Web Human Resources (WebHR)

Version 1.0

C3-C1 Conversion Project

User Manual for the Automated Human Resources Edition

October 2011

(WEBH*)

Department of Veterans Affairs
Office of Information and Technology (OIT)
Product Development (PD)

Revision History

Date	Revision	Description	Author
April 2011	1.0	• Initial version (template) • Copied in original HR manual	CBeynon
May 2011	1.1	Reorganized content	CBeynon
June 2011	1.2	Continued to reorganize and format	CBeynon
July 2011	1.3	Continued to reorganize and format	CBeynon
August 2011	1.4	• Added updates from LO • Continued to reorganize and format • Prepped for ESE Checklist	CBeynon
September 2011	1.5	• Changed dates to September 2011 • Updated with comments from LO • Prepped for IOC Testing • Added namespace: WEBH*	CBeynon
October 2011	1.6	• Changed dates to October 2011 • Continued updating • Prepped for national release • Updated with comments from LO	CBeynon
10/25/2011	1.7	Made corrections per PM review	CBeynon

Table of Contents

Introduction

Web Human Resources (WebHR) is a Class 3 (C3) automated human resources system that creates an electronic request for personnel actions, Standard Form 52 (SF-52) and tracks the document through the process. WebHR contains the elements necessary to process an SF-52 within a personnel office. This includes initiating, tracking, showing results, and finalizing a personnel action.

WebHR is a web-based, integrated module that brings workforce components together for Human Resources (HR) staff and managers to conduct online HR business activities. The application is designed with two interfaces: Customer Edition and Automated Human Resources Edition. The application also contains several reports, which assist both managers and HR staff with managing employees and recruitment activities.

There are two WebHR links on the WebHR SharePoint: http://vaww.htm.wmc.va.gov/HRIS/default.aspx

- **WebHR Customer Edition** for customers (service lines) to electronically submit an SF-52 to Human Resources.
- **WebHR Automated Human Resources (HR) Edition** for the HR staff to process an electronically submitted SF-52; and includes a Staffing Module that enables HR staff to enter and track hiring milestones and metrics.

WebHR receives data from the national Personnel and Accounting Integrated Data (PAID)/Veterans Health Information System Technology Architecture (VistA) system. WebHR is linked to the PAID database, which is a data warehouse for all VA personnel employee information. PAID is updated at the close of each pay period. The update allows employee-data to auto-populate an SF-52 when a form is initiated. The WebHR application, in its association with PAID data, allows for review of employee information.

Because WebHR operates in an integrated, secure, web-based environment, access and processes follow conventions dictated by an integrated, secure, web-based environment. Users interact with WebHR through Internet Explorer (IE) toolbars and menus.

> **Note:** The WebHR application contains sensitive information and you must employ safeguards to ensure the security of the data contained within. Access to WebHR is granted through a formal request process.

WebHR is in production at all Veterans Health Administration (VHA) sites and at several VHA Program Offices. The Healthcare Talent Management (HTM) Office handles WebHR enhancements, training, and support.

> **Note:** For assistance with issues/concerns about the Web HR application, contact the local WebHR Administrator.

Documentation

WebHR is compatible with Microsoft (MS) Office products and uses features like copy, paste, etc. The Microsoft Office link: http://office.microsoft.com/en-us/help/default.aspx provides training, demos, and guides, as well as provides assistance with the variety of Microsoft versions used at individual sites.

There are three user manuals associated with the two editions of WebHR. The WebHR user manuals are available in MS Word (.docx) format and the Portable Document Format (.pdf) on the **VA Software Documentation Library**
http://www4.va.gov/vdl/

1. WebHR Human Resources specialists use the *WebHR User Manual for the Automated Human Resources Edition*
2. Local WebHR Administrators use the *WebHR User Manual for the Administrator Role*
3. WebHR customers (approvers/requesters/delegates) use the *WebHR User Manual for the Customer Edition*

Human Resources Role in WebHR

The WebHR Human Resources specialist is an individual working in HR at a facility/program office. All HR staff members are assigned the **Staff_HR** Agent type by the HTM office and are assigned the Specialist role by the WebHR Administrator.

Access to the WebHR Human Resources Edition

Access to the application is allowed only after appropriate authorization paperwork is forwarded to the local WebHR Administrator who will assign user roles. The WebHR Administrator is responsible for granting access to the local users, HR staff, and customers.

- An additional user name and password is not required; WebHR automatically does a multi-step authentication of the user.
- For issues accessing the application, contact your local WebHR Administrator for assistance.

Note: A *Find My Administrator* list is on the WebHR SharePoint under Shared Documents.
http://vaww.htm.wmc.va.gov/HRIS/Shared%20Documents/Forms/AllItems.aspx

Responsibilities of the HR Role

The specialist role manages Human Resources (HR) procedures for processing an SF-52.

The Human Resources specialist creates, processes, routes, views, and completes SF-52s, as well as handling requests for personnel actions, such as promotions, recruitments, and retirements.

The HR specialist also logs and tracks recruitment actions as the personnel actions move through the staffing process.

Recommendation from WebHR

For consistency, create all actions in WebHR Customer Edition, even those for HR Staff members. Any action created in the HR Edition, is only visible in the HR edition.

- A service line (other than an HR service line) cannot view or access actions created in WebHR Automated Human Resources Edition for the service line.
- HR can initiate actions for employees assigned to HR. However, if HR initiates an action for any other employee, that action is not visible to the service line or the requesting/approving official.

WebHR Automated Human Resources Edition

1. Open http://vaww.htm.wmc.va.gov/HRIS/default.aspx and select the WebHR –Human Resources–Live Account link.
   The I Acknowledge Warning page displays.

WebHR Automated HR Edition Warning page

Warning message

This US Government computer system contains sensitive information and is for official use only. Activity on this system is monitored. Use of this system constitutes your unconditional consent to such monitoring and no expectation of privacy. Misuse of, unauthorized access to, or attempted unauthorized access to this system will result in administrative disciplinary action and/or criminal prosecution as appropriate.

2. Click the **I Acknowledge** button.
   WebHR Home page displays with user profile.

WebHR Automated Human Resources Edition Home page with User and Organizational profiles

User Profile

The user profile information comes directly from Outlook; the database is the **Active Directory**.

- If the title and phone number are correct in Outlook, but not in WebHR, contact the local WebHR Administrator.
- If the information is incorrect in Outlook, contact the local IT staff to make corrections. After corrections are made, contact the local WebHR Administrator to update the user account.

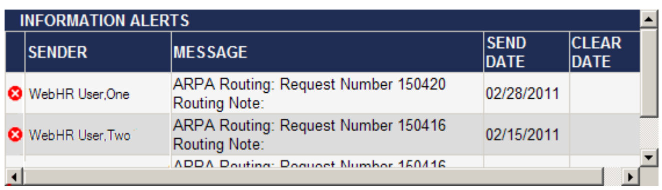
Organizational Profile

The organizational profile information lists the highest organization level to which the user has access. Access for subordinate units is automatic.

- **Duty Code** is only applicable to facilities with consolidated HR offices.
- **Duty Code Flag** is only applicable to facilities with consolidated HR offices.

Information Alerts

The Information Alerts are reminders, internal to the application, which display when WebHR is opened. The alert information displays when the alert recipient logs on to WebHR. The HR staff member also receives an Outlook email indicating an action was routed to them.



Information Alerts

To delete an alert from the list, click the X in a red circle icon next to the alert.

> **Note:** If you intend to act on the action later, you may want to leave the alert as a reminder to work on the action.

About Alerts

- WebHR does not automatically send an Outlook email alert; but you can send an internal application alert. The next time the requester/approver logs into WebHR, the alert displays on the Profile page.
- In order to receive a WebHR alert, the requester's/approver's name must be in the list of names under Alerts>Send. No WebHR alerts can be sent to individuals not on the list. Contact your WebHR Administrator to add requesters and authorizers.
- When the names of a requester/approver are manually entered, an alert may not automatically be sent. The requester/approver can review the SF-52 using Requests>View after external notification, where they can find the action by number or employee name.

Bulletin Board

The **bulletin board** contains informational items that are pertinent to the user, such as updates, changes, and information applicable to the system.

WebHR Automated HR Edition Menus

Home Menu

The Home menu is a list of links to external HR resources available within WebHR.

WebHR/HR Edition>Home

Acronym	**Description**
OHRM	Office of Human Resources Management
HRIS	Human Resources Information Service
EOPF	Office of Personnel Management
E-Class	Monster Government Solutions
HR Library	Office of Human Resources Management/HR Library
OPM	U.S. Office of Personnel Management
WMCO	VHA Workforce Management and Consulting Office
HTM	VHA Healthcare Talent Management National Program Office
HRRC	Human Resources Resource Center
USA Staffing	OPM’s USA Staffing System
Vet Pro	VA's web-based credentialing system for all VHA licensed health care personnel

Reports Menu

The Reports menu provides four report options: PAID (Personnel and Accounting Integrated Data) Reports, ARPA (Automated Request for Personnel Actions) Reports, Staffing Reports, and Exception Reports, and an option for the HR Dashboard. These reports are *canned* reports, using employee PAID data, which is updated on a regular basis.

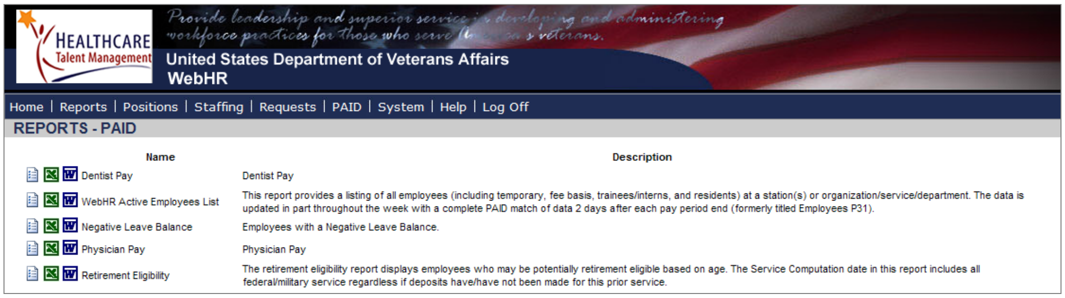
Reports menu

These reports are available in three formats.

- The Flat file icon allows you to download and have access to .pdf-like features.
- The Excel file icon allows you to download and have access to Excel features.
- The MS Word file icon allows you to download and have access to MS Word features.

PAID Reports Option

1. Open the Reports menu.
2. Click the **PAID Reports** option.
   The Reports-PAID page displays.
3. Select a report format.
   The selected report displays.
4. Click **X** in the upper right corner of the browser, to return to WebHR after reviewing the report.



Reports – PAID

Dentist Pay

The Dentist Pay report provides information to allow the comparison of employees in the same occupation, as well as to deal with pay-setting processes.

WebHR Active Employees List

The WebHR Active Employees List is a list of all employees (including temporary, fee basis, trainees/interns, and residents) at the station(s)/VISN or organization/service/department.

- The WebHR Active Employees List is updated throughout the week.
- A complete PAID match with the data is done two days after the end of each pay period.

Negative Leave Balance

The Negative Leave Balance Report lists employees who have a negative sick-leave balance and/or annual-leave balance.

Physician Pay

The Physician Pay report provides information to allow the comparison of employees in the same occupation, as well as to deal with pay-setting processes.

Retirement Eligibility

The Retirement Eligibility Report lists employees, who may potentially be eligible for retirement based on age (55 and older).

- The Service Computation date in this report includes all federal/military service, regardless of deposits made or not made for prior service.
- The Retirement Eligibility report does not indicate who is retiring, only who has reached the age of 55 and may meet the eligibility criteria to retire.

ARPA Reports Option

Reports - ARPA

There are two ARPA (Automated Request for Personnel Actions) reports. These reports provide the total number of requests nationally entered into the WebHR application in a fiscal year on a monthly basis and a quarterly basis. Each report opens in a separate page and displays in two formats: table and graph.

1. Open the Reports menu.
2. Click the **ARPA Reports** option.
   The Reports-ARPA page displays.
3. Select a report format.
   The selected report displays.
4. Click **X** in the upper right corner of the browser, to return to WebHR after reviewing the report.

Monthly Totals

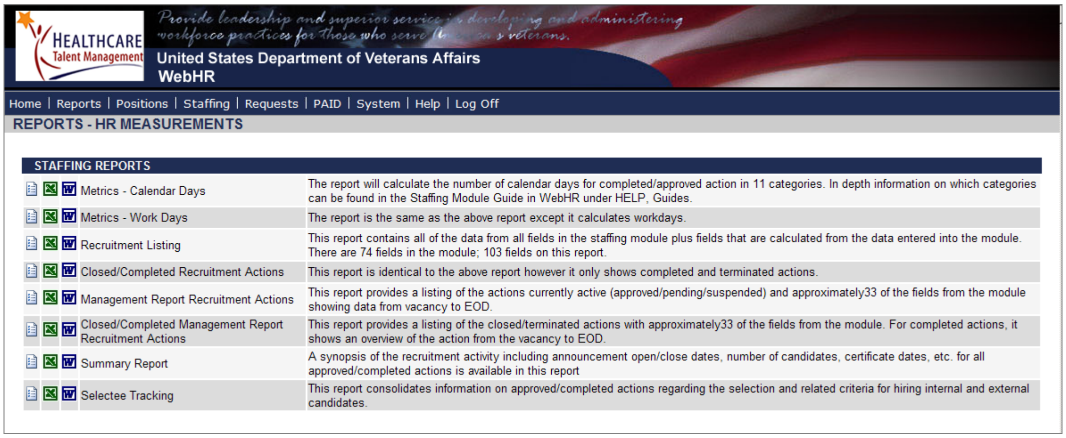
The Monthly Totals report is a table/graph displaying the total number of SF-52s nationally entered into the WebHR application in a fiscal year on a monthly basis.

Quarterly Totals

The Quarterly Totals report is a table/graph displaying the total number of SF-52s nationally entered into the WebHR application in a fiscal year on a quarterly basis.

Staffing Reports Option

Refer to Staffing Reports on page 45.



STAFFING REPORTS	
Metrics - Calendar Days	The report will calculate the number of calendar days for completed/approved action in 11 categories. In depth information on which categories can be found in the Staffing Module Guide in WebHR under HELP, Guides.
Metrics - Work Days	The report is the same as the above report except it calculates workdays.
Recruitment Listing	This report contains all of the data from all fields in the staffing module plus fields that are calculated from the data entered into the module. There are 74 fields in the module; 103 fields on this report.
Closed/Completed Recruitment Actions	This report is identical to the above report however it only shows completed and terminated actions.
Management Report Recruitment Actions	This report provides a listing of the actions currently active (approved/pending/suspended) and approximately33 of the fields from the module showing data from vacancy to EOD.
Closed/Completed Management Report Recruitment Actions	This report provides a listing of the closed/terminated actions with approximately33 of the fields from the module. For completed actions, it shows an overview of the action from the vacancy to EOD.
Summary Report	A synopsis of the recruitment activity including announcement open/close dates, number of candidates, certificate dates, etc. for all approved/completed actions is available in this report
Selectee Tracking	This report consolidates information on approved/completed actions regarding the selection and related criteria for hiring internal and external candidates.

(Staffing) Reports – HR Measurements

Exception Reports Option

There are five reports available. These reports provide data from the PAID system.

NAME	DESCRIPTION
45 Day Follow-Up Codes	This report displays Follow-Up-Codes in a single list, sorted by the follow-up code. Licensure expiration (L*) follow-ups are excluded from this report. Physician Market Pay review (MP) follow-ups are excluded from this report. The report is color coded for expired, current and upcoming dates. Red indicates the follow-up date has passed Yellow indicates the follow-up date is current Green indicates the follow-up date is approaching within 45 days
Annual Leave Balance	This report displays accrued leave as of the Pay Period identified. It can assist in determining Use or Lose leave situations. Red indicates leave balances greater than or equal to 240 (or 685) hours; yellow indicates leave balances within 80% of 240 (or 685) hours.
Market Pay Review	The Market Pay Follow-Up Code report identifies a listing of physicians and dentists regarding the review of their market pay in relation to the review date. This review is required no less than once every 24 months. The report displays the review date for physicians and dentists with MP within 6 months of the 2 year end date.
Position Data Validation Report	This report displays variety of data related to the position and incumbent of a position as found in PAID. This report compares PD numbers /functional statements with the same PD numbers and identifies anomalies in the data in the various listed fields. The highlighted fields indicate differences that may need to be resolved or may be appropriate. Users must review the information to determine if corrections are necessary.
Uniform Allowance	This report identifies employees who are receiving payment of uniform allowances by pay period. It does not include the initial lump sum allowance. This report cannot identify employees who are entitled to payment of a uniform allowance because entitlement is governed by local determinations and negotiated agreements/supplements. If employees are listed who are in positions that are not typically authorized to receive an allowance, there should be a determination made regarding whether it is an error

Reports Exception

1. Open the Reports menu.
2. Click the **Exception Reports** option.
   The Reports-Exception page displays.
3. Select a report format.
   The selected report displays.
4. Click **X** in the upper right corner of the browser, to return to WebHR after reviewing the report.

45 Day Follow-Up Codes

The 45 Day Follow-Up Codes report displays follow-up codes in a single list and is sorted by the follow-up code. Licensure expiration (L*) and Physician Market Pay review (MP) follow-ups are excluded from this report.

> **Note:** When you download this report as an Excel file, each follow-up code displays on a separate tab at the bottom of the Excel worksheet.

This report is color coded for expired, current and upcoming dates.

- Red = follow-up date is passed (expired)
- Yellow = follow-up date is current
- Green = follow-up date is within 45 days (upcoming)

Annual Leave Balance

The Annual Leave Balance report displays accrued leave as of the identified pay period. This report can help determine the use or loss of leave.
This report is color coded for greater than or equal and balances within percentage.

- Red = leave balances greater than or equal to 240 (or 685) hours
- Yellow = leave balances within 80% of 240 (or 685) hours

Market Pay Review

The Market Pay Review report lists the reviews of physicians and dentists market pay in relation to the review date. This review is required no less than once every 24 months. The report displays the review date for physicians and dentists market pay within 6 months of the 2-year end date.

Position Data Validation Report

The Position Data Validation report displays data related to the position and the encumbered position as found in PAID. This report compares PD numbers/functional statements with identical PD numbers and identifies anomalies in the data fields.

- Highlighted fields indicate differences that may need to be resolved or may be appropriate.
- You must review the information to determine if corrections are necessary.

Uniform Allowance

The Uniform Allowance report identifies employees who receive uniform allowance payments by pay period; it does not include the initial lump sum uniform allowance.

- This report does not identify employees who are entitled to a uniform allowance payment; entitlement is governed by local determinations and negotiated agreements/supplements.
- When an employee is listed, who is in a position typically not authorized to receive an allowance, you should investigate whether or not this is an error.

