

Placements in Non-Pay or Non-Duty Status
Created on April 4, 2005

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Introduction

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Leave Without Pay NTE

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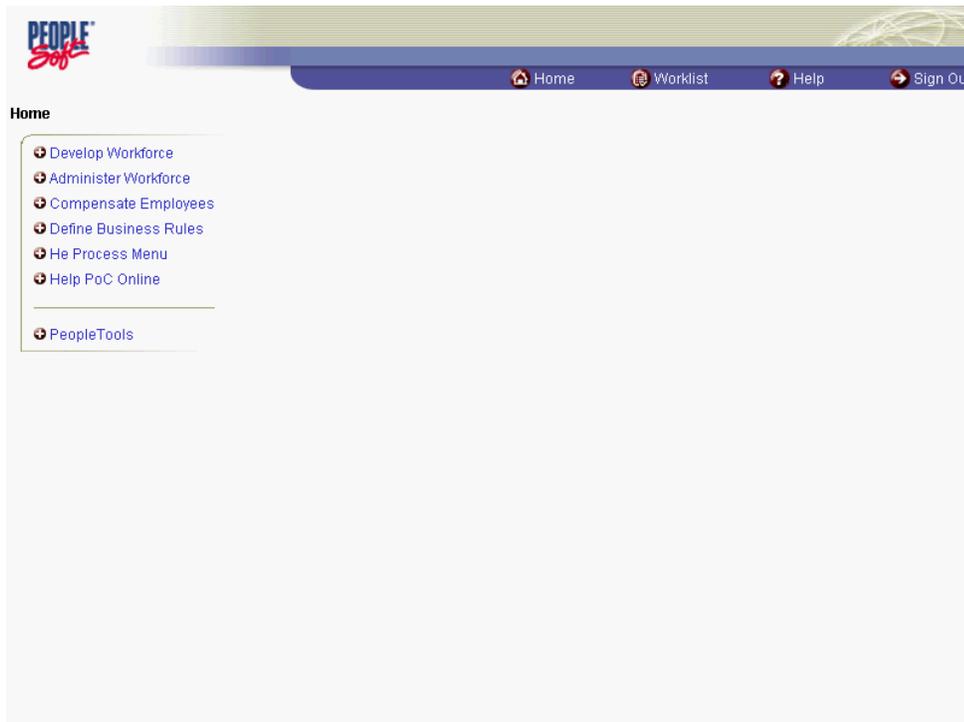
Leave Without Pay NTE

Introduction

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

Procedure

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

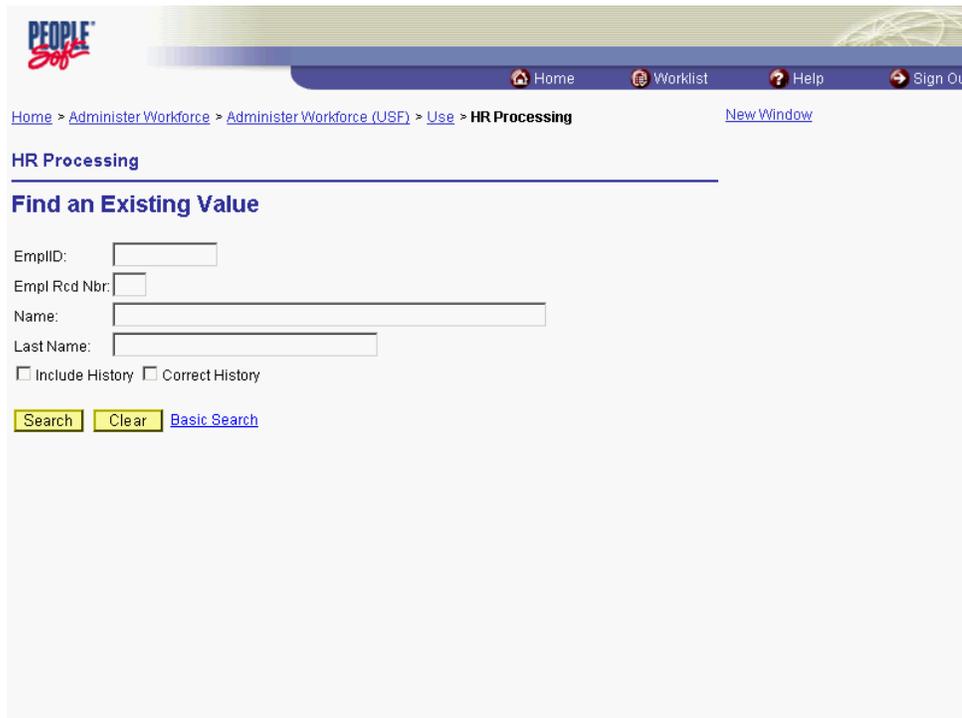


Step	Action
1.	Click the Administer Workforce link. 

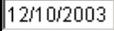
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Step	Action
2.	Click the Administer Workforce (USF) link. 
3.	Click the Use link. 
4.	Click the HR Processing link. 



Step	Action
5.	Enter the appropriate variable in the field. (i.e. Last Name) Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter " WINTER ".
7.	Click the Search button. 
8.	Select the appropriate employee. Click WINTER, ADAM 

Step	Action
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
10.	Click in the Actual Effective Date field. 



The Calendar 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.

