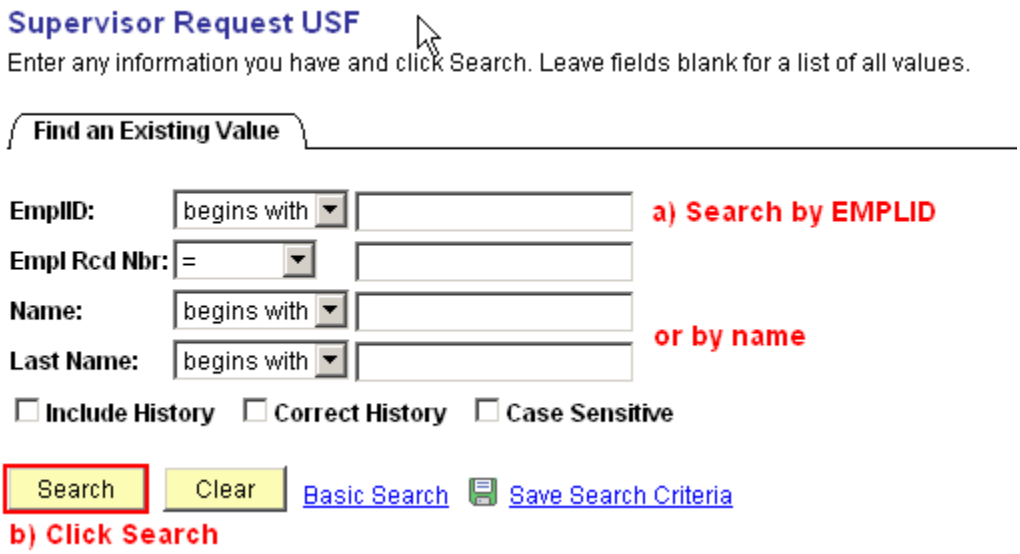
Procedures

1) Navigation

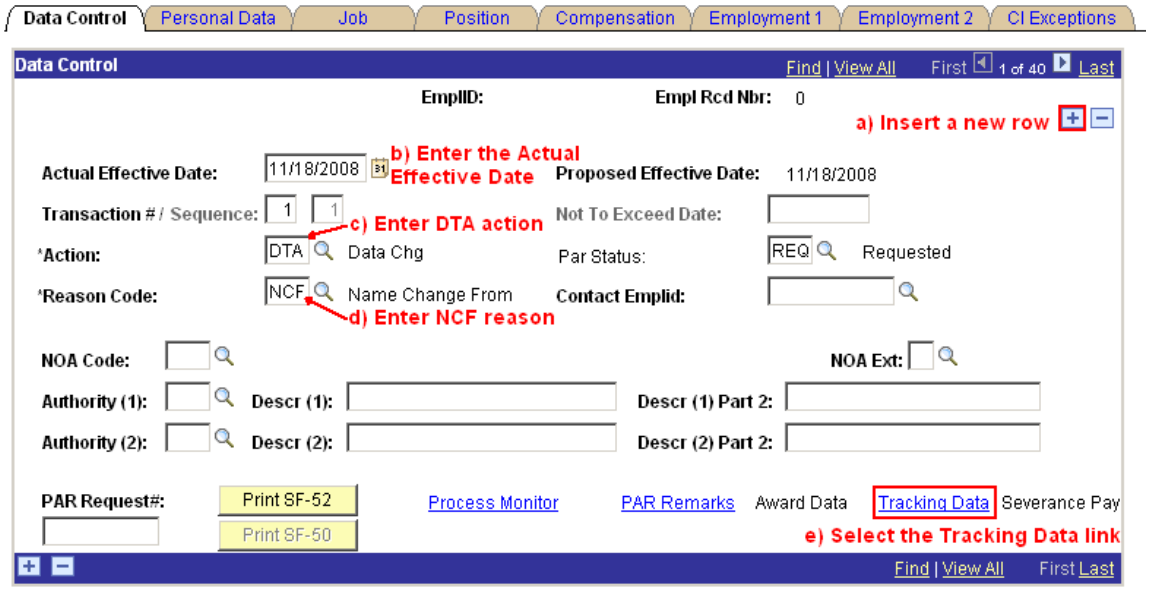
   Home > Workforce Administration > Job Information > Supervisor Request (USF)

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



   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.