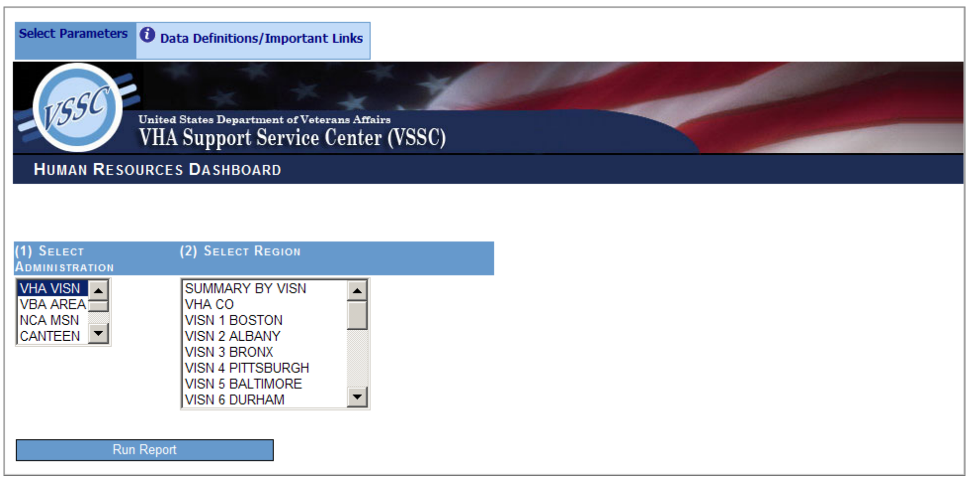
HR Dashboard Option

The HR Dashboard option redirects you to the VHA Support Service Center (VSSC) Human Resources Dashboard, where you can access:

- HR Dashboard
- VSSC Help Desk/Homepage Links
- Training Calendar
- Other Related Reports

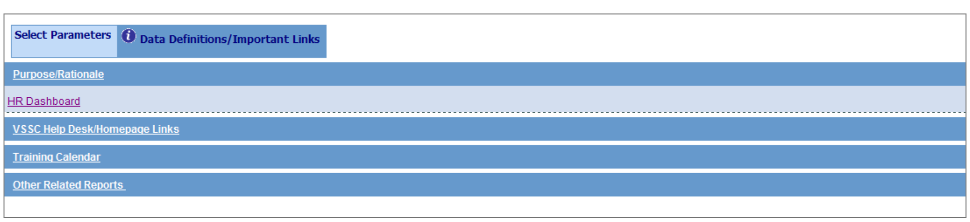
VHA Support Service Center (VSSC)

1. Open the Reports menu.
2. Click the **HR Dashboard** option.
   The Human Resource Dashboard page displays.



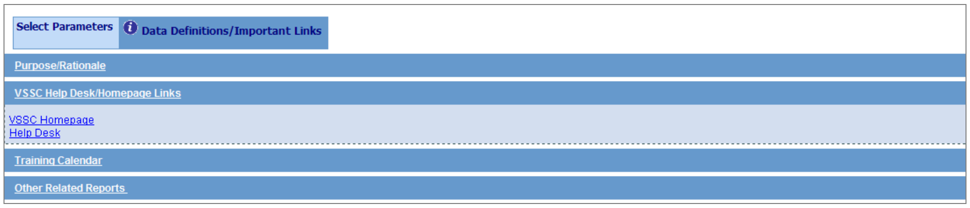
Reports>HR Dashboard

3. Click **X** in the upper right corner of the browser, to return to WebHR after reviewing the report.
4. Select the **Data Definitions/Important Links** menu.
   Data Definitions/Important Links menu displays.



Data Definitions/Important Links page

5. Click the **VSSC Help Desk/Homepage Links** option to access the VSSC Homepage and the Help Desk.



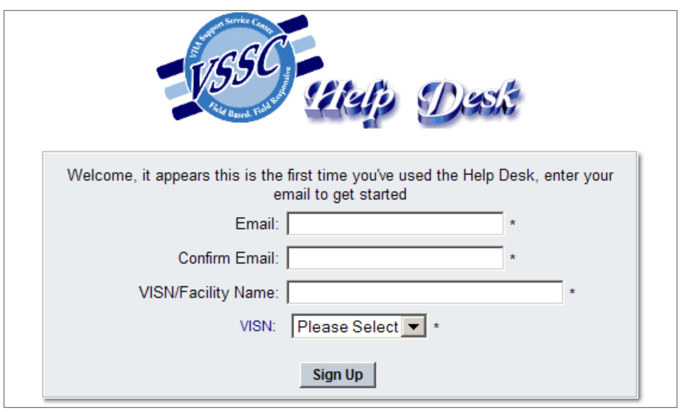
Data Definitions/Important Links

6. Click the **VSSC Homepage** option to open the VHA Support Service Center Data Use Agreement. VHA Support Service Center website opens.

VSSC Homepage

Note: Because the HR Dashboard is outside of WebHR, direct your questions to the VSSC Help Desk.

7. Click the **Help Desk** option for assistance with the HR Dashboard. VSSC Help Desk sign up form displays.



VSSC Help Desk Sign Up form

Positions Menu

The Positions menu provides the View option.

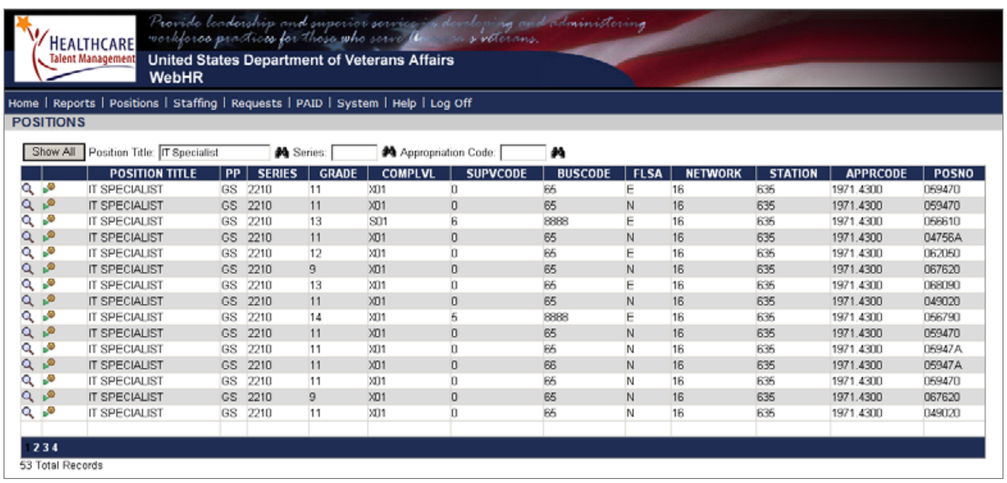
Positions menu

Note: The Positions menu is not a position management module. The VHALWD system provides this data and therefore more data positions display than are actually assigned to the organization.

View Option

Use the View option to review the positions, including classification and appropriation break down information, for your organization by Position Title, Series, or Appropriation Code.

1. Open the Positions menu.
2. Click the **View** option.
   The Positions page displays.



POSITION TITLE	PP	SERIES	GRADE	COMPLVL	SUPVCODE	BUSCODE	FLSA	NETWORK	STATION	APPRCODE	POSNO
IT SPECIALIST	GS	2210	11	X01	0	65	E	16	635	1971.4300	059470
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	059470
IT SPECIALIST	GS	2210	13	S01	6	8888	E	16	635	1971.4300	056610
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	04756A
IT SPECIALIST	GS	2210	12	X01	0	65	E	16	635	1971.4300	062050
IT SPECIALIST	GS	2210	9	X01	0	65	N	16	635	1971.4300	067620
IT SPECIALIST	GS	2210	13	X01	0	65	E	16	635	1971.4300	068090
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	049020
IT SPECIALIST	GS	2210	14	X01	5	8888	E	16	635	1971.4300	056790
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	059470
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	05947A
IT SPECIALIST	GS	2210	11	X01	0	66	N	16	635	1971.4300	05947A
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	059470
IT SPECIALIST	GS	2210	9	X01	0	65	N	16	635	1971.4300	067620
IT SPECIALIST	GS	2210	11	X01	0	65	N	16	635	1971.4300	049020

1 2 3 4

53 Total Records

Positions page with IT Specialists listed

Note: On the Positions page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 137.

3. Click the **Show All** button to view all positions for an organization in WebHR.
4. To view a particular Position Title, Series, or Appropriation Code:
   a. Type the name into the appropriate text box.
   b. Click the binoculars icon .

   Note: Click the magnifying glass icon to view the position details or click the green/yellow icon to create a request for action.

5. Click the magnifying glass icon to view the position details.
   The Position Details page displays.

Position Details

Notes: Some of the information for the position is auto populated. Verify the information, rather than create the SF-52 from scratch.
A recruitment SF-52 can be initiated on an encumbered position.

Positions-Position Details page

Note: If the position is vacant and ready to recruit, click the green/yellow icon at the top of the Positions Details page on the right side; otherwise, click the green/yellow icon at the top of the Positions page in the second column on the left side.

Position section

The Position section contains all the details related to the position.

Organization section

The Organization section contains classification information for the position, as well as the appropriation break down information.

Vice section

- If the position is encumbered, the name of the person occupying that position displays with the date the position was started.
- If the position is vacant, the VICE name displays with the date the position started and ended.
- If the position is new, **Vacant** displays with No Data Returned.

> **Note: Vice** information is pulled from the VHALWD database; the name from the encumbered position or Position Vacant may display.

Workflow section

The Workflow section captures data for classification requests for the selected position. The HR office can enter who is assigned the request, when the request is received, and when the classification is finished, as well as the documented final action completed.

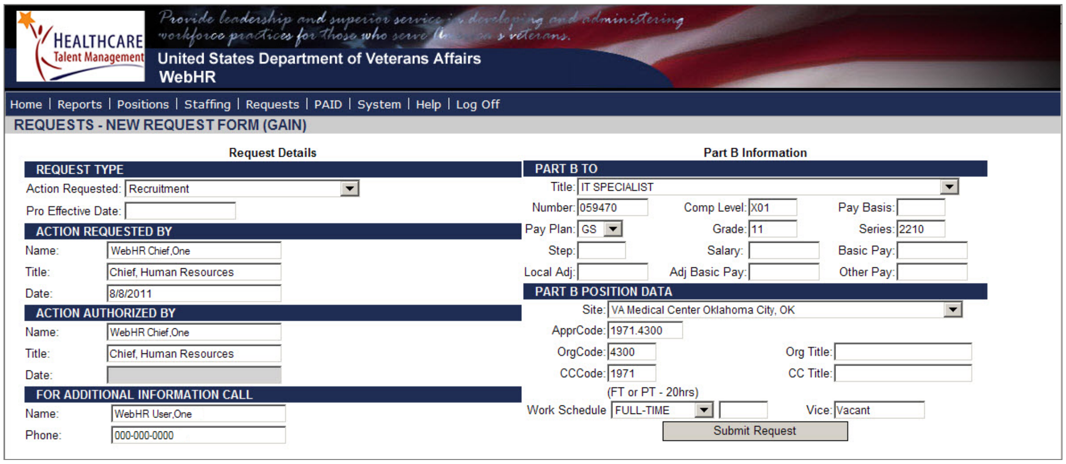
Remarks section

The Remarks section captures any comments about the position.

New Request Form (Gain)

1. Click the green/yellow icon to create a request for action.
   The Requests-New Request Form (Gain) page displays.

   > **Note:** The request submission pages that display vary depending on the type of action you initiate.



Requests-New Request Form (Gain) page

2. Review the Requests-New Request Form (Gain) page.
   Verify the information.

Request Type

3. **Pro Effective Date** is a required field.
   Manually enter a date or select a date from a pop-up calendar.
   - For today's date, click **Today** at the bottom of the calendar.
   - Click the date box and select a date from the calendar.
   - Type in a date with the format: **mm/dd/yyyy**.

Pop-up Calendar

Action Requested By and Action Authorized By

4. Optional: Update/change the name(s) in the Action Requested By and Action Authorized By sections. **Action Requested By** and **Action Authorized By** are auto-populated, only in the HR Edition, with the name of the station HRO.
    - If this information is changed to a person outside of HR, the action is not visible.
    - Once the action is submitted, the Requested By and Authorized By fields cannot be edited.

For Additional Information Call

5. Change/update the contact information, if necessary.
   The Contact information defaults to the user who is logged on and initiating the SF-52; however, the user can change this information.

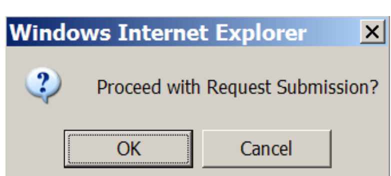
Part B To and Part B Position Data

6. Ensure the correct site is selected in Part B Position Data.
   The Part B To and Part B Position Data sections are auto-populated.

Field	Description
Part B To Refers to the requested action	
Title	Position title
Number	Required Same as Position Description (PD) Number
Pay Plan	Pay plan identifies the pay system under which the employee's compensation is determined
Step	Step grade for the position; if unknown, can be left blank
Local Adj	Local pay adjustment is the pay amounts established as supplemental pay, based on higher cost of living assessments in some geographical areas; if unknown, can be left blank
Comp Level	Competitive level identifies positions in a competitive area that are in the same grade or occupational level; if unknown, can be left blank
Grade	Grade is the specific identifier that indicates pay level within a pay plan system; if unknown, can be left blank
Salary	Base salary for position
Adj Basic Pay	Adjusted basic pay; if unknown, can be left blank
Pay Basis	Pay basis identifies the principal condition that serves as a basis for computing pay; if unknown, can be left blank

Field	Description
Series	Occupational series code identifies the subdivision of an occupational family or group, under which an employee's position is classified
Basic Pay	Basic pay is the amount in the general pay tables for the grades; if unknown, can be left blank
Other Pay	Other pay depends on the position; if unknown, can be left blank
Part B Position Data Refers to the Position	
Site	Duty Station Use the **Site** drop-down list to ensure the correct site is selected; change if necessary.
ApprCode	Appropriation code is a combination of a 4-digit organizational code and a 4-digit cost center code Add or change, if necessary
OrgCode	Organizational code is a 4-digit numerical code that identifies a service line
CCCode	Cost Center Code
Work Schedule	(FT or PT) • Select Full-time, Part-time, or Intermittent • Required: enter hours scheduled per pay period
Org Title	Name of the organization
CC Title	Name of the cost center
Vice	VICE is the name of a previous employee for a vacant position Vacant is the default For a recruitment action, current employee's name displays. • Enter the name of the person vacating the position, or • Change Current to New for a position recently added

7. Click the **Submit Request** button.
   Information pop-up displays.



Proceed with Request Submission pop-up

8. Click the **OK** button.
   If the Pro Effective Date and Work Schedule hours are not complete, the page redisplays.

   Note: A **red** asterisk and Required Field (***Required Field**) displays to the right of the text boxes for fields that are mandatory, but incomplete. If the mandatory fields are not completed, the SF-52 will not move forward.

9. Add the mandatory information and click the **Submit Request** button again.
   Information pop-up displays.

10. Click the **OK** button again.
    The Submission complete page displays.

Requests-New Request Form (Gain)>Submission Complete page

11. Use the options to view request details, edit the request, view the SF-52, and submit a new request.

    a. Click the magnifying glass icon to view request details.

    b. Click the pencil icon to edit the request.

    c. Click the 52 icon to view the completed SF-52.
       An example of a completed SF-52 is on page 140.

    d. Click the green/yellow icon to submit a new request.

Staffing Menu

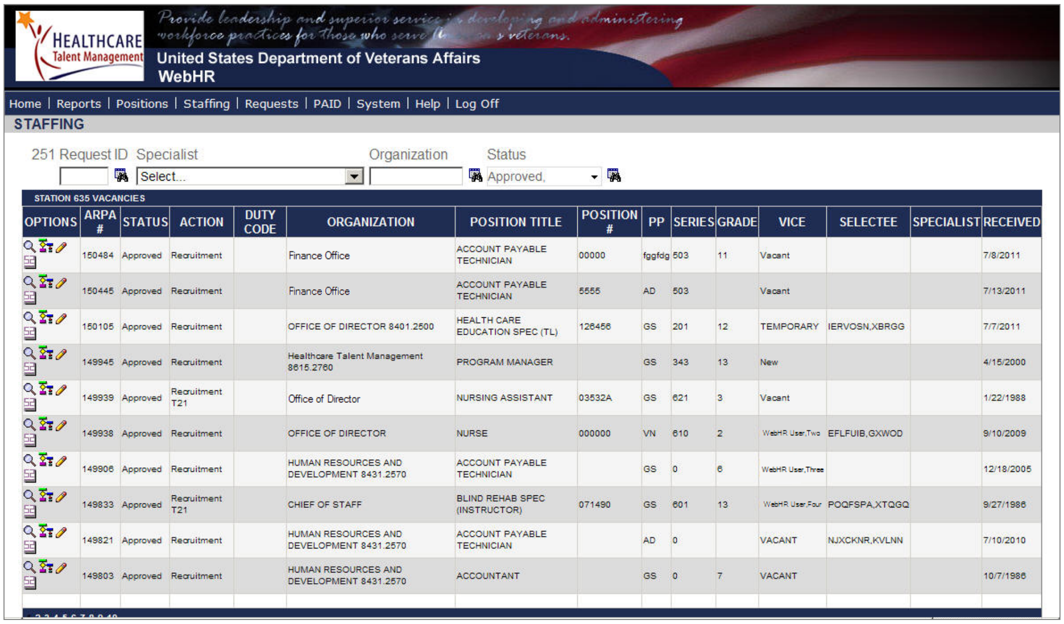
Vacancies Option

Use the Vacancies option to view a list of all recruitment actions, electronically submitted. The Vacancies option allows you to view your recruitment actions, request details, track vacancies, edit requests, and view the SF-52. **Vacancies** provides access to the Staffing Module feature of WebHR.

WebHR Staffing>Vacancies

The Staffing page provides a summary of all recruitment actions submitted by your services listed in ARPA # order, highest to lowest. You can search by Request ID, Specialist, Organization, and Status.

