

#14 - *MULTIPLE (CONCURRENT) APPOINTMENTS*

What should a user do when they are hiring someone who has an existing appointment at another HHS Agency?

- Contact the HRS helpdesk to determine what the highest appointment number is for this employee.
- Follow the Administer Workforce (USF) > Use > Concurrent Hire path (enter the employee's Empl ID).
- Follow the Concurrent Hire procedure.
- The user **MUST** enter the current appointment number in the Benefit Record Number field, on the Benefits/FEHB Data page. (This page is accessed by going to the Job tab and clicking the Benefits/FEHB hyperlink.) The current appointment number will be the number provided by the HRS helpdesk incremented by 1. (eg. If the HRS help desk said the last appointment number was 3 then the appointment number for the current appointment would be 4).

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What should a user do when they are hiring someone who is one of the following pay plans but who has not been previously entered in EHRP (ED, EE, EI, EH, EF, EG)?

- Follow the Hire procedure.
- The user **MUST** enter the current appointment number in the Benefit Record Number field, on the Benefits/FEHB Data page. (This page is accessed by going to the Job tab and clicking the Benefits/FEHB hyperlink.)

NOTE: ALL EMPLOYEES HIRED INTO THE ABOVE PAY PLANS MUST HAVE A BENEFIT RECORD NUMBER OTHER THAN 0.