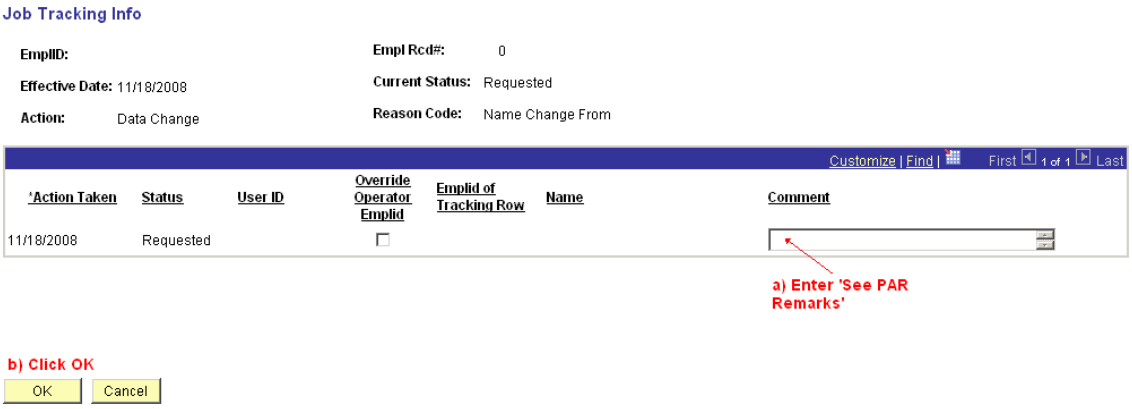
b) Enter the Actual Effective Date

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.

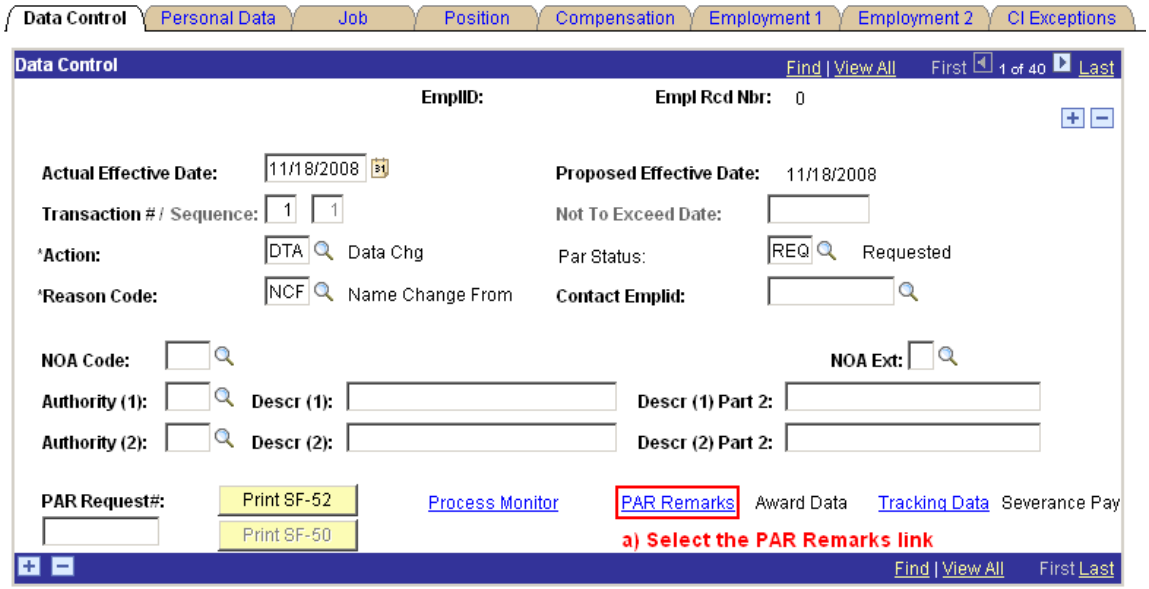
3) The Tracking Data page will be displayed



a) Enter 'See PAR Remarks' in the Comments field.

