Concurrent Hire

Introduction

In EHRP, the Concurrent Hire function allows an employee to be assigned to multiple appointments (positions).

If an employee has an appointment with one agency that is being converted into EHRP and other appointments with agencies still on IMPACT, all appointments will be converted to EHRP.

NOTE: Fields that are not required are not listed within the procedure. Optional fields that an end-user may choose to complete are not detailed.

Navigational Path

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ Concurrent Hire

Navigational Tips

- The icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.

Before beginning to process a concurrent hire, be sure to make note of the position number to which the employee will be assigned.

The employee's EmplID number must be known before moving forward.

The employee's current appointment numbers must be known to insure the correct assignment of the record number in EHRP. The HRS Help Desk will be contacted to access the Paymaster to determine the current appointment numbers.

PROCESSING A CONCURRENT HIRE FOR AN EMPLOYEE WITH HISTORY IN EHRP

Procedure The following steps detail the procedure for processing a concurrent hire where the employee already exists in EHRP.

1 Contact the HRS Help Desk to determine what the highest appointment number is for this employee.

NOTE: You must know this information before you begin the processing of the concurrent hire.

2 Follow the navigational path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ Concurrent Hire

The following **Concurrent Hire** sub-page appears:

3 On the **Concurrent Hire Add a New Value** sub-page, enter the employee's **EmplID.**

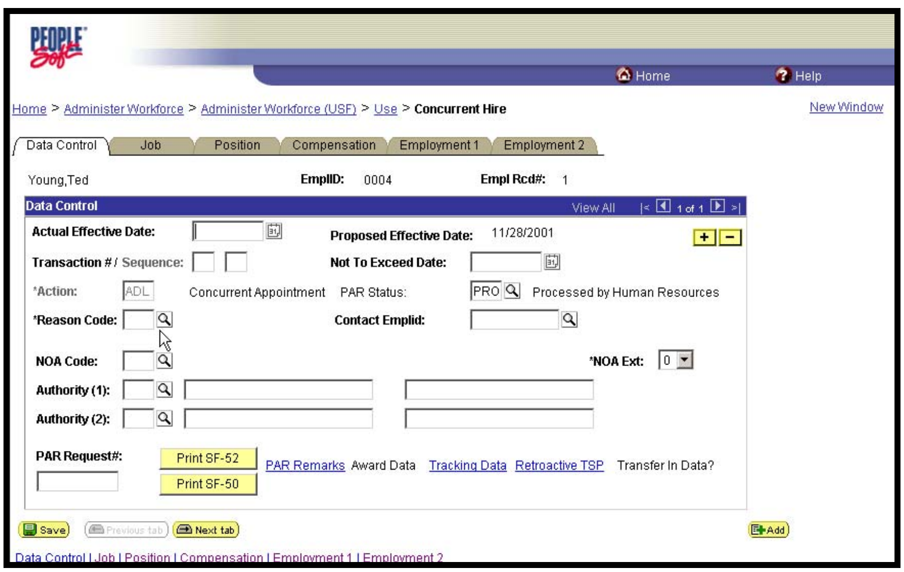
4 When the employee's EmplID is entered, **Empl Rcd Nbr** will populate with the next number in sequence based on the number of appointments this employee has. Since EHRP begins numbering with 0, if this is their third appointment, the field will populate with a 2.

NOTE: One difference between IMPACT and EHRP is the record number. In IMPACT, the first appointment had a record number of 1, the second had a record number of 2 and so on. In EHRP, the first appointment has a record number of 0, the second has a record number of 1 and so on.

NOTE: The key difference between a concurrent hire and a new hire is the record number. For a new hire it is 0 and for the second appointment a record number of 1 will appear.

5 Click Add.

The following **Data Control** page appears:



*NOTE: The **Concurrent Hire** page group consists of only 6 pages as opposed to 7 pages in a Hire action. Personal Data is not included, because it was already completed in conjunction with the Hire action.*

6 In the **Actual Effective Date** field, type the date the appointment is to become effective in the system.

*NOTE: The **Proposed Effective Date** field is populated by default with the date entered in the Actual Effective Date field. Since human resources personnel processing a request have final authority on when the action becomes effective, they will enter the official actual effective date, but the proposed effective date will remain unchanged.*

7 Type the NTE date for the action in the **Not to Exceed Date** field, if applicable.

*NOTE: The **Action** field automatically populates with "ADL" meaning concurrent appointment.*

8 Enter "ADL" (Additional Job) in the **Reason Code** field.

9 Enter the applicable **NOA Code** based upon the type of concurrent hire.

10 Enter the **NOA Ext** (Extension).

11 Enter the applicable legal authority in the **Authority (1)** field.

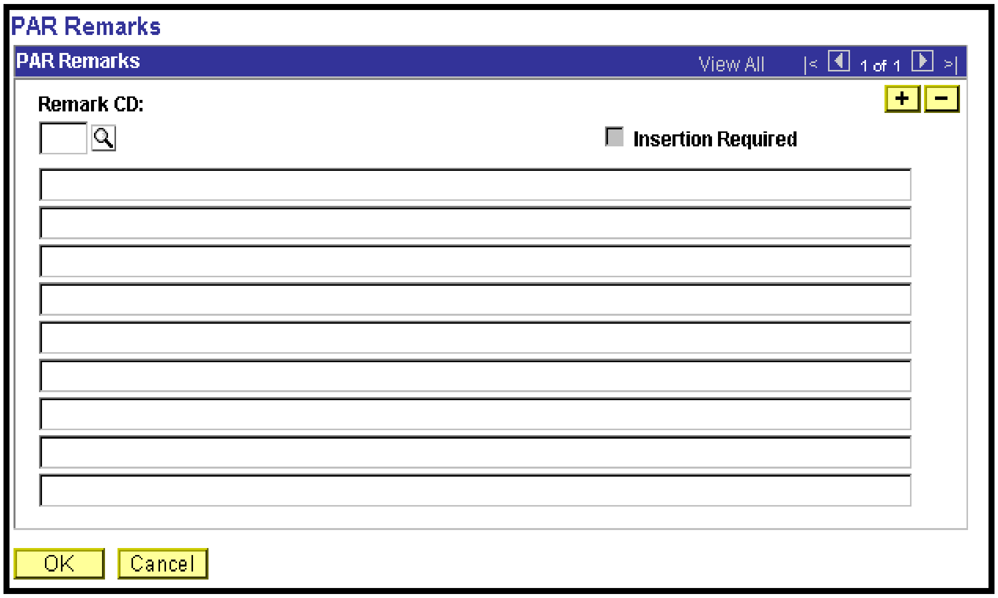
12 Enter an **Authority (2)** if applicable.

13 In the **PAR Request #** field, enter the applicable PAR Request number.

NOTE: This field is not required but can be used for PAR request tracking purposes.

14 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



15 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

16 To add additional remarks, use the [+] to insert a row.

*NOTE: If the **Remark CD** contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date).*

*NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action. .*

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

Mandatory Remarks

The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

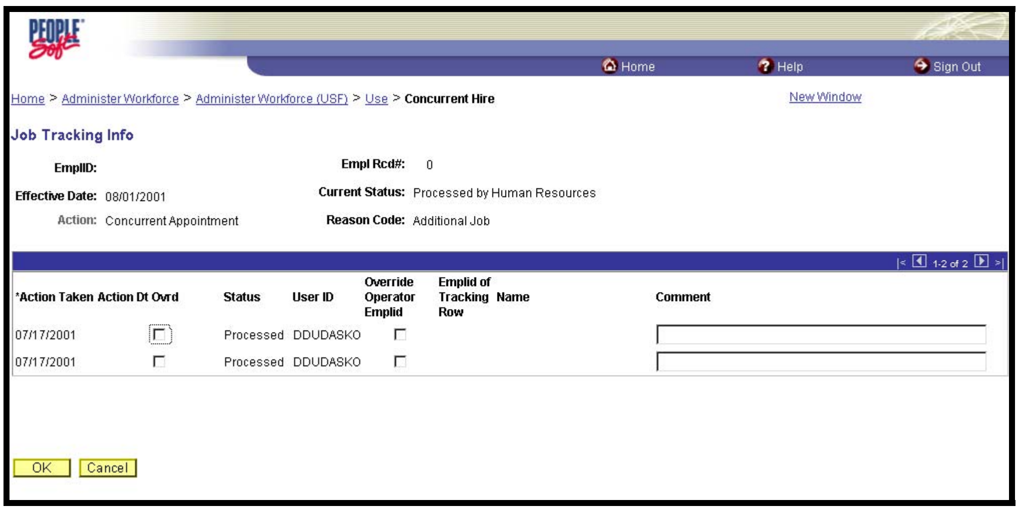
Procedure (cont'd)

17 When you are finished entering your PAR Remarks, click OK to return to the **Data Control** page.

18 Click on the **Tracking Data** hyperlink.

*NOTE: The **Job Tracking Info** page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by colleagues in relation to this particular action may be read and entered on this page.*

The following **Job Tracking Info** sub-page appears:



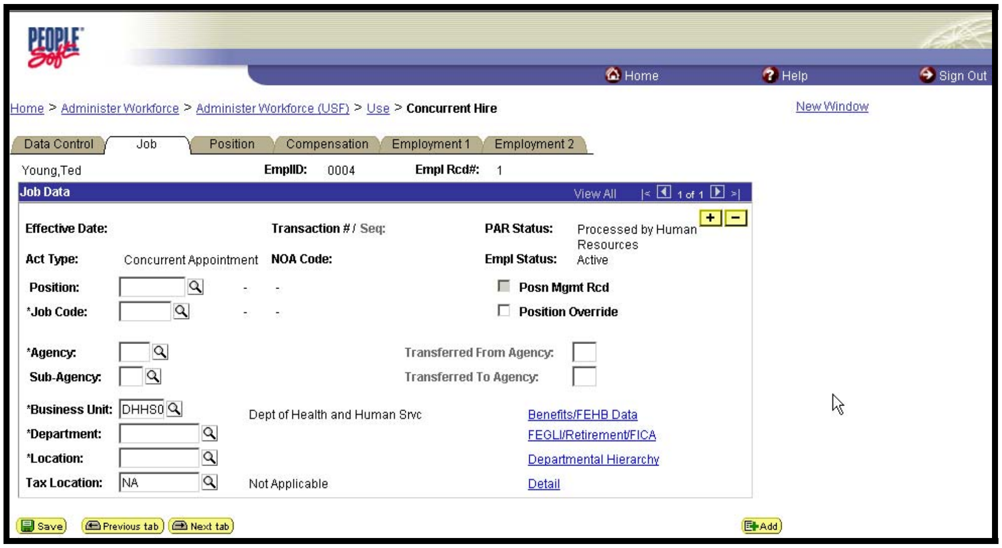
19 Enter any necessary **Comment**.