1. Open the Staffing menu.
2. Click the **Vacancies** option.
   The Staffing page displays.



OPTIONS	ARPA #	STATUS	ACTION	DUTY CODE	ORGANIZATION	POSITION TITLE	POSITION #	PP	SERIES	GRADE	VICE	SELECTEE	SPECIALIST	RECEIVED
	150484	Approved	Recruitment		Finance Office	ACCOUNT PAYABLE TECHNICIAN	00000	fggfdg	503	11	Vacant			7/8/2011
	150445	Approved	Recruitment		Finance Office	ACCOUNT PAYABLE TECHNICIAN	5555	AD	503		Vacant			7/13/2011
	150105	Approved	Recruitment		OFFICE OF DIRECTOR 8401.2500	HEALTH CARE EDUCATION SPEC (TL)	126456	GS	201	12	TEMPORARY	IERVOSN,XBRGG		7/7/2011
	149945	Approved	Recruitment		Healthcare Talent Management 8615.2760	PROGRAM MANAGER		GS	343	13	New			4/15/2000
	149939	Approved	Recruitment T21		Office of Director	NURSING ASSISTANT	03532A	GS	621	3	Vacant			1/22/1988
	149938	Approved	Recruitment		OFFICE OF DIRECTOR	NURSE	000000	VN	610	2	WebHR User,Two	EFLFUIB,GXWOD		9/10/2009
	149906	Approved	Recruitment		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	ACCOUNT PAYABLE TECHNICIAN		GS	0	6	WebHR User,Three			12/18/2005
	149833	Approved	Recruitment T21		CHIEF OF STAFF	BLIND REHAB SPEC (INSTRUCTOR)	071490	GS	601	13	WebHR User,Four	POQFSPA,XTQGQ		9/27/1986
	149821	Approved	Recruitment		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	ACCOUNT PAYABLE TECHNICIAN		AD	0		VACANT	NJXCKNR,KVLNN		7/10/2010
	149803	Approved	Recruitment		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	ACCOUNTANT		GS	0	7	VACANT			10/7/1986

Vacancies (Staffing) page

Note: On the Staffing page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 137.

3. Use **Request ID** (ARPA #) to search for a specific action:

   a. Type an ARPA number in the **Request ID** box.

   b. Click the calendar with binoculars icon.

4. Use **Specialist** to search for recruitment actions assigned to a specific HR Staff member.

   a. Select a name from the **Specialist** drop-down list.

   b. Click the calendar with binoculars icon.

5. Use **Organization** to search for or any actions submitted for a particular organization, service, department, or product line.

   a. Type an organization name in the **Organization** box.

   b. Click the calendar with binoculars icon.

6. Use **Status** to search for approved, completed, pending, suspended, and terminated recruitment actions.

   a. Select one or more status check boxes in the **Status** drop-down list.

   b. Click the calendar with binoculars icon.

   Note: The search will only show approved and completed actions in the list of recruitment actions.

On the Staffing >Vacancies page in the **Option** column, you can view request details, open Vacancy Tracking, edit the requests, and view the SF-52.

1. Click the magnifying glass icon to view the request (action) details.
   Requests-Details page displays.

2. Click the staffing icon to access the Staffing –Vacancy Tracking page.
   The Staffing Module page displays.

3. Click the pencil icon to edit the request (action).
   The Requests-Editing-Part A page displays.

4. Click the 52 icon to view the completed SF-52.
   A sample of a completed SF-52 is on page 140.

Request Details Page

The Request Details page displays details regarding the selected action. These details are auto-populated when the action is created.

- Request Details, Milestones, Routing Log, and Request Log are managed by WebHR system events and the data cannot be deleted or edited.
- The details are updated after an SF-52 processing step is completed or an item is saved to the Log Item Entry Form.

Requests-Details page

Request Details

The Request Details section displays information specific to the selected action.

REQUEST DETAILS	
Request ID:	150484
Type:	Recruitment
Contact:	WebHR User,Two
Contact Phone:	214.295.7742
Status:	Approved
Proposed Effective Date:	07/29/2011
Days In System:	32
Affected Employee:	jhsdkjfhsdfjh
Assigned To:	WebHr User,One
Process Unit:	Classification

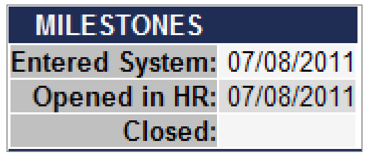
Request Details section of Request-Details

The information in Request Details is auto-populated when the action is created and the information cannot be modified.

Field	Description
Request ID	ID assigned to the request
Type	Type of action to be initiated
Contact	Name of the preparer initiating the action
Contact Phone	Phone number of the preparer initiating the action
Status	Status type of the action
Proposed Effective Date	Proposed effective date for the request
Days in System	Total number of days an action is in the WebHR system, from the date the SF-52 was created to the current date Zero (0) indicates a new request
Affected Employee	Employee specified for the action
Assigned To	Name of the specialist when the request is assigned Click the head icon to access the contact information of the specialist to whom the request is assigned.
Process Unit	HR section working on the request

Milestones

The Milestones section displays the date the SF-52 was created and the day it is approved/moved to HR for processing.



Milestones section of Request-Details

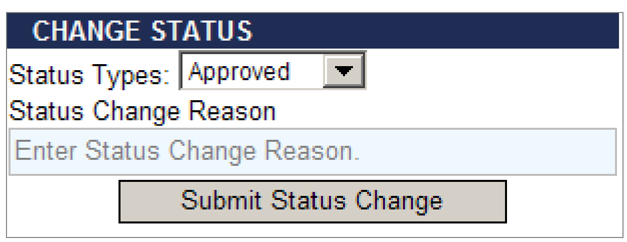
The information in Milestones is auto-populated when the action is created and the information cannot be modified.

Field	Description
Entered System	Date SF-52 was created
Opened in HR	Date SF-52 is approved by or moved to HR for processing Same as the date it was approved
Closed	Date all processing in HR is completed

Change Status

The Change Status section allows you to change the status of an SF-52. You cannot delete actions, but you can change the status types. Click the **Submit Status Change** button to submit the changes.

Note: Once an SF-52 is *approved*, the manager can do nothing but view it.



Change Status section of Request-Details

Field	Description
Status Types	Select a status type: Approved Completed Pending Suspended Terminated
Status Change Reason	Enter a reason for changing a status type. Comments are required only for a *Terminated* action; however, you can add comments for other status types.

Status Types in WebHR

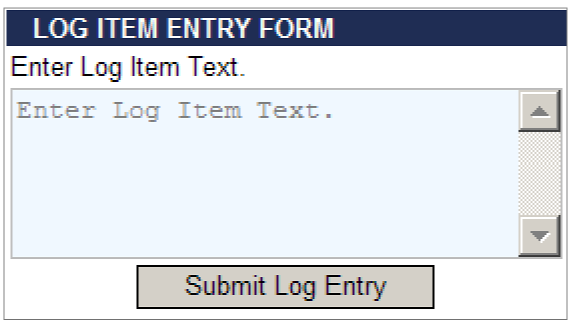
Status Type	Description
Approved	The customer uses *approved* to complete an action and to indicate the action is ready for HR. **Note:** HR specialists should not work on any action in a *pending* status.
Completed	The specialist uses *completed* to indicate the action is completed and coded into PAID. • The Processing and Records unit makes the change to the *completed* status. • Processing and Records staff must follow local procedures when filing SF-52s in the E-OPF. • Instructions for printing a copy of the SF-52 are on page 120.
Pending	The specialist uses *pending* to return an action to the manager. • The initial status of an action is always *pending*. • Returning an action to *pending* allows the manager or delegate to make changes/updates and to move the action into an *approved* status. • The specialist should enter a reason for and the date of the change.
Suspended	The specialist uses *suspended* when HR is prevented from taking action. • When an action is placed in or changed from *suspended*, the specialist should enter a reason for and the date of the change to *suspended*. • The reason(s) and date(s) permanently display in the Request Log to retain the suspension dates of the action.

Status Type	Description
Terminated	The customer uses *terminated* when HR or the approving official cancels an action. • The user must enter a reason for and the date of the change to *terminated*--it is required. • When a manager wants to terminate an action, HR can terminate the action on behalf of the manager or return the action to *pending*, so the manager can change the status to *terminated*.

Log Item Entry Form

The Log Item Entry section allows you to add comments when necessary. The log data cannot be deleted from the form--it is permanent.

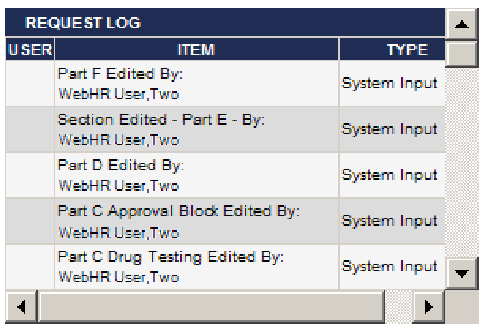
- A requesting official can use the log to indicate an action was reviewed and to recommend the approving official approve the action.
- Click the **Submit Log Entry** button to send the data to the Log Item Entry Form.



Log Item Entry Form section of Request-Details

Request Log

The Request Log section tracks what is happening to the action, as well as the how it is happening. Reviewing the Routing Log, you follow the action through the process from creation to **Closed**.



Request Log section of Request-Details.

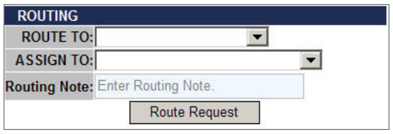
The information in Request Log is auto-populated and the information cannot be modified.

Field	Description
User	Name of the user making the update
Item	Action logged
Type	Method by which the item is handled; automatically assigned

Routing

The Routing section allows you to track the action as it moves from unit to unit toward completion. Each unit must complete all of the areas of the SF-52 for which it is responsible, in order for the action to move forward. Click the **Route Request** button to route the data to the selected unit.

Note: Actions can be re-routed back to some other processing unit, if necessary.

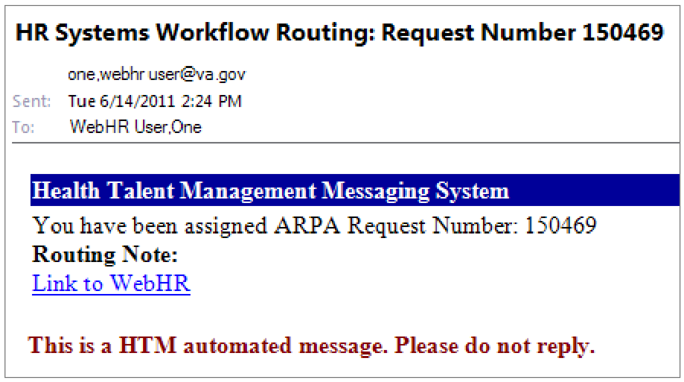


Routing section of Request-Details

Field	Description
Route To	Required Select a unit to which the action is routed: • Suspended Status • Administrative • Classification • Recruitment & Placement • Workforce Development • Employee Relations • Payroll • Workers Compensation • Processing & Records • Resource Board • Retirement Section
Assign To	Required Select a specialist to whom the action is assigned. If you need to change the Assign To drop-down list, contact your WebHR Administrator for corrections, additions, or changes.
Routing Note	Add a note for the next processing unit. The note displays in the email text and information alert sent to the next processing unit specialist

When an action is routed to a specialist, several things occur.

- The Request Log is updated to show that the action is assigned to the specialist to whom it was routed.
- The Routing Log is updated to show the Processing Unit that is working on or holding the action.
- An Information Alert is added to the User Profile page the next time you log into WebHR.
- An email notification is sent to the specialist assigned the action.


HR Systems Workflow Routing: Request Number 150469

one.webhr user@va.gov
Sent: Tue 6/14/2011 2:24 PM
To: WebHR User,One

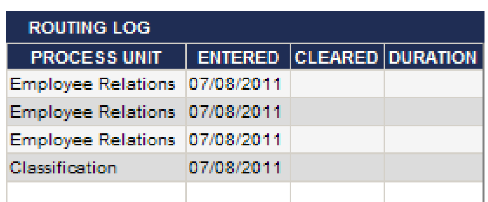
Health Talent Management Messaging System
You have been assigned ARPA Request Number: 150469
Routing Note:
Link to WebHR

This is a HTM automated message. Please do not reply.

Example of an email notification

Routing Log

The Routing Log section tracks the movement of the SF-52 through the processes--date entered, date cleared, and the number of days in a particular unit.


ROUTING LOG

PROCESS UNIT	ENTERED	CLEARED	DURATION
Employee Relations	07/08/2011		
Employee Relations	07/08/2011		
Employee Relations	07/08/2011		
Classification	07/08/2011		

Request Details section of Request-Details

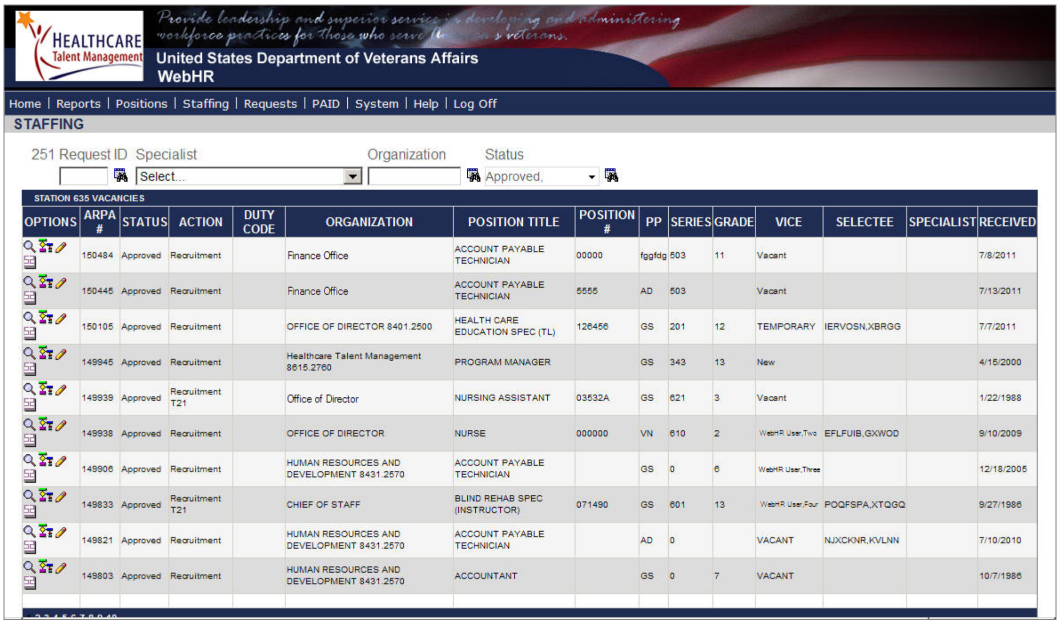
Field	Description
Process Unit	Unit in which the SF-52 was and is currently
Entered	Date the SF-52 was routed to a particular unit
Cleared	Date the SF-52 was routed from a particular unit Monitor the Routing Log to verify a date is added to **Cleared**. **Note:** If there is no date, the action is not moved to the next unit and an email notification is not sent to the Contact.

Field	Description
Duration	Number of days the action was in a particular unit **Note:** When an action is suspended, the system continues to count (add to) the number of days under **Duration**.

Vacancy Tracking (Staffing Menu)

Working in the Staffing Module (Vacancy Tracking)

Use Vacancy Tracking to update information about the position recruitment or appointment action.



Vacancies (Staffing) page

Note: On the Staffing page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 137.

1. From the Staffing menu, Vacancies option, click the staffing icon in the Options column. The Staffing-Vacancy Tracking page displays with the Request/Position Information section open.

Staffing-Vacancy Tracking page with the Request/Position Information section open

2. Click the magnifying glass icon to view the details of the selected vacancy (Requests-Details page).

Request-Details page

Vacancy Tracking>Requests-Details

Use the Requests-Details page to change a status, log an item, and route a request.

- From the Staffing-Vacancy Tracking page, click the magnifying glass icon to view the requests details page.
  The Requests-Details page displays.

- From the Staffing page under Options, click the magnifying glass icon next to a vacancy to view the requests details page.
  The Requests-Details page displays.

3. Click the pencil icon to edit the details of the selected vacancy (Requests-Editing-Part A page).

Requests-Editing-Part A page

Requests-Editing-Part A page

Use the Requests-Editing-Part A page to add/change information in Parts A, B, C, D, E, F, and Attachments.

- From the Staffing-Vacancy Tracking page, click the pencil icon to edit the request (action)
  The Requests-Editing-Part A page displays.
  or
  From the Staffing page under Options, click the pencil icon next to a vacancy to edit the request (action).
  The Requests-Editing-Part A page displays.
- For details on editing an SF-52 request, refer to *Editing the SF-52* on page 98.

4. Click the 52 icon to view the completed SF-52 for the selected vacancy.
   A sample of a completed SF-52 is on page 140.

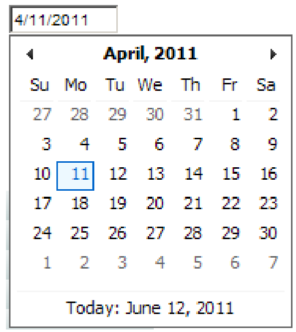
5. In the sections of the Vacancy Tracking page, you can open one or more sections to view and update.

   a. Click the double down arrow icon to close a section.

   b. Click the double up arrow icon to open a section.

6. Several sections of the Vacancy Tracking page contain date fields. Manually enter a date or select a date from a pop-up calendar.

    - For today's date, click **Today** at the bottom of the calendar.
    - Click the date box and select a date from the calendar.
    - Type in a date with the format: **mm/dd/yyyy**.

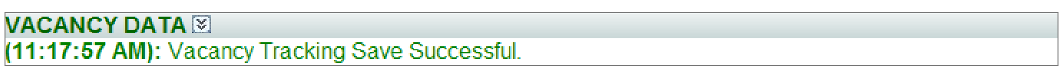


Pop-up Calendar

About the Vacancy Tracking Pages

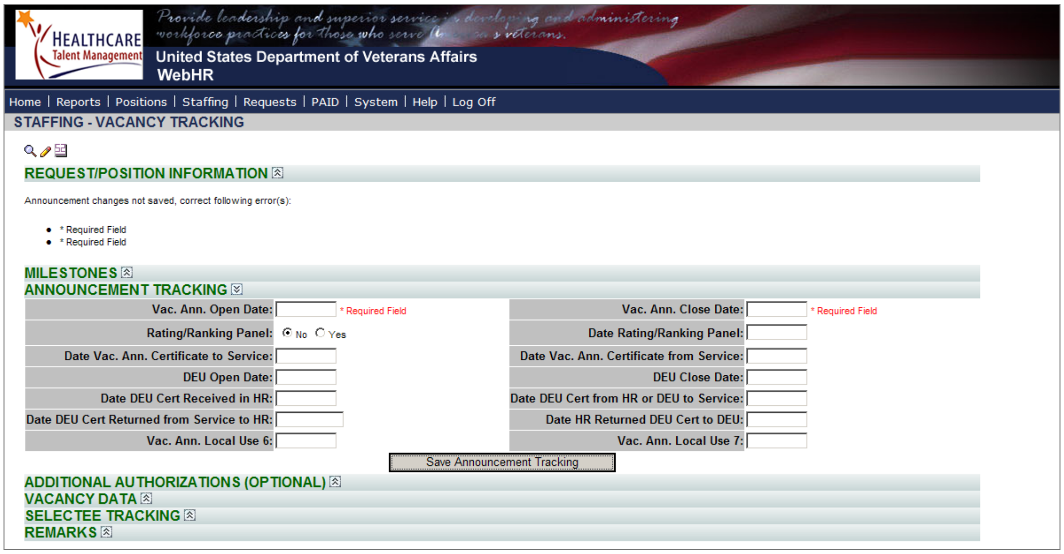
Sections of the Vacancy Tracking page contain **Save** buttons. You must save any data added/changed in each section of the Vacancy Tracking page.