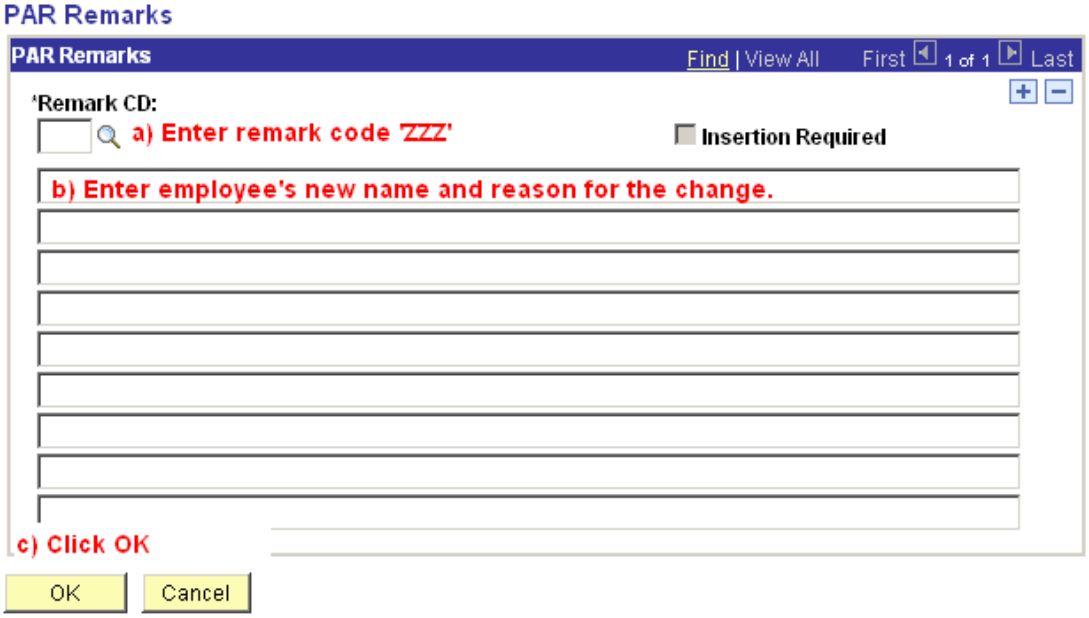
b) Click the 'OK' button to be returned to the Data Control tab.

4) Data Control tab



a) Click the 'PAR Remarks' hyperlink.