20 Click OK to return to the **Data Control** page.

*NOTE: The **Personal Data** tab is not accessable for secondary appointments. Only the agency with which the employee has the primary appointment can access and modify the Personal Data.*

21 Click on the **Job** tab to move to the next page.

The following **Job** page appears:



22 Enter the number of the Position the employee will encumber in the **Position** field.

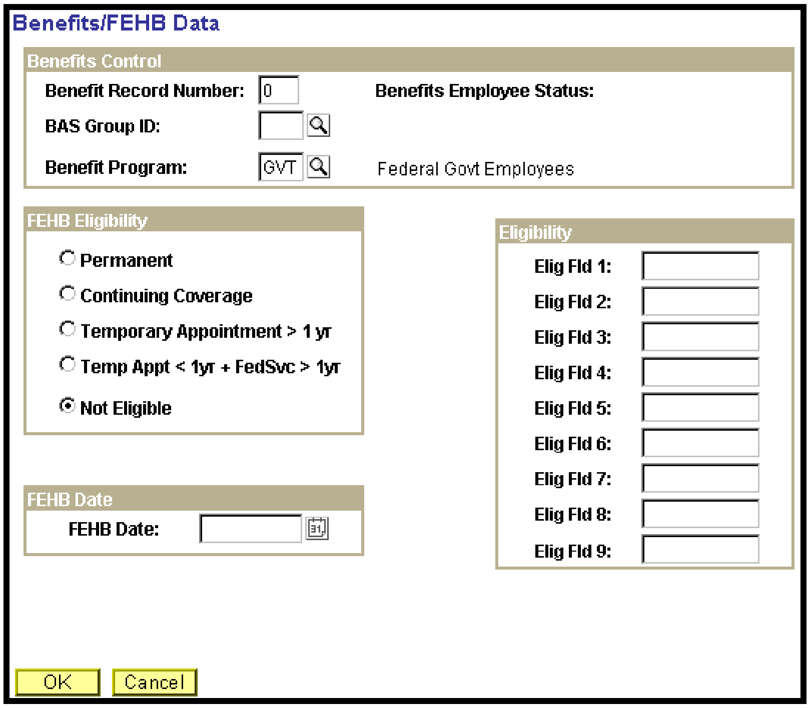
NOTE: Be sure to select the position from within your business unit.

*NOTE: The following fields on this page will populate based upon the **Position** that you have entered:*

- ***Job Code** (formerly the "PD#")*
- ***Agency***
- ***Sub-Agency***
- ***Business Unit***
- ***Department** (used to be the "Admin Code")*
- ***Location** (used to be the "GeoLoc Code")*
- ***Tax Location***

23 Click the **Benefits/FEHB Data** hyperlink.

The following sub-page appears:



24 In the **Benefit Record Number** field, enter the next appointment number in the sequence of appointment numbers.

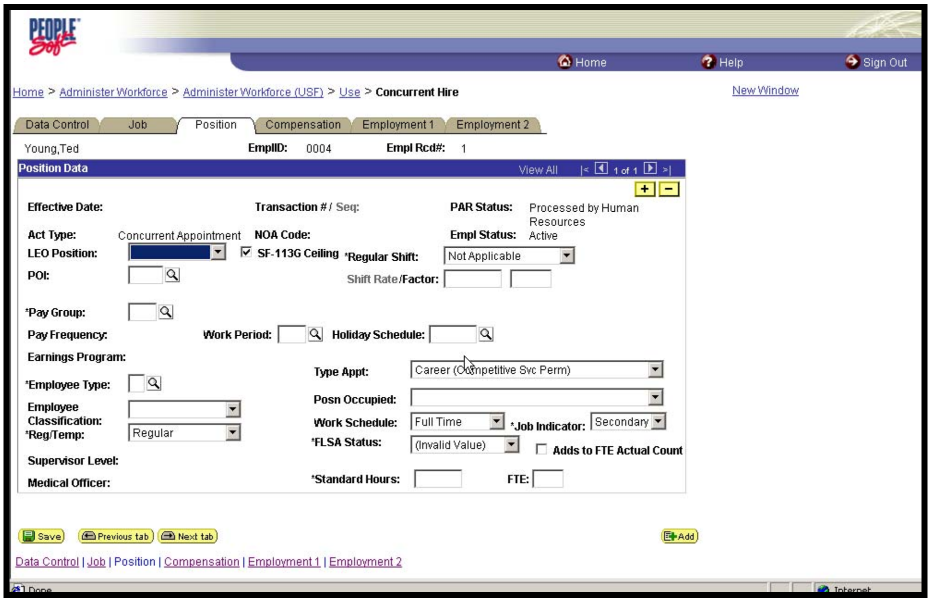
NOTE: This number will be the highest appointment number provided by the HRS Help Desk plus 1. For example, if the employee had an appointment number of 3 as provided by the HRS help desk, the benefit record number will be 4. This number will be passed to the payroll system as a short-term solution to the issue of the IMPACT appointment number not being in sync with the EHRP Record number.

25 Click 

to return to the **Job** page.

26 Click on the **Position** tab.

The following **Position** page appears:



NOTE: The following fields will populate based on the position selected:

- ***LEO Position***
- ***Regular Shift***
- ***POI***
- ***Pay Group***
- ***Work Period***
- ***Reg/Temp***
- ***Posn Occupied***
- ***Work Schedule***
- ***FLSA Status***
- ***Supervisor Level***
- ***Medical Officer***
- ***Standard Hours***

27 If applicable, click the **SF-113G Ceiling** checkbox.

28 Enter the applicable **Pay Group**.

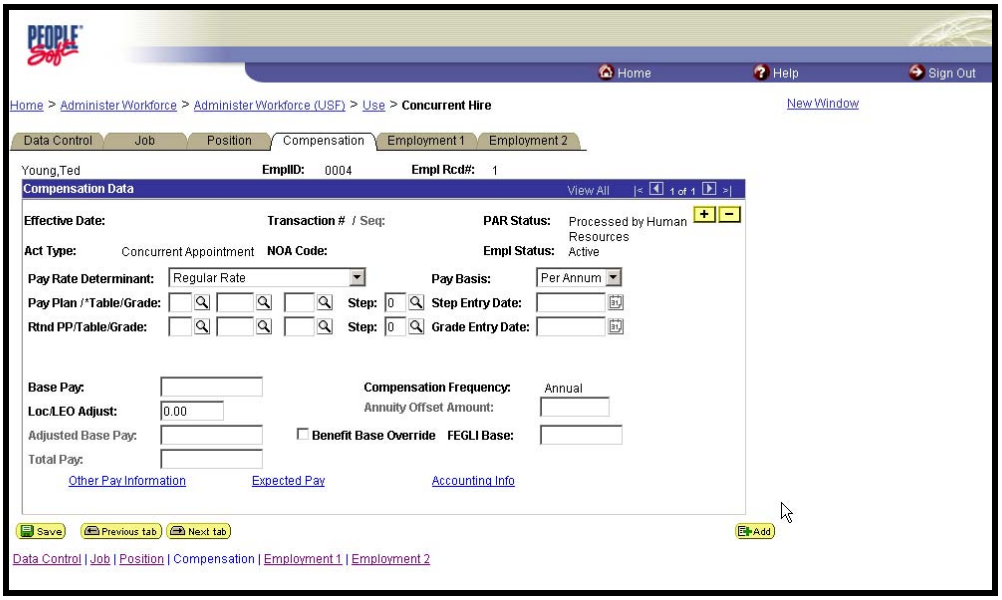
29 Select the **Employee Classification** from the dropdown menu.

NOTE: This field is only used for Indian Preference.

30 Select the **Type Appt** from the dropdown menu.

31 Click on the **Compensation** tab.

The following **Compensation** page appears:



NOTE: The following fields default based upon the position selected:

- ***Pay Basis***
- ***Pay Plan***
- ***Table***
- ***Grade***

32 Select the **Pay Rate Determinant** from the dropdown menu.

33 Enter the **Step.**

*NOTE: For those employees that do not have a step, "0" should be entered in the **Step** field.*

NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- ***Step Entry Date***
- ***Base Pay***
- ***Loc/LEO Adjust***
- ***Total Pay***
- ***FEGLI Base***

34 If the employee is an annuitant, enter the **Annuity Offset Amount.**

NOTE: This amount should be entered based on the employee's compensation frequency. If the employee's compensation frequency is annual, the annuity offset amount should be an annual amount

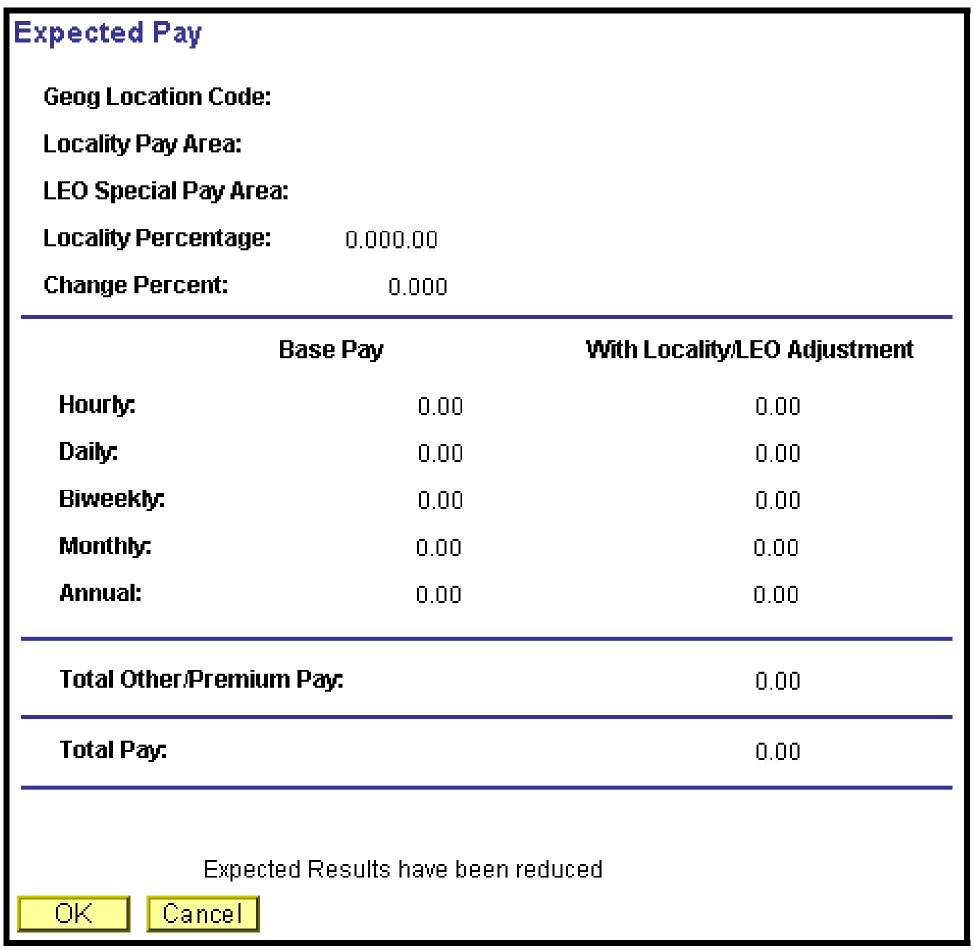
Pay Impacts

The annuity offset amount must be entered correctly in order to avoid significant payroll issues.

Procedure (cont'd)

35 Click on the **Expected Pay** hyperlink to display payroll information.

The following sub-page appears:



Expected Pay

Geog Location Code:

Locality Pay Area:

LEO Special Pay Area:

Locality Percentage: 0.000.00

Change Percent: 0.000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.00	0.00
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.00	0.00
Annual:	0.00	0.00

Total Other/Premium Pay: 0.00

Total Pay: 0.00

Expected Results have been reduced

OK Cancel

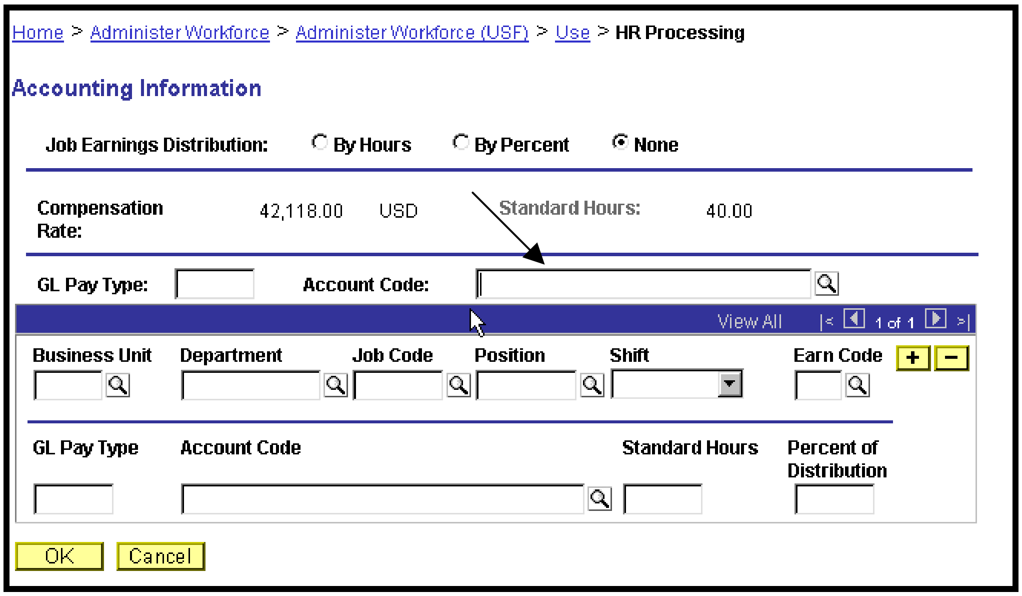
36 Verify the read-only information.