- If the save is *successful*, a message displays under the title of the section and includes a time stamp.



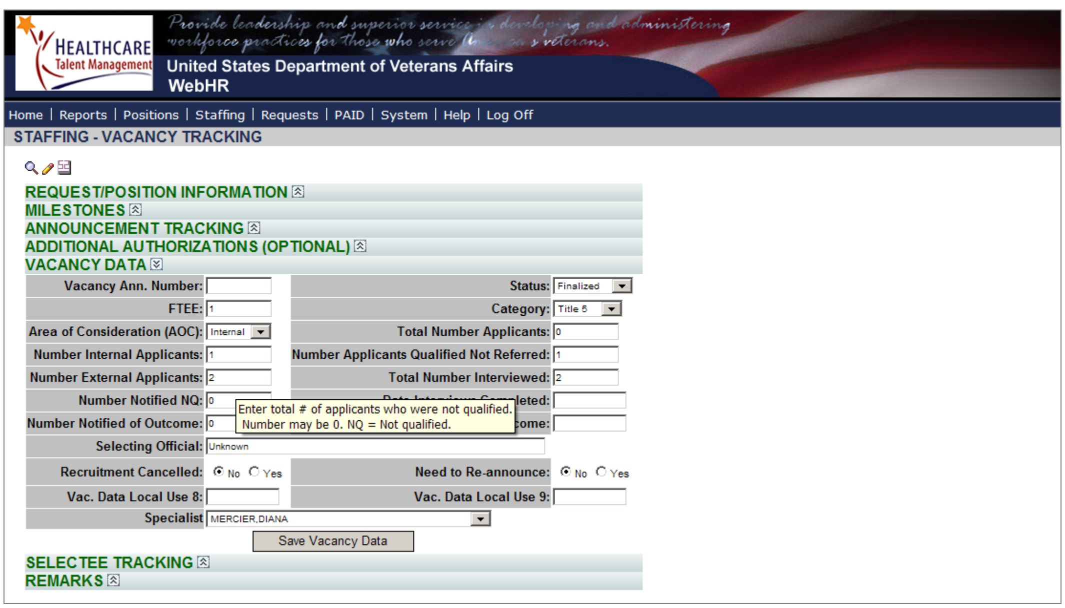
Vacancy Tracking Save Successful message

- If the save is *unsuccessful* or if a required field is empty, an error message displays under the Request/Position Information section.
- If a required field is empty or incorrect data is entered, a **red** asterisk and Required Field (***Required Field**) displays to the right of the text box.



Staffing-Vacancy Tracking page>Announcement Tracking
with required fields indicated

- In the sections of the Vacancy Tracking page, the Tool Tips feature is available for many date fields. Hover the cursor over a text box and the tip for entering information displays for that box.



Staffing-Vacancy Tracking page>Vacancy Data with Tool Tips

Staffing-Vacancy Tracking Page

Request/Position Information

Fields on the Request/Position Information page are auto-populated when you create an SF-52 in either the Customer Edition or the HR Edition.

Staffing – Vacancy Tracking>Request/Position Information

Field	Description
ID	Request ID or ARPA number that is automatically assigned when an action is created
Action	Type of action
Status	Status of the action
Organization	Organization in which the action is created
Date SF-52 Approved	Date the SF-52 is approved by the manager
Active Days	Number of days the action is active-from date approved to date completed
Contact	Name of the contact person
Phone	Phone number of the contact
Position Title	Title of the position
Position Number	Number assigned to the position
Occupation Series	Occupation series of the position
Grade	Grade of the position
Department	Department in which the action is created
Section	Section in which the action is created

Field	Description
Duty Station	Site at which the position is located
Work Schedule	Position is full time or part time
Vice	Name from the encumbered position or Vacant

Milestones

In Milestones, the dates and details of each recruitment action are documented. Add/change information, if necessary, and click the **Save Milestones** button.

Staffing – Vacancy Tracking>Milestones

Field	Description
Date of Vacancy	Enter the date the encumbered position was vacated or the date the new position was approved Required field, as directed by VACO
Date Vacancy Announcement Closed	This field is auto-populated when the date is entered in the Announcement Tracking section
Date of Firm Offer	Enter the date the firm offer is made Required field, as directed by VACO By this date all required checks, physical, etc., are cleared
Milestone Local Use 1	Optional text field for facility-specific usage Enter data not covered elsewhere in the Staffing Module

Field	Description
Date Approved to Fill	Enter the date HR received approval to fill the position Required field, as directed by VACO Example A facility has a hiring freeze and all positions must go to a committee for approval. • The initial date of the vacancy was 11/12/09 • The position was approved to be filled 12/1/09 • The service submitted the recruitment SF-52 on 11/12/09 • The date entered in this field is 12/1/09
Date of Tentative Selection	Enter the date the selecting official or designee indicates (by email, letter, signature on interview form or other local form, verbally, or any other manner of communication) that a candidate submitted a resume or application, was interviewed, and is now considered for appointment, pending further processing as noted in **Date of Firm Offer** Required field, as directed by VACO
Date of EOD	Enter the effective date from Part B, block 4 of the SF-52 Required field for Title 5 recruitments, as directed by VACO
Milestone Local Use 2	Optional text field for facility-specific usage Enter data not covered elsewhere in the Staffing Module

Announcement Tracking

In Announcement Tracking, information about the vacancy announcement and certificates/referral listings are documented. Add/change information, if necessary, and click the **Save Announcement Tracking** button.

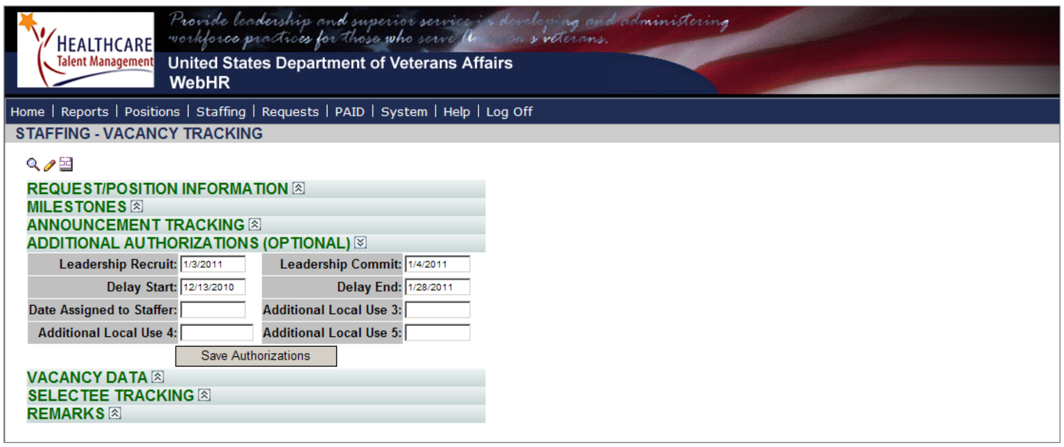
Staffing – Vacancy Tracking>Announcement Tracking

Field	Description
Vac. Ann. Open Date	Enter the date a job announcement opens Required field, as directed by VACO For *open continuous*, enter the beginning date of the open continuous announcement.
Rating/Ranking Panel	Default is **No** Select **Yes**, if *Panel* is held
Date Vac. Ann. Certificate to Service	Enter the date a list of eligible candidates was sent to the selecting official Required field, as directed by VACO
DEU Open Date	Enter the date a job announcement is posted from the Delegated Examining Unit (DEU), if applicable
Date DEU Cert Received in HR	Enter the date the certificate of eligible candidates is received from DEU, if applicable
Date DEU Cert Returned from Service to HR	Enter the date the certificate of eligible candidates is returned to HR from the selecting official, if applicable
Vac. Ann. Local Use 6	Optional text field for facility-specific usage Enter data not covered elsewhere in the Staffing Module
Vac. Ann. Close Date	Enter the date a job announcement closes Required field, as directed by VACO For *open continuous*, enter the date the certificate is issued or the cut-off date for the announcement.
Date Rating/Ranking Panel	Enter the date a panel is held, if applicable Required field, as directed by VACO
Date Vac. Ann. Certificate from Service	Enter the date HR receives the certificate of eligible candidates back from the selecting official
DEU Close Date	Enter the date a job announcement is closed by the DEU, if applicable
Date DEU Cert from HR or DEU to Service	Enter the date the certificate of eligible candidates is given to the selecting official, if applicable
Date HR Returned DEU Cert to DEU	Enter the date the DEU certificate was sent back to DEU with selection/non selection information, if applicable
Vac. Ann. Local Use 7	Optional text field for facility-specific usage Enter data not covered elsewhere in the Staffing Module

Additional Authorization (Optional)

In Additional Authorizations, additional authorizations required at your facility are documented. The use of Additional Authorizations is optional. Add/change information, if necessary, and click the **Save Authorizations** button.

> **Note:** Leadership is defined by the HRO and is possibly at the Resources Committee, TRIAD, VISN level of approval.



Staffing – Vacancy Tracking>Additional Authorizations (Optional)

Field	Description
Leadership Recruit	Enter the date, if the position requires leadership approval
Delay Start	Enter the start date of the delay, if there was a delay in beginning the recruitment process, e.g., waiting for relocation expenses to be approved
Date Assigned to Staffer	Enter the date the action was assigned
Additional Local Use 4	Optional text field for facility-specific usage Enter data not covered elsewhere in the Staffing Module
Leadership Commit	Enter the date leadership gave approval to make firm commitment, if the position requires leadership approval to commit selected candidate
Delay End	Enter the date the delay ended
Additional Local Use 3	Optional text field for facility-specific usage Enter date data not covered elsewhere in the Staffing Module
Additional Local Use 5	Optional text field for facility-specific usage Enter date data not covered elsewhere in the Staffing Module

Vacancy Data

In Vacancy Data, information about the vacancy is documented. Add/change information, if necessary, and click the **Save Vacancy Data** button.

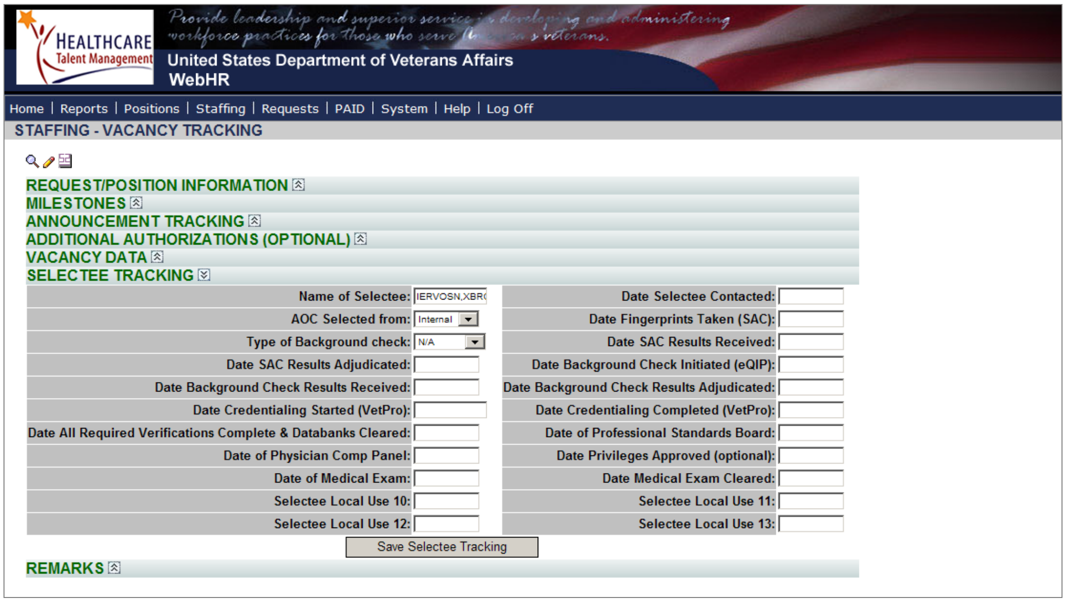
Staffing – Vacancy Tracking>Vacancy Data

Field	**Description**
Vacancy Ann. Number	Enter the local facility announcement number
FTEE	Enter the number of full time equivalents authorized for this position
Area of Consideration (AOC)	Select an area of recruitment consideration from the drop-down list: internal, external, or both Required field, as directed by VACO The default is **internal**
Number Internal Applicants	Enter the total number of internal applicants that applied
Number External Applicants	Enter the total number of external applicants
Number Notified NQ	Enter the total number of applicants not qualified
Number Notified of Outcome	Enter the total number of applicants notified of the vacancy outcome
Selecting Official	Enter the name and the title of the selecting official
Recruitment Cancelled	Default is **No** Change to **Yes**, if applicable
Vac. Data Local Use 8	Optional text field for facility-specific usage Enter text data not covered elsewhere in the Staffing Module

Field	Description
Specialist	Select the name of the Human Resources staff member assigned to work the recruitment action from drop-down list
Status	Select a status for the recruitment process: Pending, Opened, Closed, Active, or Finalized from the drop-down list Status changes throughout the process, e.g., the status changes to active when the certificate is issued. • Pending – vacancy is in the review process and the vacancy announcement is being prepared • Opened – job announcement is open and applications are being accepted • Closed – job announcement is closed; qualifications are being reviewed and certificates are being prepared • Active – certificate is issued • Finalized – selection is made and position filled
Category	Select a category for the position: Title 5, Title 38, Research, Hybrid, or Other from the drop- down list The default is **Title 5**
Total Number Applicants	Enter the total number of applicants that applied Required field for Title 38 only, as directed by VACO
Number Applicants Qualified Not Referred	Enter the number of applicants qualified, but not referred for consideration
Total Number Interviewed	Enter the total number of applicants interviewed, if interviews were conducted
Date Interviews Completed	Enter the date interviews were completed, if interviews were conducted Required field, as directed by VACO
Date Applicants Notified of Outcome	Enter the date notifications were sent via mail or email
Need to Re-announce	Default is **No** Change to **Yes**, if applicable
Vac. Data Local Use 9	Optional text field for facility-specific usage Enter date data not covered elsewhere in the Staffing Module

Selectee Tracking

In Selectee Tracking, information about the selectee is documented. Add/change information, if necessary, enter dates where applicable to the selected candidate, and click the **Save Selectee Tracking** button.



Staffing – Vacancy Tracking>Selectee Tracking

- When the candidate is not a physician, the fields associated with a Physician Comp Panel remain blank.
- When an internal candidate is selected, the majority of the date fields are not applicable and do not require dates.

Field	**Description**
Name of Selectee	Enter name of the individual selected to fill the position
AOC Selected from	Use drop down menu to select Area of Consideration: Internal, External, or Both Required field, as directed by VACO
Type of Background check	Select type of investigation from drop down menu, if applicable: SAC Only, NACI, MBI, or BI N/A is the default
Date SAC Results Adjudicated	Special Agency Check (SAC) Enter date SAC results were adjudicated Required field, as directed by VACO
Date Background Check Results Received	Enter date background check results were received

Field	Description
Date Credentialing Started (VetPro)	Enter date credentialing started Required field for Title 38 only, as directed by VACO
Date All Required Verifications Complete & Databanks Cleared	Enter date all required verifications were completed and databanks were cleared Required field, as directed by VACO
Date of Physician Comp Panel	Enter date of the physician comp panel Required field for Title 38 only, as directed by VACO
Date of Medical Exam	Enter date of the medical exam Required field for Title 38 only, as directed by VACO
Selectee Local Use 10	Optional text field for facility-specific usage
Selectee Local Use 12	Optional text field for facility-specific usage
Date Selectee Contacted	Enter date the selectee was first contacted Required field, as directed by VACO
Date Fingerprints Taken (SAC)	Enter date fingerprints were taken Required field, as directed by VACO
Date SAC Results Received	Enter date SAC results were received
Date Background Check Initiated (eQIP)	Enter date background check was initiated Required field for Title 5 only, as directed by VACO
Date Background Check Results Adjudicated	Enter date background check results were adjudicated
Date Credentialing Completed (VetPro)	Enter date credentialing was completed Required field for Title 38 only, as directed by VACO
Date of Professional Standards Board	Enter date of the Professional Standards Board Required field for Title 38 only, as directed by VACO
Date Privileges Approved (optional)	Enter date privileges were approved
Date Medical Exam Cleared	Enter date medical exam was cleared Required field for Title 38 only, as directed by VACO
Selectee Local Use 11	Optional date field for facility-specific usage
Selectee Local Use 13	Optional date field for facility-specific usage

Note: When the **Local Use** fields are used for data not otherwise available in the Staffing Module, you need to develop a local key for staff.

- WebHR is a global application, so you cannot rename the fields in the Staffing Module.
- You must keep track of the local key for all **Local Use** fields identified for your station/facility.

Remarks

In Remarks, national and local comments about the selectee are documented. Add/change information, if necessary, and click the **Save Remarks** button.

Staffing – Vacancy Tracking>Remarks

Field	Description
National Remarks	Enter comments for national reporting, i.e., VA Central Office needs to know this action was filled from an open continuous announcement, the reason for a delay, or not meeting the measure
Local Remarks	Enter comments at the facility level; these remarks are not used for national reports

Staffing (Module) Reports

The Staffing Reports are in the Reports menu in the WebHR Automated HR Edition. Data entered by HR staff into the Staffing Module/Vacancy Tracker auto populates the staffing reports. There are eight staffing reports.

- These reports assist with tracking HR measurements: recruitment activity and metrics information and are populated with data entered by HR staff in the Vacancy Tracker.
- To return to WebHR after reviewing the report, click **X** in the upper right corner of the report.

These reports are available in three formats.

- The Flat file icon allows you to download and have access to .pdf-like features.
- The Excel file icon allows you to download and have access to Excel features.
- The MS Word file icon allows you to download and have access to MS Word features.

(Staffing) Reports – HR Measurements

Note: Validate all data in the reports to ensure the information populates correctly.

- The data gathered in the staffing reports, provides reports and statistical information to management in VHA, VA, OPM, and other agencies, upon request.
- The requests for performance measures for each step in the recruitment process include the staffing process, statistical information, and metrics information.

1. Open the Reports menu.
2. Click the **Staffing Reports** option.
   The Reports–HR Measurements page displays.
3. Select a report format.
   The selected report displays.
4. Click **X** in the upper right corner of the browser, to return to WebHR after reviewing the report.

Metrics–Calendar Days

The Metrics–Calendar Days report calculates the number of calendar days for completed/approved action in 11 categories based on data entered into the applicable fields in the Staffing Module.

Metrics–Work Days

The Metrics–Work Days report calculates the number of work days for completed/approved action in 11 categories based on data entered into the applicable fields in the Staffing Module.

Recruitment Listing

The Recruitment Listing report contains all the fields in the Staffing Module plus fields that are calculated from the data entered into the Staffing Module. This report lists recruitment actions in the *approved/pending/suspended* status. Some of the fields contain auto-calculated data from the module.

