Reinstatement

Introduction

There are two possibilities to consider when an employee is reinstated. The possibilities are determined by which system was used to maintain the employee's HR record prior to separation:

- IMPACT to EHRP – employee's record was captured in IMPACT prior to separation.
- EHRP to EHRP – employee's record was captured in EHRP prior to separation.

Similarly, there are two possibilities regarding the two agencies that may be involved in a reinstatement: the system used by the prior agency and the system used by the current hiring agency.

The procedure used to process the reinstatement is determined by the HR system used by the losing and gaining agencies. Scenario 1: Losing agency uses IMPACT, Gaining agency uses EHRP. Scenario 2: Both agencies use EHRP.

NOTE: This procedure focuses on the processing of the EHRP side of the scenarios.

In EHRP, the user will process the reinstatement as an **HR Processing** function in the **Administer Workforce.** When an employee is reinstated or rehired into a career or career conditional appointment, the user will process the following NOA code, 140-0.

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 → HR Processing

Position Number

Before beginning to process a Career or Career Conditional Appointment, be sure to make note of the position number to which the employee will be assigned.

The employee's EmplID number must be known, if his or her previous record was maintained in EHRP, before moving forward. If this is the case, you can search for the existing EmplID. If the employee's record was previously maintained in IMPACT, you will generate an EmplID as part of the reinstatement process.

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.

PROCESSING THE REINSTATEMENT AS THE GAINING AGENCY (IMPACT TO EHRP)

Procedure

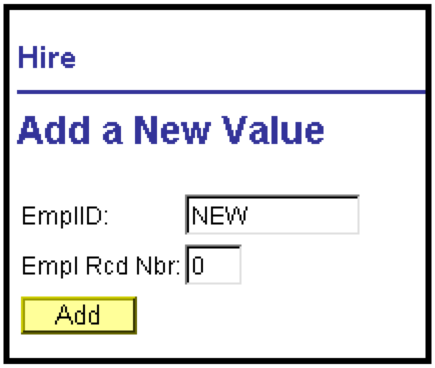
The following steps detail the procedure for processing a reinstatement as the Gaining agency with EHRP.

NOTE: A complete copy of the employee's data file within IMPACT must be provided to the gaining agency. This includes Benefits and Pay data.

1 Follow the navigational path:

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

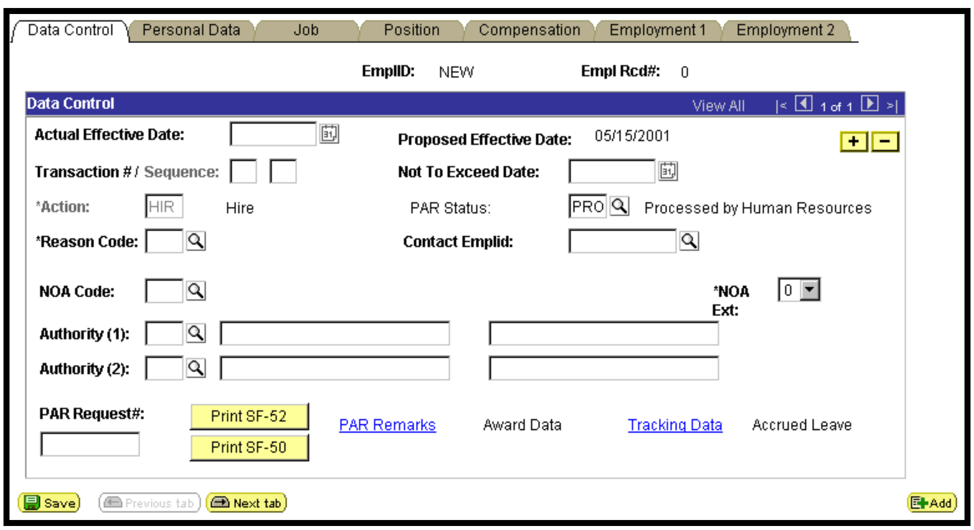
The following **Hire** sub-page appears:



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

2 Click Add.

The following **Data Control** page appears:



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

3 In the **Actual Effective Date** field, type the date the reinstatement 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**."*

6 Enter the applicable **Reason Code.**

7 Enter "140" in the **NOA Code** field.

8 Enter the **NOA Ext** (Extension**)** of "0".

9 Enter **Authority (1).**

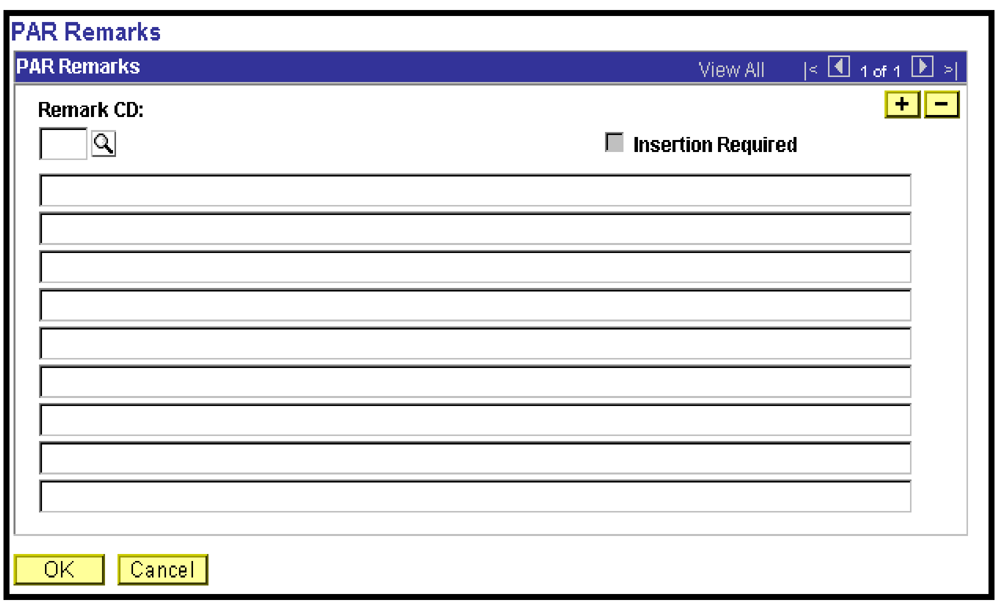
10 If applicable, enter the **Authority (2).**

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.

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

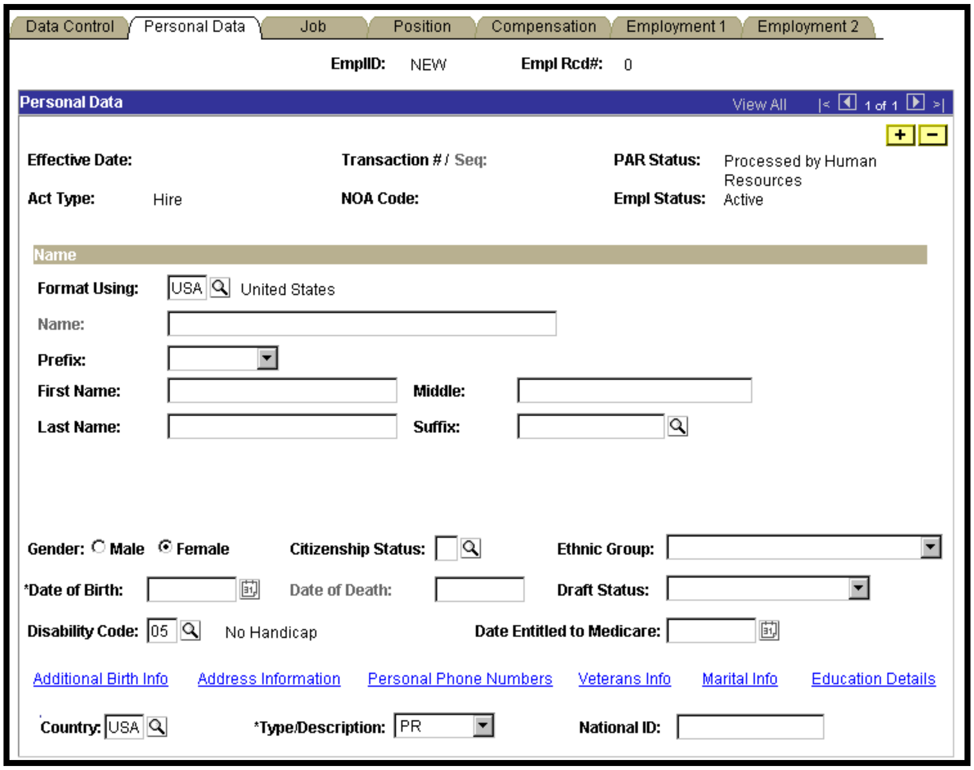
The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

Procedure (cont'd)

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

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

The following **Personal Data** page appears:



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

17 Enter the **First Name**.

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

19 Enter the **Last Name**.

NOTE: While EHRP accepts last names with an apostrophe, the legacy system does not. For last names with an apostrophe, leave a space in lieu of the apostrophe. For hyphenated last names, leave a space in lieu of the hyphen.

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

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

NOTE: If the suffix you want to use is not available, add the suffix to the end of the last name field.

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

22 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

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

NOTE: Upon save, this field will diasappear from view.

24 Enter the **Date of Birth**.

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

NOTE: This field will default with "05," i.e., "No Handicap."
NOTE: Upon save, this field will disappear from view.

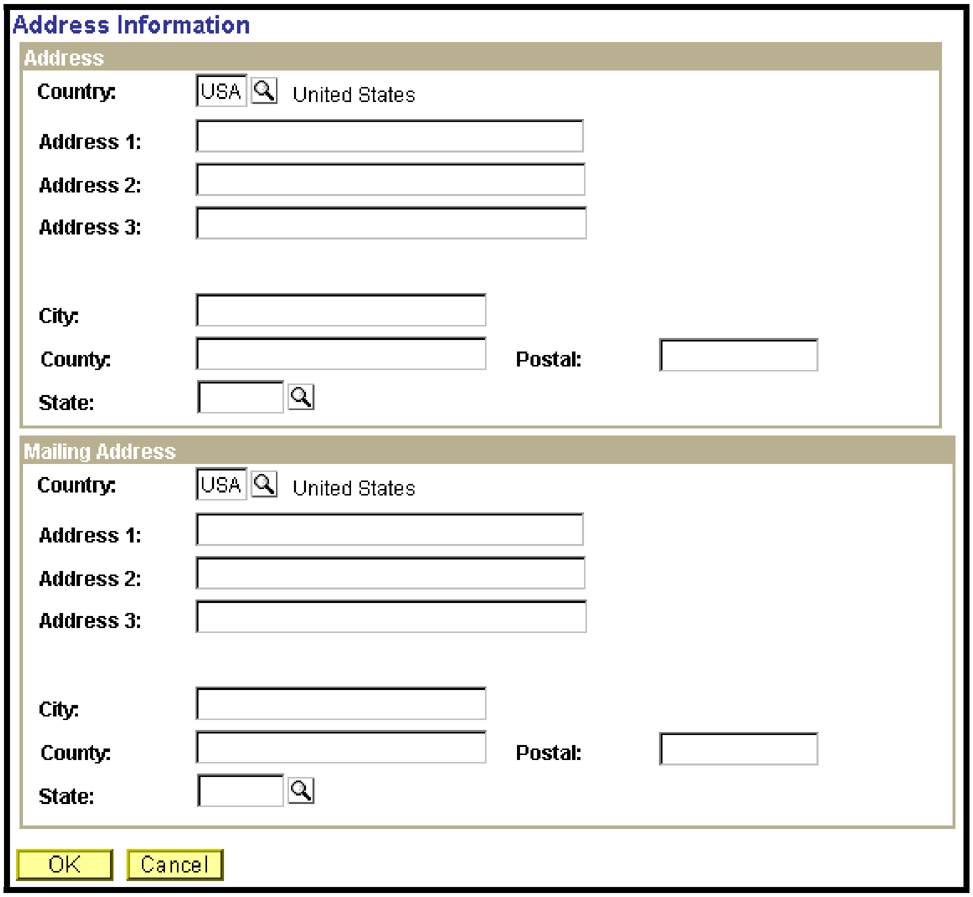
Multiple Disabilities

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) 26

Click the **Address Information** hyperlink.