37 Click OK to return to the **Compensation** page.

38 Click on the **Accounting Information** hyperlink.

39 The following **Accounting Information** sub-page appears:

40 Enter the CAN in the **Account Code** field noted by the arrow.



Common Account Number

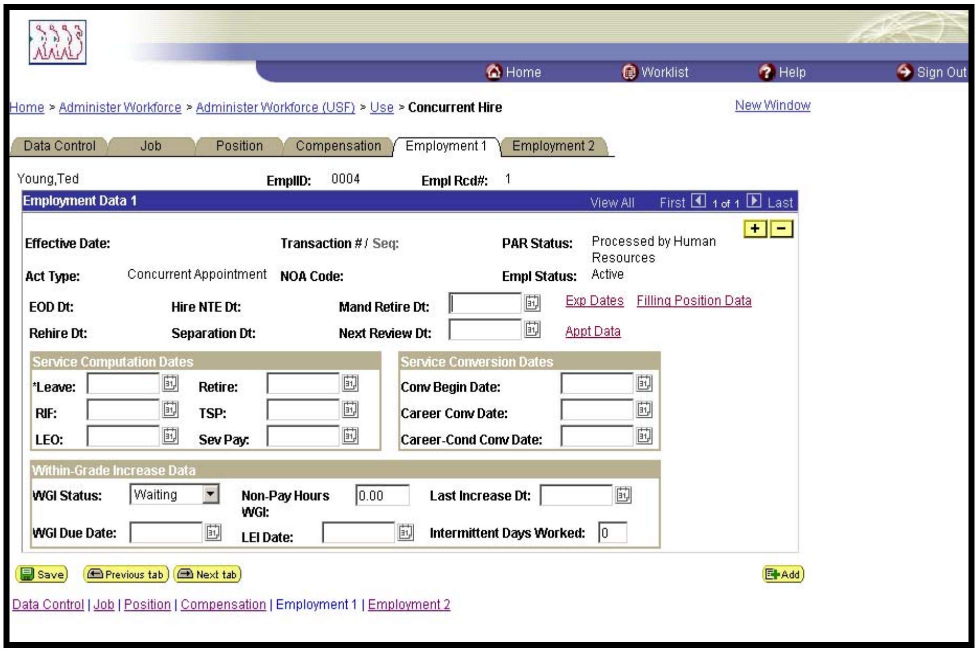
The Common Account Number (CAN) is a required field and must be entered to process the appointment. Once the Hire has been HR Processed, if the CAN was keyed incorrectly, it is the Personnelist's responsibility to process a 002 correction and correct the CAN. If a CAN is new and does not yet exist in EHRP, the EHRP team would need to obtain an official file updated from Financial Management to load the new value into EHRP.

Procedure (cont'd)

41 Click OK to return to the **Compensation** page.

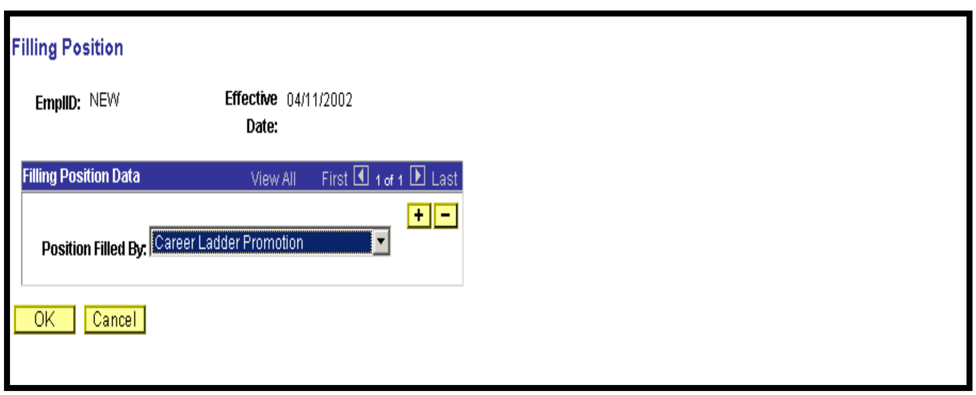
42 Click on the **Employment 1** tab.

The following page appears:



43 Click the **Filling Position Data** hyperlink.

The following sub page appears:

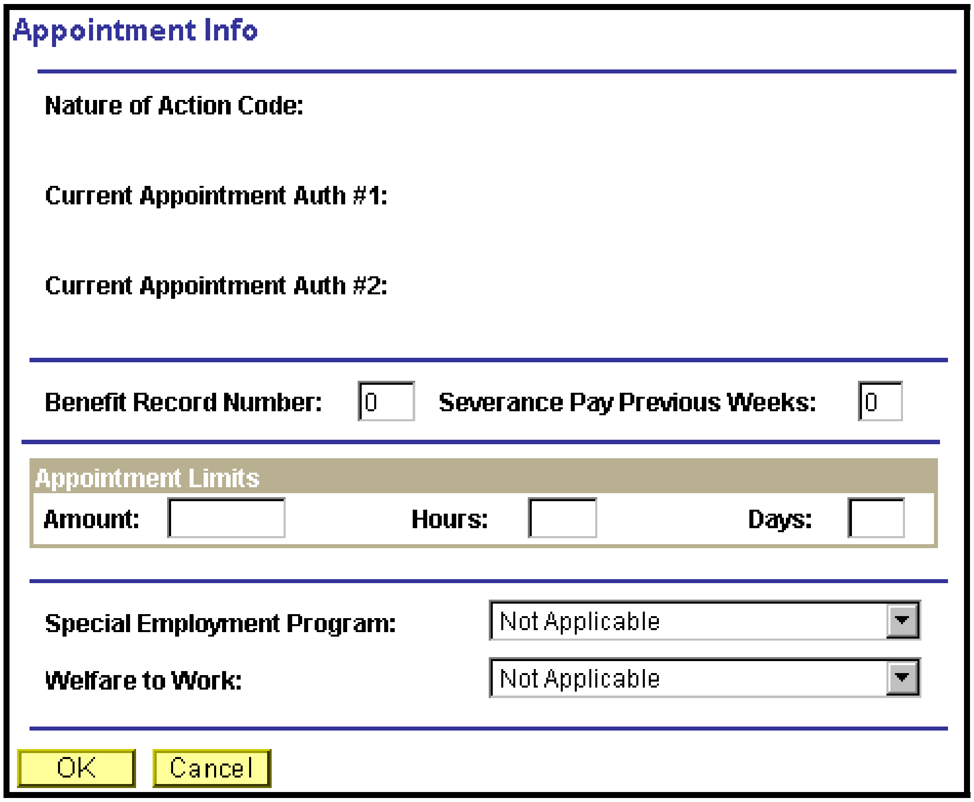


44 If necessary, select the correct method by which the position has been filled from the dropdown menu.

45 Click OK to return to the **Employment 1** page.

46 Click the **Appt Data** hyperlink.

The following sub-page appears:



47 If applicable, from the dropdown menu, select the **Special Employment Program**.

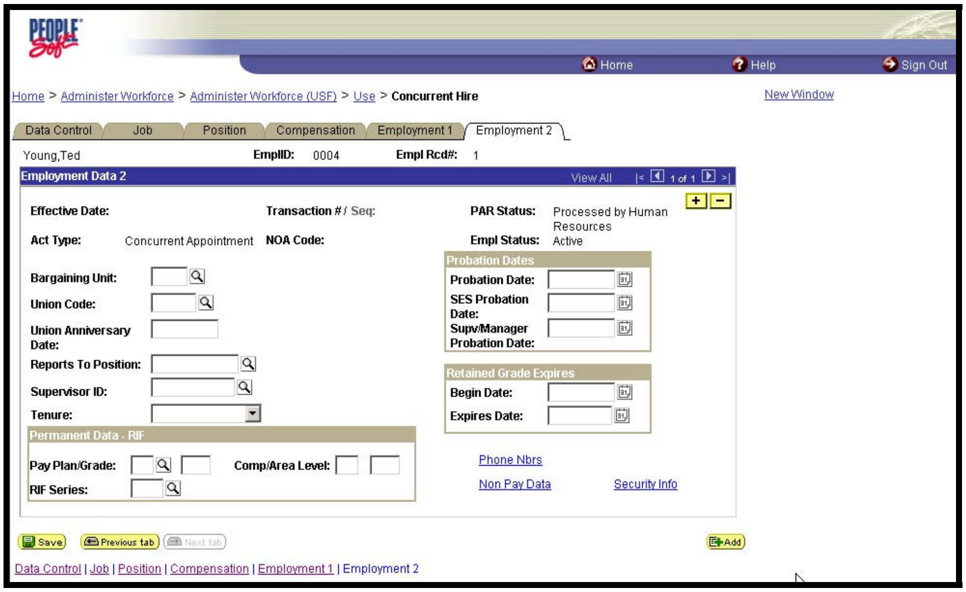
NOTE: This is where the Special Program ID would be entered.

NOTE: ***Welfare to Work*** *should* <u>*not*</u> *be captured here.*

48 Click OK to return to the **Employment 1** page.

49 Click on the **Employment 2** tab.

The following page appears:



NOTE: The following fields default based on the position selected:

- ***Bargaining Unit***
- ***Reports To Position***

50 Enter the employee's **Union Code,** if applicable.

51 Confirm or enter the appropriate **Reports To Position** for the employee.

52 As applicable, enter the employee's compensation area and level in the **Comp Level** field.

NOTE: In IMPACT this variable is a 4 digit code. In EHRP, the Comp Level is a 3 digit code. Therefore, the interface will add a "0" to the front of the value entered in the Comp Level field.

53 In the **Probation Date**, enter the completion date for the employee's probation.

NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.

54 As applicable, enter the employee security information in the Security Info hyperlink.

55 Return to the **Data Control** tab and change the **PAR Status** according to your role.

56 Click Save.

PROCESSING A CONCURRENT HIRE FOR AN EMPLOYEE WITH NO HISTORY IN EHRP

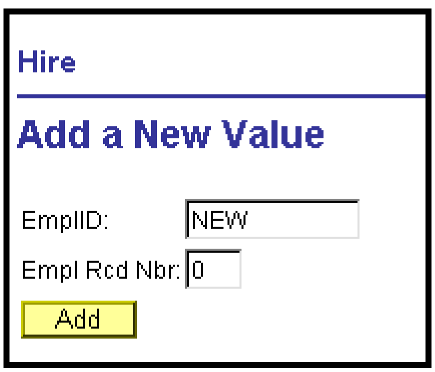
Procedure The following steps detail the procedure for processing a concurrent hire when there is no data in EHRP currently for the employee:

1 Contact the HRS Help Desk to determine what the highest appointment number is for this employee. This information must be known before you begin the processing of the concurrent hire.

