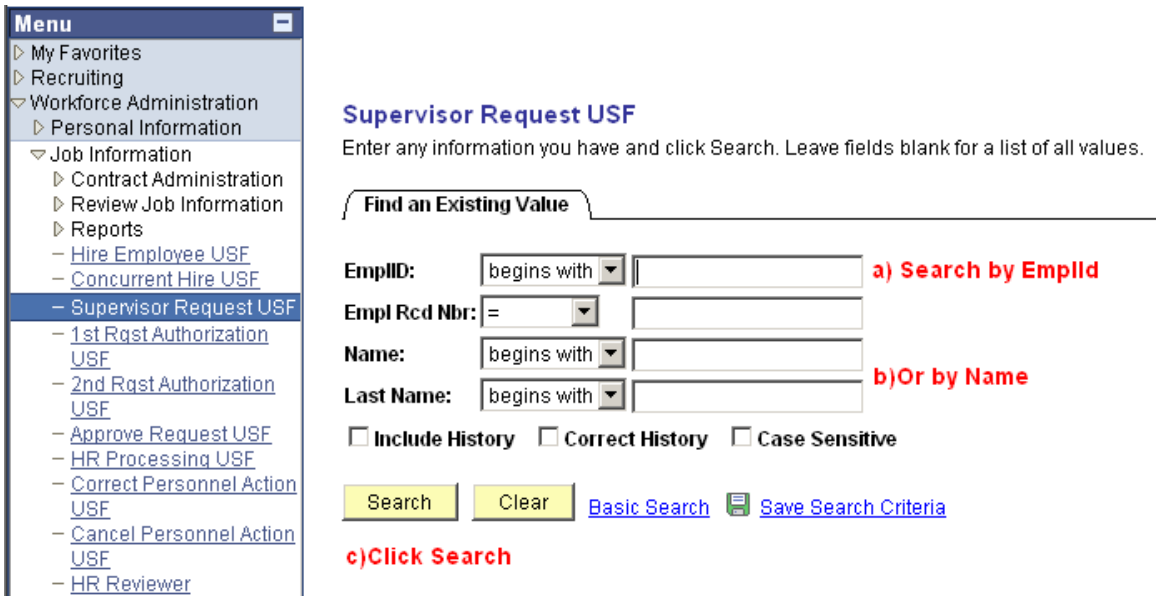
Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request USF

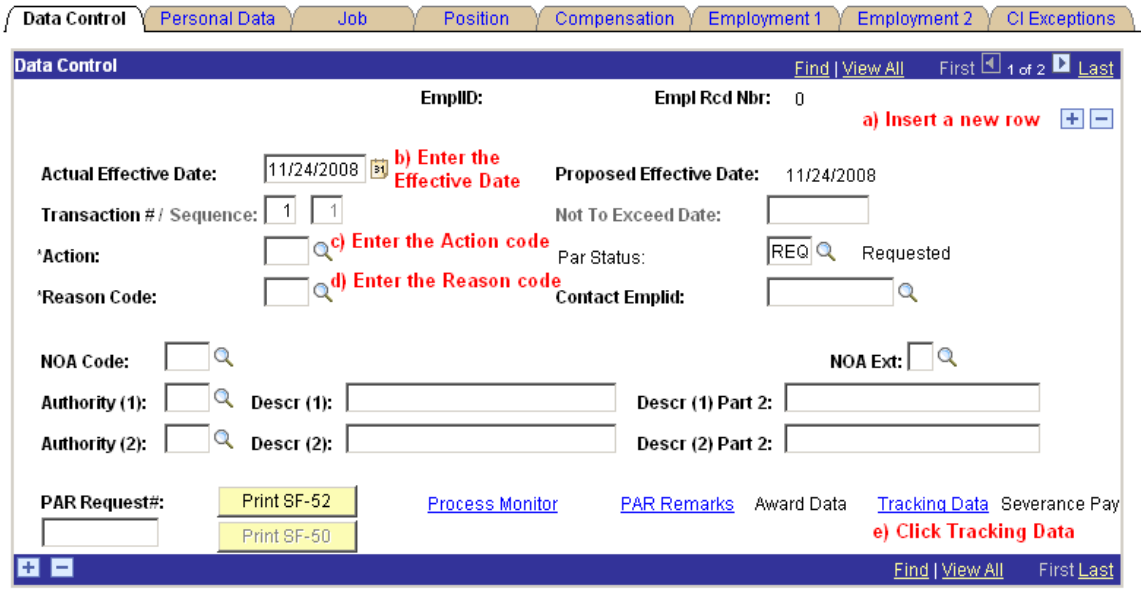


a) Search for the employee by EmplId or

b) Search by Name

c) Click the 'Search' button

2) The Data Control tab of the employee's Job record will be displayed



a) Insert a new row by clicking the plus sign.

