



Capital HR User Guide

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

Printing an Individual SF50/52



Overview

The SF-52, Request for Personnel Actions, and SF-50, Notification of Personnel Actions, can be printed from Capital HR. The SF-50 is only available for actions that have a PAR Status of PRO, COR or CAN in the system.

Procedures

1) Navigation

Home > Workforce Administration > Job Information > (Supervisor Request USF, 1st Rqst Authorization, 2nd Rqst Authorization or, Approve Request)



Note: The menu items available to you are defined by your security level.

2) Using the search box, find the appropriate employee records

Find an Existing Value _____

EmpID:

Empl Rcd Nbr:

Name:

Last Name:

Include History Correct History Case Sensitive

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



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- 3) The Data Control tab for the employee's Job Information records will be displayed.
 - a) Use the Navigation buttons/ links to find the record for which you would like to print the SF-50 or SF-52.
 - b) If you are printing an SF-50, verify the PAR Status is either PRO, COR or CAN.
 - c) Select the Print button for the report you would like to produce.

- d) Select OK on the Print Parameters page

Print Parameters

Note: Selecting OK on this page sends the Print job to the Process Scheduler for processing.



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- You will be automatically taken back to the Data Control tab on the employee's Job Information record.
- Click the Process Monitor hyperlink.

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Data Control Find | View All First 2 of 3 Last

Mouse, Mickey T EmplID: 99999999 Empl Rcd Nbr: 0

Actual Effective Date: 07/22/2008 Proposed Effective Date: 01/22/2008

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

'Action': DTA Data Chg Par Status: PRO Processed by Human Resources

'Reason Code': PRA Payroll Related Action Contact Emplid:

NOA Code: 980 CAN Change NOA Ext: 1

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

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

PAR Request#: Print SF-52 5) **Process Monitor** PAR Remarks Award Data Tracking Data Severance Pay

Print SF-50

Find | View All First Last

- The Process Scheduler page will be displayed.

Process List | Server List

View Process Request For

User ID: DEMO5 Type: Last: 1 Days Refresh **b)**

Server: Name: Instance: to Save On Refresh

Run Status: Distribution Status Save On Refresh

a) Process List Customize | Find | View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1184631		SQR Report	FGSF5052	DEMO5	09/24/2008 3:35:42PM EDT	Success	Posted	c) Details

- Your processes will show in the Process List section.

Note: If your processes are not displayed on the Process List, verify that the User ID shown is your User ID.

- Use the refresh Button to update the page until Run Status displays 'Success' and Posted displays 'Posted'.
- When the process has completed successfully and has been posted, select the Details hyperlink.



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The Process Details page will be displayed.

- d) Select the View Log/Trace hyperlink.

Process Detail

Process	
Instance: 1184631	Type: SQR Report
Name: FGSF5052	Description: Request for Personnel Action
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: PS_GVT_SF_REPORT	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/24/2008 3:35:42PM EDT	Parameters Transfer
Run Anytime After: 09/24/2008 3:35:42PM EDT	Message Log
Began Process At: 09/24/2008 3:35:58PM EDT	Batch Timings
Ended Process At: 09/24/2008 3:36:11PM EDT	View Log/Trace

OK	Cancel
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- 7) The View Log/Trace page will be displayed.
 - a) Select the hyperlink for the .PDF file.

View Log/Trace

Report

Report ID: 250824 **Process Instance:** 1184631 [Message Log](#)
Name: FGSF5052 **Process Type:** SQR Report
Run Status: Success

Request for Personnel Action

Distribution Details

Distribution Node: viper_reports **Expiration Date:** 10/08/2008

File List

Name	File Size (bytes)	Datetime Created
SQR_FGSF5052_1184631.log	1,802	09/24/2008 3:36:11.000000PM EDT
fgsf5052_1184631.PDF	4,292	09/24/2008 3:36:11.000000PM EDT
fgsf5052_1184631.out	0	09/24/2008 3:36:11.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	DEMO5

Return

- 8) The SF-50 or SF-52 page will open.

Note: Most Capital HR queries contain Personally Identifiable Information (PII), if you save a Capital HR report containing PII, save it to a secure network drive. If you print a Capital HR report containing PII, ensure that you maintain proper custody of it at all time. Do not email a Capital HR report containing PII, if you do use "Secure email File Transfer" (SEFT). For more information on SEFT visit: <http://hr.od.nih.gov/hrguidance/issuances/infosecurity/default.htm>



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For Help Contact HR Systems Support:

Submit a help desk ticket:

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

Website:

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

Try It with "OnDemand":

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