2 Follow the navigational path:

Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ Hire

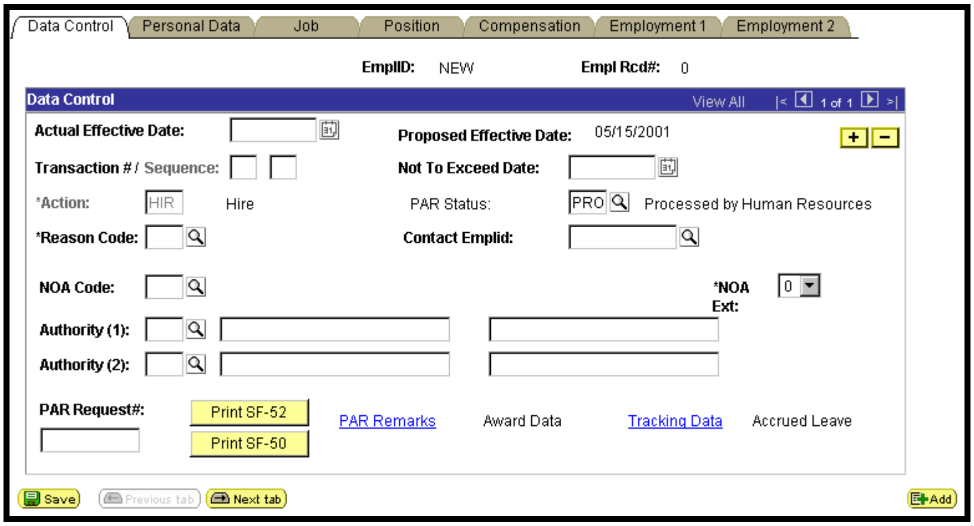
3 The following **Hire** sub-page appears:



*NOTE: Do not change the **Empl Rcd Nbr.** It must remain "0."*

4 Click Add.

The following **Data Control** page appears:

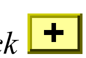


NOTE: The EmplID will default in as "New" until  *is clicked. EHRP will then autogenerate a sequential EmplID for the employee. Do not save until all required fields are completed.*

5 In the **Actual Effective Date** field, type the date the appointment is to become effective in the system.

NOTE: The Proposed Effective Date field is populated by default with the date entered in the Actual Effective Date field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.

*NOTE: The **Transaction #**, will populate with a value of "**1**."*

NOTE: If multiple actions have the same effective date, click  *to add a row. When entering a second row with the same Effective Date, the "Transaction #" will increase to 2.*

6 Enter the applicable reason code in the **Reason Code** field.

7 Enter the applicable NOA (Nature of Action) Code in the **NOA Code** field**.**

8 Enter the **NOA Ext** (Extension).

*NOTE: The **NOA Ext** has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was "1010," the NOA Code in EHRP is "101" with a NOA Ext of "0."*

9 Enter the applicable legal authority in the **Authority (1)** field.

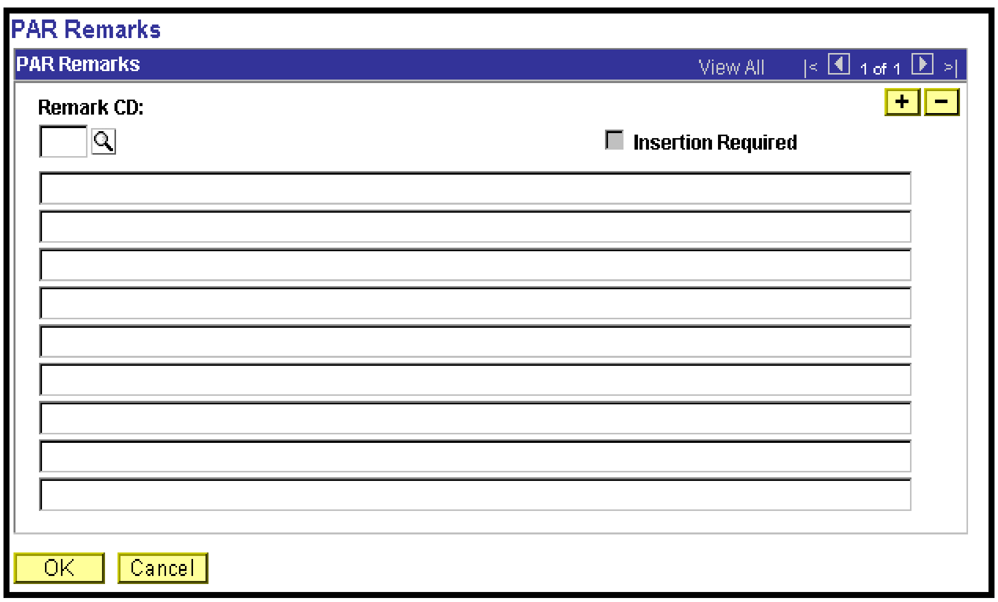
10 Enter **Authority (2)**, if applicable.

11 In the **PAR Request #** field, enter the applicable PAR Request number.

NOTE: This field is not required but can be used for PAR request tracking purposes.

12 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



13 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

14 To add additional remarks, use the + to insert a row.

*NOTE: If the **Remark CD** contains a "****", you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

*NOTE: To enter a freeform remark, enter "ZZZ" in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The "ZZZ" remark can only be used once for each personnel action..*

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

Mandatory Remarks

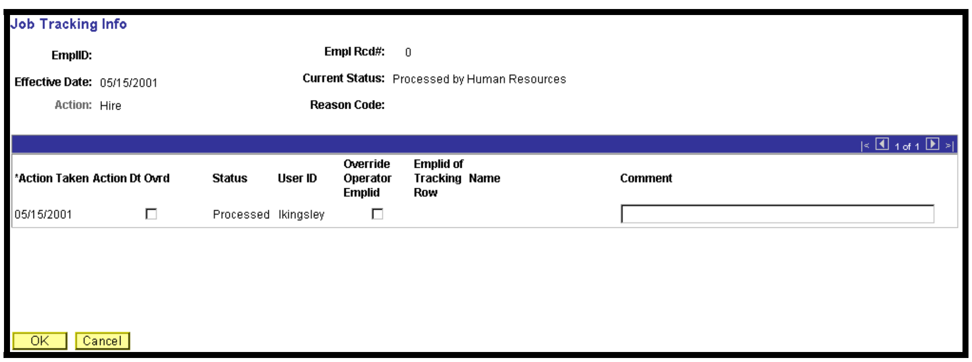
The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

Procedure (cont'd)

15 When entry of the PAR Remarks is complete, click OK to return to the **Data Control** page.

16 Click the **Tracking Data** hyperlink.

The following **Job Tracking Info** sub-page appears:



17 Enter any necessary **Comment** or review comments made by management**.**

*NOTE: There is a 30 character limit in the **Comment** field.*

Job Tracking Info

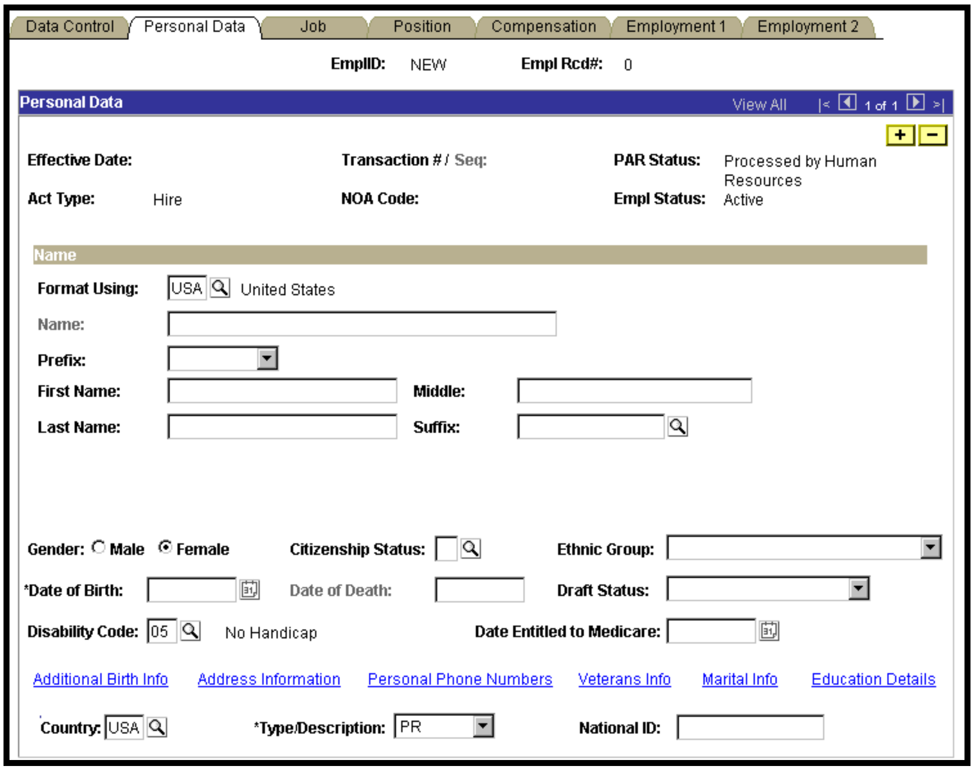
The **Job Tracking Info** page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by colleagues in relation to this particular action may be read and entered on this page.

Procedure (cont'd)

18 Click OK to return to the **Data Control** page.

19 Click on the **Personal Data** tab.

The following **Personal Data** page appears:



20 From the dropdown menu, select the **Prefix** for the person being entered.

21 Enter the **First Name**.

22 In the **Middle** field enter the employee's middle name or middle initial, as applicable.

23 Enter the **Last Name**.

24 Enter the **Suffix**, if applicable.

NOTE: The Name field (grayed out) will populate with the employee's full name.

25 Select the appropriate radio button for **Gender**.

26 Enter the **Citizenship Status**.

NOTE: The default is "1" for US citizen. Other valid statuses are limited to the following:

Description
U.S. Citizen
Naturalized
Alien Permanent
Alien Temporary
Permanent Resident
Employment Visa
Canadian Citizen
Other
Not Indicated

27 Use the dropdown menu to select **Ethnic Group**.

28 Enter the **Date of Birth**.

29 Enter the **Disability Code**, if applicable.

Note: This field will default with "05," i.e., "No Handicap."

