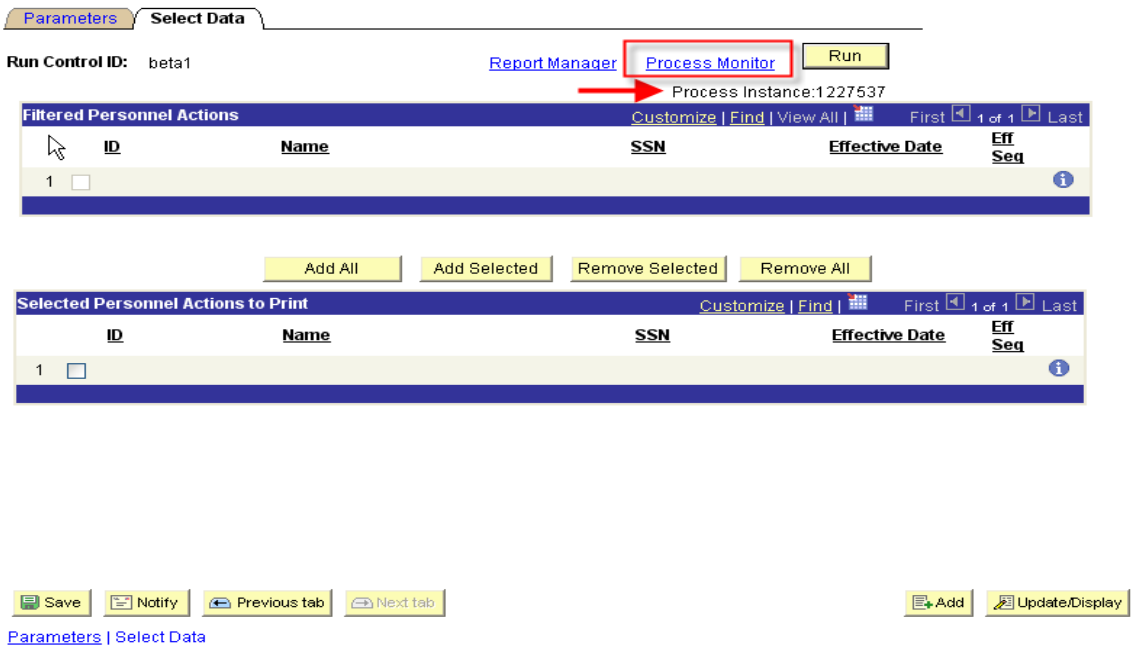
e) Press the “Filter” button – the ‘Select Data’ tab will be displayed.



4) Select data tab
   a) Selecting Personnel Actions
      i) All employee actions that meet the criteria defined in filter process are listed in the 'Filtered Personnel Actions' box
      ii) If there are 50 actions or less, click the "Add All" button to add all actions to the 'Selected Personnel Actions to Print' box
      iii) If more than 50 actions exist, check the box next to the appropriate employee actions and click the "Add Selected" button to add the selected actions to the 'Selected Personnel Actions to Print' box.
      iv) Use the 'Remove Selected' or the 'Remove All' button to delete actions from the 'Selected Personnel Actions to Print' box.
      v) After the desired actions have been moved to the 'Selected Personnel Actions to Print' box, click the "Run" button.
5) The Process Scheduler Request page will be displayed




   a) Server Name - select "PSUNX" from the drop down.
   b) Select "OK" - the Select Data tab will be displayed again.
6) Select Data tab
   a) The Process Instance number appears below the Run button
   b) Select the Process Monitor Hyperlink