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



27 Confirm the default country of **USA** or enter another country.

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

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

29 Enter the **City**.

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

31 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: After the Hire action is completed and saved, you must immediately create another action to capture the address for Payroll. Add another row with the same effective date as the Hire, and use **999-5 NOA**. This new row will copy the address you created in the Hire action, and transmit the address to Payroll.*

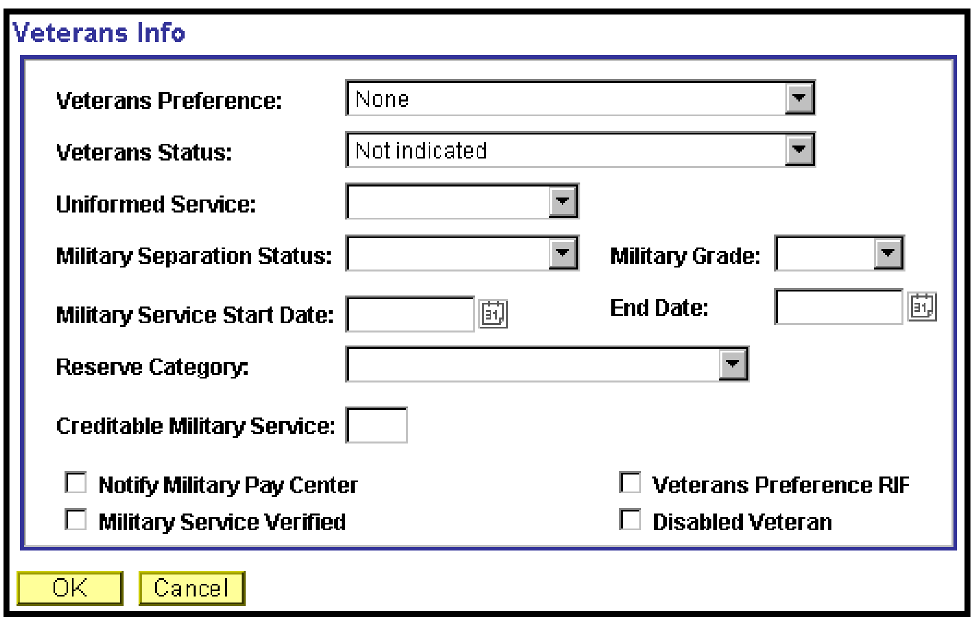
*NOTE: If the employee uses a different mailing address from his or her primary address, complete the **Mailing Address** area. The **Mailing Address** field is for information purposes only so it will not go to payroll. It could be used to record an employee's foreign address.*

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

33 Click the **Veterans Info** hyperlink.

*NOTE: If there is no Veterans information, you may skip to step 46. The **Veterans Info** defaults to None.*

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



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

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

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

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

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

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

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

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

42 Enter the **Creditable Military Service** (months/year).

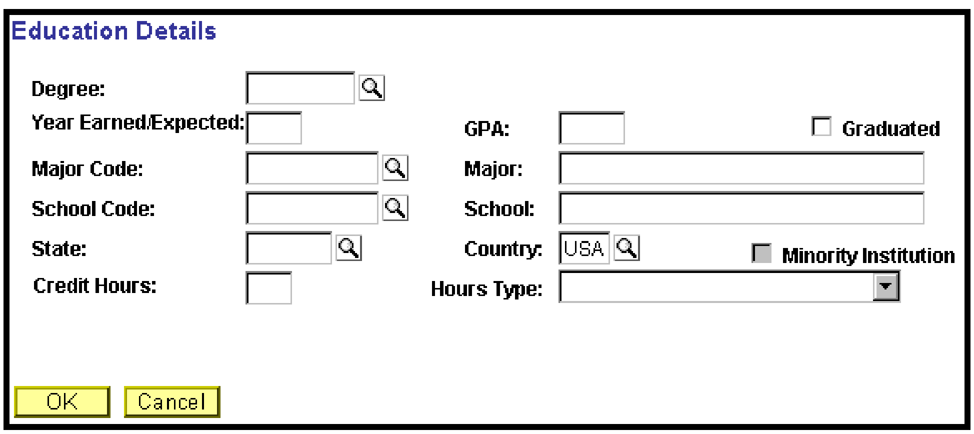
43 Confirm the status of the **Veterans Preference RIF** checkbox.

44 Click 

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

45 Click the **Education Details** hyperlink

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



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

47 Enter **Year Earned/Expected**.

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

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

50 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.

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

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

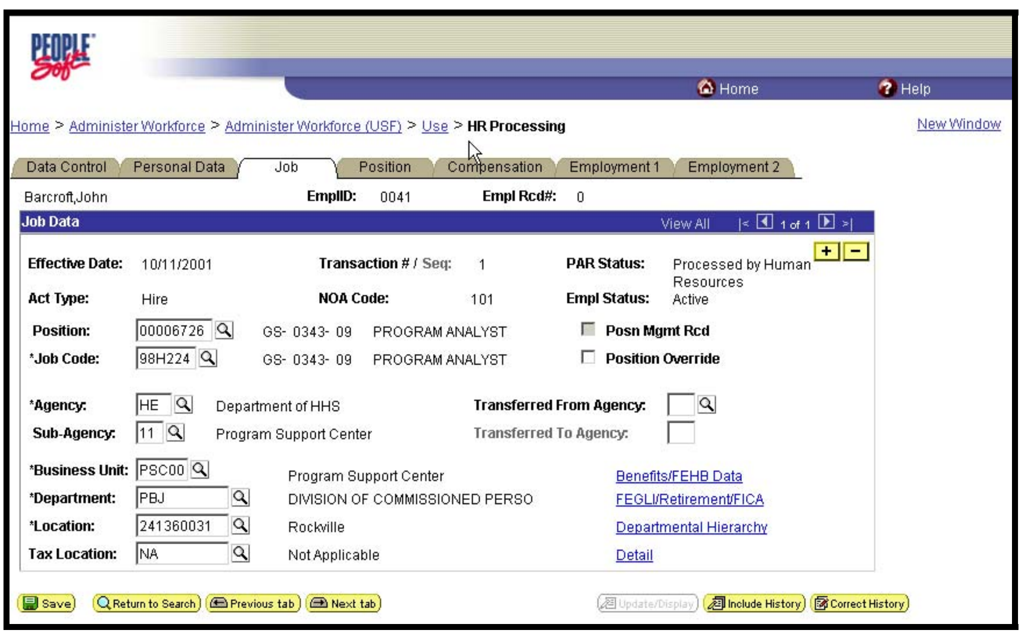
53 Confirm the default of "PR" or modify the **Type/Description** field.

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

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

56 Click the **Job** tab.

The following **Job** page appears:



57 Enter the **Position** number of the reinstatement.

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

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

Position Override

The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.

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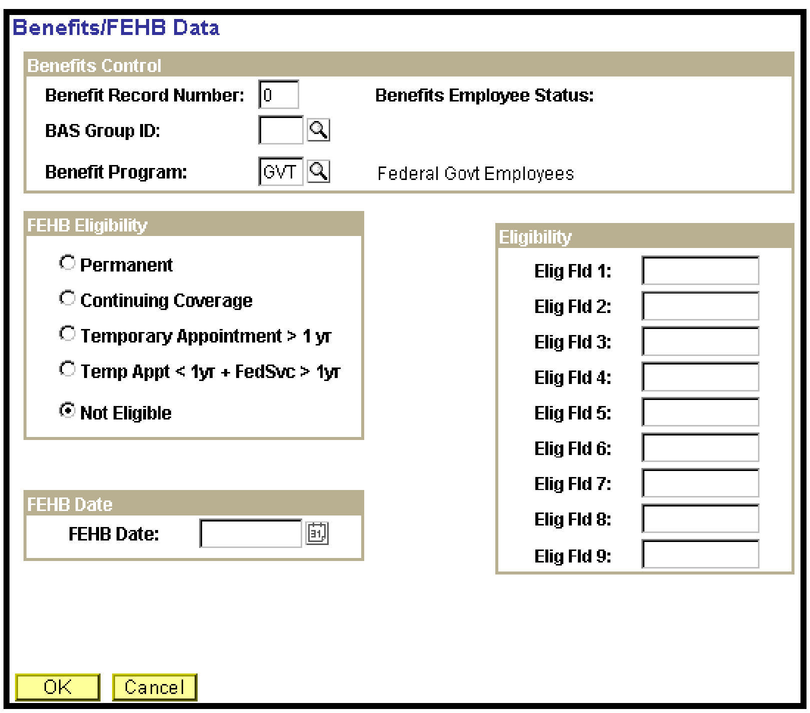
58 Click the **Benefits/FEHB Data** hyperlink.

The following sub-page appears:



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

NOTE: The value in the Benefit Record Number field will default to "0". This is correct for nearly evey hire action you do, with one exception: For ***Consultants,*** *enter the value of "1".*

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

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

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

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

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

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

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

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

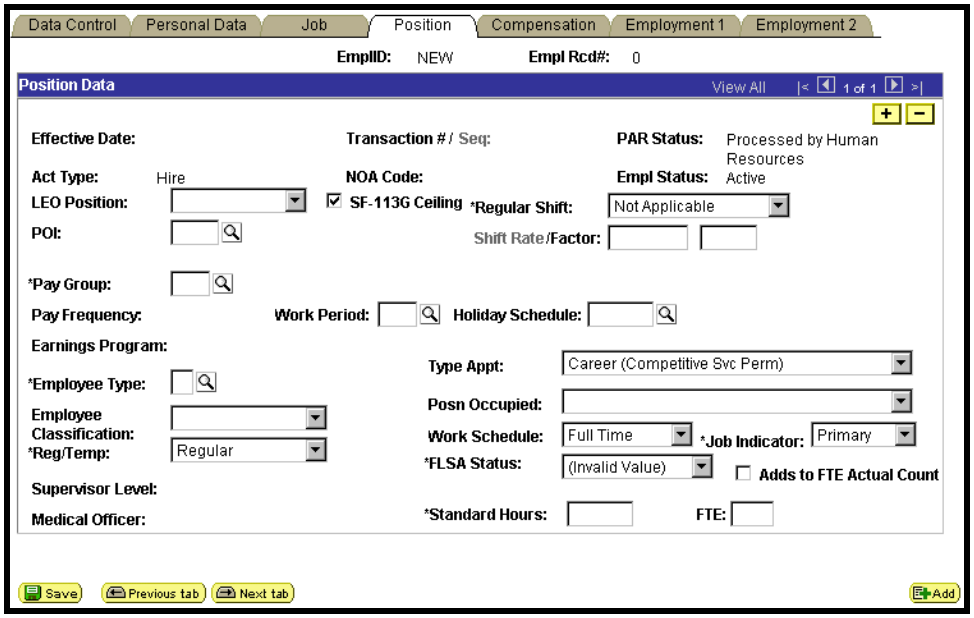
66 For **CSRS Frozen Service**, enter the appropriate service time, if applicable.