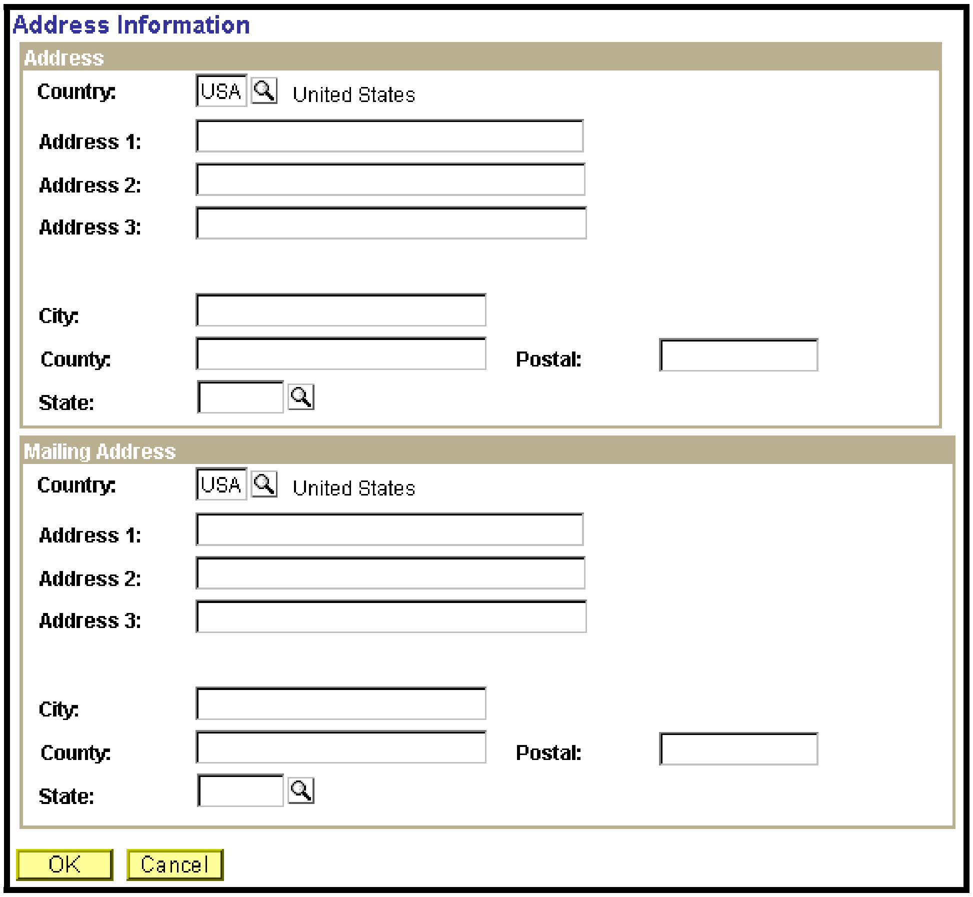
Multiple Disabilities

Only one disability will be recorded. If the employee has multiple disabilities, enter the disability that is most limiting to the employee.

Procedure (cont'd)

30 Click the **Address Information** hyperlink.

The following **Address Information** sub-page appears:



31 Confirm the default country of **USA.**

32 Enter the address in the **Address 1** field.

*NOTE: There is a 25 characters restriction in the **Address 1** field.*

33 Enter the **City**.

34 Enter the **Postal** (ZIP) code.

35 Enter the **State.**

*NOTE: To enter the **Mailing Address**, follow the same steps as the primary address. There is a 25 characters restriction in this address field as well.*

*NOTE: If the employee uses a different mailing address from his or her primary address, complete the **Mailing Address** area. The **Mailing Address** field is for information purposes only so it will not go to payroll. It could be used to record an employee's foreign address.*

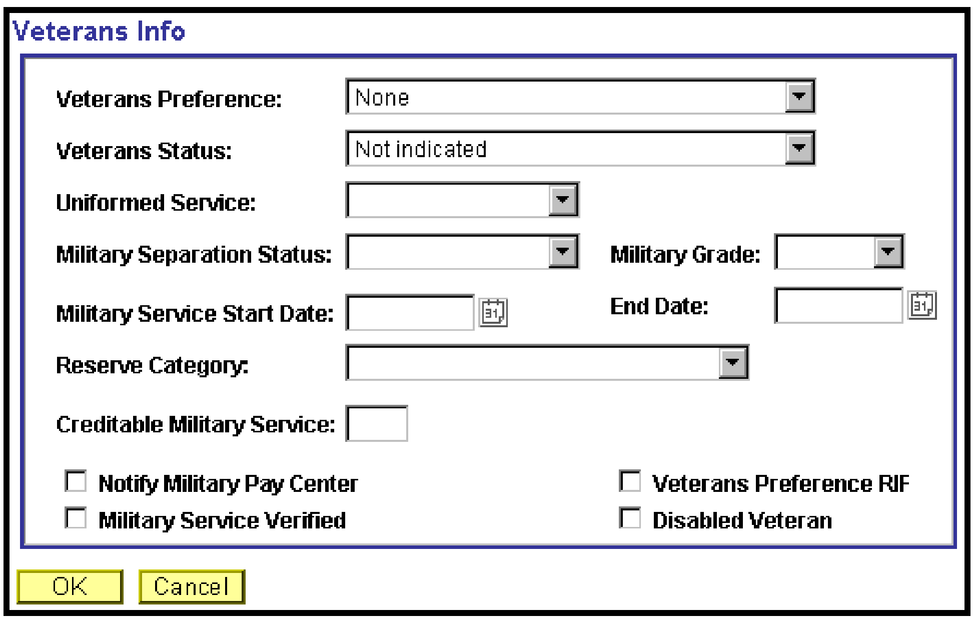
36 Click 

to return to the **Personal Data** page.

37 Click the **Veterans Info** hyperlink.

*NOTE: If there is no Veterans information, you may skip down to enter the details. The **Veterans Info** defaults to None.*

The following **Veterans Info** sub-page appears:



38 If applicable, change the **Veterans Preference** from the "None" default using the dropdown menu.

39 Select the **Veterans Status** from the dropdown menu.

40 Select the **Uniformed Service or Public Health Service** from the dropdown menu.

41 Select the **Military Separation Status** from the dropdown menu.

42 Select the **Military Grade** from the dropdown menu.

43 Enter the **Military Service Start Date**.

44 Enter the Military Service **End Date**.

45 Select the **Reserve Category** from the dropdown menu.

46 Enter the **Creditable Military Service (YRMO)**.

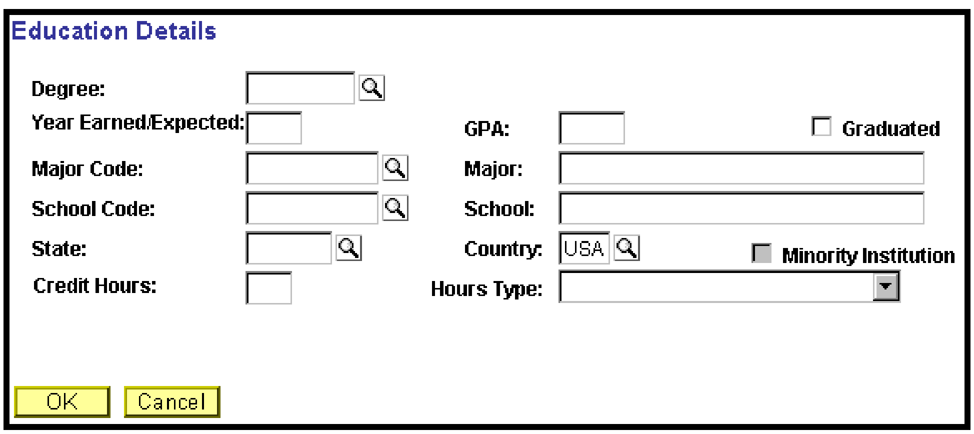
47 Confirm the status of the **Veterans Preference RIF** checkbox.

48 Click OK to return to the **Personal Data** page.

49 Click the **Education Details** hyperlink.

*NOTE: The **Education Details** subpage will appear upon saving the hire action if the education details have not been entered. Education Details must be entered in order to save the action..*

The following **Education Details** sub-page appears:



50 Enter the employee's **Degree.**

51 Enter **Year Earned/Expected**.

52 Enter the employee's **GPA** if applicable.

53 Confirm the status of the **Graduated** checkbox, if known.

54 Enter the **Major Code.**

Note: The Major Codes are the OPM values.

*Note: To view or modify the Education information once the employee has been hired, the user would need to go to **Home>Develop Workforce>Manage Competencies>Use>Education** and update the necessary information.*

Note: The Education details hyperlink is not enabled when entering the hire in INI. The Processor must be sure to enter the education details prior to changing the PAR status to PRO and saving the action.

55 Click OK to return to the **Personal Data** page.

56 Confirm the default of "USA" or modify the **Country** field, if applicable.

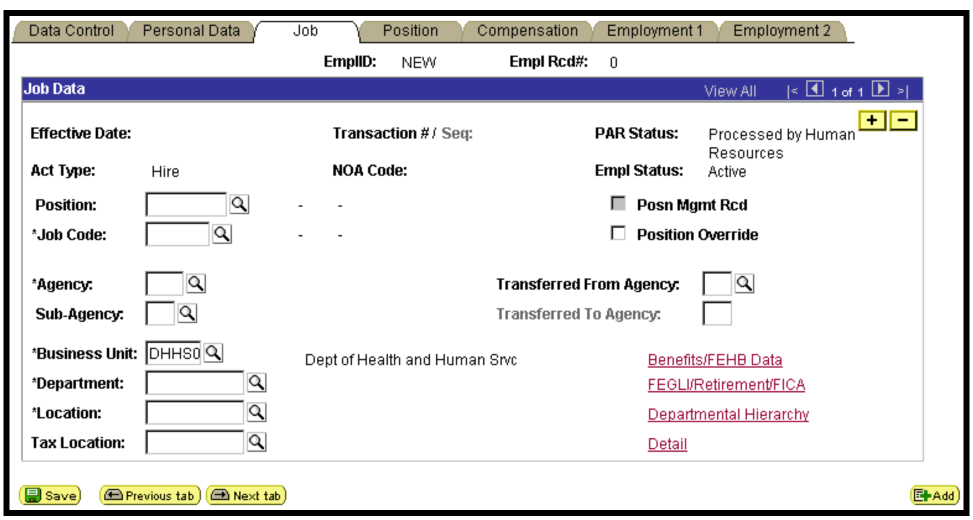
57 Confirm the default of "PR" or modify the **Type/Description** field.

NOTE: The Type/Description field indicates the type of National ID. "PR" is used for SSN.

58 Enter the **National ID**, which is the employee's Social Security Number (SSN).

59 Click on the **Job** tab to move to the next page.

60 The following **Job** page appears:



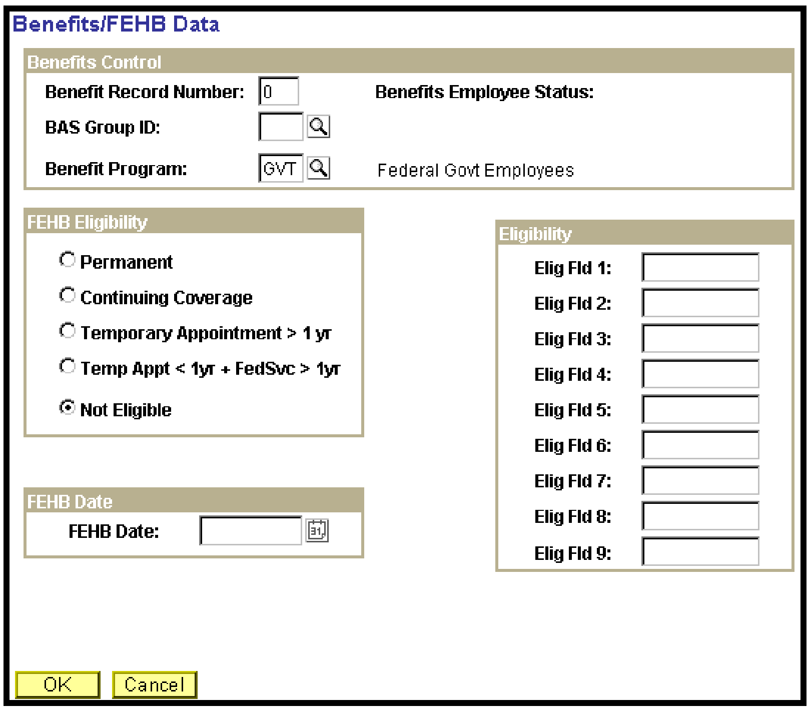
61 Enter the **Position** number.