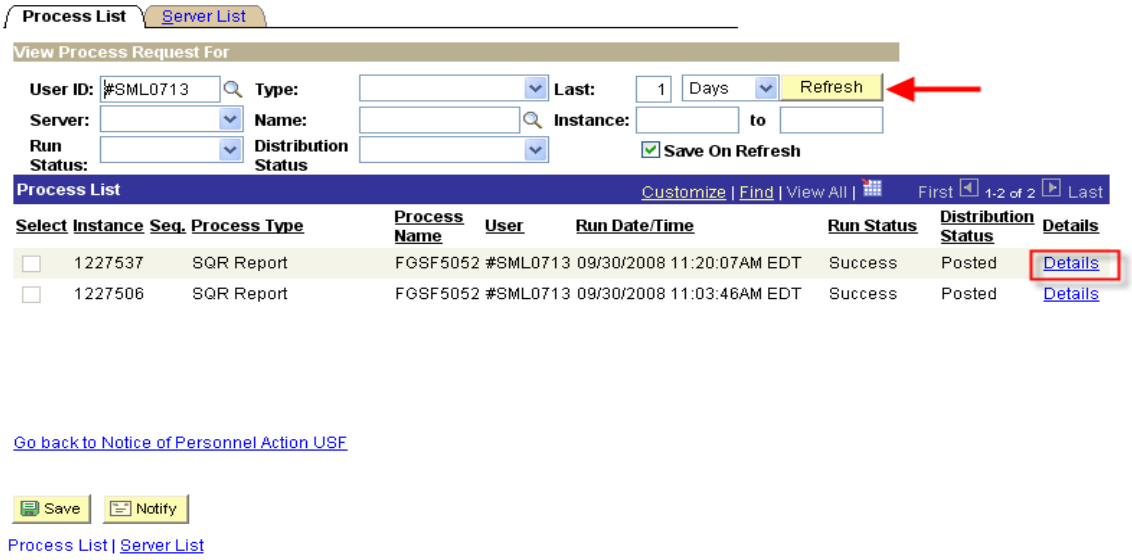

7) Process Monitor

   a) On the Process List tab click the Refresh button until

      i) Run Status=Success

      ii) Distribution Status=Posted

   b) Click on the "Details" hyperlink

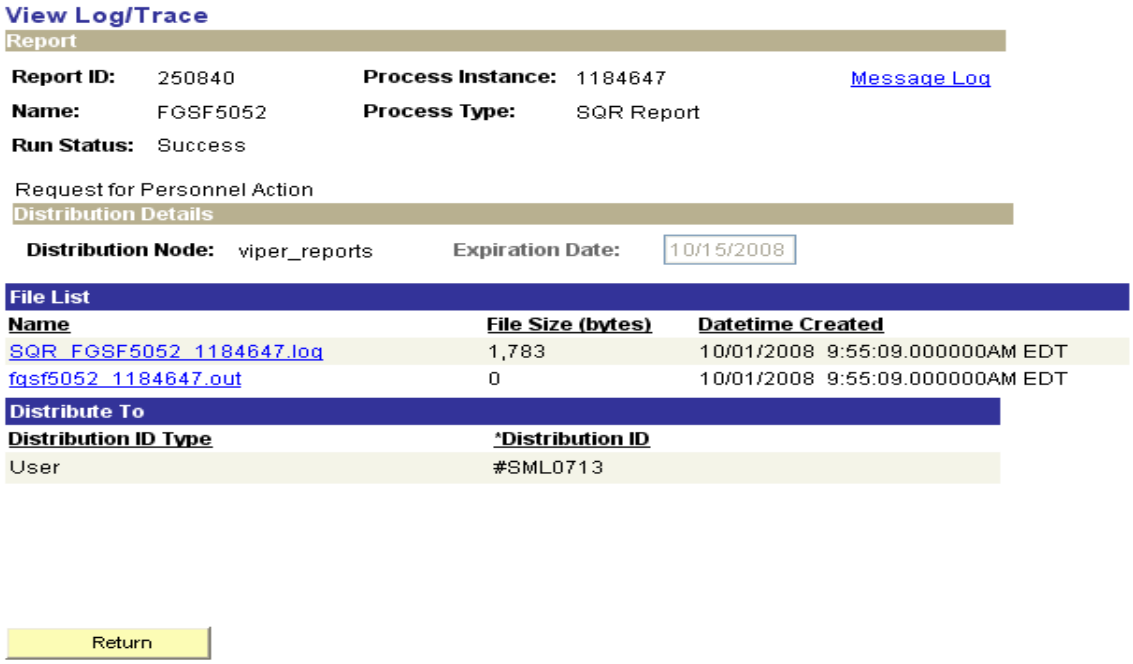



8) Process Detail Screen

   a) Select the View/Log Trace hyperlink at the bottom of the page

9) View Log Trace Screen

   a) Select the .PDF hyperlink to view and print the SF-50/52s.

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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