Closed/Completed Recruitment Actions

The Closed/Completed Recruitment Actions report contains all the fields in the Staffing Module plus fields that are calculated from the data entered into the Staffing Module. This report lists recruitment actions in the *completed/terminated* status. Some of the fields contain auto-calculated data from the module.

Management Report Recruitment Actions

The Management Report Recruitment Actions report provides a list of the recruitment actions in the *approved/pending/suspended* status. It is an overview of an action from vacancy to Entrance on Duty (EOD).

Closed/Completed Management Report Recruitment Actions

The Closed/Completed Management Report Recruitment Actions report provides a list of recruitment actions in a *completed/terminated* status. It is an overview of an action from vacancy to Entrance on Duty (EOD).

Summary Report

The Summary Report is a synopsis of a recruitment activity, including announcement open/close dates, number of candidates, certificate dates, etc. for all approved/completed actions.

Selectee Tracking

This report consolidates information on approved/completed actions regarding the selection and related criteria for hiring internal and external candidates.

Selectee Tracking Report contains all of the data fields from the Selectee Tracking section of the Staffing Module; refer to Selectee Tracking on page 43.

Requests Menu

Many reports are generated from the work completed under the Requests menu, from which you create, process, code, return, and track SF-52s, as well as create and approve actions.

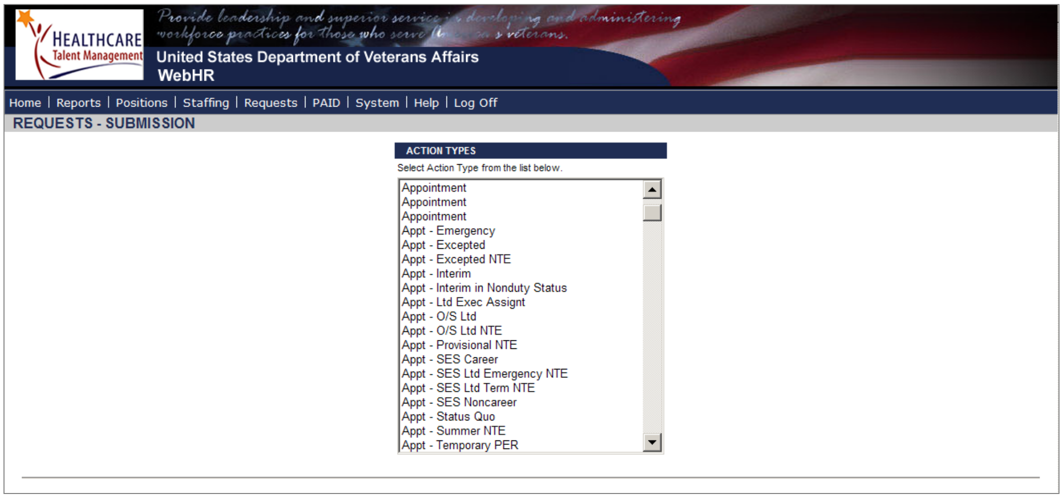
WebHR>Requests menu

New Request Option

Use the New Request option to create a new SF-52, but any action created in the HR Edition, is only visible in the HR edition.

1. Open the Requests menu.
2. Click the **New Request** option.
   The Action Types list box displays--an alphabetical list of all actions for a request.

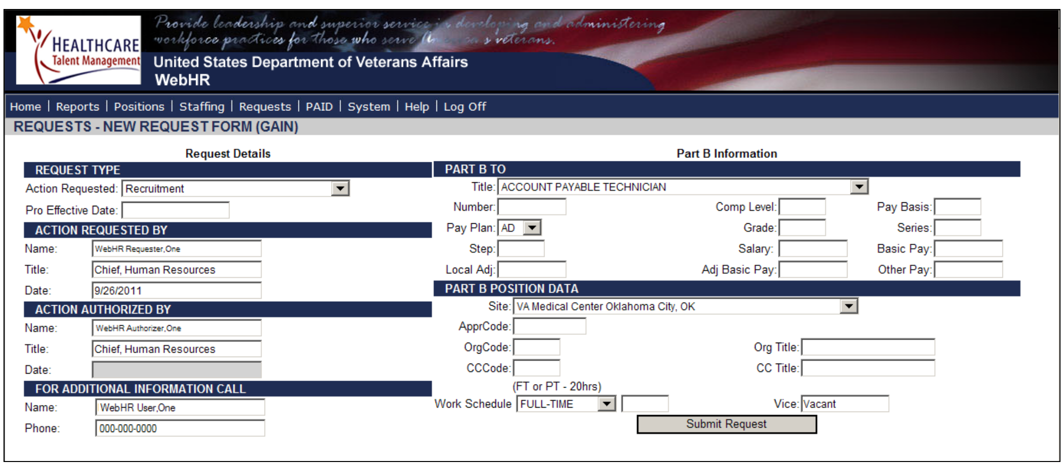
   Note: The Action Types list uses the actual terms from the PAID system. These terms may be different from what was typed on a manually completed SF-52. Terms such as Hire or Quit are not on the list. There are multiple actions with appended details, i.e., Retirement, Retirement Disability, Retirement ILIA, or Retirement Mandatory.



New Requests>Requests-Submissions page

Note: The request submission pages that display vary depending on the type of action you initiate.

3. On the Requests-Submission page, from the Action Types list select a Recruitment action. Requests-New Request Form (Gain) page displays.



Requests-New Request Form (Gain) page for a recruitment action

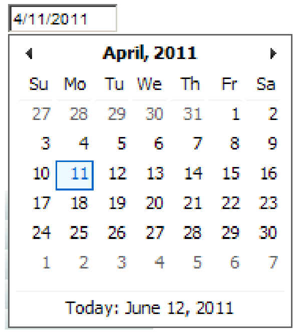
4. Review the Requests-New Request Form (Gain) page.
   Verify the information.

Request Type

5. **Pro Effective Date** is a required field
   Manually enter a date or select a date from a pop-up calendar.

   - For today's date, click **Today** at the bottom of the calendar.

- Click the date box and select a date from the calendar.
- Type in a date with the format: **mm/dd/yyyy**.



Pop-up Calendar

Action Requested By and Action Authorized By

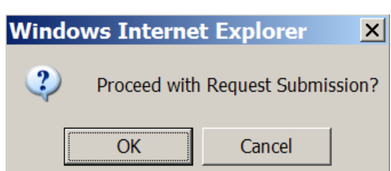
6. Optional: Update/change the name(s) in the Action Requested by and Action Authorized by sections. **Action Requested By** and **Action Authorized By** are auto-populated, only in the HR Edition, with the name of the station HRO.
   - If this information is changed by a person outside of HR, the action is not visible.
   - Once the action is submitted, the Action Requested By and Action Authorized By fields cannot be edited.

For Additional Information Call

7. Change/update the contact information, if necessary.
   The Contact information defaults to the user who is logged on and initiating the SF-52; however, the user can change this information.

Part B To and Part B Position Data

8. Ensure the correct site is selected in Part B Position Data.
   The Part B To and Part B Position Data sections are auto-populated. For a table of Part B To and Part B Position Data fields, refer to page 19.
9. Click the **Submit Request** button.
   Information pop-up displays.



Proceed with Request Submission

10. Click the **OK** button.
    If the Pro Effective Date and Work Schedule hours are not complete, the page redisplays.

    Note: A **red** asterisk and Required Field (***Required Field**) displays to the right of the text boxes for fields that are mandatory, but incomplete. If the mandatory fields are not completed, the SF-52 will not move forward.

11. Add the mandatory information and click the **Submit Request** button again.
    Information pop-up displays.

12. Click the **OK** button.
    Submission complete page displays

Requests-New Request Form (Gain)>Submission Complete page

13. Click the magnifying glass icon to view request details.

14. Click the pencil icon to edit the request.

15. Click the 52 icon to view the completed SF-52.
    An example of a completed SF-52 is on page 140.

16. Click the green/yellow icon to submit a new request.

View All Requests Option

Use the View All Requests option to view all requests for actions submitted by all services listed in numerical order. Use the individual filter and search features at the top of the page to display specific actions. Each search is independent and cannot be combined with a second search. Search by Request ID, Status, Process Units, Category, or Specialist.

1. Open the Requests menu.

2. Click the **View All Requests** option.
   The Requests page displays.

   Note: Do not press **Enter** after a selection from the Process Units, Category, and Specialist drop-down lists.

Requests>View All Requests

Requests>View All Requests page, search options

Note: On the Requests page, the columns can be sorted. For more information, refer to page 137.

3. Use the **Request ID** text box to search for a specific action by action number.

   a. Type an action number in the **Request ID** box.

   b. Click the calendar with binoculars icon .

4. Use the **Status** text box to search for actions in a specific status.

   Note: The status default for all actions is *Approved*.

   a. Select a status from the **Status** drop-down list.
      - Approved
      - Completed
      - Pending
      - Suspended
      - Terminated

   b. Click the calendar with binoculars icon .

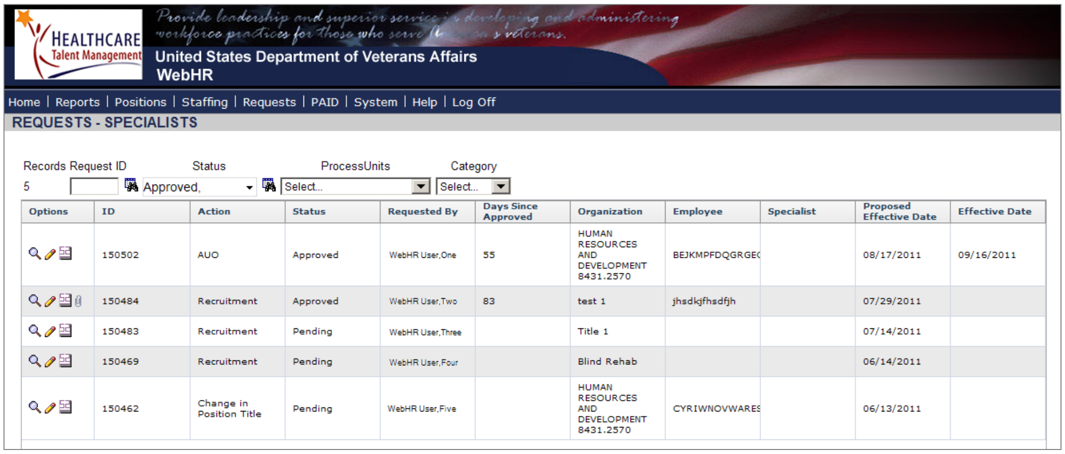
5. Use the **Process Units** text box to search for actions by units.
   a. Select a unit from the **Process Units** drop-down list.
      - Suspended Status
      - Administrative
      - Classification
      - Recruitment & Planning
      - Workforce Development
      - Employee Relations
      - Labor Relations
      - Payroll
      - Workers Compensation
      - Processing & Records
      - Resource Board
      - Retirement Section
   b. The summary of actions displays.
6. Use the **Category** text box to search for actions by category.
   Select a type of action from the **Category** drop-down list. The summary of actions displays.
   - Gains – list of all recruitment and appointment SF-52s
   - Losses – list of all retirements, terminations, and separations SF-52s
   - Employee – list of all employees
7. Use the **Specialist** text box to search for actions assigned to a specific member of the HR staff.
   Select a name from the **Specialist** drop-down list. The summary of actions displays.
8. Use the Options in the first column to view a request, edit a request, view an SF-52, or view supporting documentation.
   a. Click the magnifying glass icon  to view request details.
   b. Click the pencil icon  to edit the request.
   c. Click the 52 icon  to view the SF-52.
   d. Click the paperclip icon  to view supporting documentation previously attached.

My Assigned Requests Option

Use the My Assigned Requests option to view all requests for actions assigned to you, based on the login address.

- You receive an Outlook email indicating an ARPA action was assigned.
- The assigned action that requires attention displays on the Requests-Specialists page.

Use the individual filter and search features at the top of the page to display specific actions. You can search by Request ID, Status, ProcessUnits, or Category.



Requests>My Assigned Requests>Requests-Specialists page

> **Note:** On the Requests-Specialists page, the columns can be sorted. For more information, refer to page 137.

1. Open the Requests menu.
2. Click the **My Assigned Requests** option.
   The Specialists page displays.

   > **Note:** Do not press **Enter** after a selection from the Status, ProcessUnits, or Category drop-down lists.

3. Use the **Request ID** text box to search for a specific action by action number.
   a. Type an action number in the **Request ID** box.
   b. Click the calendar with binoculars icon.
4. Use the **Status** text box to search for actions in a specific status.

   > **Note:** All *Approved* actions is the default.

   a. Select a status from the **Status** drop-down list.
      - Approved
      - Completed
      - Pending
      - Suspended
      - Terminated

   b. Click the calendar with binoculars icon.
5. Use the **ProcessUnits** text box to search for actions by units.
   a. Select a unit from the **ProcessUnits** drop-down list.

        - Suspended Status
        - Administrative
        - Classification
        - Recruitment & Planning
        - Workforce Development
        - Employee Relations
        - Labor Relations
        - Payroll
        - Workers Compensation
        - Processing & Records
        - Resource Board
        - Retirement Section
    b. The summary of actions displays.

6. Use the **Category** text box to search for actions by category.
   Select a type of action from the **Category** drop-down list. The summary of actions displays.
   - Gains – list of all recruitment and appointment SF-52s
   - Losses – list of all retirements, terminations, and separations SF-52s
   - Employee – list of employees

7. Use the Options in the first column to view a request, edit a request, view an SF-52, or view supporting documentation.

    a. Click the magnifying glass icon to view request details.

    b. Click the pencil icon to edit the request.

    c. Click the 52 icon to view the SF-52.

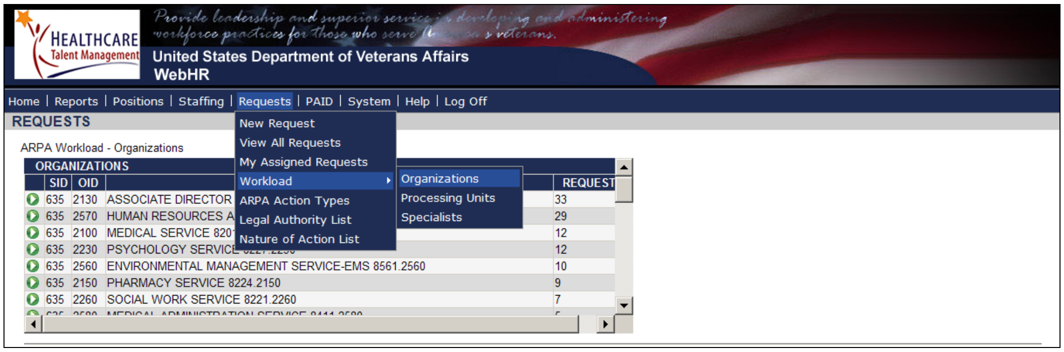
    d. Click the paperclip icon to view supporting documentation previously attached.

Workload Option

Use the Workload option to view lists of Organizations, Processing Units, and Specialists and to generate results to display in an SF-52 action workload of an organization, processing unit, or specialist.

- Each of the displays identifies the total number of actions assigned in each category, but does not list the actions individually.
- A supervisor or other HR staff can view overall activity and if necessary, assign SF-52s to other specialists depending on backlog and volume.

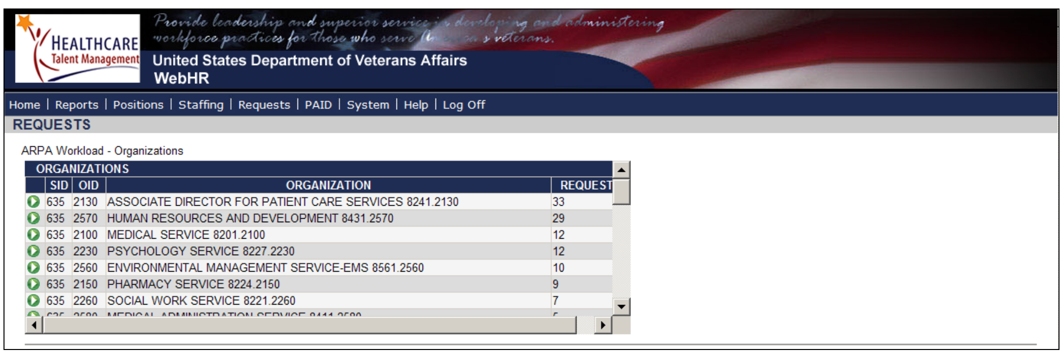
Workload>Organizations



Requests>Workload>Organizations

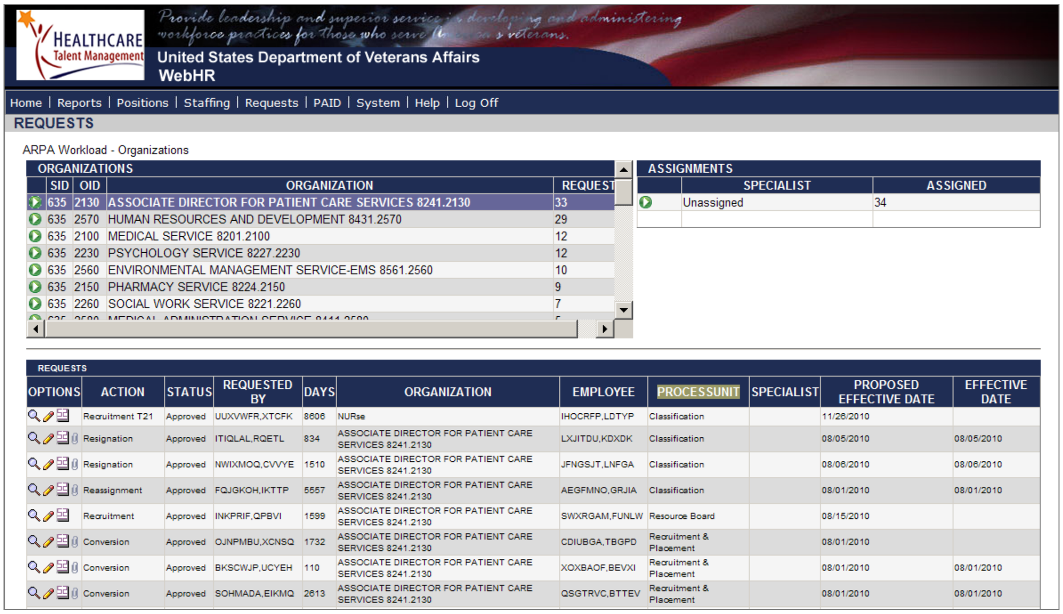
Note: In the tables on the ARPA Workload>Organizations page, the columns can be sorted. For more information, refer to page 137.

1. Open the Requests menu.
2. Select the **Workload** option>**Organizations** option.
   The ARPA Workload-Organizations page displays.