NOTE: The following fields on this page will populate based upon the ***Position*** *that has been entered:*

- ***Job Code*** *(formerly the "PD#")*
- ***Agency***
- ***Sub-Agency***
- ***Business Unit***
- ***Department*** *(formerly the "Admin Code")*
- ***Location*** *(formerly the "GeoLoc Code")*
- ***Tax Location***

62 Click the **Benefits/FEHB Data** hyperlink.

The following sub-page appears:



63 In the **Benefit Record Number** field, enter the next appointment number in the sequence of appointment numbers.

NOTE: This number will the highest appointment number provided by the HRS Help Desk plus 1. For example, if the employee had an appointment number of 3 as provided by the HRS help desk, the benefit record number will be 4. This number will be passed to the payroll system.

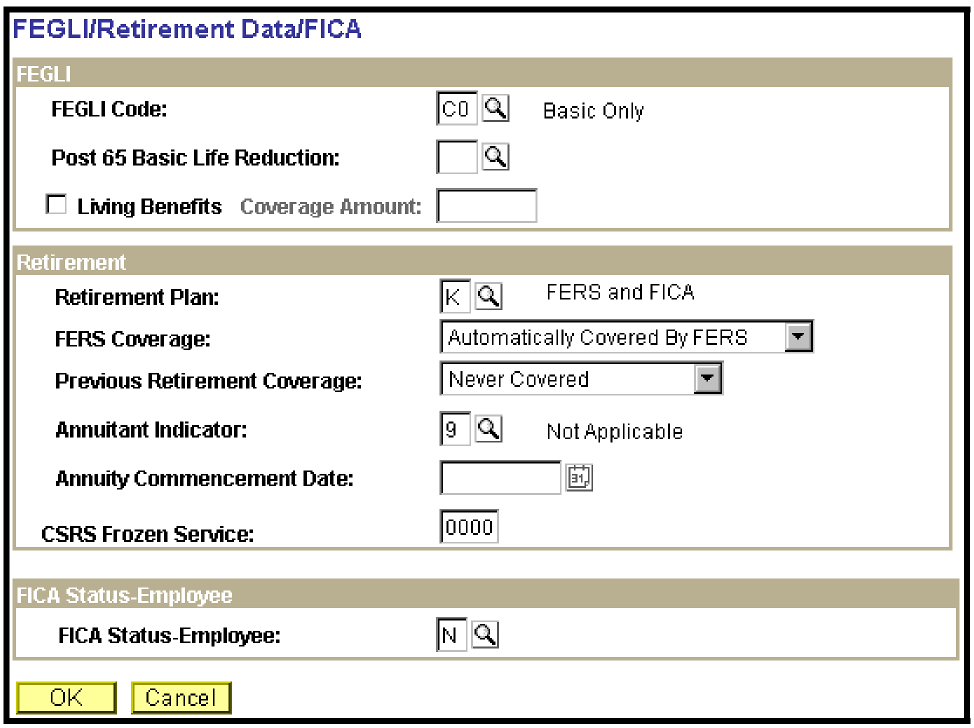
*NOTE: When hiring someone from **Pay Plan ED, EE, EI, EH, EF, EG**, the **Benefit Record Number** must have a number other than "0".*

64 Select the appropriate radio button to indicate **FEHB Eligibility**.

65 Click OK to return to the **Job** page.

66 Click the **FEGLI/Retirement/FICA** hyperlink.

The following sub-page appears:



67 Confirm the default of "**C0**" ("Basic Only") or modify the **FEGLI Code.**

68 Confirm the default of "**K**" ("FERS and FICA") or modify the **Retirement Plan**.

69 Select the **FERS Coverage** from the dropdown menu, if applicable.

70 Select the **Previous Retirement Coverage** from the dropdown menu, if applicable.

71 Confirm the default of "**9**" (Not Applicable) or modify the **Annuitant Indicator**.

72 Enter the **Annuity Commencement Date**, if applicable.

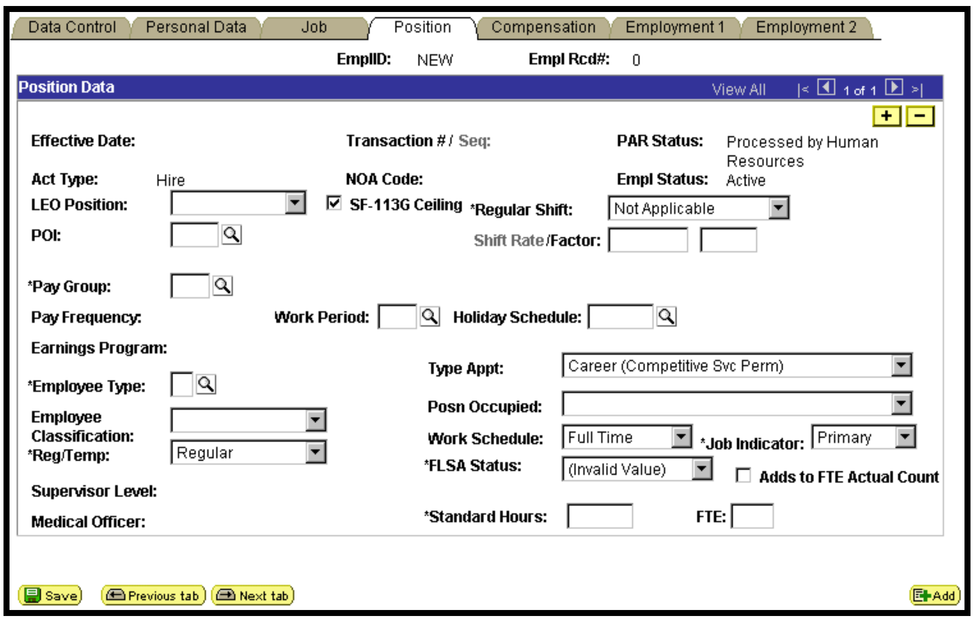
73 For **CSRS Frozen Service**, enter the appropriate service time, if applicable.

NOTE: In CSRS Frozen Service, this time span can be entered as a four-number code. The first and second positions indicate the number of years, while the third and fourth positions indicate the number of months. For example, a time span of 5 years and 3 months would be entered in CSRS Frozen Service as 0503.

74 Click OK to return to the **Job** page.

75 Click the **Position** tab.

The following **Position** page appears:



NOTE: The following fields will populate based on the position selected:

- **LEO Position**
- **Regular Shift**
- **POI**
- **Pay Group**
- **Holiday Schedule**
- **Work Period**
- **Reg/Temp**
- **Posn Occupied**
- **Work Schedule**
- **FLSA Status**
- **Supervisor Level**
- **Medical Officer**
- **Standard Hours** (Also known as Base Hours. Be sure this value is per week.)

76 Click the **SF-113G Ceiling** checkbox, if applicable.

77 Enter the applicable pay group in the **Pay Group** field.

78 Select the **Employee Classification** from the dropdown menu.

NOTE: This field is only used for Indian Preference.

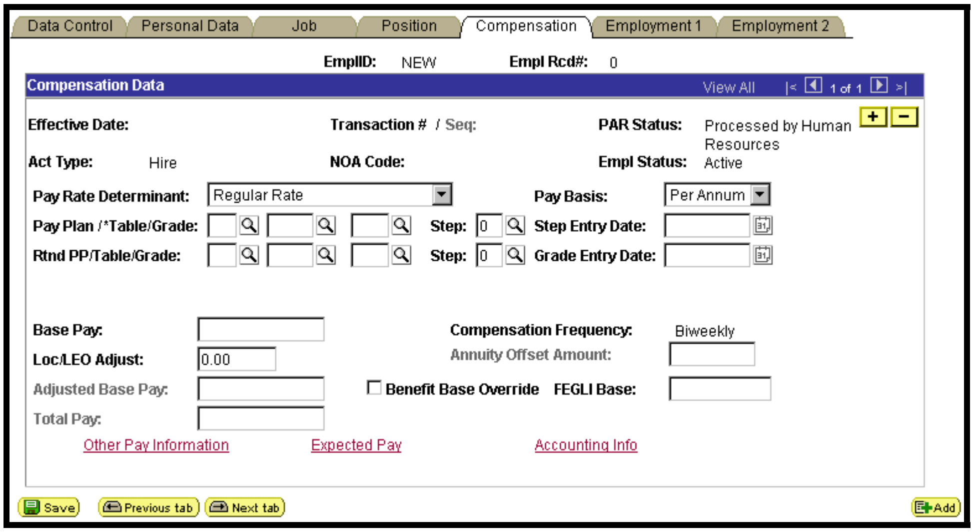
79 Select the **Type Appt** from the dropdown menu.

80 Select the **Job Indicator** from the dropdown menu.

NOTE: The default is "Primary."

81 Click on the **Compensation** tab.

The following **Compensation** page appears:



NOTE: The following fields default based upon the position selected:

- ***Pay Basis***
- ***Pay Plan***
- ***Table***
- ***Grade***

82 Select the **Pay Rate Determinant** from the dropdown menu.

83 Enter the **Step.**

NOTE: For those employees who do not have a step, enter a "0" in the Step field.

NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- ***Step Entry Date***
- ***Base Pay***
- ***Loc/LEO Adjust***
- ***Total Pay***
- ***FEGLI Base***

84 If the employee is an annuitant, enter the **Annuity Offset Amount.**

NOTE: This amount should be entered based on the employee's compensation frequency. If the employee's compensation frequency is annual, the annuity offset amount should be an annual amount.

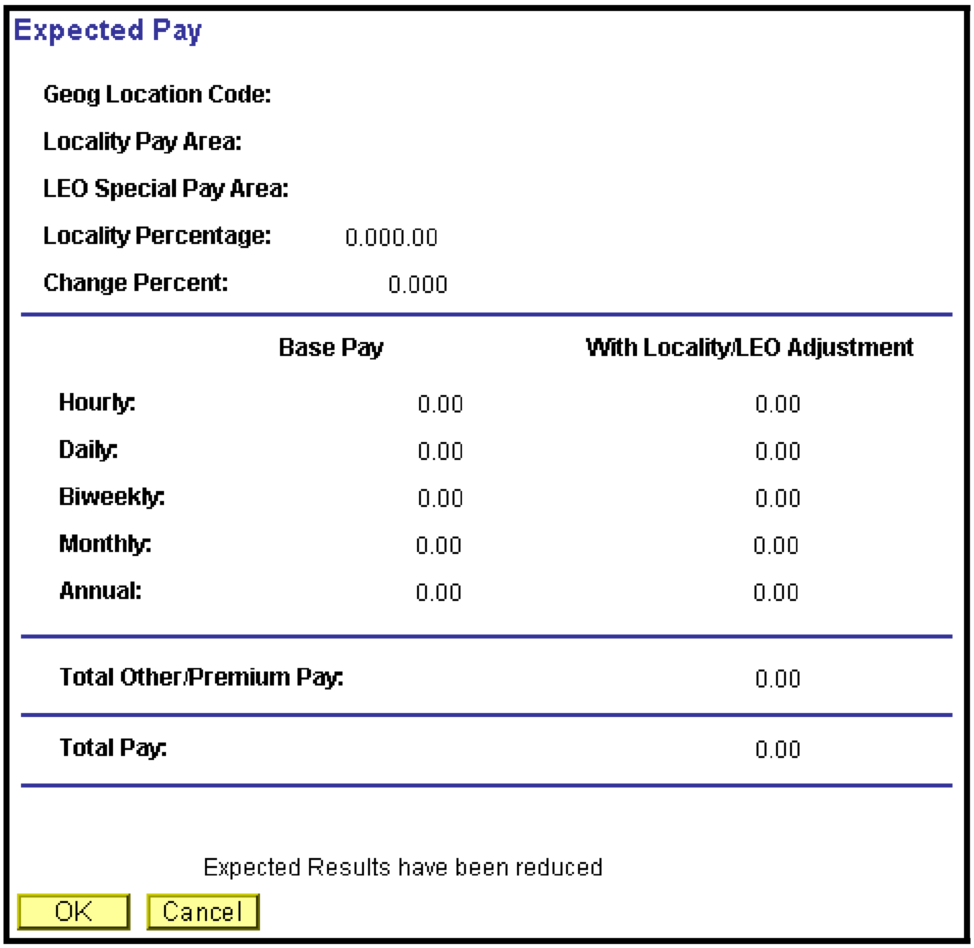
Pay Impacts

The annuity offset amount must be entered correctly in order to avoid significant payroll issues.