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.

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

68 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***
- ***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 <u>per week</u>.)*

69 Enter the **Pay Group - GSB**.

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

71 Select the **Employee Classification** from the dropdown menu, if applicable.

NOTE: This field is only used for Indian Preference.

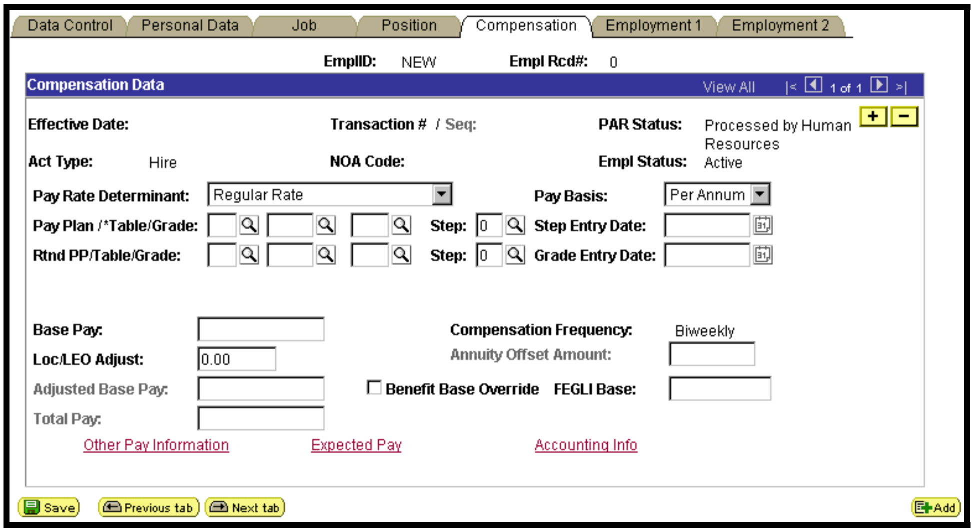
72 Select the **Type Appt** from the dropdown menu.

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

NOTE: The default is "Primary."

74 Click on the **Compensation** tab.

The following **Compensation** page appears:



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

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

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

77 Enter the **Step.**

NOTE: For consultants and 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***

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

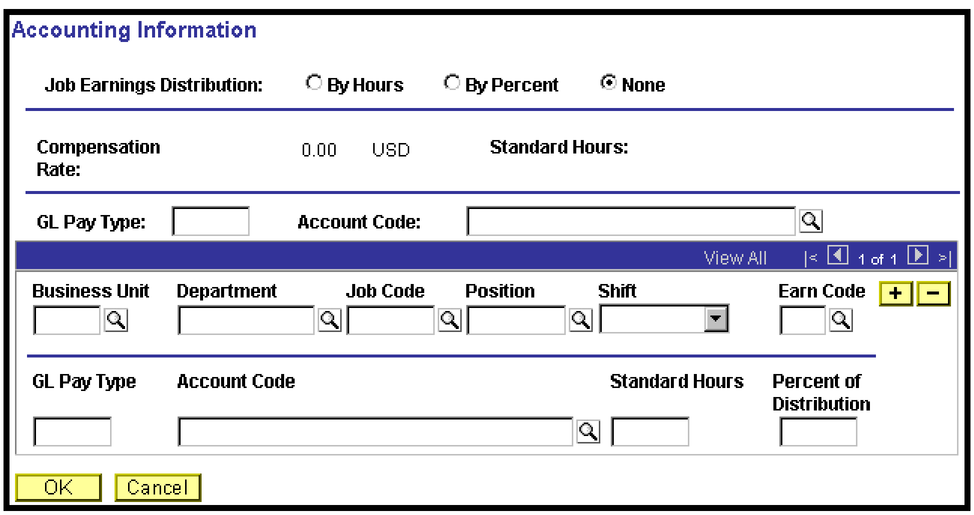
Pay Impacts

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

Procedure (cont'd)

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

The following sub-page appears:



80 Enter or modify the CAN in the **Account Code** field closer to the top of the page.

Common Account Number

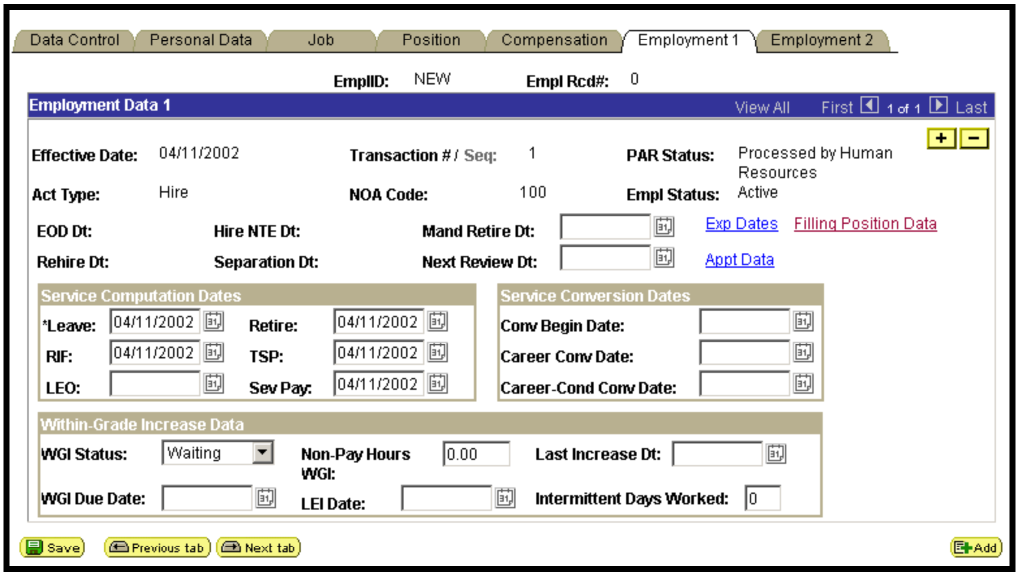
The Common Account Number (CAN) is a required field and must be entered to process the appointment. Once the Hire has been HR Processed, if the CAN was keyed incorrectly, it is the Personnelist's responsibility to process a 002 correction and correct the CAN. If a CAN is new and does not yet exist in 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)

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

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

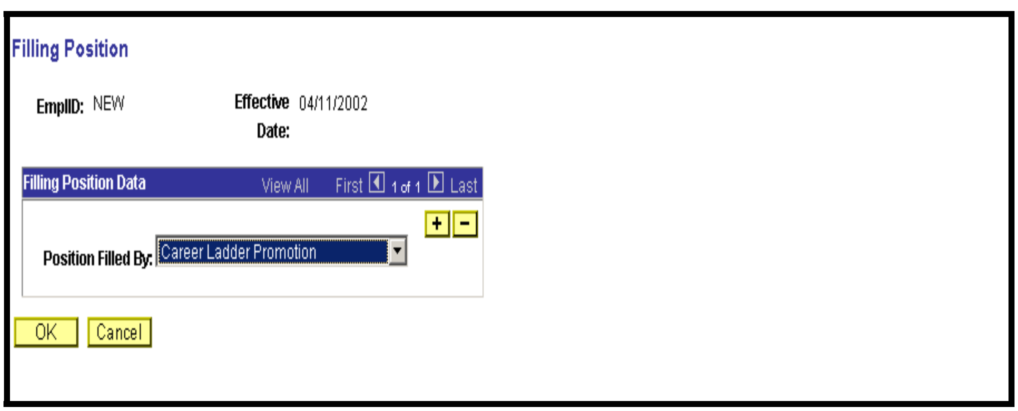
The following page appears:



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

The following sub page appears:

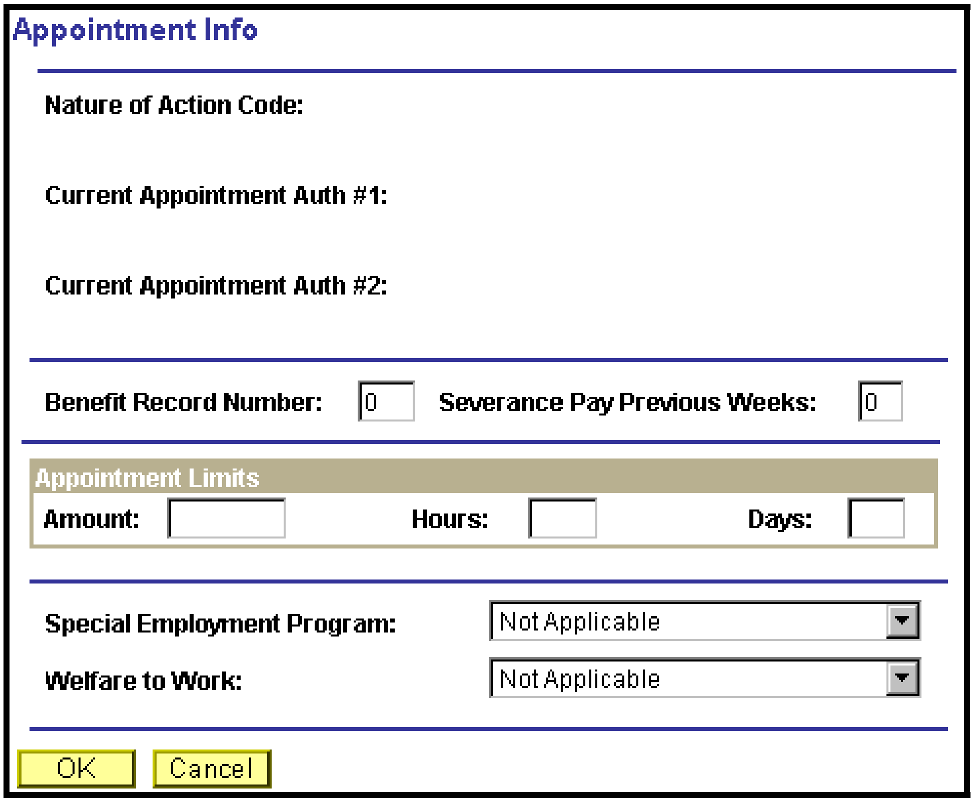
84



85 Select the appropriate value from the dropdown.

86 Click OK to return to Employment 1 page.

87 Click on the **Appt Data** hyperlink.
The following sub-page appears:


Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:

Benefit Record Number: 0 Severance Pay Previous Weeks: 0

Appointment Limits

Amount: Hours: Days:

Special Employment Program: Not Applicable

Welfare to Work: Not Applicable

OK Cancel

88 If applicable enter or modify the **Appointment Limits** in the **Amount**, **Hours** and/or **Days** fields.

89 If applicable, from the dropdown menu, select or modify 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.*

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

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

NOTE: The Service Computation Dates will default to the hire date. Modify the dates for the employee's prior creditable service.

