Procedures

1) Navigation

Home > Workforce Administration > Job Information > Supervisor Request USF

Supervisor Request USF
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

EmpID: Begins with

Emp ID #1:

Name:

Last Name:

Select Include History, Correct History, or Case Sensitive

Search Clear Basic Search Save Search Criteria

c) Click Search

a) Search for the employee by EmpId or
b) Search by Name
c) Click the ‘Search’ button
2) The Data Control tab of the employee’s Job record will be displayed

   a) Insert a new row by clicking the plus sign.
   b) Enter the Actual Effective Date
   c) Enter the Action Code ‘XFR’ or select it from a list by clicking the magnifying glass.
   d) Enter the Reason Code ‘ROR’ or select it from a list by clicking the magnifying glass.
   e) Click the Tracking Data Hyperlink (at the bottom of the page)

3) The Tracking Data page will be displayed

   b) Click OK
a) Enter the new Department ID (Admin Code) in the Comment field

b) Click ‘OK’

4) The employee’s Data Control tab will again be displayed

   a) Select the Compensation tab

   b) Click Accounting Info

   a) Select the Compensation tab

   b) Select the Accounting Info hyperlink at the bottom of the page

5) The Accounting Info page will be displayed
a) In the CAN field, verify CAN is correct or enter new CAN

b) Click ‘OK’. You will be returned to the employee’s Job Information page.

6) Select the Data Control tab.

b) Click Save
7) The ‘Route To’ page be displayed.

**Route to Next Empl ID**

<table>
<thead>
<tr>
<th>Actual Effective Date:</th>
<th>11/25/2008</th>
<th>Proposed Effective Date:</th>
<th>11/25/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction #: Sequence:</td>
<td>1</td>
<td>Not To Exceed Date:</td>
<td>-</td>
</tr>
<tr>
<td>Action:</td>
<td>XFR</td>
<td>Reassignment/Conversion</td>
<td>Par Status:</td>
</tr>
<tr>
<td>Reason:</td>
<td>RCR</td>
<td>Reorganization</td>
<td>Contact EmpID:</td>
</tr>
</tbody>
</table>

The status of this data requires you to specify the employee to whom the PAR request should be routed.

Choose an Employee ID below:

Routing Based on: Route to 1st Review:  
Route to Next: [ ]

Click the button for a list of those to whom the PAR request should be routed.

<table>
<thead>
<tr>
<th>Route To:</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000132</td>
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<td>00000160</td>
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<td>00033469</td>
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For Help Contact HR Systems Support:
Submit a help desk ticket:
[http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)