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

EmplID: begins with
Emp ID Ext: begins with
Name: begins with
Last Name: begins with

a) Search by EmplID
b) Or by Name
c) Click Search

a) Search for the employee by EmplId 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 Effective Date
- c) Enter Action Code or select it from a list by clicking the magnifying glass.
- d) Enter Reason Code or select it from a list by clicking the magnifying glass.
- e) Update the Par Status.
- f) Click the Save button.

See Action / Reason Code Table (on page 3)
3) The ‘Route To’ page will be displayed.

**Route to Next Empl ID**

<table>
<thead>
<tr>
<th>Actual Effective Date:</th>
<th>11/24/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Effective Date:</td>
<td>11/24/2008</td>
</tr>
<tr>
<td>Transaction #: Sequence:</td>
<td>1 1</td>
</tr>
<tr>
<td>Action:</td>
<td>TER Termination</td>
</tr>
<tr>
<td>Par Status:</td>
<td>REQ Requested</td>
</tr>
<tr>
<td>Reason:</td>
<td>RET Return to School</td>
</tr>
<tr>
<td>Contact Empl ID:</td>
<td></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 PAR request should be routed.

**Route To:**

- [ ] 00000152 DIETZ, CHARLES M
- [ ] 00000150 KELLY, ANGELA E
- [ ] 00000450 COOKE, PANDRA D
- [ ] 00000535 DONNELLY, REBECCA M
- [ ] 00003469 BRYANT, SHONTINA M

**Action Code** | **Action Description** | **Reason Code** | **Reason Description**
--- | --- | --- | ---
REC | Return from Suspension or Furlough | REC | Recall from Suspension / Layoff
RFL | Return from LWOP | AFC | Assignment Fully Compensated

**Action Code**

- REC
- RFL

**Action Description**

- Return from Suspension or Furlough
- Return from LWOP

**Reason Code**

- REC
- AFC

**Reason Description**

- Recall from Suspension / Layoff
- Assignment Fully Compensated

- OK
- Cancel

a) Click the ‘Route To’ button.
b) Click ‘View All’ to see additional names.
c) Select the appropriate name.
d) Click ‘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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