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

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

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

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

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

NOTE: The severance pay service computation date is for establishing the employee's severance pay computation.

97 Enter the **Conv (Conversion) Begin Date,** if applicable.

98 Enter the **Career Conv Date,** if applicable.

99 The **WGI Status** will default to "Waiting."

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

100 Modify the **LEI Date**, if applicable.

NOTE: The LEI Date is the date of the last equivalent increase for this employee. It is the begin date for the time counting towards the within grade increase.

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

NOTE: The following fields default based on the position selected:
- ***Bargaining Unit***
- ***Reports To Position***

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

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

104 In the **Tenure** field, select the appropriate type of tenure, as applicable.

105 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.

106 In the **Probation Date**, enter the completion date for the employee's probation, if applicable.

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

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

108 Click Save.

Special Pay See Chapter 3, Section10a for details about how to add a special pay.

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.

109 Follow the navigational path:

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

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.

110 Click on the + to add a row.

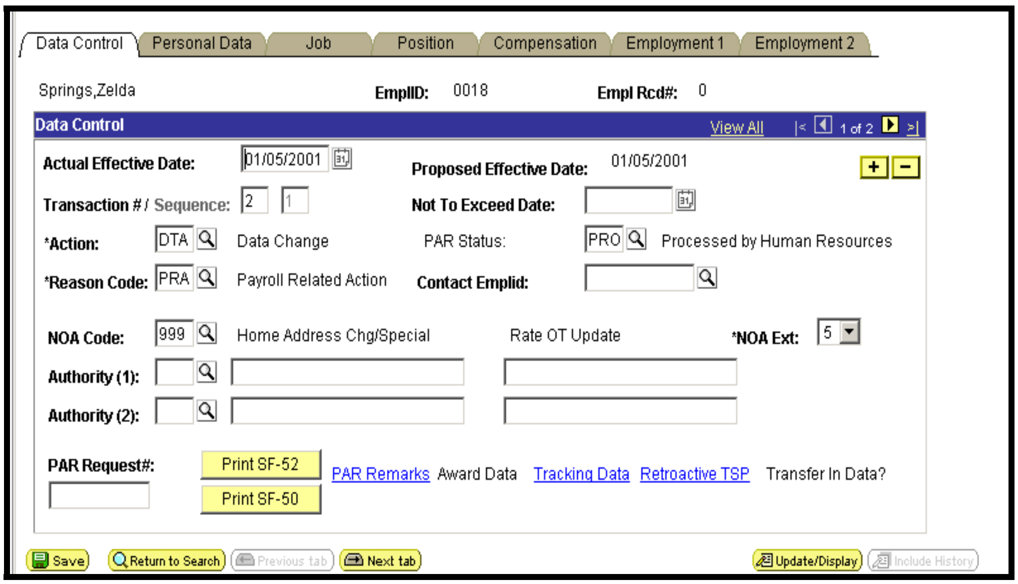
111 Use the same effective date as the Hire action.

112 Select the Action "**DTA**" (Data Change).

113 Select the Reason Code **"PRA"** (Payroll Related Action).

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

115 **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 (cont'd)

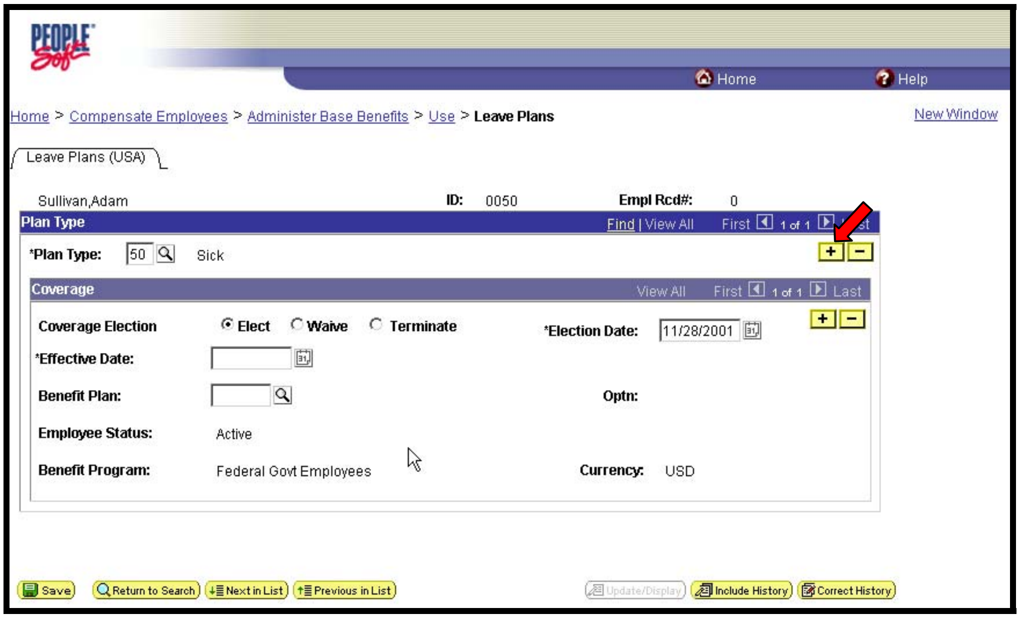
The following steps detail the procedure for enrolling an employee into leave plans in EHRP:

116 Follow the navigational path:

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

117 Select the appropriate employee's record.

The following **Leave Plans** page appears:



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

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

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

121 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.

122 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.

123 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.*

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

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

126 Click Save.

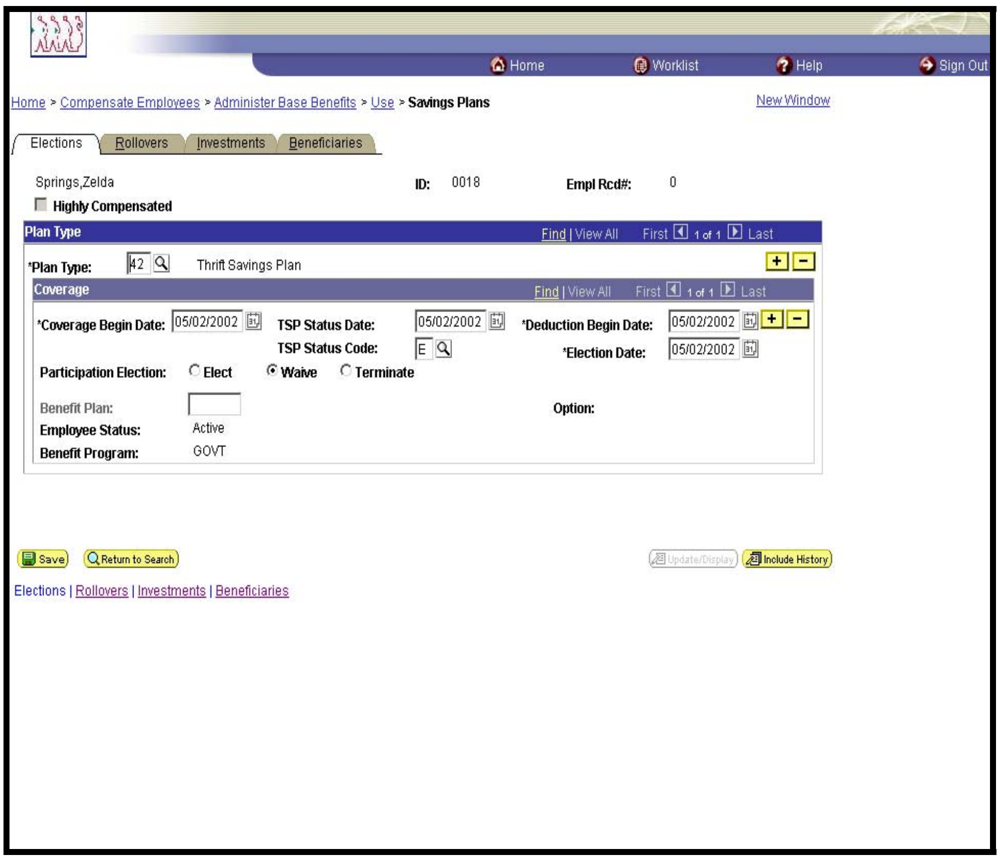
TSP Setup In order to later capture the employee's Thrift savings Plan election, you must set them up under the Savings Plan:

Procedure Follow the navigational path:

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

127 Select the appropriate employee's record.

The following **Savings Plan** page appears:



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

129 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.

130 Enter the **TSP Status Date**. (same as Effective date of Hire)

131 Select the correct value from the dropdown menu for the **TSP Status Code** field.

132 In the **Participant Election** field, select the "**Waive**" radio button.

133 Click Save.

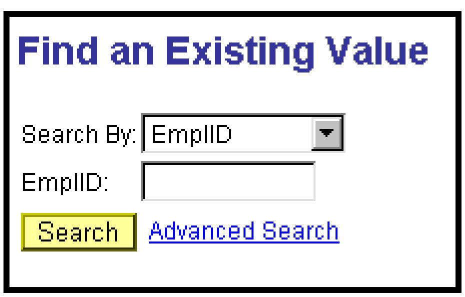
PROCESSING THE REINSTATEMENT AS THE GAINING AGENCY (EHRP TO EHRP)

Procedure The following steps detail the procedure for processing a reinstatement when both the Gaining Agency and the Losing Agency have EHRP:

1 To find an existing EmplID, follow the navigational path :

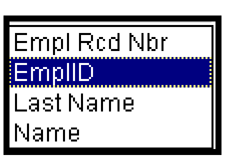
Home ➔ Administer Workforce ➔ Administer Workforce (USF) ➔ Use ➔ HR Processing

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



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

The search options include:

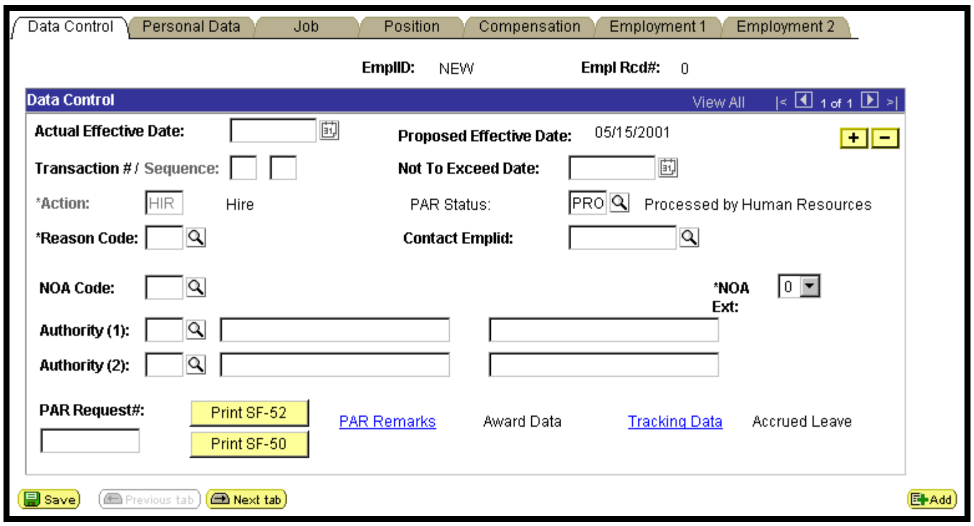


3 Enter the appropriate variable in the next field. (for example, Last Name)

4 Click **Search**.

5 Select the appropriate employee's record.

The following **Data Control** page appears:



*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 In the **Actual Effective Date** field, type the date the reinstatement 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**."*

8 Enter "REH" (Rehire), in the **Action Code** field.

9 Enter the appropriate **Reason Code**.

10 Enter **NOA** (Nature of Action) **Code** "140" (Reinstatement Career).

11 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 "1400," the NOA Code in EHRP is "140" with a NOA Ext of "0."*

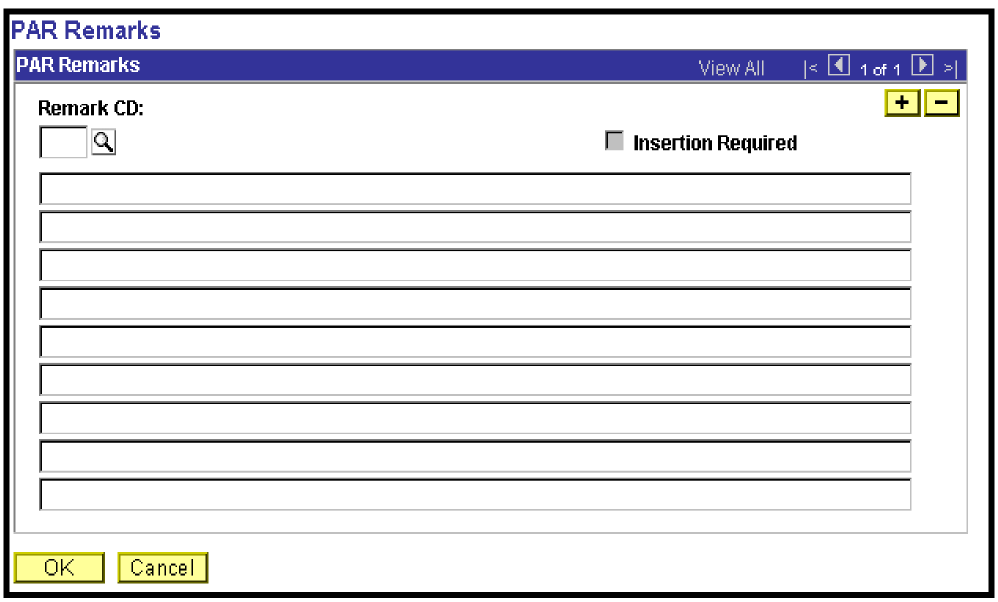
12 Enter the applicable authority in the **Authority (1)** field.

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

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. .*

Mandatory Remarks

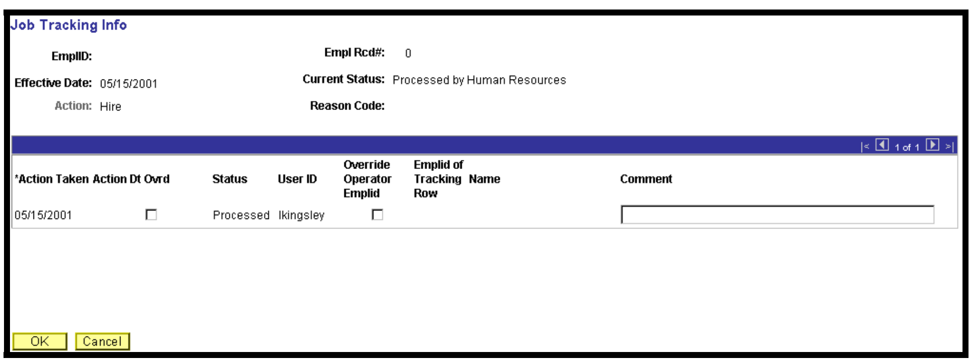
The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

Procedure (cont'd)

16 When finished with the PAR Remark entry, click OK to return to the **Data Control** page.

17 Click the **Tracking Data** hyperlink.

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



18 Enter any necessary **Comment** or review comments make by management**.**

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

Job Tracking Info

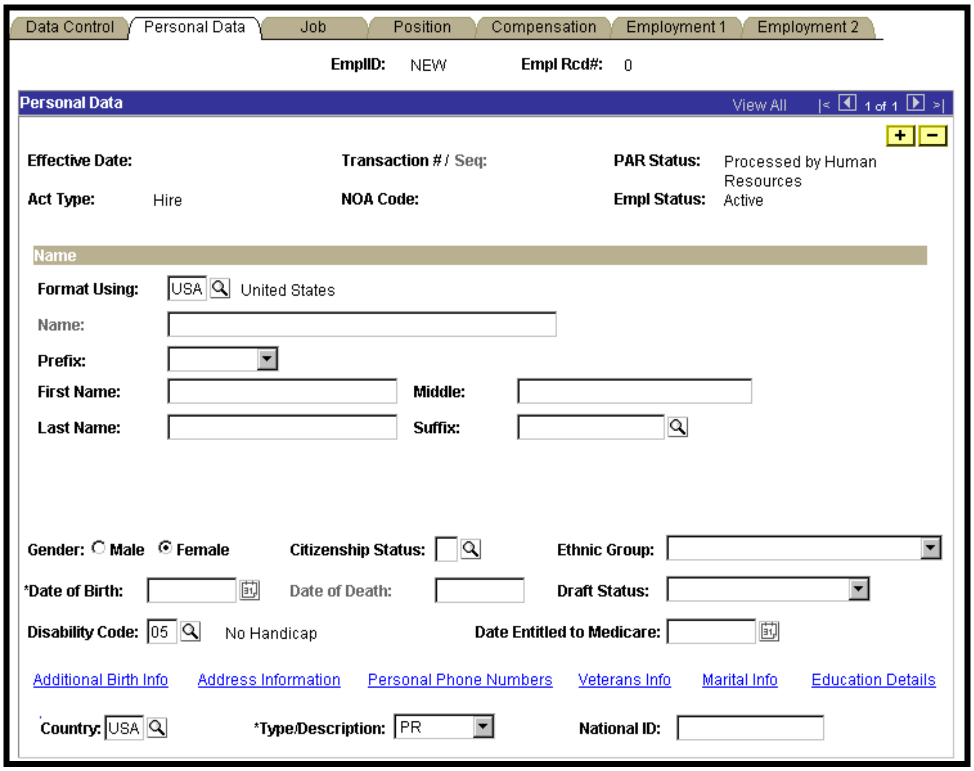
The **Job Tracking Info** page is to be used only for entering and reviewing comments. Only the **Comment** field should be used. Notes made by colleagues in relation to this particular action may be read and entered on this page.

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:

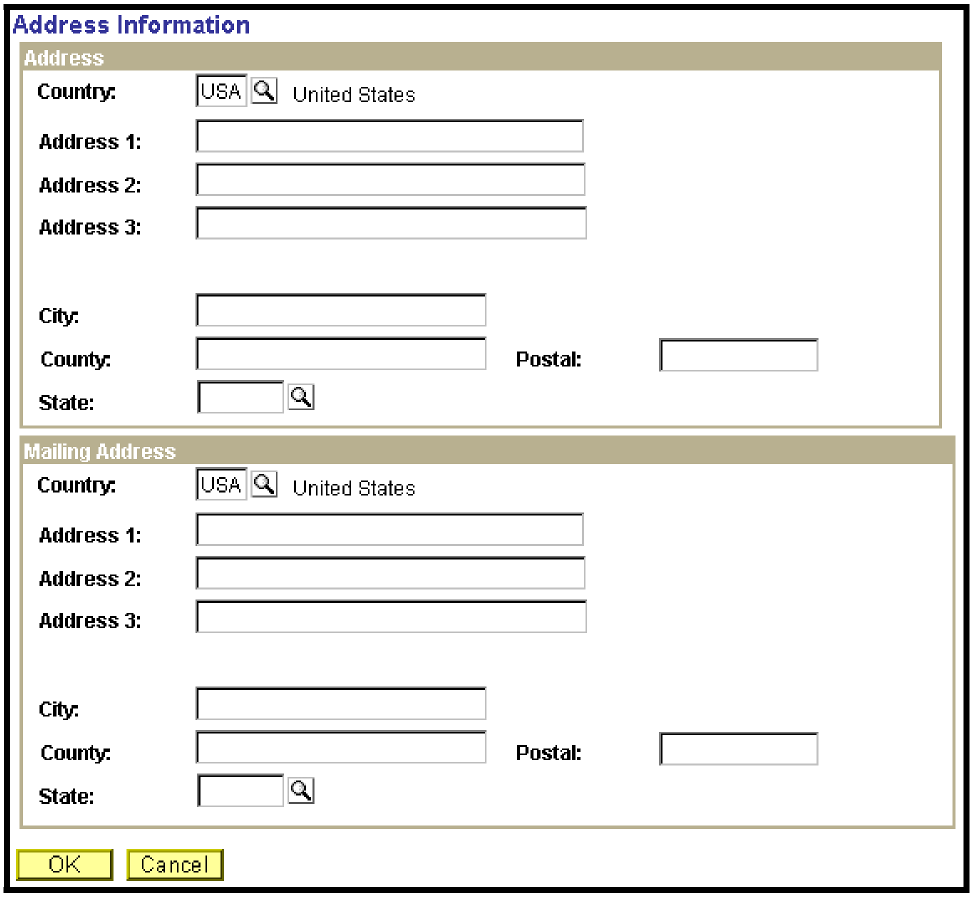


NOTE: This page will be populated with information from the previous PAR record.

21 Modify the data as necessary.

22 Click the **Address Information** hyperlink.

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



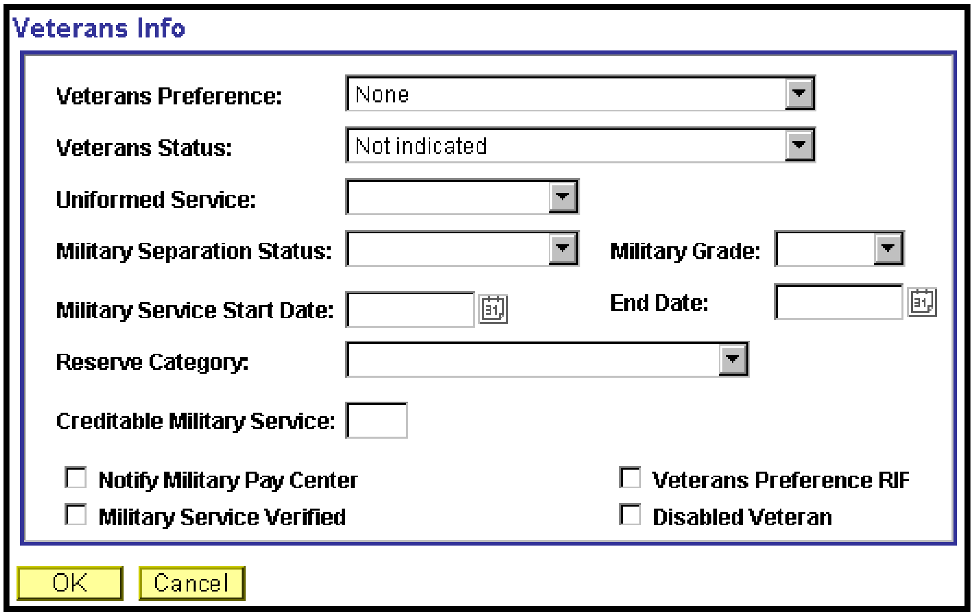
NOTE: This page will be populated with information from the previous PAR record.

