This Quick Reference Guide reviews the navigational differences between EHRP 8.0 and Capital HR 8.9. Each section of the QRG contains the steps previously taken in EHRP to complete an action, and the new steps in Capital HR required to complete the same action. Additionally, a screenshot of the Capital HR left panel navigation box is displayed to illustrate the location of the action in Capital HR.

**PAR Processing**

**EHRP:** Administer Workforce > Administer Workforce USF > Use.

**Capital HR:** Workforce Administration > Job Information.

**Query**

**EHRP:** People Tools > Query Manager > Use.

**Capital HR:** Reporting Tools > Query.

**Position Data**

**EHRP:** Workforce > Manage Competencies > Use > Position Data.

**Capital HR:** Organizational Development > Position Management > Maintain Positions/Budgets.

**Recruiting**

**EHRP:** Recruit Workforce is located under the Develop Workforce Menu Heading.

**Capital HR:** Recruiting has a Menu Heading of its own.

**SF-50/52 Reporting**

**EHRP:** Administer Workforce > Administer Workforce USF > Report.

**Capital HR:** Workforce Administration > Job Information > Reports.

**Position Summary**

**EHRP:** Develop Workforce > Manage Positions > Inquire.

**Capital HR:** Organizational Development > Position Management > Review Position/Budget Info.