



## *Capital HR (EHRP)* **How to obtain Career Ladder Promotion Eligibility Dates**

Unfortunately there is not one report showing upcoming career ladder with the corresponding Full Promotion Level FPL/Target Grade promotions.

### **Recommendations to obtain career ladder promotion eligibility dates:**

#### **Step 1: Generate the HE0210 – Promotions query in Capital HR, giving yourself a date range of at least 2 years**

This query will show you all employees who have received promotions (using any legal authority), when the promotion occurred, the old and new grade, along with the FPL/Target Grade. This query only shows promotion actions and not new hires that may be eligible.

#### **Step 2: Generate the HE0010– Staffing Runs query in Capital HR**

This query will show you all staff that are onboard, when they were hired, what legal authority they were hired under, and their current grade.

#### **Step 3:**

Compare results from HE0210 and HE0010 for your organization

For employees who are missing FPL/Target Grade continue to step 4

#### **Step 4: Generate the HE0363- query**

This query will prompt you for WIP Status, we recommend using “PRO” (for processed action) and NOAC, we recommend using “702”, in addition to the date range and business unit.

This query will pull all PAR remarks which should (if coded correctly) contain the employees Full Performance Level/Target Grade.

#### **Step 5: (optional) Confirm the FPL on the OF-8 in eOPF**

Optional, contact your HR Specialist to view an employees OF-8 in eOPF. This document shows the employees FPL/Target Grade

Unfortunately, no one Capital HR report provides the view of this information in one report. We are hoping this is addressed in future reporting capabilities. If you have any questions please submit an HR Systems Support ticket <http://intrahr.od.nih.gov/helpdeskform.htm>.