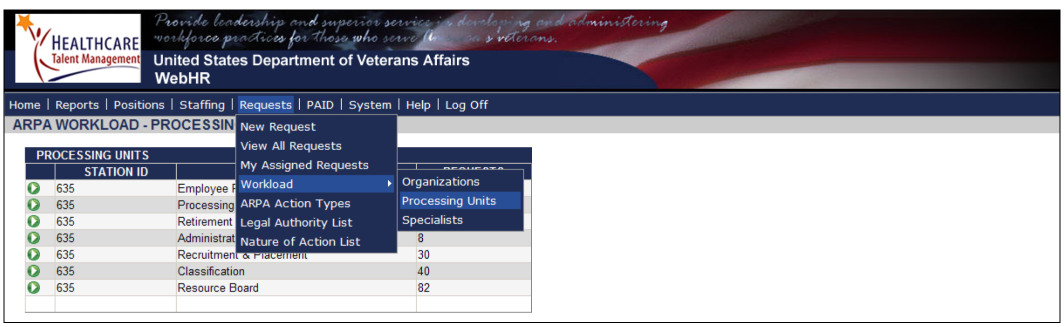
Example of Workload>Organizations

3. Click the right arrow icon  to view all approved actions (SF-52s) for the selected organization.
   Workload - Organizations expands and displays approved SF-52s for each organization.



Workload>Organizations expanded

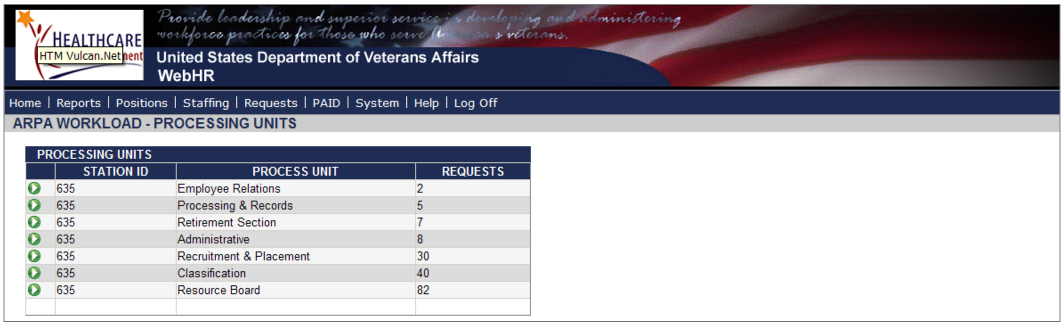
Workload>Processing Units



Requests>Workload>Processing Units

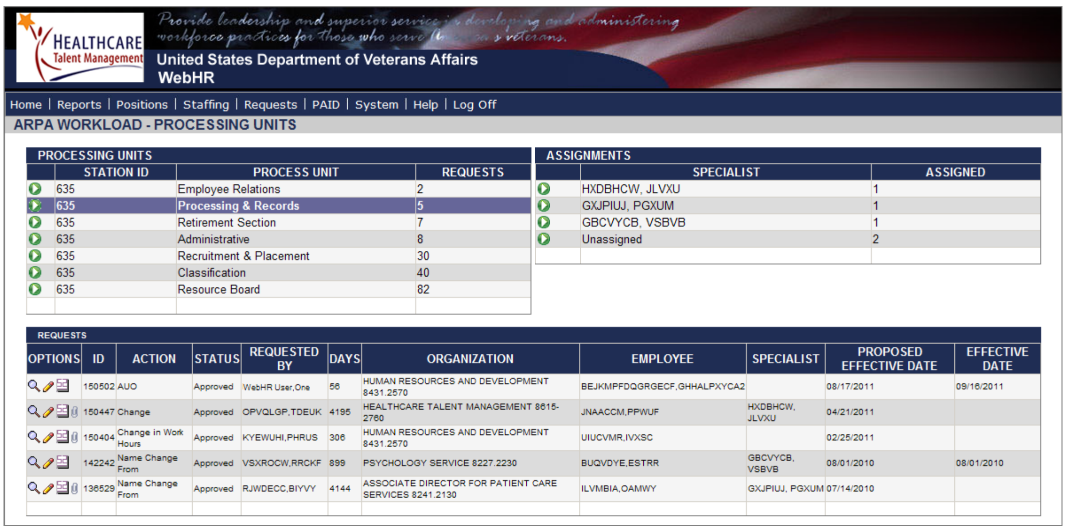
Note: In the tables on the ARPA Workload>Processing Units page, the columns can be sorted. For more information, refer to page 137.

1. Open the Requests menu.
2. Click the **Workload** option>**Processing Units** option.
   The ARPA Workload-Processing Units page displays.



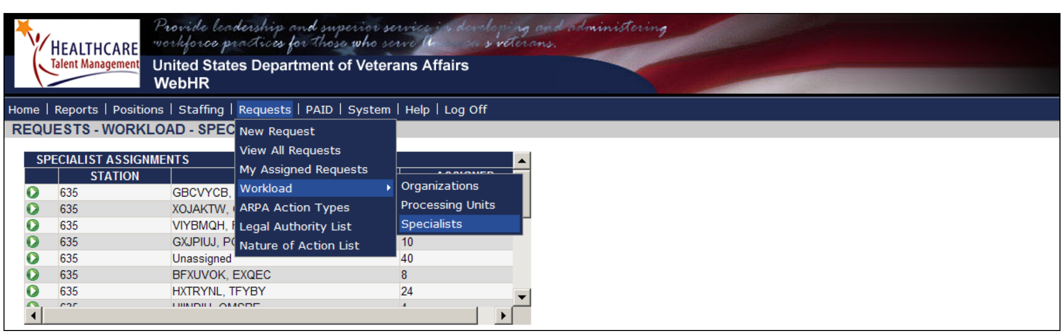
Example of Workload>Processing Units

3. Click the right arrow icon to view all approved actions (SF-52s) for the selected processing unit. Workload - Processing Units expands and displays approved SF-52s for each unit.



Workload>Processing Units expanded

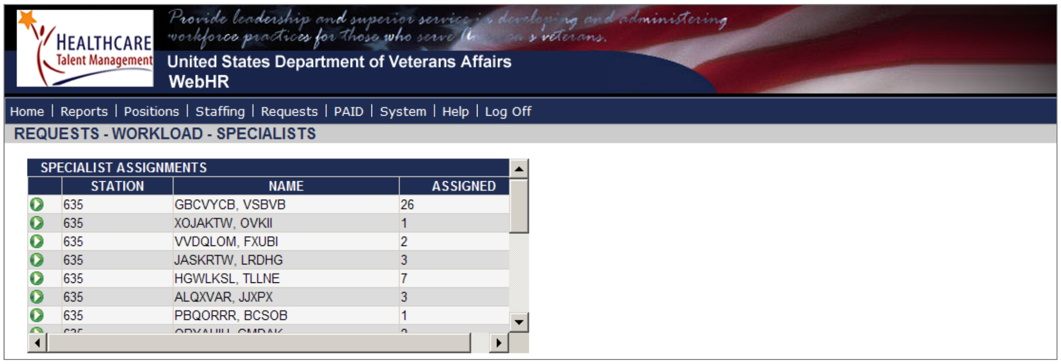
Workload>Specialists



Requests>Workload>Specialists

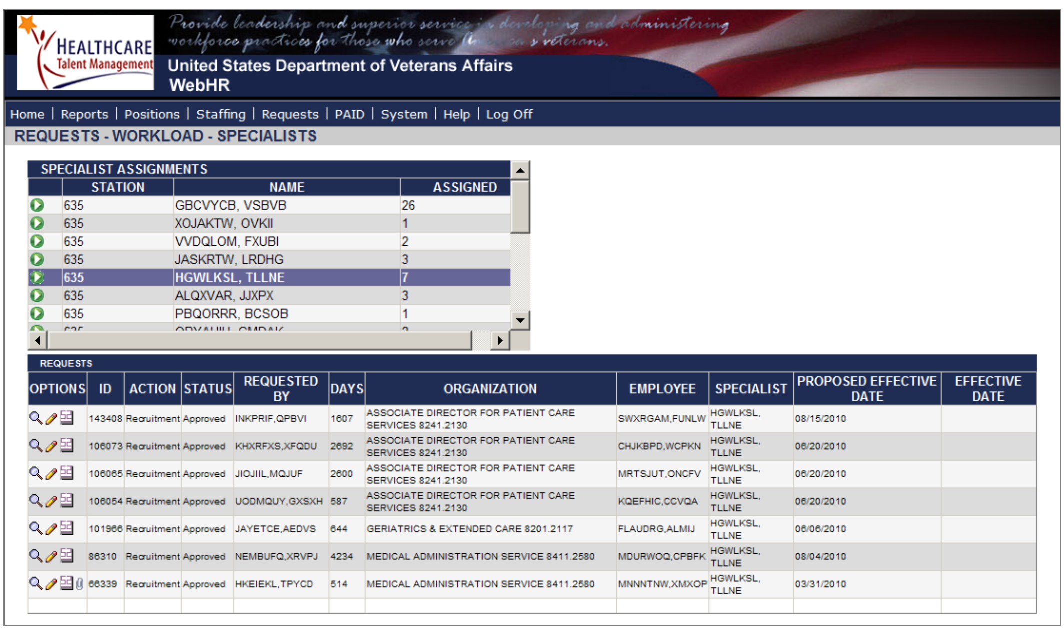
Note: In the tables on the Workload>Specialists page, the columns can be sorted. For more information, refer to page 137.

1. Open the Requests menu.
2. Click the **Workload** option>**Specialists** option.
   The Requests-Workload-Specialists page displays.



Example of Workload>Specialists

3. Click the right arrow icon to view all approved actions (SF-52s) for the selected specialist.
   Workload - Specialists expands and displays approved SF-52s assigned to each specialist.



Workload>Specialists expanded

4. Use the Options in the first column to view a request, edit a request, view an SF-52, or view supporting documentation.

   a. Click the magnifying glass icon to view request details.

b. Click the pencil icon to edit the request.

c. Click the 52 icon to view the SF-52.

d. Click the paperclip icon to view supporting documentation previously attached.

ARPA Action Types Option

Use the ARPA Action Types option to view a list of descriptions for all the available ARPA action types. The list serves as a reference to assist in the processing of SF-52s.

1. Open the Requests menu.
2. Click the **ARPA Action Types** option.
   The Action Types page displays.

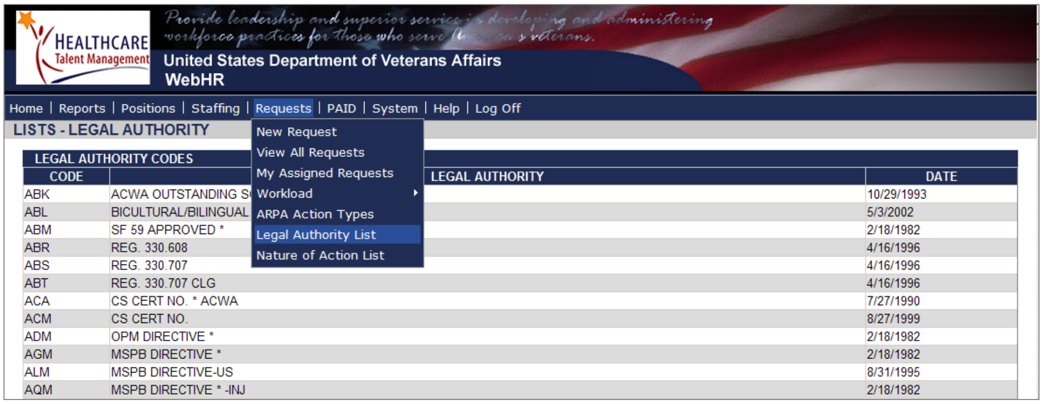
ARPA Action Types

Note: On the Lists-Action Types page, the columns can be sorted. For more information, refer to page 137.

Legal Authority List Option

Use the Legal Authority List option to view a list of legal authorities with codes and dates of the last update for each. The list serves as a reference to assist in the processing of SF-52s.

1. Open the Requests menu.
2. Click the **Legal Authority List** option.
   The Legal Authority page displays.



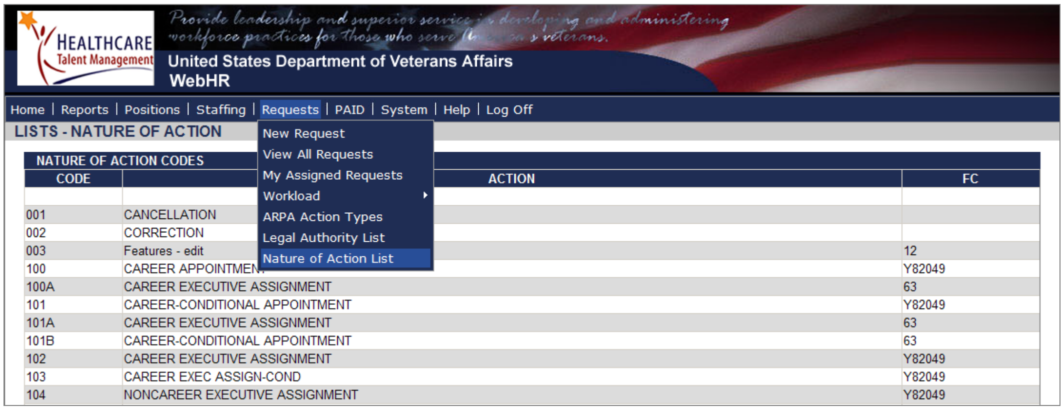
Legal Authority List

Note: On the Lists-Legal Authority page, the columns can be sorted. For more information, refer to page 137.

Nature of Action List Option

Use the Nature of Action List option to view a list of actions with NOA codes for each action. The list serves as a reference to assist in the processing of SF-52s.

1. Open the Requests menu.
2. Click the **Nature of Action List** option.
   The Nature of Action Codes page displays.



Nature of Action List

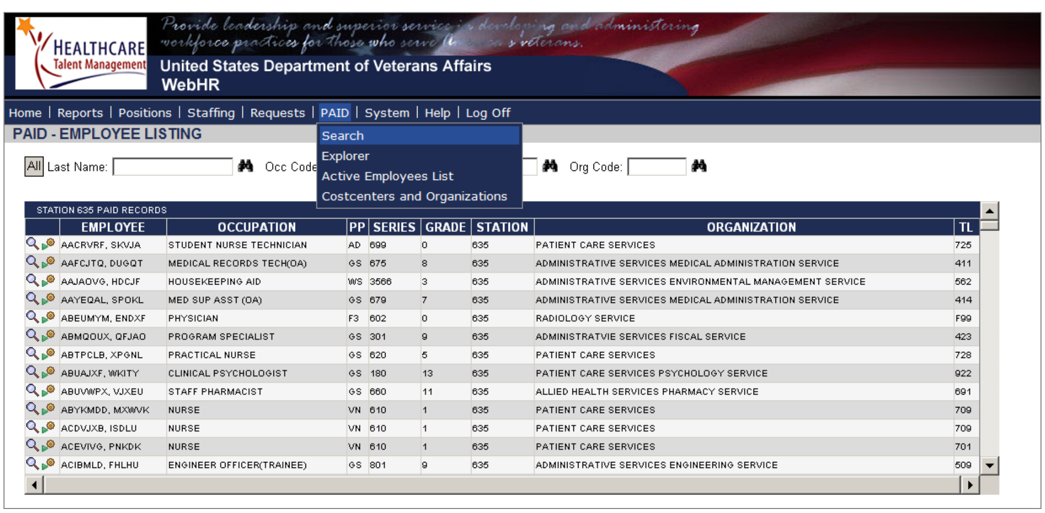
Note: On the Lists-Nature of Action page, the columns can be sorted. For more information, refer to page 137.

PAID Menu

PAID menu

Search Option

1. Open the PAID menu.
2. Click the **Search** option.
   The Employee Listing page displays.
3. Click the **All** button or type criteria into the text boxes: Last Name, Occ Code, Pos No, or Org Code and click the binoculars icon .
   A list of all employees or employees meeting the criteria displays.



WebHR PAID Employee Listing

Note: On the PAID-Employee Listing page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 137.

4. Click the magnifying glass icon next to an employee name to view PAID record information. PAID – Employee Record displays for the selected employee.

HEALTHCARE Talent Management

Provide leadership and superior service in developing and administering workforce practices for those who serve the nation's veterans.

United States Department of Veterans Affairs
WebHR

Home | Reports | Positions | Staffing | Requests | PAID | System | Help | Log Off

PAID - EMPLOYEE RECORD

PAID RECORD	
PAIDID	87383310
RUNDATE	02/22/2011
NAME	APLBECEBBQSETLB,IULCHLXPEK
SSN	521728426
DOB	09/06/2004
OccTitle	MEDICAL ADMIN SPECIALIST
PositionNum	07608A
PayPlan	GS
OccCode	301
GRADE	9
STEP	04
SALARY	52192.0000
PayBasis	1
BasicPay	45718.0000
LOCPAY	6474
AdjBasicPay	52192.0000
CostCenterCode	8286
CostCenter	AMBULATORY CARE ADMINISTRATION
WorkSite	635
VETPREF	2
TypeOfApt	1
FegliCode	W0
Fegli	Basic + Option B (5x)
Appointment	PERMANENT
PPLAN	A
AnnuitantCode	9
Annuitant	NOT APPLICABLE
RetirementCode	K
Retirement	FERS
ServiceComp	09/23/1995
YearsOfService	15
DutyBasis	1
Duty	FULL-TIME
NormalHR	80
FLSA	N
ApprCode	8286.2295
OrganizationCode	2295
Organization	ADMINISTRATION & SUPPORT
BUSCODE	7777
CompetitiveLevel	X01
SupervisoryLevel	0
FName	IULCHLXPEK
LName	APLBECEBBQSETLB
TL	839
StationEOD	04/23/2000
Assignment	00
StationNumber	635
SubAccountCode	1001
PerformanceCode	3
SalaryDate	08/16/2009
SEX	1
WIGEligibility	1
CAA1	ZBA
CAA2	
RetirementMilitary	
ExpLtdAppt	
ExpRetentionAllow	
Diplomate	
VASvcDate	
ALBal	230.250
ALLYTD	0
SLBal	258.000
EXTLWOPInd	N
LWOPCCY	0.00
LWOPSincePromo	0.00
LWOPThisStep	0.00
LWOPWGPWPYTD	0
PremPayIndic	
VetStatus	P
PaySched	
RETALLOW	0
Education	J
LeaveGroup	3
FCP	782
SUPLEV	0
TENURE	
VETPREFR	Y
HICode	003
FTEENormal	
DUTYSTA	E
PRD	0

WebHR>PAID – Employee Record

5. Click the green/yellow icon next to an employee name to initiate an SF-52 for the selected employee.
PAID – Employee Details displays for the selected employee.

PAID-Employee Details page

6. History is a list of all SF-52s created in WebHR for the selected employee.

   a. Click the magnifying glass icon to display the ARPA Request Details page for the selected employee.

   b. Click the 52 icon to view the completed SF-52.