Procedure (cont'd)

85 Click on the **Expected Pay** hyperlink to display payroll information.

The following sub-page appears:



Expected Pay

Geog Location Code:

Locality Pay Area:

LEO Special Pay Area:

Locality Percentage: 0.000.00

Change Percent: 0.000

	Base Pay	With Locality/LEO Adjustment
Hourly:	0.00	0.00
Daily:	0.00	0.00
Biweekly:	0.00	0.00
Monthly:	0.00	0.00
Annual:	0.00	0.00

Total Other/Premium Pay: 0.00

Total Pay: 0.00

Expected Results have been reduced

OK Cancel

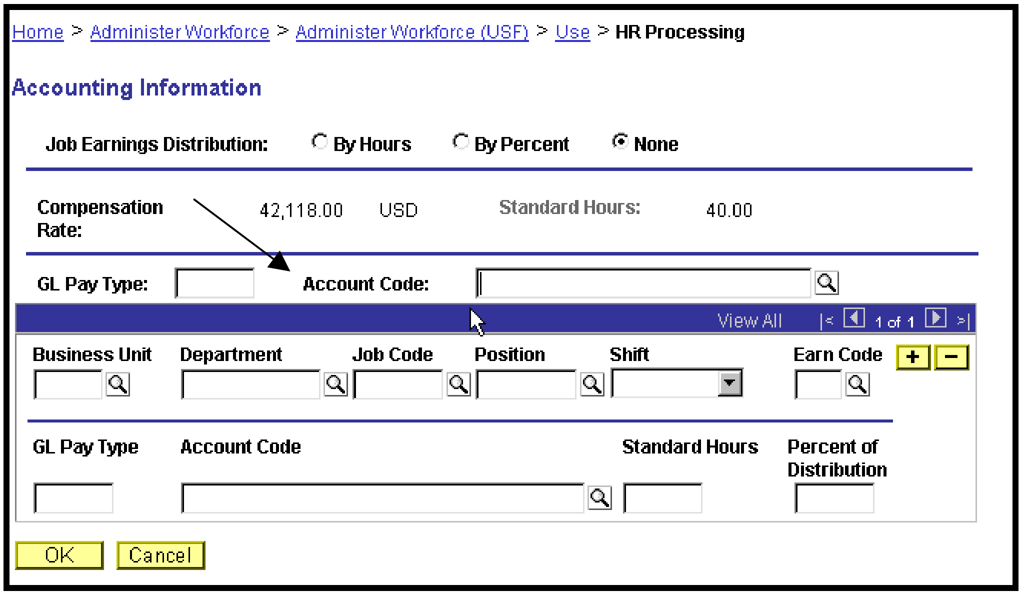
86 Verify the read-only information.

NOTE: DO NOT use the data on this page for pay verifications.

87 Click OK to return to the **Compensation** page.

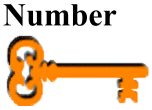
88 Click on the **Accounting Information** hyperlink.

The following sub-page appears:



89 Enter the CAN in the **Account Code** field noted by the arrow.

Common Account Number



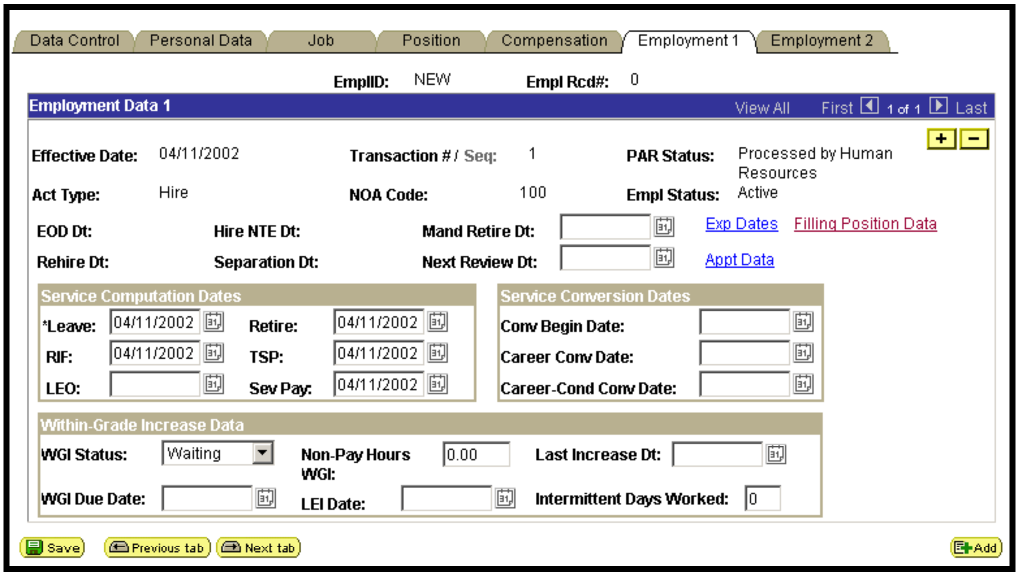
The Common Account Number (CAN) is a required field and must be entered to process the appointment. Once the Hire has been HR Processed, if the CAN was keyed incorrectly, it is the Personnelist's responsibility to process a 002 correction and correct the CAN. If a CAN is new and does not yet exist in EHRP, the EHRP team would need to obtain an official file updated from Financial Management to load the new value into EHRP.

Procedure (cont'd)

90 Click OK to return to the **Compensation** page.

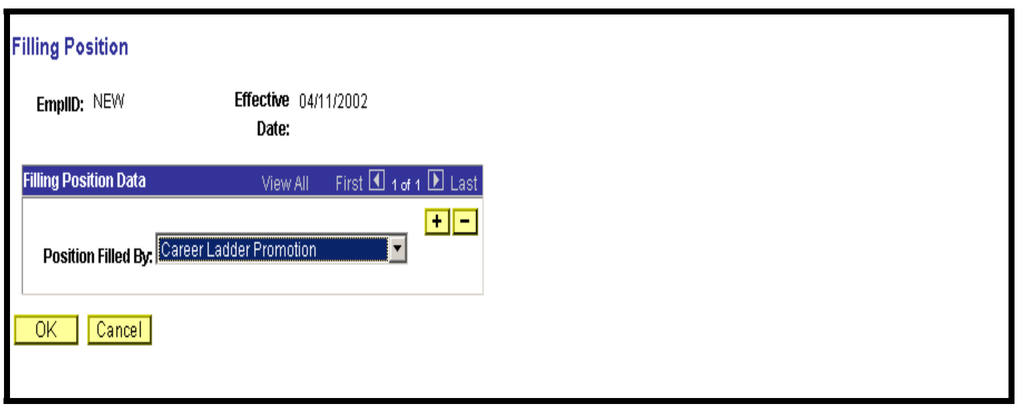
91 Click on the **Employment 1** tab.

The following page appears:



92 Click the **Filling Position Data** hyperlink.

The following sub page appears:

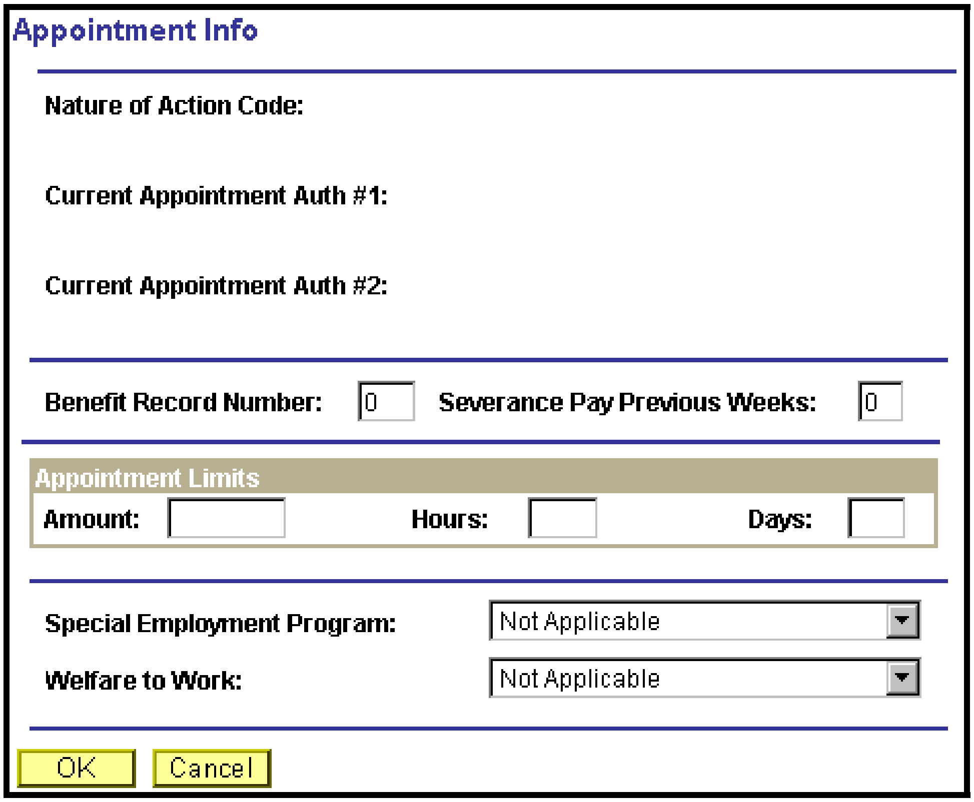


93 From the dropdown menu, select the correct method by which the position has been filled.

94 Click OK to return to the **Employment 1** page.

95 Click the **Appt Data** hyperlink.

The following sub-page appears:



96 From the dropdown menu, select the **Special Employment Program**, if applicable.

NOTE: This is where the Special Program ID would be entered.