23 If any of the employee's address data has changed, modify the data.

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

25 Click the **Veterans Info** hyperlink.

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


Veterans Info

Veterans Preference: None

Veterans Status: Not indicated

Uniformed Service:

Military Separation Status:

Military Grade:

Military Service Start Date:

End Date:

Reserve Category:

Creditable Military Service:

Notify Military Pay Center

Veterans Preference RIF

Military Service Verified

Disabled Veteran

OK

Cancel

NOTE: This page will be populated with information from the previous PAR record.

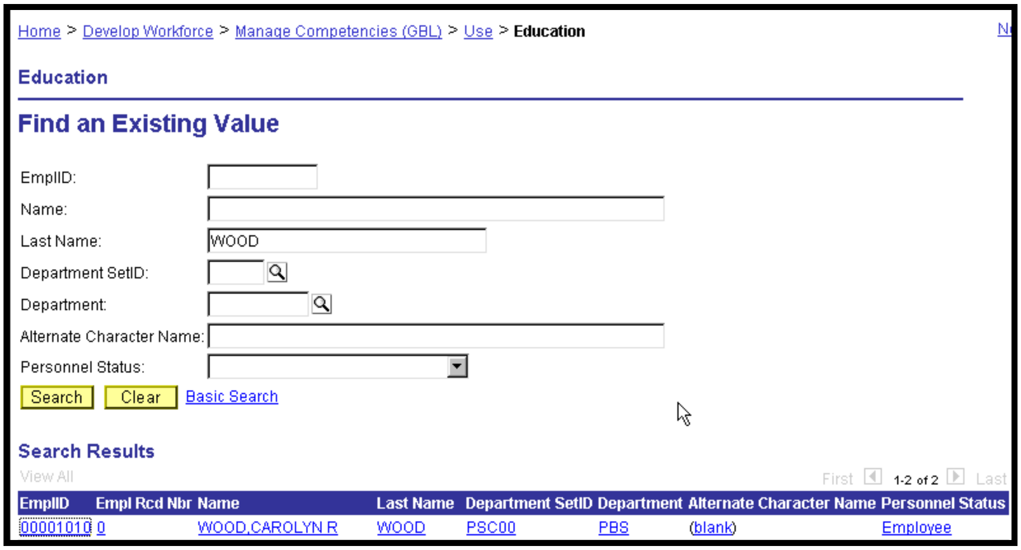
26 If any of the employee's data has changed, modify the data.

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

28 If education information requires updates, use the following navigaitional path:

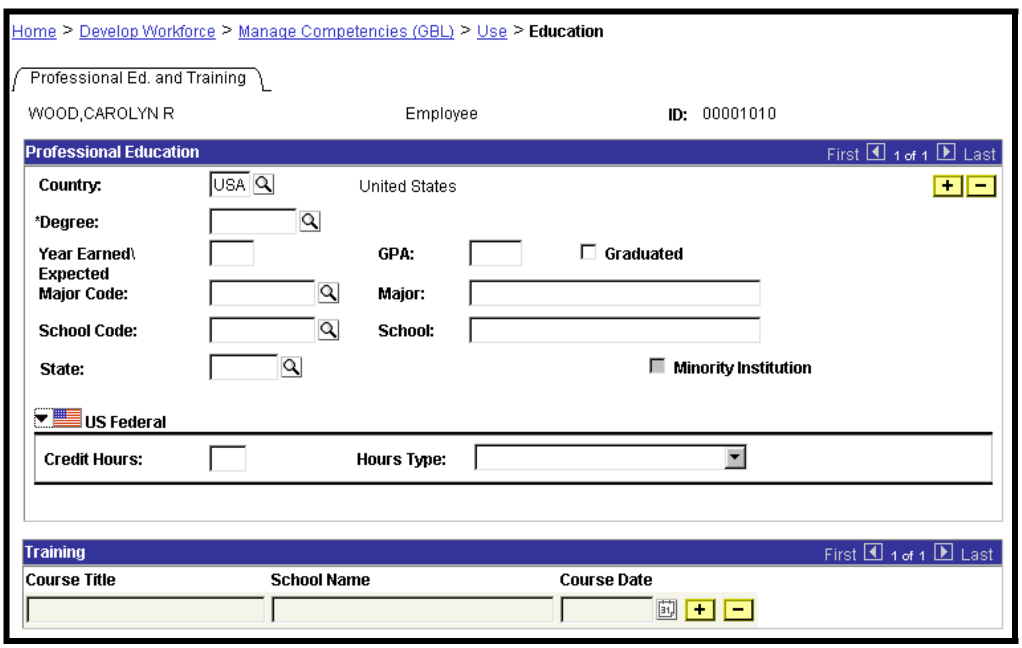
Home ➔ Develop Workforce ➔ Manage Competencies (GBL) ➔
Use ➔ Education

The following search page appears:



Select the appropriate employee.

The following **Professional Ed. and Training** page appears:



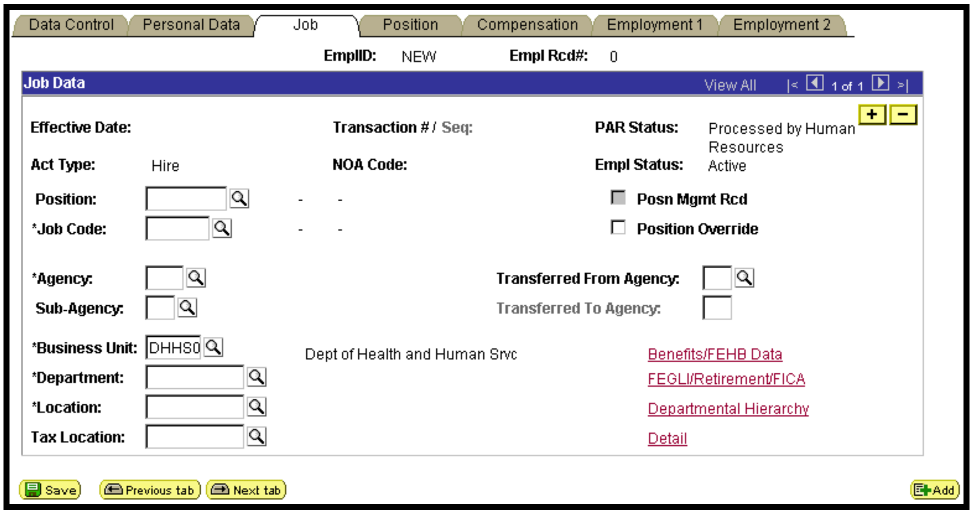
NOTE: This page will be populated with information from the previous PAR record.

29 If any of the employee's education data needs to be updated, modify the data.

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

31 Click on the **Job** tab.

The following **Job** page appears:



32 Enter the **Position** number.

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

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

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

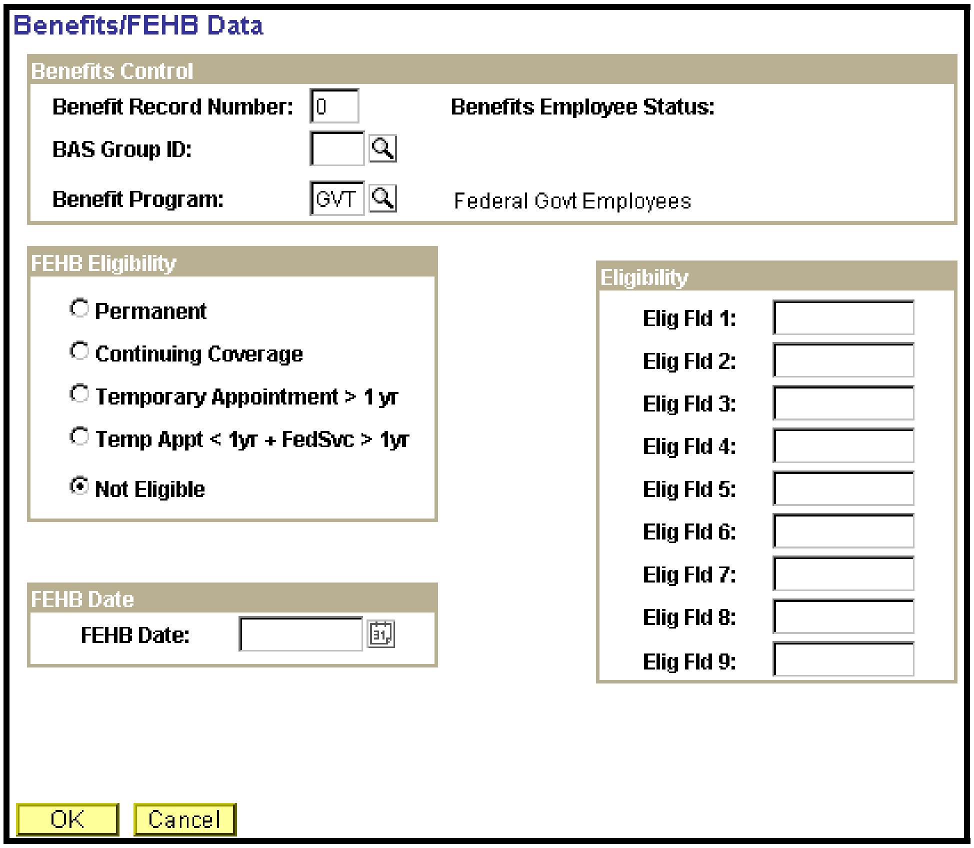
NOTE: Be sure to review each of the defaulted fields to ensure the correct position data is associated with this position.

Position Override

The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.

Procedure (cont'd) **31**	Click the **Benefits/FEHB Data** hyperlink.

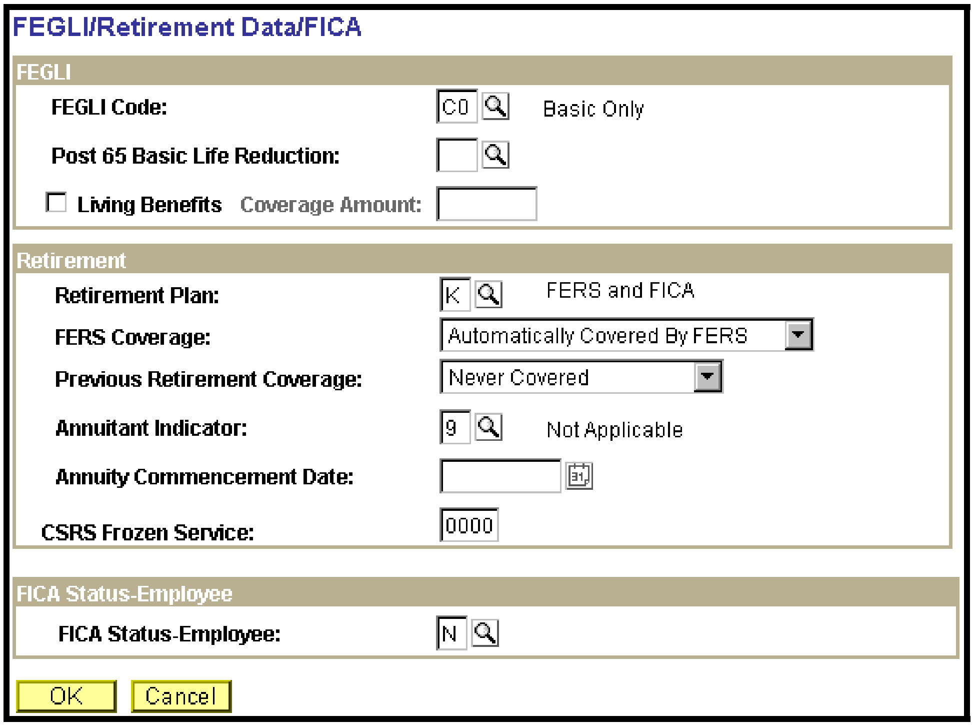
The following sub-page appears:



NOTE: The Benefit Record Number field will default with the value of "0". In nearly all cases, this default will be correct. The exception is for consultants, who should have the Benefit Record Number value of "1".