Step	Action
11.	Enter the effective date of the Leave without Pay (LWOP) in the Actual Effective Date field. Enter the desired information into the Actual Effective Date field. Enter "12/15/2003" .
12.	Click in the *Action field. 



The Look Up icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.

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Step	Action
13.	Enter LOA (Leave without Pay) in the Action field. Enter the desired information into the *Action field. Enter " LOA ".
14.	Click in the *Reason Code field. <input type="checkbox"/>
15.	Enter the desired information into the *Reason Code field. Enter " LOA ".
16.	Enter the NOA Code of "460" (LWOP NTE). Click in the NOA Code field. <input type="checkbox"/>
17.	Enter the desired information into the NOA Code field. Enter " 460 ".
18.	Click in the NOA Ext field. <input type="checkbox"/>
19.	Enter the desired information into the NOA Ext field. Enter " 0 ".
20.	Click in the Not To Exceed Date field. <input type="text"/>
21.	Enter the Not To Exceed Date for the action. NOTE: The NTE date will be automatically inserted on the Employment Data 1 page, EXP Dates link, LWOP/Furlough field. Enter the desired information into the Not To Exceed Date field. Enter " 02/01/2004 ".
22.	Click in the Authority (1) field. <input type="checkbox"/>
23.	Enter the correct legal authority in the Authority (1) field. Enter the desired information into the Authority (1) field. Enter " NYM ".
24.	If applicable, enter Authority (2) . Click the PAR Remarks link. PAR Remarks

Step	Action
25.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter " E39 ".
26.	Press [Tab] .
27.	Click the Ok button. 

 NOTE: To add additional remarks, use the **Add a new row** button 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)

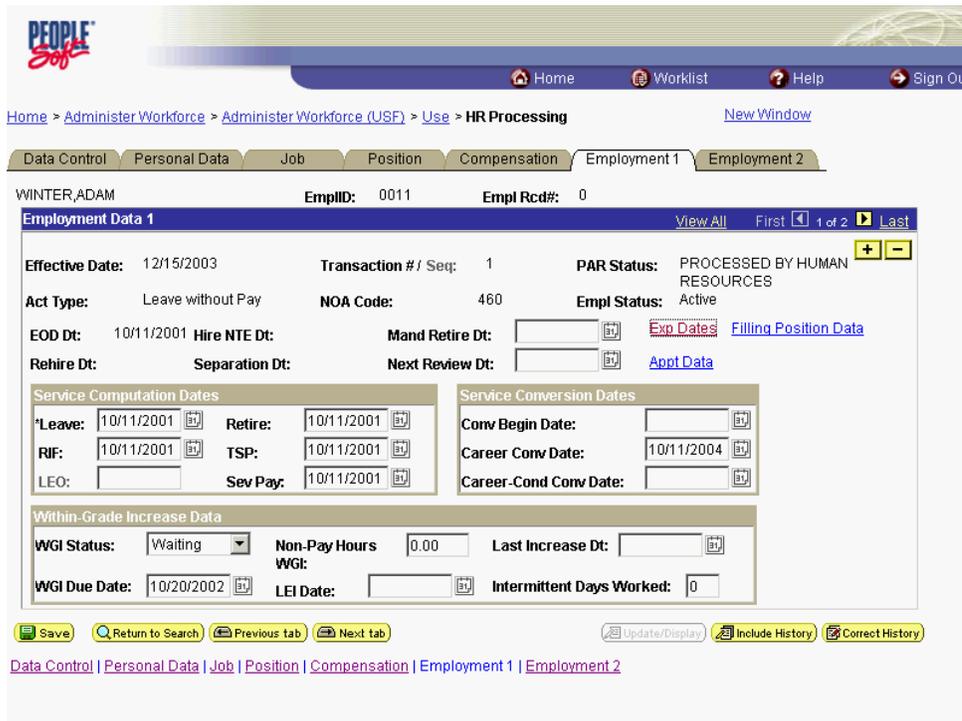
NOTE: Within the EHRP system, there is no limitation to the amount of remarks that can be captured.

 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.

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 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.



The screenshot shows the PEOPLE SOFT HR Processing interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' buttons. Below this is a breadcrumb trail: 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area is titled 'Employment Data 1' and displays the following information:

- Effective Date:** 12/15/2003
- Transaction # / Seq:** 1
- PAR Status:** PROCESSED BY HUMAN RESOURCES
- Act Type:** Leave without Pay
- NOA Code:** 460
- Empl Status:** Active
- EOD Dt:** 10/11/2001
- Hire NTE Dt:**
- Mand Retire Dt:**
- Rehire Dt:**
- Separation Dt:**
- Next Review Dt:**

There are also sections for 'Service Computation Dates' (Leave, RIF, LEO, Retire, TSP, Sev Pay) and 'Service Conversion Dates' (Conv Begin Date, Career Conv Date, Career-Cond Conv Date). At the bottom, there is a 'Within-Grade Increase Data' section with fields for WGI Status (Waiting), Non-Pay Hours (0.00), Last Increase Dt, WGI Due Date (10/20/2002), LEI Date, and Intermittent Days Worked (0). Navigation buttons like 'Save', 'Return to Search', 'Previous tab', 'Next tab', 'Update/Display', 'Include History', and 'Correct History' are visible at the bottom of the form.

Step	Action
28.	Click the Save button. 
29.	The information is saved. End of Procedure.