Procedures

1) Navigation

   Home > Workforce Administration > Job Information > Supervisor Request (USF)

   a) Search for the employee by entering either the employee’s emplid or name

Supervisor Request USF

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>EmpID</td>
<td>begins with</td>
<td>a) Search by EMPLID</td>
</tr>
<tr>
<td>Emp ID Nbr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>begins with</td>
<td>or by name</td>
</tr>
<tr>
<td>Last Name</td>
<td>begins with</td>
<td></td>
</tr>
</tbody>
</table>

   b) Click Search

   b) Click the ‘Search’ button to retrieve the employee’s record.
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 of ‘DTA’ or click the magnifying glass to select the Action Code from a list of valid values.
- d) Enter the Reason Code of ‘NCF’ or click the magnifying glass to select the Reason Code from a list of valid values.
- e) Click the ‘Tracking Data’ hyperlink.

3) The Tracking Data page will be displayed

- a) Enter ‘See PAR Remarks’ in the Comments field.
- b) Click the ‘OK’ button to be returned to the Data Control tab.
4) Data Control tab

Data Control tab

- Click the 'PAR Remarks' hyperlink.

5) The PAR Remarks page will be displayed

PAR Remarks

- a) Enter remark code 'ZZZ'. This remark code opens the text box below for custom comments.
- b) Enter employee's new name and reason for the change.
- c) Click 'OK' button to be returned to the Data Control tab.
6) Data Control tab

<table>
<thead>
<tr>
<th>Data Control</th>
<th>Personal Data</th>
<th>Job</th>
<th>Position</th>
<th>Compensation</th>
<th>Employment 1</th>
<th>Employment 2</th>
<th>CI Exceptions</th>
</tr>
</thead>
</table>

- **MESBICK, TERRIL**
  - **EmpID**: 000550595
  - **Emp Rld Nbr**: 0

<table>
<thead>
<tr>
<th>Action</th>
<th>Data Ctrl</th>
<th>Reason Code</th>
<th>NOA Code</th>
<th>Authority (1):</th>
<th>Authority (2):</th>
<th>PAR Request:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Print SF-52</td>
</tr>
</tbody>
</table>

- **Actual Effective Date**: 11/19/2008
- **Proposed Effective Date**: 11/19/2008
- **Transaction #: Sequence**: 1 1
- **Par Status**: Requested
- **Name Change From**: 
- **Contact Email**: 

<table>
<thead>
<tr>
<th>NOA Ext:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**b) Click Save**

- **Save**
- **Return to Search**
- **Notify**
- **Previous Tab**
- **Next Tab**
- **Update Entry**
- **Include History**
- **Correct History**

- a) Update the Par Status
- b) Click the ‘Save’ button.
7) The ‘Route To’ page will be displayed

**Route to Next Empl ID**

<table>
<thead>
<tr>
<th>Actual Effective Date: 11/19/2008</th>
<th>Proposed Effective Date: 11/19/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction #: 1</td>
<td>Sequence: 1</td>
</tr>
<tr>
<td>Action: DTA</td>
<td>Data Change</td>
</tr>
<tr>
<td>Reason: NCF</td>
<td>Name Change From</td>
</tr>
</tbody>
</table>

The status of this data requires you to specify the employee to whom to next route the data.

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 FAR request should be routed.

<table>
<thead>
<tr>
<th>Route To:</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 46</th>
<th>Next</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000132</td>
<td>DIETZ, CHARLES M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000160</td>
<td>KELLY, ANGELA E</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000450</td>
<td>COOKE, PANDRA D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00000535</td>
<td>DONNELLY, REBECCA M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00033469</td>
<td>BRYANT, SHONTINA M</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

a) Click the Route To button

b) Click the 'View All' hyperlink to see additional names if necessary.

c) Choose the appropriate name by selecting the check box next to the name.

d) Click the 'OK' button.

e) Click OK

a) Click the ‘Route To’ button.

b) Click the ‘View All’ hyperlink to see additional names if necessary.

c) Choose the appropriate name by selecting the check box next to the name.

d) Click the ‘OK’ button.
For Help Contact HR Systems Support:

Please submit a help desk ticket:
http://intrahr.od.nih.gov/helpdeskform.htm

Email:
HRSS@nih.gov

Website:
http://hr.od.nih.gov/hrsystems/staffing/caphr/default.htm

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