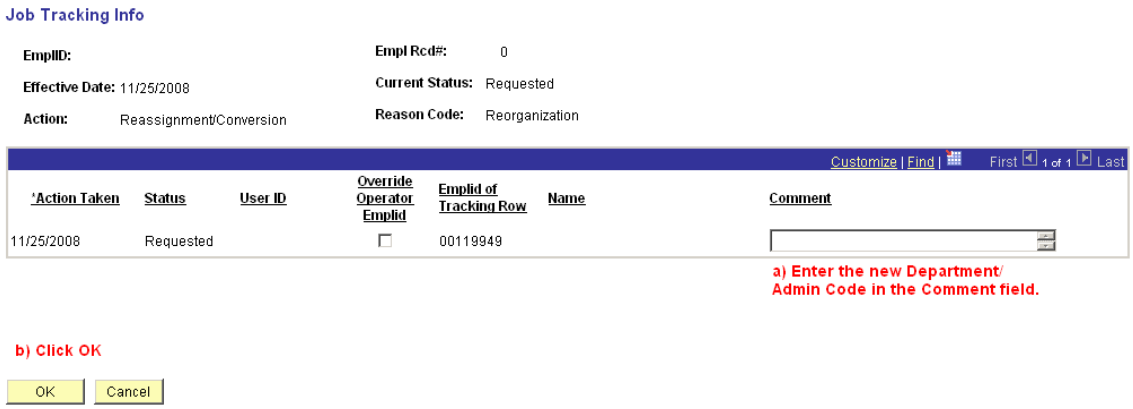
b) Enter the Actual Effective Date

c) Enter the Action Code 'XFR' or select it from a list by clicking the magnifying glass.

d) Enter the Reason Code 'ROR' or select it from a list by clicking the magnifying glass.

e) Click the Tracking Data Hyperlink (at the bottom of the page)

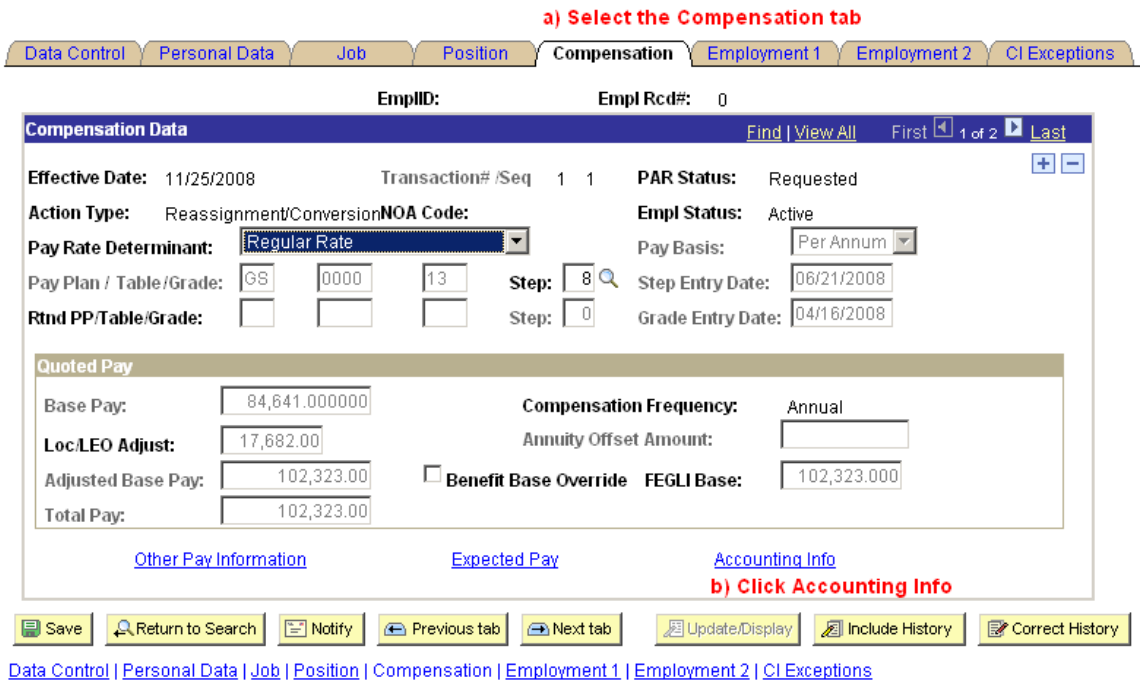
3) The Tracking Data page will be displayed



a) Enter the new Department ID (Admin Code) in the Comment field

b) Click 'OK'

