Procedures

NIH As Gaining Agency

1) Administrative/ Management Staff
   a) Create a Job Requisition using Recruit Workflow.
   b) See the "Create a Job Requisition" job aid under Job Aids for Administrative/Management Staff.
2) HR Operations
   a) Navigation:

      Home > Workforce Administration > Job Information > HR Reviewer
   b) Review and update the request as needed.
   c) Change Work-in-Progress status to "REV".
   d) Click 'Save'
   e) Contact NIH's Help Point of Contact (POC), via email to request that a PAR be initiated by losing agency.
      i) Provide Help POC with the following information:
         (1) Employee Name
         (2) Position Number *
         (3) Pay Group*
         (4) Effective Date

Note: For guidance on obtaining this information, please refer to the Position Management Reference Guide located on the Capital HR website: http://hr.od.nih.gov/HRSystems/ehrp/default.htm

3) NIH Help Point of Contact (POC)
   a) Contact the losing agency's Help POC and request that a PAR be initiated.
   b) Notify HR Operations via email when the PAR has been initiated

Note: Once the losing agency saves the PAR with the gaining IC's position number, the gaining IC obtains ownership of the employee's record

4) HR Operations
   a) Navigation:
      Home > Workforce Administration > Job Information > HR Reviewer
   b) Using correction mode review and update the PAR as needed.
   c) Change PAR/WIP status to “REV”.
   d) Click ‘Save’.
   e) Verify benefits and pay information was converted for the employee.
   f) Forward OPF with paperwork to HRPS.
   g) Click ‘Save’.
5) HR & Payroll Solutions (HRPS)
   a) Navigation:
      Home > Workforce Administration > Job Information > HR Processing
   b) Review and update PAR as needed.
   c) Change PAR/WIP status to “PRO”.
   d) Click ‘Save’.

NIH As Losing Agency

1) HR Operations
   a) Receive request from gaining agency’s Help POC to have a PAR initiated.
   b) If applicable, process a stop for all special pays the employee is receiving.

Note: Special pays must be stopped prior to PAR being initiated

   c) Initiate a PAR using information from the gaining agency.
   d) Navigation:
      Home > Workforce Administration > Job Information > HR Reviewer

Note: The PAR should be initiated after the effective date, e.g., if the effective date is 02/09/2009, the PAR should be initiated 02/10/2009 or later.

   e) Enter the following:
      i) Employee Name
      ii) Position Number
      iii) Pay Group
      iv) Effective Date

Note: The only information needed to initiate the PAR is listed above. No other data should be entered in the PAR, e.g., NOAC, LAC, etc

f) Change the PAR/WIP status to 'INI'.

g) Click 'Save'.

Note: Once the PAR is saved with the gaining agency's position number, the gaining agency obtains ownership of the employee's record

h) Notify gaining agency's Help POC when the PAR has been initiated.

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