



Leave Without Pay NTE

Introduction In EHRP, the user must initiate the employee’s leave without pay with the correct personnel action, NOA 460-0. The data must be entered in the **Data Control** page of the **HR Processing** page group.

Navigational Path **Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing**

Or

Access the item using the Worklist.

Navigational Tips



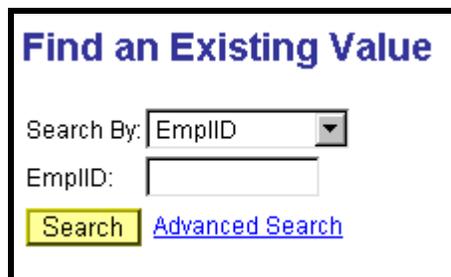
- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
- The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry,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

Procedure The following steps detail the procedure for processing a Leave Without Pay (LWOP) NTE.

1 Follow the navigational path:

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

The **Find an Existing Value** page appears.



Find an Existing Value

Search By: EmpIID

EmpIID:

Search [Advanced Search](#)

- 2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

Empl Rcd Nbr
EmplID
Last Name
Name

- 3 Enter the appropriate variable in the next field. (i.e. Last Name)

- 4 Click .

- 5 Select the appropriate employee.

The following **Data Control** page appears:

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

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

Reed, John EmplID: 0066 Empl Rcd#: 0

Data Control [View All](#) |< 1 of 2 >|

Actual Effective Date: 11/27/2001 Proposed Effective Date: 06/01/2001

Transaction # / Sequence: 1 Not To Exceed Date: 01/20/2002

*Action: LOA Leave without Pay PAR Status: PRO Processed by Human Resources

*Reason Code: LOA Leave Without Pay Contact EmplID:

NOA Code: 480 LWOP NTE *NOA Ext: 0

Authority (1): DAM Reg 630.101. LWOP.

Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Retroactive TSP Transfer In Data?

Print SF-50

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the  in the **Data Control** box to insert another row into the employee's record.

- 7 Enter the effective date of the Leave without Pay (LWOP) in the **Actual Effective Date** field.

- 8 Enter the **Not To Exceed Date** for the action.

NOTE: You will also need to enter the NTE date on the Employment Data 1 page, EXP Dates link, LWOP/Furlough field.



- 9 Enter **LOA (Leave without Pay)** in the **Action** field.
- 10 Enter the applicable **Reason Code**.
- 11 Enter the **NOA Code** of “460” (LWOP NTE).
- 12 Enter the appropriate **NOA Ext**.
- 13 Enter the correct legal authority in the **Authority (1)** field.
- 14 If applicable, enter **Authority (2)**.
- 15 To enter **PAR Remarks**, click the hyperlink of the same name.

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

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

*NOTE: 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  to return to the **Data Control** page.

18

Navigate to the **Employment Data 1** page; click on the **Exp Dates** hyperlink.

19

Enter the NTE date in the **LWOP/Furlough** field. Click .



The screenshot shows a web application interface for HR Processing. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing. A 'New Window' link is visible in the top right corner. The main content area is titled 'Expiration Dates' and contains four input fields with calendar icons: 'Temporary Promotion:', 'Temporary Position Change:', 'LWOP/Furlough:' (with the date '10/08/2002' entered), and 'Suspension:'. At the bottom of the form are 'OK' and 'Cancel' buttons.

20 Change the **PAR Status** according to your role.

21 Click  .