32	Select the appropriate radio button to indicate **FEHB Eligibility**.
33	If the employee is **Not Eligible** for FEHB, enter the date on which they will qualify for the benefit in the **FEHB Date** field.
34	Click OK to return to the **Job** page.
35	Click the **FEGLI/Retirement/FICA** hyperlink.

The following sub-page appears:



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

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

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

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

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

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

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

NOTE: In CSRS Frozen Service, enter this time span 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.

43 Confirm the default of "N" or modify the **FICA Status-Employee** field.

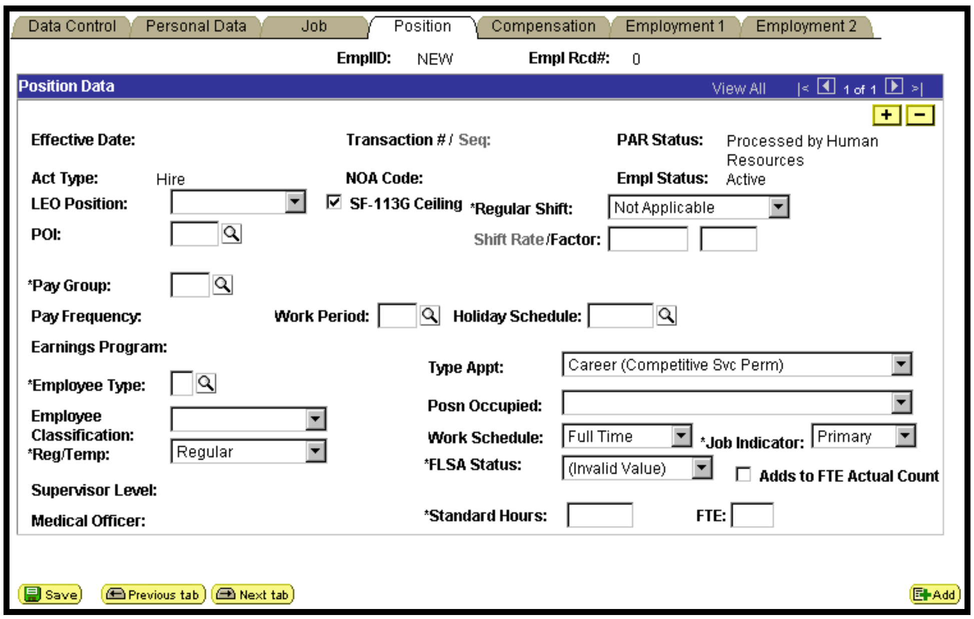
The valid entries are:

E	Exempt
M	Medicare only
N	Subject

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

45 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***
- ***Holiday Schedule***
- ***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)*

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

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

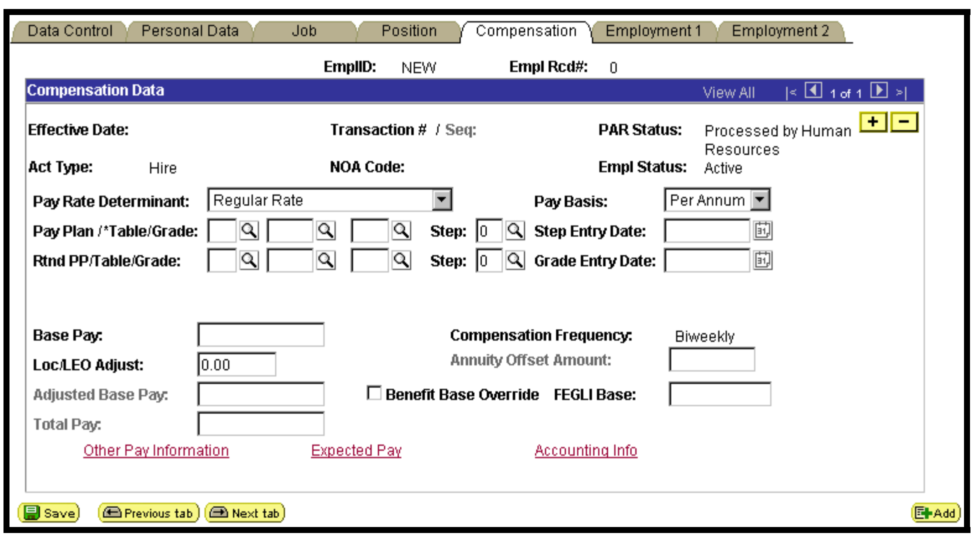
NOTE: This field is only used for Indian Preference.

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

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

50 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***

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

52 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***

53 If an employee is an annuitant, enter the **Annuity Offset Amount** as a <u>per hour</u> value.

Pay Impacts

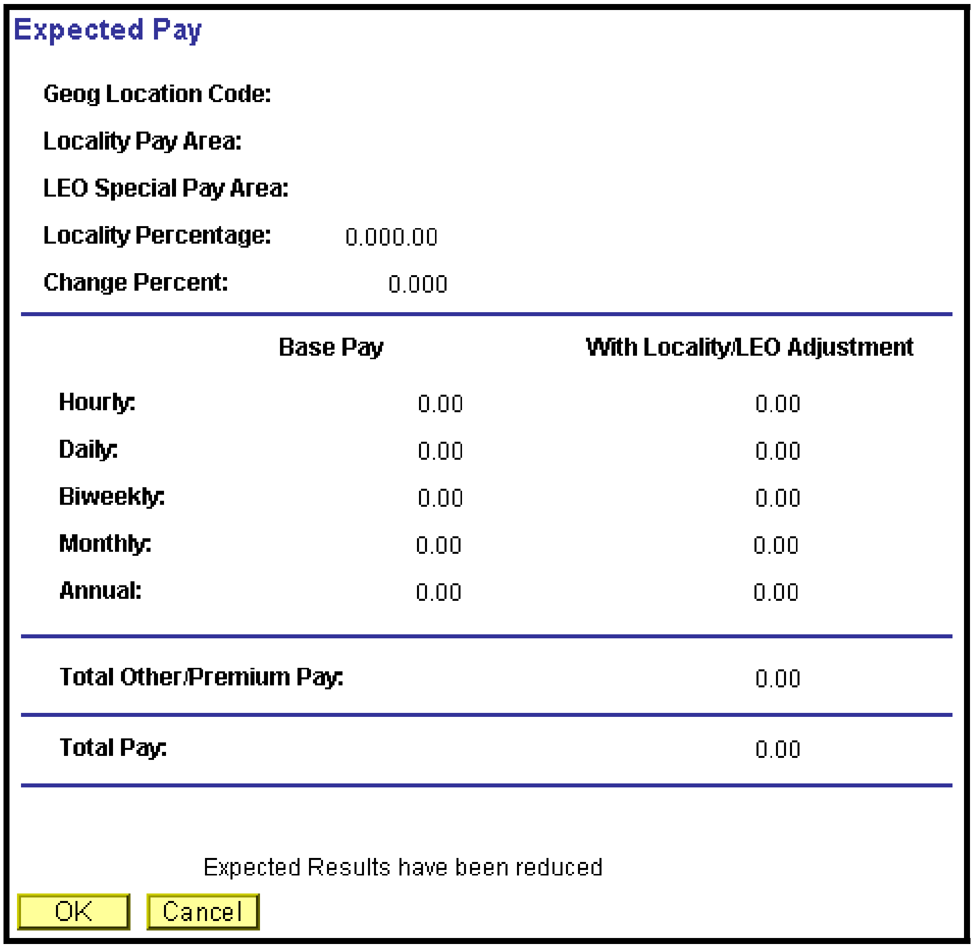
The annuity offset amount must be entered as a PER HOUR value not annual amount. This value must entered correctly in order to avoid significant payroll issues.

---

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

55 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

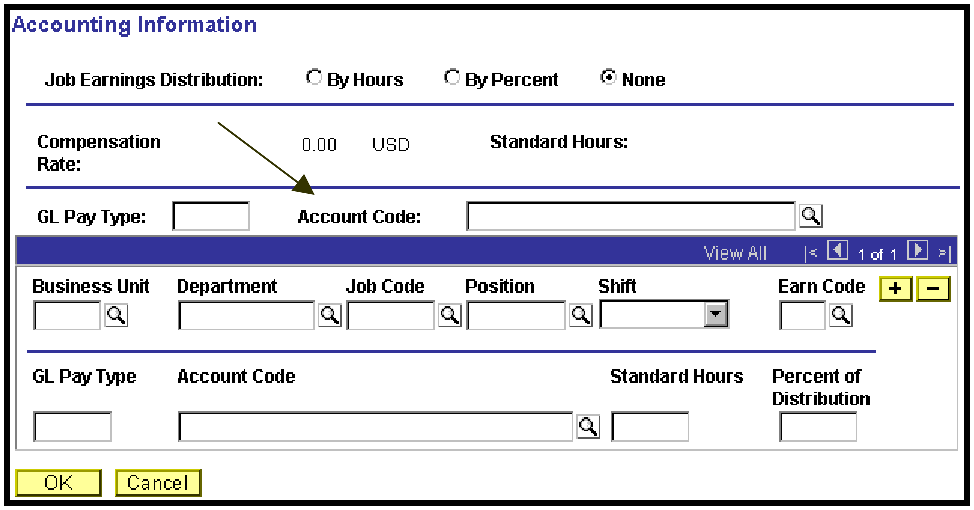
OK Cancel

56 Verify the read-only information.

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

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

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



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

Common Account Number

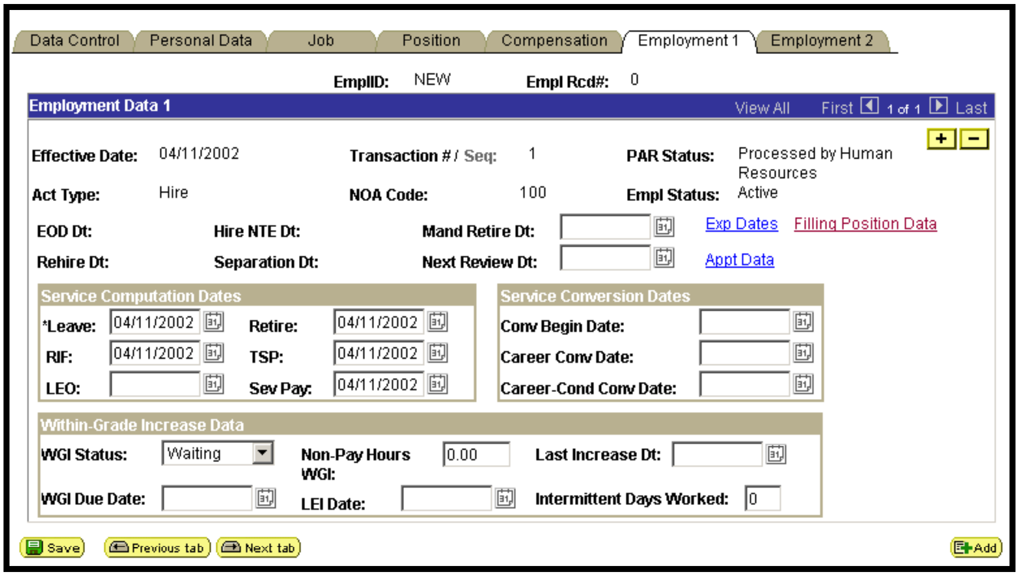
The Common Account Number (CAN) is a required field and must be entered to process the appointment.