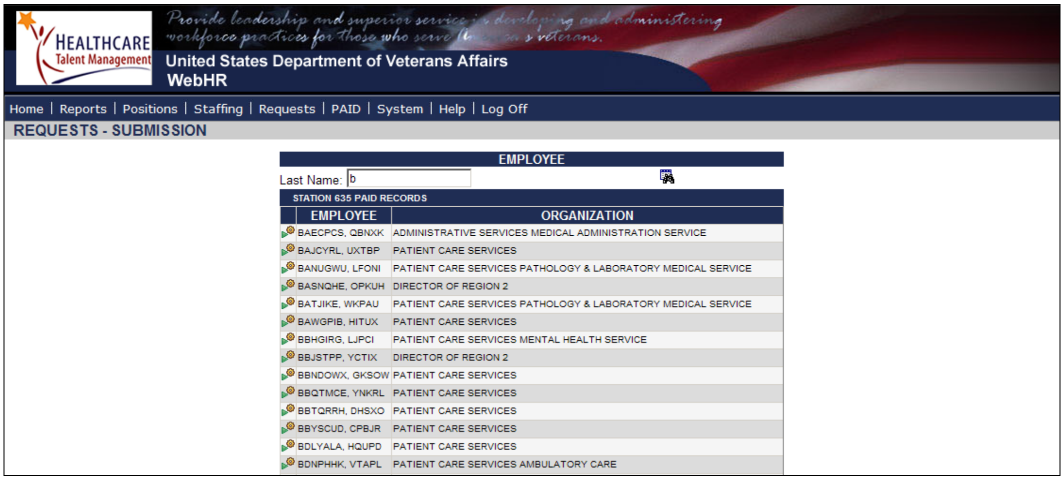
Initiate an SF-52 from PAID-Employees Details

1. Select a Promotion action from the **Action Types** list.
2. Click the **Start Request For Action** button.
   Requests-Submission page displays.

   Note: The request submission pages that display vary depending on the type of action you initiate.

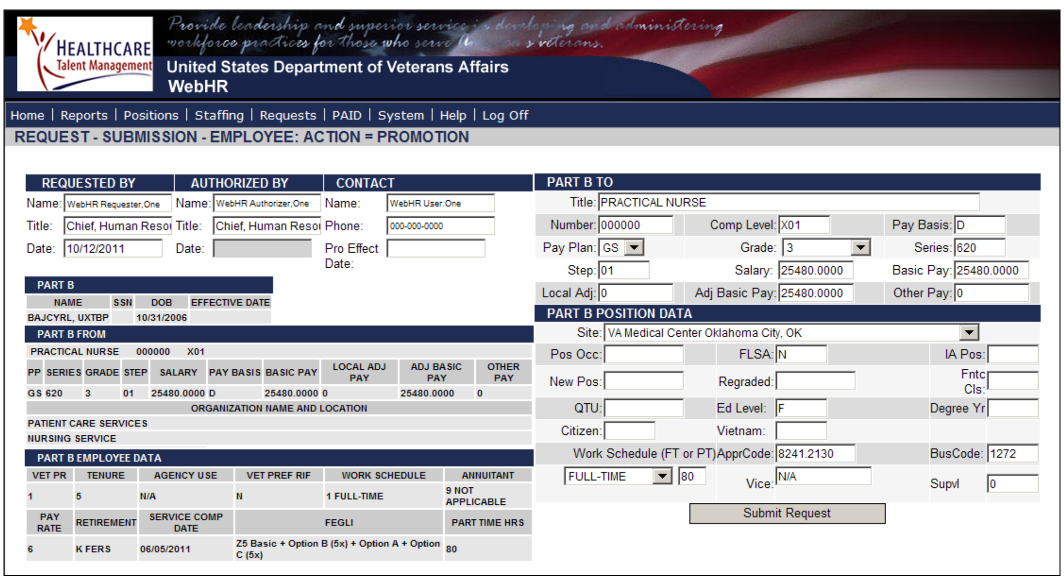
Requests-Submission page

3. Type one or more letters in the **Last Name** box and click the calendar with binoculars icon . List of employee names displays.



Requests Submission-Employee list page

4. Click the green/yellow icon next the employee for whom to create a *request for action*. The Request-Submission-Employee: Action page for the selected employee displays.



Requests Submission-Employee: Action page for a promotion

Requested By and Authorized By

5. Optional: Update/change the name(s) in the Requested by and Authorized by sections. **Requested By** and **Authorized By** are auto-populated, only in the HR Edition, with the name of the station HRO.
    - If this information is changed by a person outside of HR, the action is not visible.
    - Once the action is submitted, the Requested By and Authorized By fields cannot be edited.
6. Change the contact information, if necessary.
   The Contact information defaults to the user who is logged on and initiating the SF-52; however, the user can change this information.
7. **Pro Effect Date** is a required field
   Manually enter a date or select a date from a pop-up calendar.
    - For today's date, click **Today** at the bottom of the calendar.
    - Click the date box and select a date from the calendar.
    - Type in a date with the format: **mm/dd/yyyy**.

Pop-up Calendar

Part B To and Part B Position Data

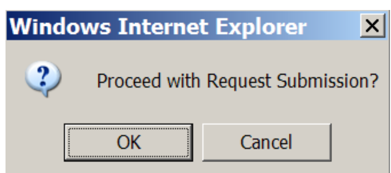
8. Ensure the correct site is selected in Part B Position Data.
   Part B, Part B From, and Part B Employee Data are auto-populated with current data from PAID.

Field	Description
Part B To Refers to the requested action	
Title	Position title
Number	Required Same as Position Description (PD) Number
Pay Plan	Pay plan identifies the pay system under which the employee's compensation is determined
Series	Series is the same as Occupation Series Code (Occ Code)

Field	Description
Local Adj	Local adjustment is the pay amounts established as supplemental pay, based on higher cost of living assessments in some geographical areas; if unknown, can be left blank
Comp Level	Competitive level identifies positions in a competitive area that are in the same grade or occupational level; if unknown, can be left blank
Grade	Grade is the specific identifier that indicates pay level within a pay plan system
Salary	Base salary for position
Adj Basic Pay	Adjusted basic pay; if unknown, can be left blank
Pay Basis	Pay basis identifies the principal condition that serves as a basis for computing pay; if unknown, can be left blank
Basic Pay	Basic pay is the amount in the general pay tables for the grades; if unknown, can be left blank
Other Pay	Other pay depends on the position; if unknown, can be left blank
Part B Position Data Refers to the Position	
Site	Duty Station Use the **Site** drop-down list to ensure the correct site is selected; change if necessary.
Pos Occ	Position Occupied Designated for HR
New Pos	New Position Designated for HR
QTU	Qualifications Standards Used Designated for HR
Citizen	Designated for HR
Work (FT or PT) a. Work b. Schedule	 a. Select Full-time, Part-time, or Intermittent b. Enter hours scheduled per pay period
FLSA	FLSA Category Designated for HR
Regraded	Regraded is a change to a position’s classification Designated for HR
Ed Level	Designated for HR
Vietnam	Designated for HR
ApprCode	Appropriation code is a combination of a 4-digit organizational code and a 4-digit cost center code Add or change, if necessary

Field	Description
Vice	VICE is the name of a previous employee for a vacant position N/A when the requested action is not a fill/recruitment For a recruitment action, current employee's name displays. • Enter the name of the person vacating the position, or • Change Current to New for a position recently added
IA Pos	IA Position Designated for HR
Fntc Cls	Designated for HR
Degree Yr	Year degree attained Designated for HR
BusCode	Bargaining Unit Status (BUS) code of the employee's position Add or change, if necessary
Supvl	Supv Status Designated for HR

9. Review all information to ensure the coding is correct.
   Add/change where necessary.
10. Click the **Submit Request** button.
    Information pop-up displays.



Proceed with Request Submission pop-up

11. Click the **OK** button.
    If the Pro Effect Date is not complete, the page redisplays.

    Note: A **red** asterisk and Required Field (***Required Field**) displays to the right of the text boxes for fields that are mandatory, but incomplete. If the mandatory fields are not completed, the SF-52 will not move forward.

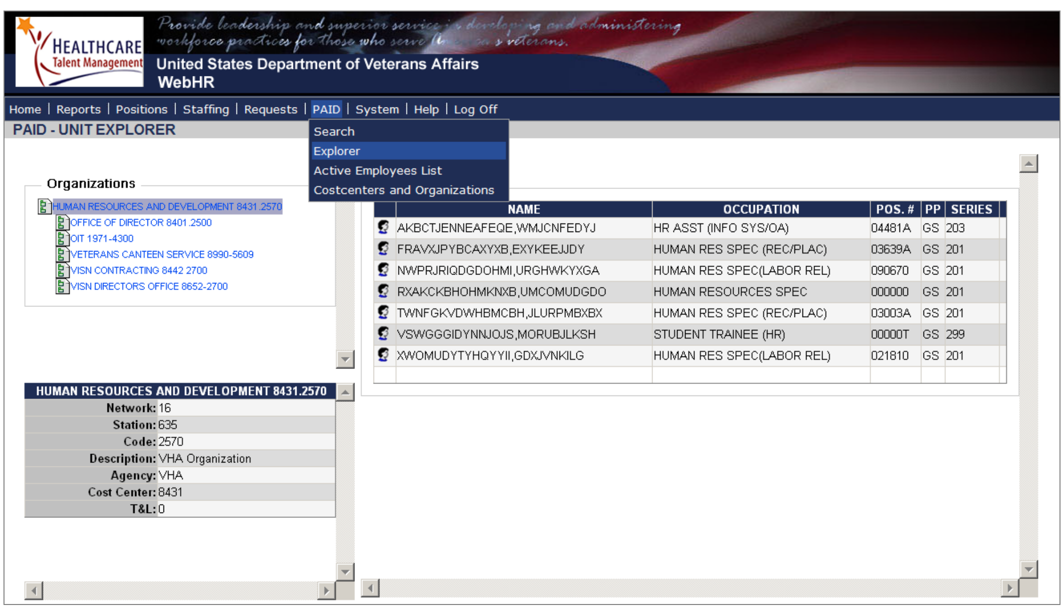
12. Add the mandatory information and click the **Submit Request** button again.
    Information pop-up displays.
13. Click the **OK** button again.
    Request Details page displays.

Requests-Details

To complete an SF-52 from PAID-Employees Details, refer to Request –Details on page 24.

Explorer Option

1. Open the **PAID** menu.
2. Click the **Explorer** option.
   PAID – Unit Explorer page displays with lists to which you have access: Organizations and Employees.



PAID>Unit Explorer

Organizations

- Organizational structure of the site or VISN; organizations currently mapped for the site.
- Organization tree contains the service line names with organization code and cost center code.
- To view subordinate service lines, click an organization name.
- If an organization is missing, contact your local WebHR Administrator.

  Note: WebHR is based on appropriation codes–the organization code combined with the cost center code. Organizations are structured in a hierarchy using the appropriation codes for sub-organizations.

Employees

- A list of employees for a selected organization (service line)
- Employees assigned to a particular appropriation code in PAID/VistA
- On the Employees listing, the employee name, occupation, position number (Pos #), pay plan (PP), and series displays.
- In the Employees table on the PAID-Unit Explorer page, the columns can be sorted. For more information, refer to page 137.

Selected Employee Unit/Service Line Detail

When an organization is selected, information about the organization displays on the lower left side of the page.

HUMAN RESOURCES AND DEVELOPMENT 8431.2570	
Network:	16
Station:	635
Code:	2570
Description:	VHA Organization
Agency:	VHA
Cost Center:	8431
T&L:	0

Service Line detail for Human Resources

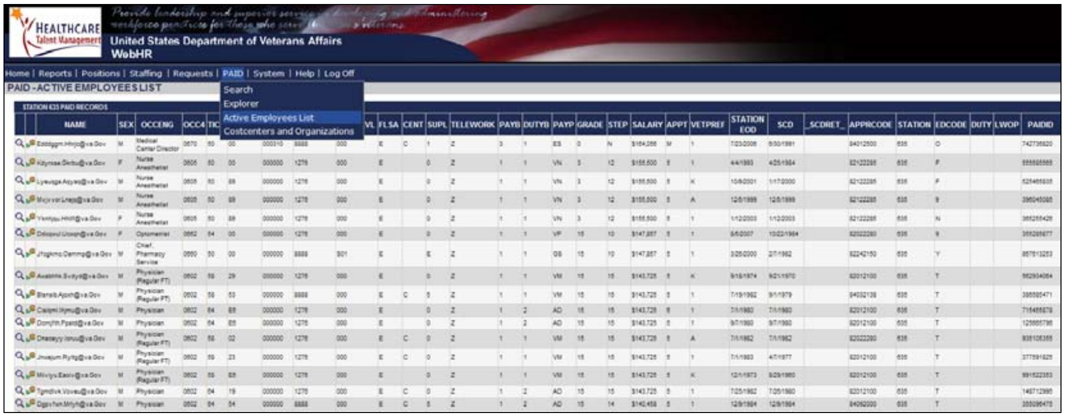
3. To drill down through the organizations (service lines), click the name of a service line.
   The details of the selected organization and employees assigned to the selected service line display.

   Notes: This information can be copied/pasted into an Excel spreadsheet for future reference. No printing can be done from within the WebHR application.

4. Click the head icon  to select an employee on which to initiate an SF-52.
   PAID-Active Employees List displays.

Active Employees List Option

1. Open the PAID menu.
2. Click the **Active Employees List** option.
   The Active Employees List page displays.



WebHR>PAID>Active Employees List

Note: On the PAID-Active Employees List page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 137.

3. Click the magnifying glass icon to display an employee's PAID record.
4. Click the green/yellow icon next to a name to initiate an SF-52 for that individual.
   The PAID-Employee Details page displays.

PAID-Employee Details page

5. Select an action from the Action Types list.
6. Click **Start Request for Action**.
   Request-Submission-Employee: Action= page displays.
7. To complete the submission, continue with step 6 on page 66.

Costcenters and Organizations Option

Costcenters and Organizations is a list of codes for organizations and cost centers established for a facility. It contains the CCCODE (cost center code) and ORGCODE (organizational code) combination to enter in the **Appropriation** field of an SF-52. This list is used as a reference when preparing SF-52s.

1. Open the PAID menu.
2. Click the **Costcenters and Organizations** option.
   The Cost Centers and Organizations page displays.

NETWORK	STATION	CCCODE	ORGCODE		ORGANIZATION
16	635	8241	2170		
16	635	8240	2117		
16	635	8241	2700		
16	635	8441	2590	LOGISTICS	ADMINISTRATIVE SERVICES ACQUISITION & MATERIEL MANAGEMETNT SERVICE
16	635	8403	2138	DIR-CORD VA TR PRG-CON ED	ADMINISTRATIVE SERVICES ASSOCIATE CHIEF OF STAFF EDUCATION SERVICE
16	635	8555	2530	BIOMEDICAL ENGINEERING	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8503	2530	FACILITY SAFETY OCCUPATION HEALTH FIRE PROTECTION ENGINEERING	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8533	2530	GROUNDS MAINTENANCE	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8542	2530	NON-RECURRING MAINTENANCE & REPAIR	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8501	2530	OFFICE OF CHIEF ENGINEER SERVICE	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8551	2530	OPERATING EQUIPMENT MAINTENANCE & REPAIR	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8511	2530	PLANT OPERATIONS & LEASES	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8504	2530	PROJECT MANAGEMENT ENGINEERING	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8541	2530	RECURRING MAINTENANCE & STATION APPROVED PROJECTS	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8521	2530	TRANSPORTATION	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8561	2560	ENVIRONMENTAL MANAGEMENT SERVICE-EMS	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8564	2560	ENVIRONMENTAL SANITATION OPERATION	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8570	2560	LAUNDRY & DRY CLEANING OPERATIONS	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8571	2560	LINEN & UNIFORM OPERATION	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8431	2570	HUMAN RESOURCES MANAGEMENT	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
	635	8286	2580	AMBULATORY CARE ADMINISTRATION	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
16	635	8286	2580	AMBULATORY CARE ADMINISTRATION	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
16	635	8411	2580	BUSINESS OFFICE OPERATIONS	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
16	635	8204	2580	PRIMARY CARE	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE

PAID-Cost Centers and Organizations

Note: On the PAID-Cost Centers and Organizations page, the columns can be sorted. For more information, refer to page 137.

System Menu

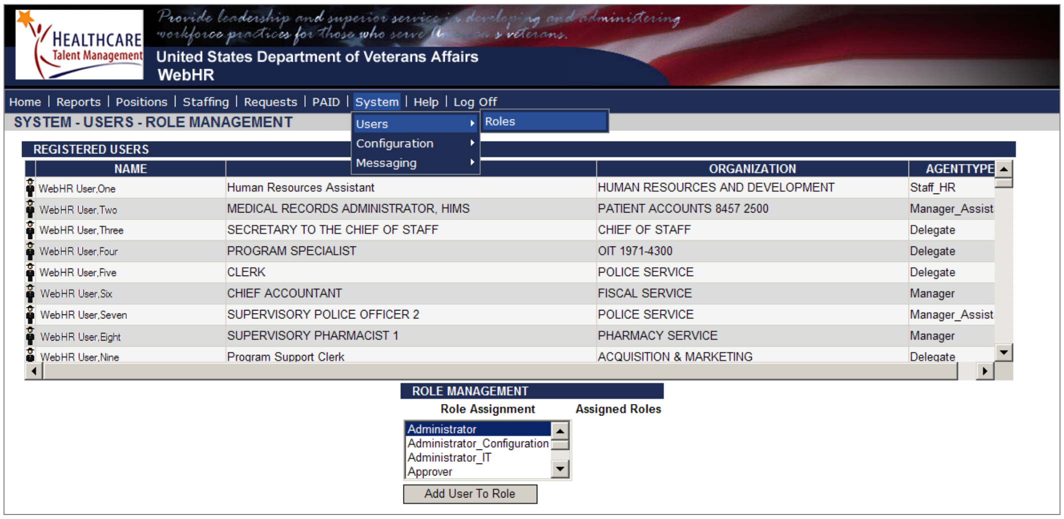
System menu

Users>Roles Option for WebHR Administrators only

The local administrator handles Users>Roles, which is where roles are assigned, changed, or deleted for users.
Only WebHR Administrators can access the Users>Roles option. HR Specialists do not. The local WebHR Administrator handles assigning, changing, and deleting role types for WebHR users.

1. Open the System menu.
2. Select the **Users** option and click the **Roles** option.
   The Role Management page displays with an alphabetical list of registered users displays: Name, Title, Organization, and Agent Type, with Role Management information at the bottom of the page.

   Note: If a name is not in the list, the user does not have an agent type assigned.

