

Change in Work Schedule

Introduction In EHRP, a user can modify an employee's work schedule. For example, when an employee moves from one employment schedule (full time) to another arrangement (part time). The appropriate personnel action (NOA 781-0) must first be entered on the **Data Control** page of the **HR Processing** page group. The work schedule will be changed on the **Position** page of the **HR Processing** page group.

Navigational Path Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

Or

Access the item using the Worklist.

Navigational Tips



- The  icon represents a look-up prompt. Clicking this button will allow you to look up all possible entry options for this field.
 - The  icon represents a date prompt. Clicking this button will produce a pop-up calendar for reference. To select a specific date from the pop-up calendar as the field entry, simply click on the date. Use the arrows to move through the months and years.
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Procedure The following steps detail the procedure for processing a Change in Work Schedule.

1 Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) → Use → HR Processing

The **Find an Existing Value** page appears.

2 Select the variable you would like to **Search By** from the drop down list.

The search options include:

3 Enter the appropriate variable in the next field. (for example, Last Name)

4 Click .

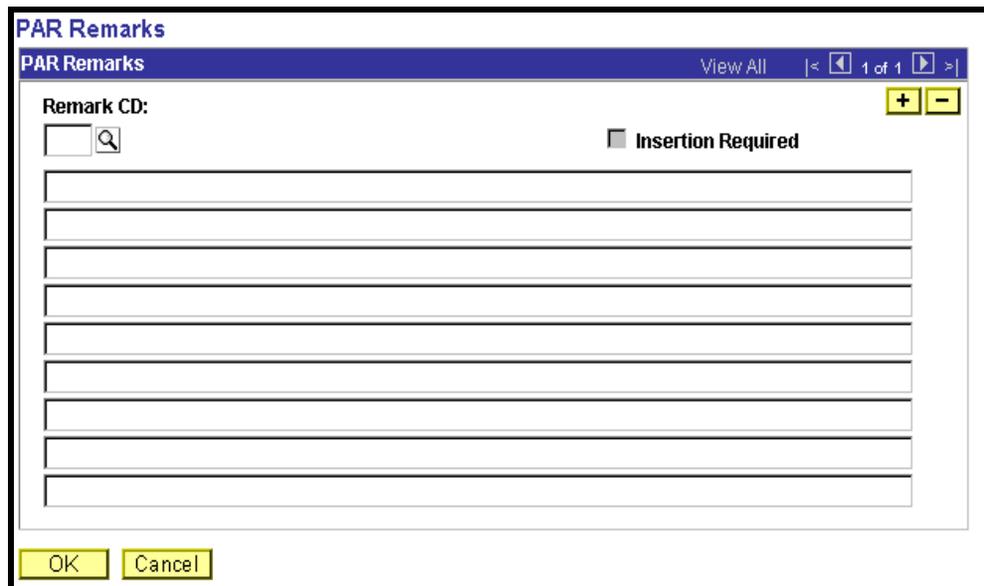
5 Select the appropriate employee.

The following **Data Control** page will appear:

*NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee.*

- 6 Click the  in the **Data Control** box to insert another row into the employee’s record.
- 7 Enter the **Actual Effective Date** of the change in the employee’s schedule.
- 8 In the **Action** field, enter “DTA.”
- 9 Enter the applicable **Reason Code**.
- 10 Enter the **NOA Code** of “781” (Change in Work Schedule).
- 11 Select the applicable **NOA Ext** from the dropdown menu.
- 12 Enter **Authority (1)**.
- 13 If applicable, enter the **Authority (2)**.
- 14 In the **PAR Request #** field, enter the applicable PAR Request number.
- 15 To enter **PAR Remarks**, click the hyperlink of the same name.

The following **PAR Remarks** sub-page appears:



- 16 Enter the applicable **Remark CD (Code)** and tab out of the field to see the text of the remark.

NOTE: To add additional remarks, use the  to insert a row.



*NOTE: If the **Remark CD** contains a “****”, you must replace the asterisks with specific information. (i.e. this field may prompt you to enter date)*

*NOTE: To enter a freeform remark, enter “ZZZ” in the **Remark CD** field. Enter applicable remark text in sentence format. Text should fill the line. Once the line is filled, move to the next line. There is no autowrap feature. Do not hyphenate across lines. If a word requires hyphenation, move it to the next line. Do not use bullets or dashes. The “ZZZ” remark can only be used once for each personnel action.*

NOTE: Within the EHRP system, there is no limit to the number of remarks that can be captured.

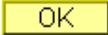
Mandatory Remarks



The system does not generate or suggest mandatory remarks that need to be entered in accordance with the NOA Code you are processing. Use the appropriate remarks based on OPM processing guidelines. There will no longer be HHS specific remarks for entry, except for the freeform ZZZ.

Procedure (cont'd)

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When you are finished entering your PAR Remarks, click  to return to the **Data Control** page.

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Click the **Job** tab.

The following **Job** page appears:

18 Select the **Position Override** checkbox.

*NOTE: You must select **Position Override** in order to modify the Position.*

19 Click the **Position** tab.

The following **Position** page appears:

20 Select the appropriate **Work Schedule** type from the dropdown menu.



- 21 Modify the **Standard Hours** field to reflect the employee’s new schedule.
- 22 Change the **PAR Status** according to your role.
- 23 Click  .