*NOTE: **Welfare to Work** should <u>not</u> be captured here.*

97 Click OK to return to the **Employment 1** page.

98 In the **Service Computation Dates** section, modify the **Leave** date, if applicable.

99 Modify the **RIF (Reduction in Force)** date, if applicable.

100 Enter the **LEO (Law Enforcement Officer)** date, if applicable.

101 Modify the **Retire** date, if applicable.

102 Modify the **TSP (Thrift Savings Plan)** date, if applicable.

103 Modify the **Sev (Severance) Pay** date, if applicable.

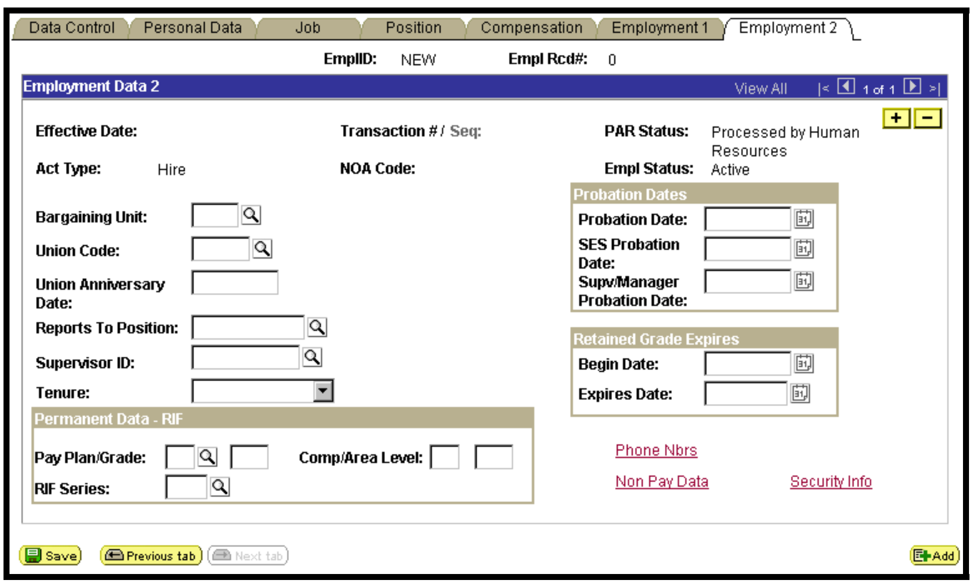
*NOTE: The **Career Conv (Conversion) Date** will default to 3 years from the effective date when the conditional tenure is selected on the Employment 2 page.*

*NOTE: The **WGI Status** will default to "Waiting."*

*NOTE: The **WGI Due Date** will populate automatically. THIS IS WIGI DUE DATE NOT WIGI START DATE.*

104 Click on the **Employment 2** tab.

The following page appears:



NOTE: The following fields default based on the position selected:

- ***Bargaining Unit***
- ***Reports To Position***

105 Enter the employee's **Union Code,** if applicable.

106 Confirm or enter the appropriate **Reports To Position** for the employee.

NOTE: The Reports To Position field is required for automatic actions.

107 In the **Tenure** field, select the appropriate type of tenure.

108 As applicable, enter the employee's compensation area and level in the **Comp Level** field.

NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll

NOTE: Users should no longer enter any data related to the Comp Area Field. The entire Compl Level code should be entered into the Comp Level field only.

109 In the **Probation Date**, enter the completion date for the employee's probation.

NOTE: If this employee is a SES or Supervisor/Manager enter the probation completion date in the appropriate field.

110 As applicable, enter the employee security information in the Security Info hyperlink.

111 Return to the **Data Control** tab and change the **PAR Status** according to your role.

112 Click Save.

NOTE: Document the employee identification number (EMPLID) to facilitate processing benefits and pay documents.

Address Information

After the Hire action is completed, you must ensure that the address information is transmitted to Payroll. In order to do this, process a Data Change action to capture the address information you entered during the Hire process.

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113 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

114 Access the employee record for the person you just hired.
NOTE: If you do this immediately after saving the Hire action, the same employee record will be available.

115 Click on the + to add a row.

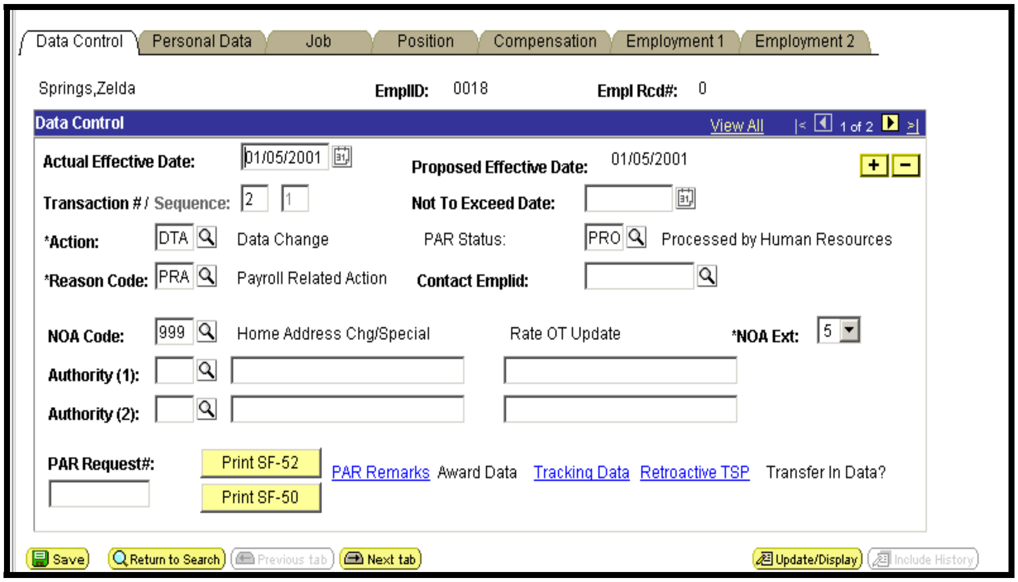
116 Use the same effective date as the Hire action.

117 Select the Action “**DTA**” (Data Change).

118 Select the Reason Code **“PRA”** (Payroll Related Action).

119 Select the NOA Code **999**, extension **5.**

120 Click Save.



Leave Plan Enrollment

All employees need to be enrolled in leave plans (annual and sick), which must be entered in the Administer Base Benefits module of the system. Follow the procedure below for detailed instructions on how to enroll the employee in the applicable leave plans. Other benefits will be covered in subsequent chapters.

Procedure

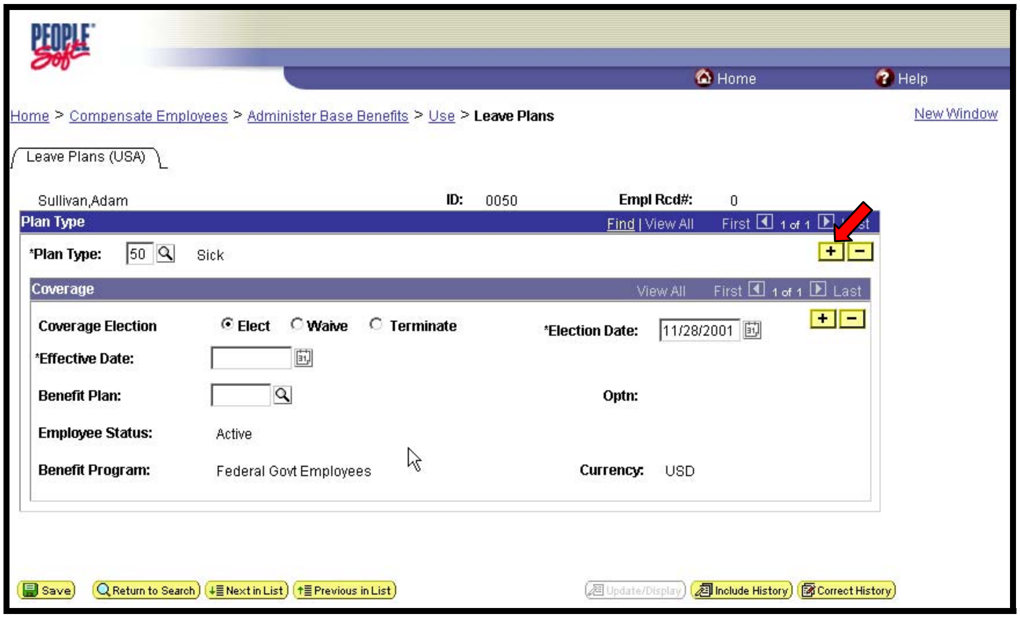
The following steps detail the procedure for enrolling an employee into leave plans in EHRP:

121 Follow the navigational path:

Home ➔ Compensate Employees ➔ Administer Base Benefits ➔ Use ➔ Leave Plans

122 Select the appropriate employee's record.

The following **Leave Plans** page appears:



123 In the **Plan Type** field, select the applicable leave plan.

124 In the **Coverage Election** field, be sure the **Elect** radio button is selected to establish the new Leave benefit.

125 The **Election Date** field will default to today's date.

126 In the **Effective Date** field, enter the date on which the employee is eligible for the new leave benefit.

NOTE: This date should be identical to the date of the hire.

127 In the **Benefit Plan** field, enter the appropriate leave plan based on the employee's eligibility.
NOTE: Since both sick and annual leave plans require enrollment, the process must be repeated.

128 In the **Plan Type** box, use the +, as indicated by the arrow above, to insert a new row.

*NOTE: To modify **Coverage** information, click the + in the **Coverage** box.*

129 Select the appropriate leave plan in the **Plan Type** field.

130 Follow the same steps to enter the coverage election, effective date, and benefit plan as shown above.

131 Click Save.

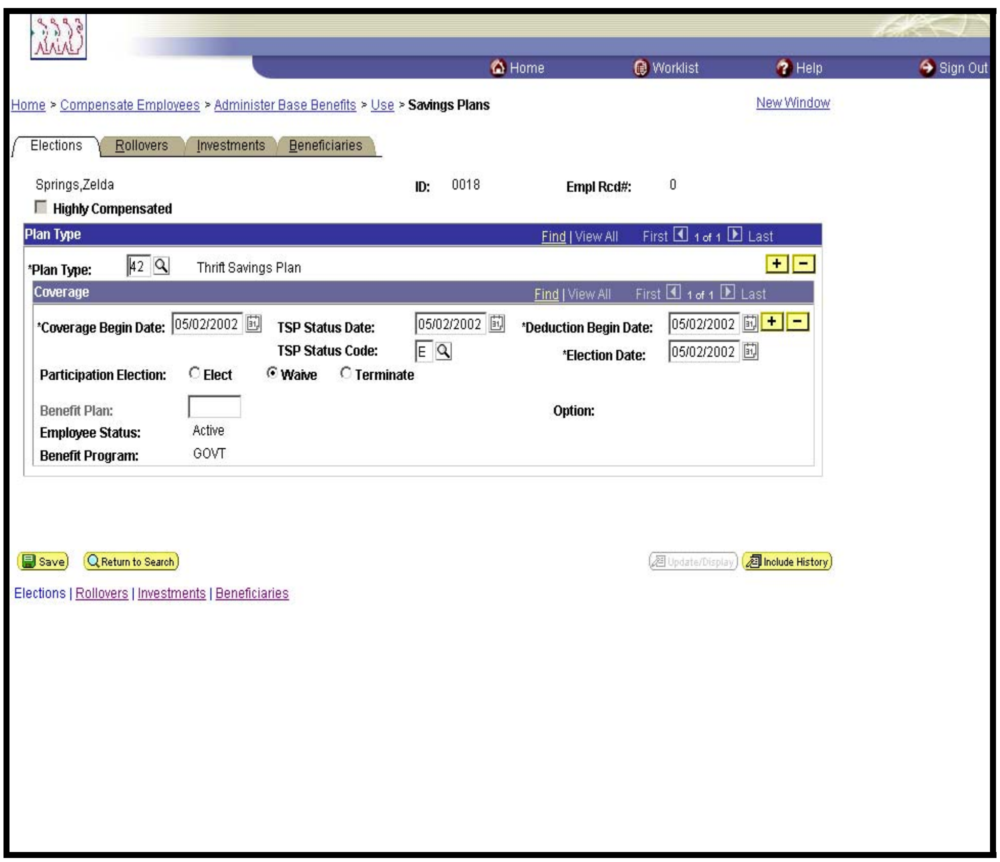
TSP Setup In order to later capture the employee's Thrift savings Plan election, you must set them up under the Savings Plan:

132 Follow the navigational path:

Home ➔ Compensate Employees ➔ Administer Base Benefits ➔ Use ➔ Savings Plan

133 Select the appropriate employee's record.

The following **Savings Plan** page appears:



134 The **Plan Type "42"** (TSP) will default.

135	Enter the **Coverage Begin Date** (same as Effective date of the Hire); this date will also populate the **Deduction Begin Date** and **Election Date** fields.
136	Enter the **TSP Status Date**. (same as Effective date of Hire)
137	Select the correct value from the dropdown menu for the **TSP Status Code** field.
138	In the **Participant Election** field, select the "**Waive**" radio button.
139	Click Save.