

Return to Duty

Introduction In EHRP, when an employee returns to duty from a period of a nonpay status the following procedure will be completed. Then the employee's record must be updated to reflect that the employee has returned to duty. Unlike IMPACT a return to duty will not be automatic, in EHRP a personnel action must be processed to return the employee to duty.

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 return to duty.

1 Follow the navigational path:

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

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

Find an Existing Value

Search By:

EmplID:

[Advanced Search](#)

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

The search options include:

Empl Rcd Nbr
EmplID
Last Name
Name

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 appears:

PEOPLE Soft

Home Help

Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing [New Window](#)

Data Control Personal Data Job Position Compensation Employment 1 Employment 2

Barcroft, John EmplID: 0041 Empl Rcd#: 0

Data Control View All | 1 of 1

Actual Effective Date: 10/11/2001 Proposed Effective Date: 10/11/2001

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: HIR Hire PAR Status: PRO Processed by Human Resources

*Reason Code: NPS New Position Contact Emplid:

NOA Code: 101 Career-Cond Appt *NOA Ext: 0

Authority (1): BWA OPM Delegation Agr No. , Cert No

Authority (2):

PAR Request#: [PAR Remarks](#) [Award Data](#) [Tracking Data](#) [Retroactive TSP](#) [Transfer In Data?](#)

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

*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 employee's return to duty.

NOTE: The Proposed Effective Date field is populated by default with the date entered in the Actual Effective Date field. Since human resources personnel processing a request have final authority on when the action becomes effective, and they will enter the official actual effective date, but the proposed effective date will remain unchanged.
- 8 Enter the applicable action code in the **Action** field.
- 9 Enter the applicable **Reason Code**.
- 10 Enter the **NOA Code** of "292."
- 11 Enter the **NOA ext** (extension).
- 12 If there is an NTE date for the previous LOA action, delete the NTE date in the **Not to Exceed Date** field.
*NOTE: You will also need to delete the NTE date from the **Employment Data 1** page, by accessing the **Exp Date** hyperlink on that page.*
- 13 In the **Authority (1)** field, enter the legal authority.
- 14 If applicable, enter **Authority (2)**.
- 15 In the **PAR Request #** field, enter the applicable PAR Request number.

NOTE: This field is not required but can be used for PAR request tracking purposes.
- 16 To enter **PAR Remarks**, click the hyperlink of the same name.

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

- 17 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 the word 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 limitation to the amount 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.

The following page appears:

Employment Data 1

EmpID: NEW Empl Rcd#: 0

Effective Date: Transaction # / Seq: PAR Status: Processed by Human Resources

Act Type: Hire NOA Code: Empl Status: Active

EOD Dt: Hire NTE Dt: Mand Retire Dt: Exp Dates

Rehire Dt: Separation Dt: Next Review Dt: Appt Data

Service Computation Dates

'Leave: Retire:

RIF: TSP:

LEO: Sev Pay:

Service Conversion Dates

Conv Begin Date:

Career Conv Date:

Career-Cond Conv Date:

Within-Grade Increase Data

WGI Status: Waiting Non-Pay Hours WGI: 0.00 Last Increase Dt:

WGI Due Date: LEI Date: Intermittent Days Worked: 0

- 21 If there is an NTE date from the prior LOA action, click on the **Exp Dates** hyperlink.

Expiration Dates

Temporary Promotion:

Temporary Position Change:

LWOP/Furlough: 10/08/2002

Suspension:

OK Cancel

- 22 Delete the date from the **LWOP/Furlough** field; click **OK** to return to the **Employment Data 1** page.
- 23 Due to the lapse in service, modify the employee's **Service Computation Dates**, if necessary.
- 24 If the LWOP affected the **Service Conversion Dates**, modify them as applicable.
- 25 If necessary, modify the **Within-Grade Increase Data**.

26 Click on the **Employment 2** tab.

The following page appears:

27 Confirm or enter the appropriate **Reports To Position** for the employee.

28 In the **Tenure** field, modify the appropriate type of tenure, if applicable.

29 As applicable, enter or modify the employee's compensation area and level in the **Comp/Area Level** field.

NOTE: In IMPACT this variable is a 4 digit code. In EHRP, the first 2 digits would be entered in Area and the second 2 digits are entered in Level.

30 Due to the lapse in service, update the employee's **Probation Date**, if necessary.

31 Return to the **Data Control** tab and change the **PAR Status** according to your role.

32 Click  **Save**.