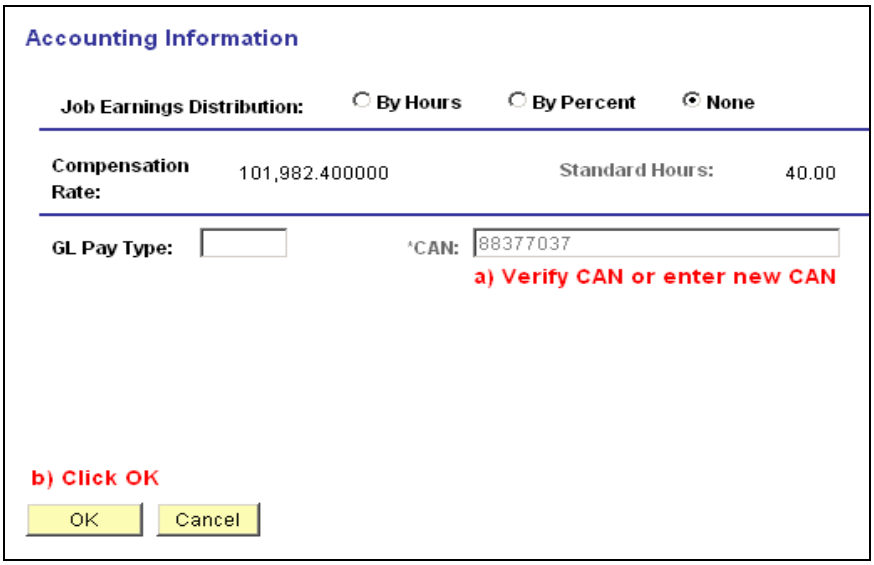
4) The employee's Data Control tab will again be displayed



a) Select the Compensation tab

b) Select the Accounting Info hyperlink at the bottom of the page

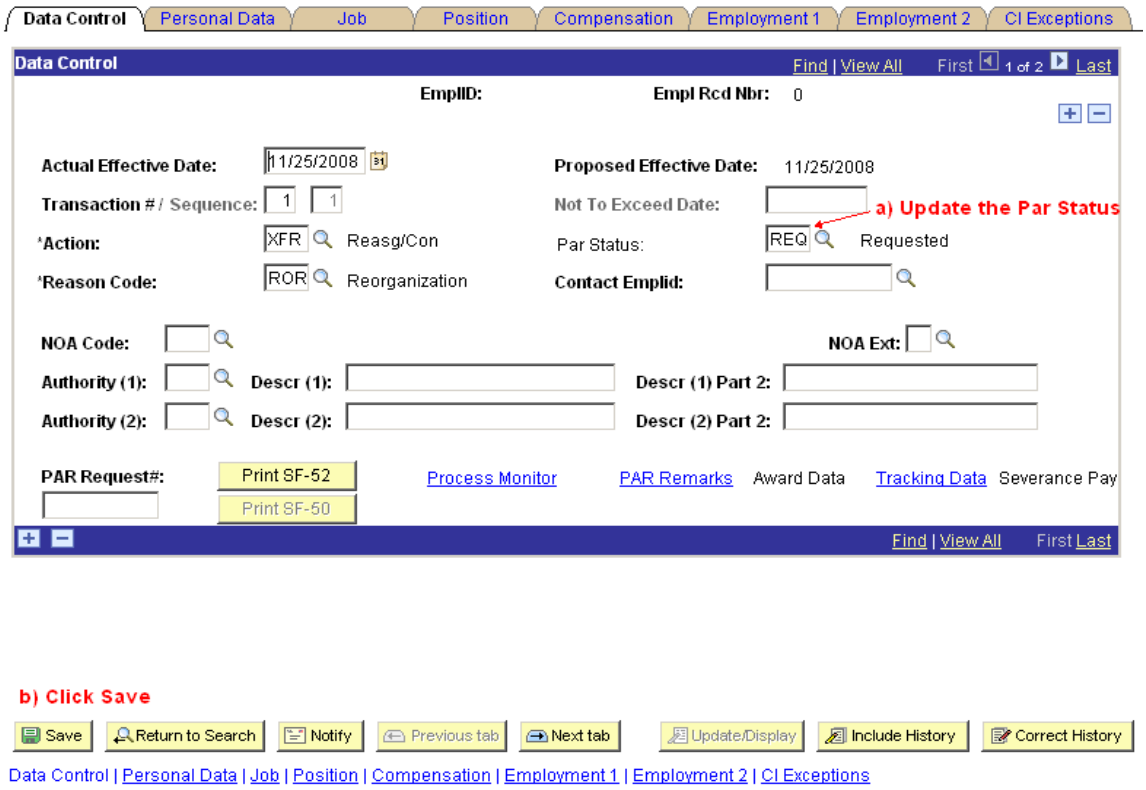
5) The Accounting Info page will be displayed