Procedure (cont'd)

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

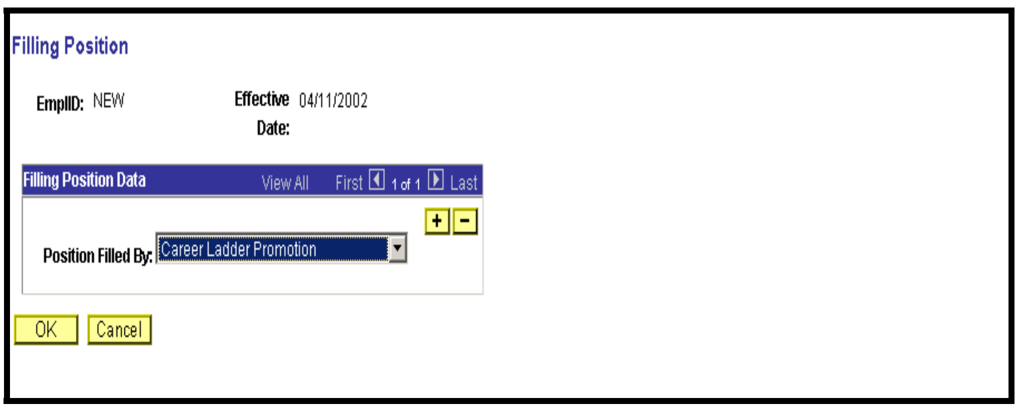
61 Click on the **Employment 1** tab.

The following page appears:



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

The following sub page appears:



63 Select the appropriate value from the dropdown.

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

65 Click on the **Appt Data** hyperlink.

66 Confirm or modify the **Special Employment Program**, if applicable.

NOTE: This is where the Special Program ID would be entered.
*NOTE: **Welfare to Work** should not be captured here.*

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

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

NOTE: The Service Computation Dates will default to the hire date, modify if the the employee has creditable service.

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

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

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

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

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

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

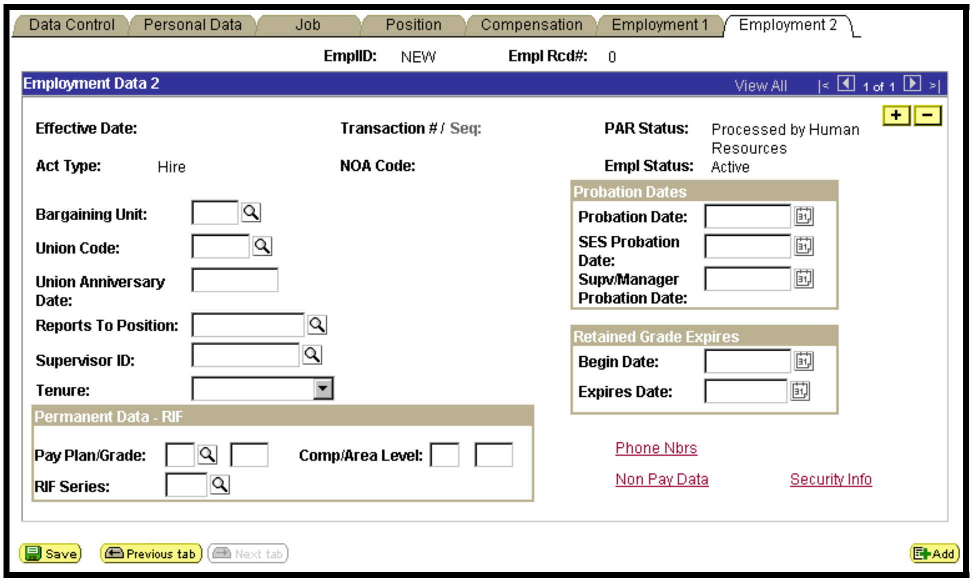
*NOTE: The **WGI Due Date** will populate automatically. THIS IS WIGI DUE DATE NOT WIGI START DATE.*

75 Modify the **LEI Date**, if applicable.

NOTE: The LEI Date is the date of the last equivalent increase for this employee. This is usually the date of the last WGI.

76 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***

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

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

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

80 Enter or modify the employee's compensation area and level in the **Comp Level** field as applicable.

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.

81 Enter the completion date for the employee's probation in the in the **Probation Date** field, if applicable.

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

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

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

84 Click 

.

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

Special Pay See Chapter 3, Section10a for details about how to add a special pay.

Address PAR 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.

85 Follow the navigational path:

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

86 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.

87 Click on the  to add a row.

88 Use the same effective date as the Hire action.

89 Select the Action "**DTA**" (Data Change).

90 Select the Reason Code **"PRA**" (Payroll Related Action).

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

92 **Click** 

.

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

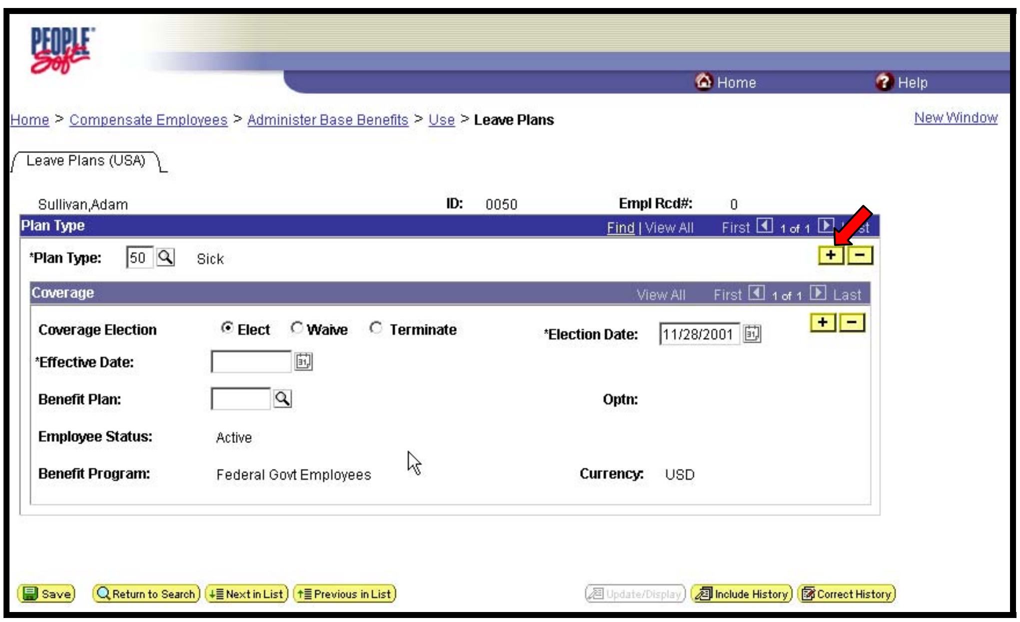
The following steps detail the procedure for enrolling an employee into leave plans in EHRP:

93 Follow the navigational path:

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

94 Select the appropriate employee's record.

The following **Leave Plans** page appears:



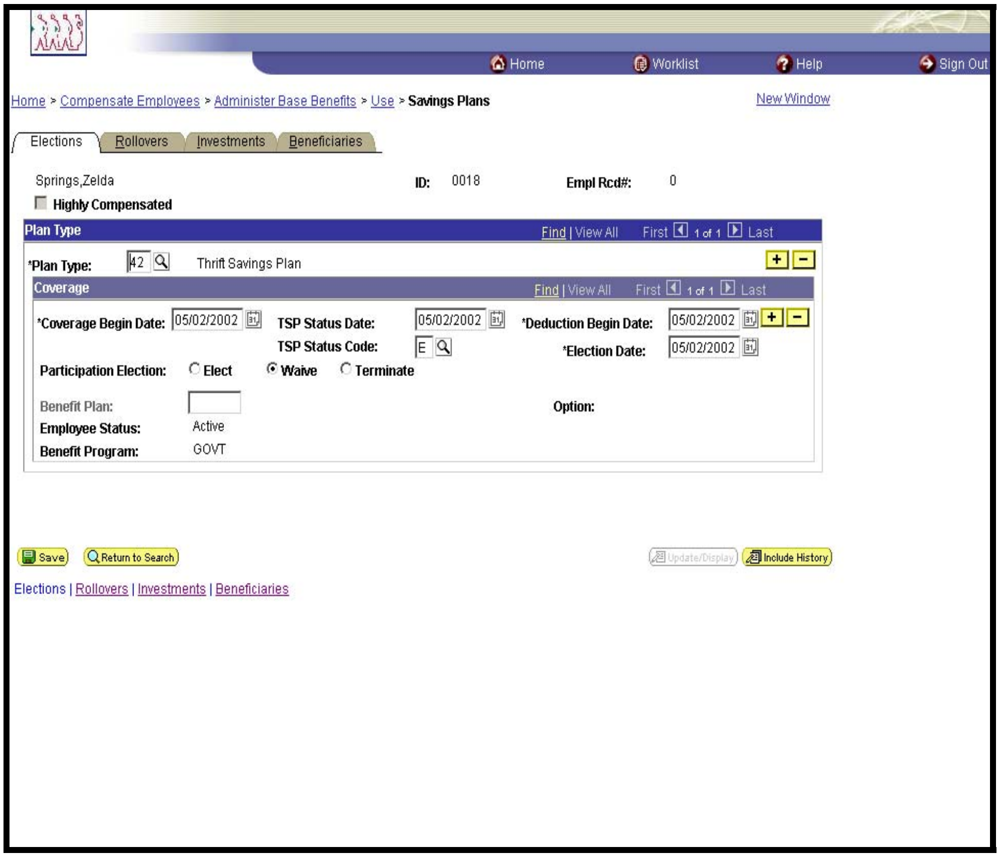
95 In the **Plan Type** field, select the applicable leave plan.

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

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

98	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.*
99	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.*
100	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.*
101	Select the appropriate leave plan in the **Plan Type** field.
102	Follow the same steps to enter the coverage election, effective date, and benefit plan as shown above.
103	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:
104	Follow the navigational path: Home ➔ Compensate Employees ➔ Administer Base Benefits ➔ Use ➔ Savings Plan
105	Select the appropriate employee's record.

The following **Savings Plan** page appears:



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

107 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.

108 Enter the **TSP Status Date**. (same as Effective date of Hire)

109 Select the correct value from the dropdown menu for the **TSP Status Code** field.

110 In the **Participant Election** field, select the "**Waive**" radio button.

111 Click 

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