

## Extension of Appointment NTE

---

**Introduction** In EHRP, the user may extend an employee’s appointment beyond the original not to exceed (NTE) date. The user must enter the correct personnel action (NOA 760-0) and update the NTE date in the **Data Control** page.

---

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

Or

**Access the item using the Worklist.**

---

### Navigational Tips



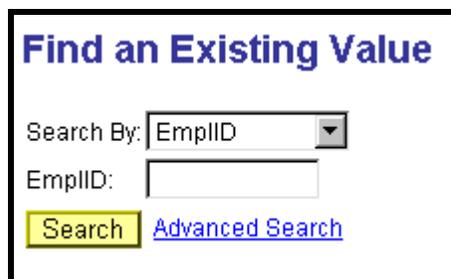
- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
  - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field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

**Procedure** The steps below detail the procedure for extending a temporary appointment.

**1** Follow the navigational path:

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

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



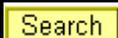
The screenshot shows a web form titled "Find an Existing Value". It contains a "Search By:" dropdown menu with "EmpIID" selected, an "EmpIID:" text input field, a yellow "Search" button, and a blue "Advanced Search" link.

- 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. (for example, Last Name)

- 4 Click .

- 5 Select the correct employee.

The following **Data Control** page appears.

PEOPLE Soft  
Home Help  
Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing  
Data Control Personal Data Job Position Compensation Employment 1 Employment 2  
Barcroft, John EmplID: 0041 Empl Rcd#: 0  
Data Control View All |< 1 of 1 >|  
Actual Effective Date: 10/11/2001 Proposed Effective Date: 10/11/2001  
Transaction # / Sequence: 1 / 1 Not To Exceed Date:  
\*Action: HIR Hire PAR Status: PRO Processed by Human Resources  
\*Reason Code: NPS New Position Contact Emplid:  
NOA Code: 101 Career-Cond Appt \*NOA Ext: 0  
Authority (1): BWA OPM Delegation Agr No. Cert No  
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

- 6 Click  to insert a new row to the employee's record.

- 7 Enter the date the extension will be effective in the **Actual Effective Date** field.

*NOTE: This date is also the NTE date of the previous appointment.*

- 8 Enter "EXT" (Extension of NTE Date) in the **Action** field.



- 9 Enter the new **Not To Exceed Date**.
- 10 Enter the applicable **Reason Code**.
- 11 In the **NOA Code** field, enter “760” (Ext of Appt NTE).
- 12 Enter the **NOA Ext** (Extension.)
- 13 Enter **Authority (1)**.
- 14 In the **PAR Request #** field, enter the applicable PAR Request number.
- 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)**

16

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

17

Change the PAR Status according to your role.

18

Click .

---