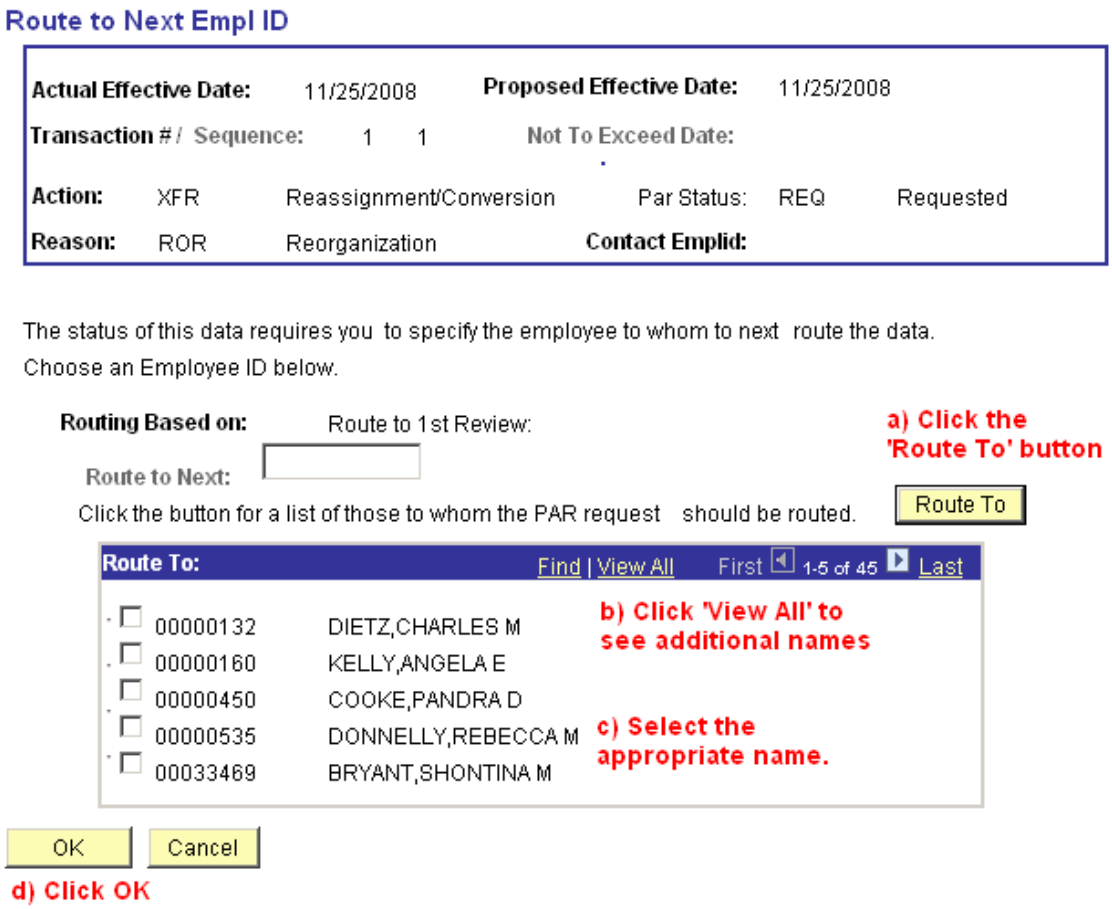
a) In the CAN field, verify CAN is correct or enter new CAN

b) Click 'OK'. You will be returned to the employee's Job Information page.

6) Select the Data Control tab.



7) The 'Route To' page be displayed.



a) Click the 'Route To' button.

b) Click the 'View All' hyperlink to see additional names if necessary.

c) Choose the appropriate name by selecting the check box next to the name.

d) Click the 'OK' button.

For Help Contact HR Systems Support:
Submit a help desk ticket:
http://intrahr.od.nih.gov/helpdeskform.htm