



# NAVIGATION - CAPITAL HR

This Quick Reference Guide reviews the navigational differences between EHRP 8.0 and Capital HR 8.9. Each section of the QRG contains the steps previously taken in EHRP to complete an action, and the new steps in Capital HR required to complete the same action. Additionally, a screenshot of the Capital HR left panel navigation box is displayed to illustrate the location of the action in Capital HR.

## PAR PROCESSING

**EHRP:** Administer Workforce > Administer Workforce USF > Use.

**CAPITAL HR:** WORKFORCE ADMINISTRATION > JOB INFORMATION.



## RECRUITING

**EHRP:** Recruit Workforce is located under the Develop Workforce Menu Heading.

**CAPITAL HR:** RECRUITING HAS A MENU HEADING OF ITS OWN.



## QUERY

**EHRP:** People Tools > Query Manager > Use.

**CAPITAL HR:** REPORTING TOOLS > QUERY.



## SF-50/52 REPORTING

**EHRP:** Administer Workforce > Administer Workforce USF > Report.

**CAPITAL HR:** WORKFORCE ADMINISTRATION > JOB INFORMATION > REPORTS.



## POSITION DATA

**EHRP:** Workforce > Manage Competencies > Use > Position Data.

**CAPITAL HR:** ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > MAINTAIN POSITIONS/BUDGETS.



## POSITION SUMMARY

**EHRP:** Develop Workforce > Manage Positions > Inquire.

**CAPITAL HR:** ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW POSITION/BUDGET INFO.





# NAVIGATION - CAPITAL HR

## JOB CODE/OCC SERIES/TITLES

**EHRP:** Develop Workforce > Manage Positions > Set Up.

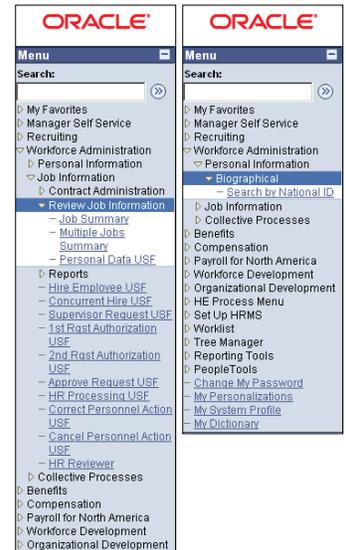
**CAPITAL HR:** ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > DEFINE POSITION DATA USF.



## JOB INFORMATION

**EHRP:** Administer Workforce > Administer Workforce USF > Inquire.

**CAPITAL HR:** WORKFORCE ADMINISTRATION > JOB INFORMATION > REVIEW JOB INFORMATION.  
*OR FOR NID LOOK UP:* WORKFORCE ADMINISTRATION > PERSONAL INFORMATION > BIOGRAPHICAL > SEARCH BY NATIONAL ID.



## BENEFITS

**EHRP:** Compensate Employees > Administer Base Benefits > Use.

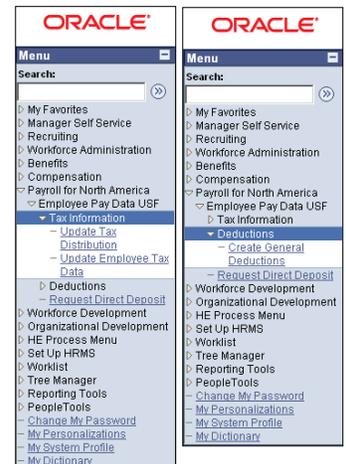
**CAPITAL HR:** BENEFITS > ENROLL IN BENEFITS.  
*OR TO UPDATE OR ASSIGN BENEFICIARY INFORMATION* BENEFITS > EMPLOYEE/DEPENDENT INFORMATION.



## PAYROLL DATA

**EHRP:** Compensate Employees > Maintain Payroll Data > Use.

**CAPITAL HR:** COMPENSATION > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USF > TAX INFORMATION.  
*OR FOR GENERAL DEDUCTION DATA COMPENSATION > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USF > DEDUCTIONS.*



## EDUCATION

**EHRP:** Develop Workforce > Manage Competencies.

**CAPITAL HR:** WORKFORCE DEVELOPMENT > COMPETENCY MANAGEMENT > TRACK PERSONS COMPETENCIES.



## AUTOMATIC ACTIONS

**EHRP:** Administer Workforce > Automatic Actions > Use.

**CAPITAL HR:** WORKFORCE ADMINISTRATION > COLLECTIVE PROCESSES.