5) The PAR Remarks page will be displayed

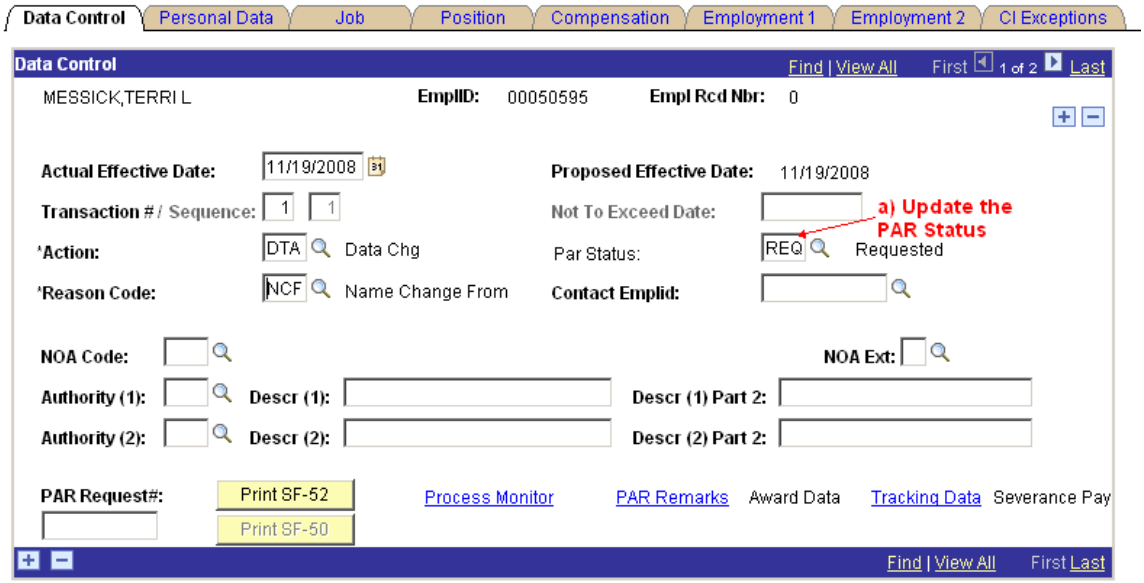


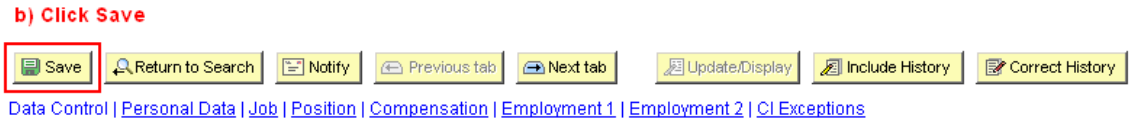
a) Enter remark code 'ZZZ'. This remark code opens the text box below for custom comments.

b) Enter the employee's new name and the reason for the name change.

c) Click the 'OK' button to be returned to the Data Control tab.

6) Data Control tab

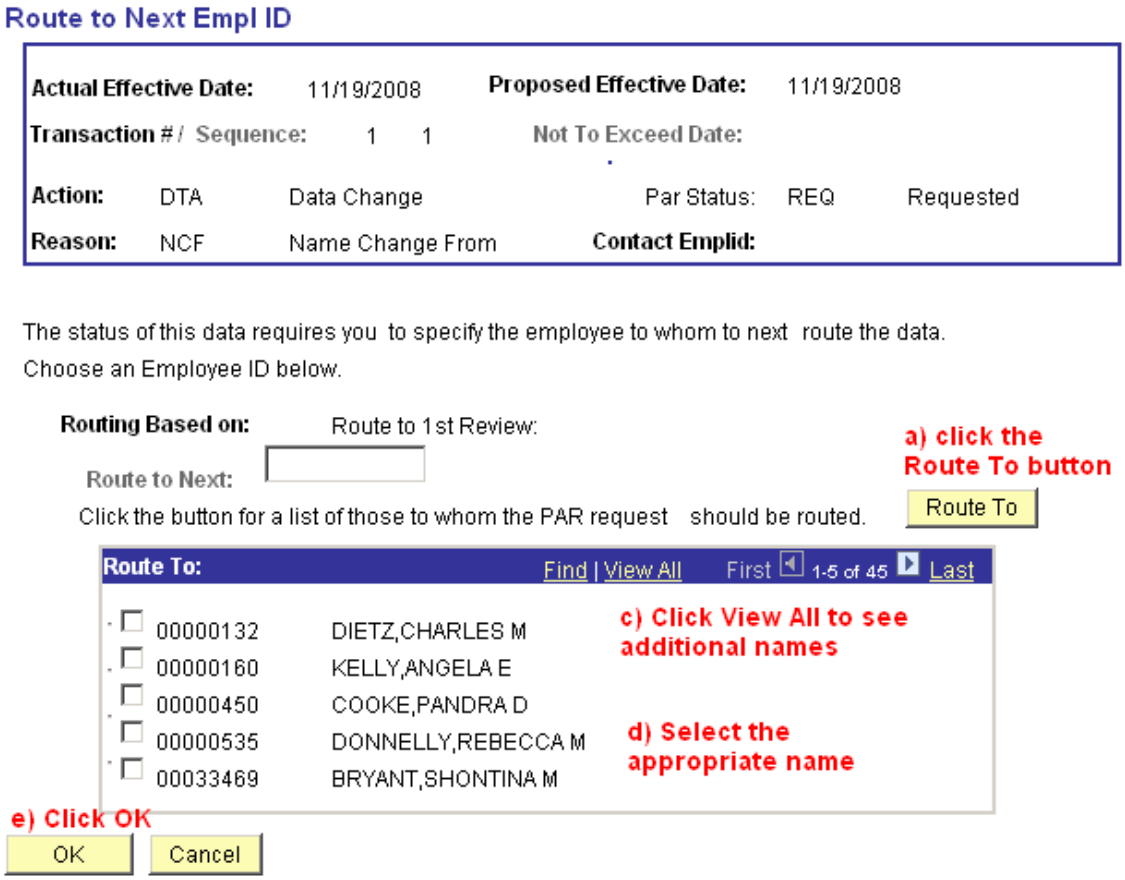




a) Update the Par Status

b) Click the 'Save' button.

7) The 'Route To' page will be displayed



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

Try It with OnDemand:
http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html