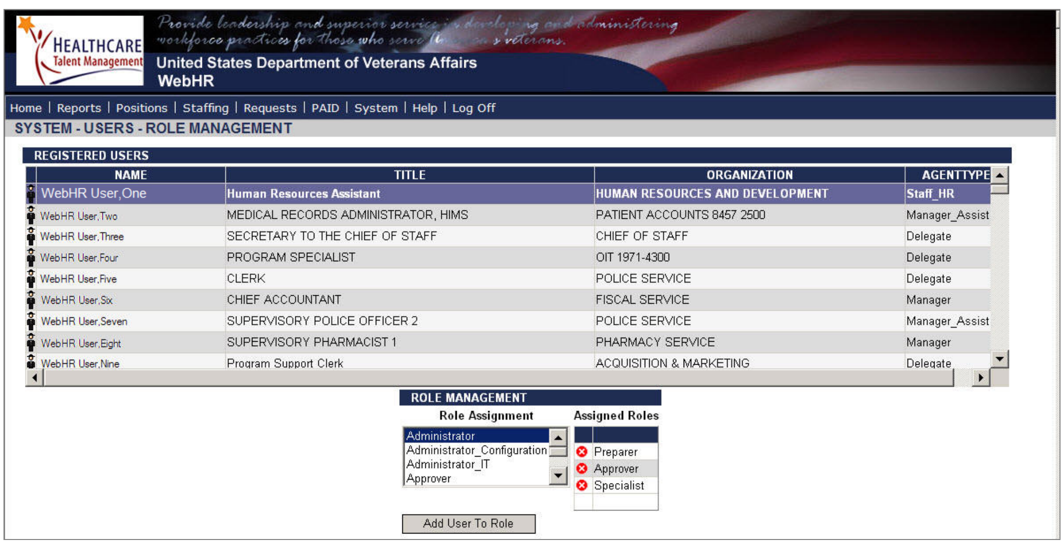


WebHR list of registered users with Role Management information

Note: On the System-Users-Role Management page, the columns can be sorted. For more information, refer to page 137.

3. To assign roles to the users:

   a. Click the person icon .
   Under Registered Users, the selected user is highlighted and the Role Management box displays.



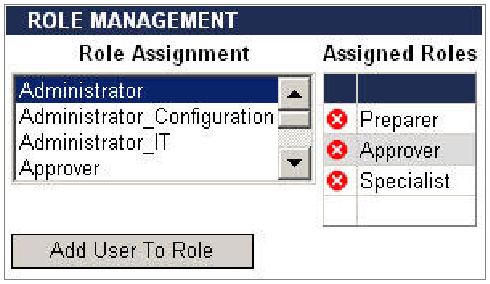
WebHR page with selected user highlighted and Role Management information displayed

   b. In Role Management, select a role assignment from the list.
   Role assignment is based on the responsibilities of the user.

   - If any roles were previously assigned, the Assigned Roles list displays.

- If no roles were previously assigned, only the Role Assignment list displays.

c. Click the **Add User to Role** button.
New user role displays under Assigned Roles.



Role Management section displaying the user's new role assignment

d. Click the X in a red circle icon next to an assigned role to remove a role.

Note: Most users are assigned as a preparer, requester or approver; the other role assignment types are rarely used.

e. Once both the appropriate Agent type and Role type assignments are assigned, the user has access to WebHR.

- Only users assigned the Specialist role can access the HR Edition.
- Users assigned the preparer, requester, and approver role types can access the Customer Edition.

4. Select another (user) person icon and repeat step 3 to add another role type.

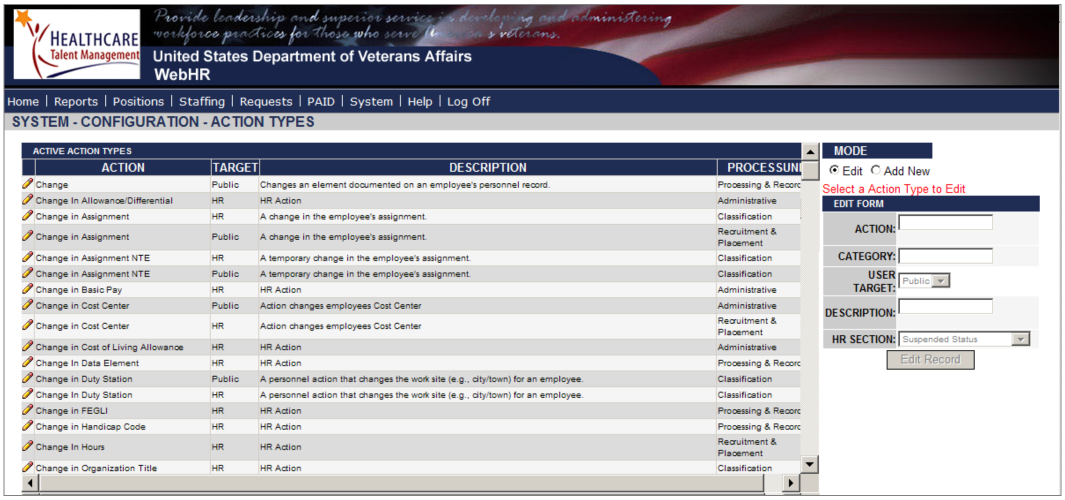
Configuration Option for HTM HRIS Staff only

The Configuration Option is available only to HTM HRIS staff members.

ARPA Action Types for HRIS staff only

Note: Only the HTM HRIS staff can edit the configuration pages; but users can view the active action types and sort columns; the Edit buttons are not available to users.

1. Open the System menu.
2. Select the **Configuration** option and click the **ARPA Action Types** option.
   The active action types page displays.



ACTION	TARGET	DESCRIPTION	PROCESSUNI
Change	Public	Changes an element documented on an employee's personnel record.	Processing & Recorc
Change In Allowance/Differential	HR	HR Action	Administrative
Change in Assignment	HR	A change in the employee's assignment.	Classification
Change in Assignment	Public	A change in the employee's assignment.	Recruitment & Placement
Change in Assignment NTE	HR	A temporary change in the employee's assignment.	Classification
Change in Assignment NTE	Public	A temporary change in the employee's assignment.	Classification
Change in Basic Pay	HR	HR Action	Administrative
Change in Cost Center	Public	Action changes employees Cost Center	Administrative
Change in Cost Center	HR	Action changes employees Cost Center	Recruitment & Placement
Change in Cost of Living Allowance	HR	HR Action	Administrative
Change In Data Element	HR	HR Action	Processing & Recorc
Change in Duty Station	Public	A personnel action that changes the work site (e.g., city/town) for an employee.	Classification
Change In Duty Station	HR	A personnel action that changes the work site (e.g., city/town) for an employee.	Classification
Change in FEGLI	HR	HR Action	Processing & Recorc
Change in Handicap Code	HR	HR Action	Processing & Recorc
Change In Hours	HR	HR Action	Recruitment & Placement
Change in Organization Title	HR	HR Action	Classification

System>Configuration>ARPA Action Types

Note: On the System-Configuration-Action Types page, the columns can be sorted. For more information, refer to page 137.

3. Click the pencil icon  to select an action type.
4. Select a mode: **Edit** or **Add New**.
5. Populate the form fields.
6. Click the **Edit Record** or **Insert New Record** button to save the edits or additions.

ARPA NOA Codes for HTM HRIS Staff only

1. Open the System menu.
2. Select the **Configuration** option and click the **ARPA NOA Codes** option.
   The Notice of Action Codes page displays.

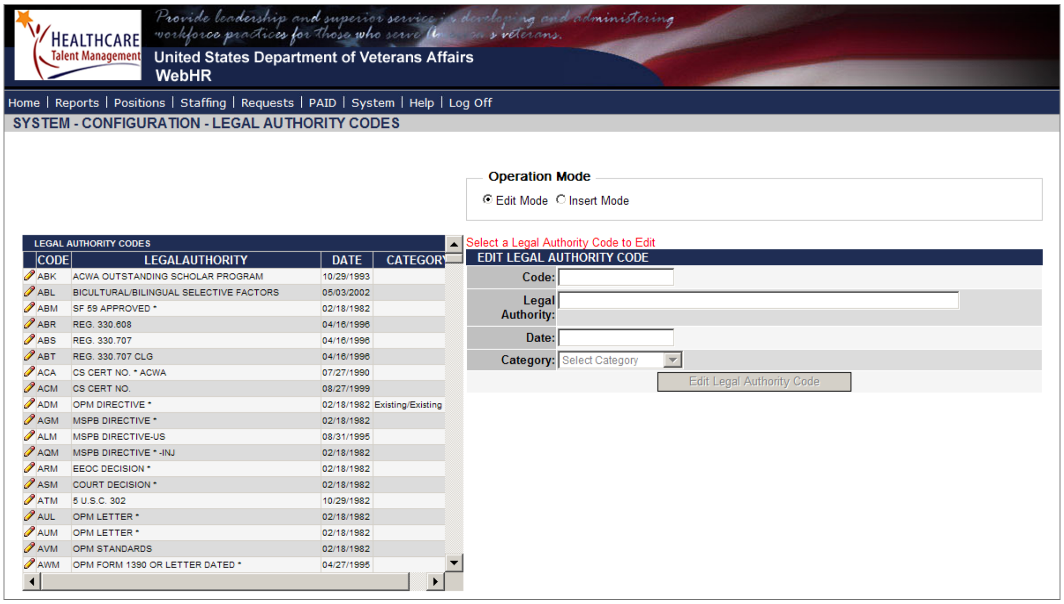
System>Configuration>ARPA NOA Codes

Note: On the System-Configuration-Notice of Action Codes page, the columns can be sorted. For more information, refer to page 137.

3. Click the pencil icon  to select a code.
4. Select **Edit Mode** or **Insert Mode**.
5. Populate the form fields.
6. Click the **Edit NOA Code** or **Add NOA Code** button to save the code edits or additions.

ARPA LA Codes for HTM HRIS Staff only

1. Open the System menu.
2. Click the **Configuration>ARPA LA Codes** option.
   The Legal Authority Codes page displays.



System>Configuration>Legal Authority Code

Note: On the System-Configuration-Legal Authority Codes page, you can sort the columns. For more information, refer to page 137.

3. Click the pencil icon to select a code.
4. Select **Edit Mode** or **Insert Mode**.
5. Populate the form fields.
6. Click the **Edit Legal Authority Code** or **Add Legal Authority Code** button to save code edits or additions.

Tenure Codes for HTM HRIS Staff only

1. Open the System menu.
2. Click the **Configuration>Tenure Codes** option.
   The Tenure Codes page displays with a warning message.

   Shield with an exclamation point icon *Tasks performed on this page have a system-wide effect on HR applications, please observe caution*.

System>Configuration>Tenure Codes

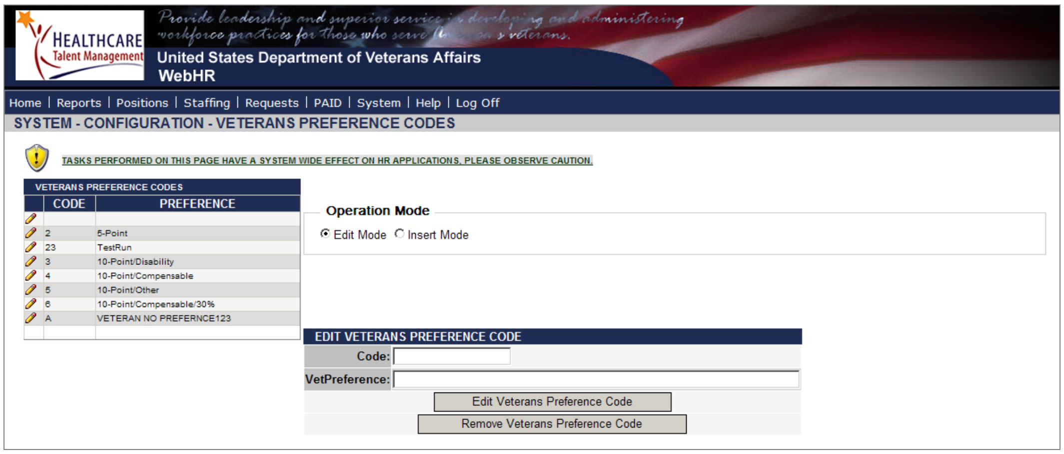
Note: On the System-Configuration-Tenure Codes page, you can sort the columns. For more information, refer to page 137.

3. Click the pencil icon to select a code.
4. Select **Edit Mode** or **Insert Mode**.
5. Populate the available fields.
6. Click the **Edit Tenure Code**/**Remove Record** or **Add Tenure Code** button to save code edits/removals or additions.

Veterans Preference Codes for HTM HRIS Staff only

1. Open the System menu.
2. Click the **Configuration>Veterans Preference Codes** option.
   The Veterans Preference Codes page displays with a warning message.

   Shield with an exclamation point icon *Tasks performed on this page have a system-wide effect on HR applications, please observe caution*.



System>Configuration>Veterans Preference Codes

Note: On the System-Configuration-Veterans Preference Codes page, you can sort the columns. For more information, refer to page 137.

3. Click the pencil icon to select a code.
4. Select **Edit Mode** or **Insert Mode**.
5. Populate the form fields.
6. Click the **Edit Veterans Preference Code**/**Remove Veterans Preference Code** button to save code edits/removals or additions.

Document Management for HTM HRIS Staff only

1. Open the System menu.
2. Click the **Document Management** option.
   The Document Management page displays.

System>Configuration>Document Management

> **Note:** On the System-Document Management page, you can sort the column. For more information, refer to page 137.

3. To add a document:
   a. Select an application.
   b. Select a type.
   c. Browse to the location of the document.
   d. Add a description of the document.
   e. Click the **Add Document** button.
4. To view a document, click the flat file icon  next to the document.
5. To remove a document, click the X in a red circle icon  next to the document.

Messaging Option for HTM HRIS Staff only

The Messaging Option is available only to HTM HRIS staff members. Only HTM HRIS staff can edit the messaging page and the Add button is not available to users.

System>Messaging

1. Open the System menu.
2. Click the **Messaging** option.
   The Bulletin Board page displays.

System>Messaging>Bulletin Board

3. Add a message to the bulletin board for the HR Edition and/or the CE Edition of WebHR.
    a. Select an audience.
    b. Add the message for the bulletin board.
    c. Enter the **Display Until** date.
    d. Click the **Add Bulletin** button.

Help Menu

The Help menu contains three items: Documents, Guides, and Contact Us. You can view Help documents for assistance with WebHR.

WebHR page with the Help menu open

Documents Option

The Documents option contains several documents to assist you in using WebHR HR Edition.

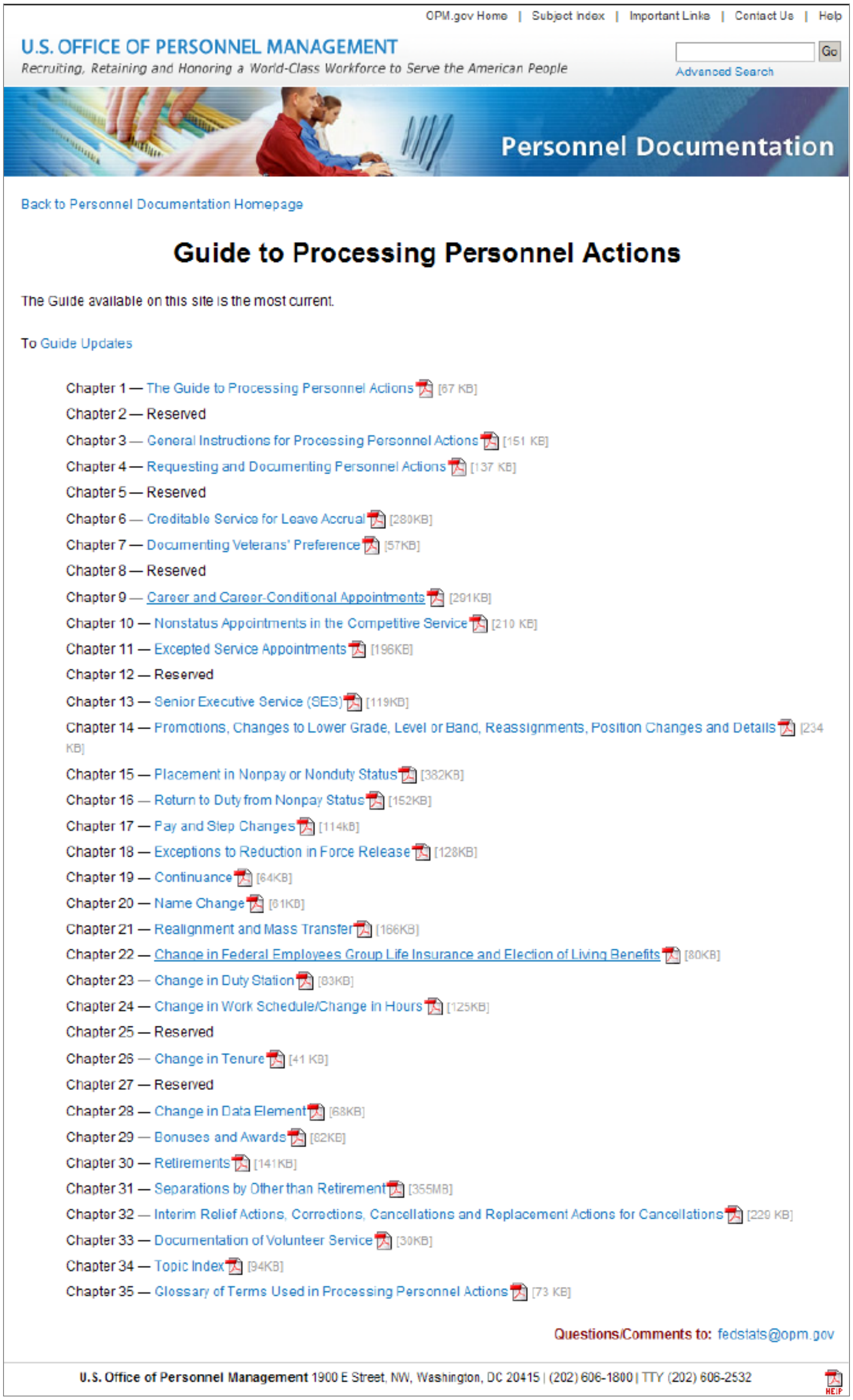
1. Open the Help menu.
2. Select **Documents**.
3. Click a document title.
4. Open to view or download and save to your computer.

Guides Option

The Guides option contains access to guides that assist you in processing an SF-52.

Help>Guides>Processing Personnel Actions

1. Open the Help menu.
2. Select Guides.
3. Click the **Processing Personnel Actions** option.
   Guide to Processing Personnel Actions displays.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U.S. OFFICE OF PERSONNEL MANAGEMENT

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Guide to Processing Personnel Actions

The Guide available on this site is the most current.

To Guide Updates

Chapter 1 — The Guide to Processing Personnel Actions [67 KB]
Chapter 2 — Reserved
Chapter 3 — General Instructions for Processing Personnel Actions [151 KB]
Chapter 4 — Requesting and Documenting Personnel Actions [137 KB]
Chapter 5 — Reserved
Chapter 6 — Creditable Service for Leave Accrual [280KB]
Chapter 7 — Documenting Veterans' Preference [57KB]
Chapter 8 — Reserved
Chapter 9 — Career and Career-Conditional Appointments [291KB]
Chapter 10 — Nonstatus Appointments in the Competitive Service [210 KB]
Chapter 11 — Excepted Service Appointments [196KB]
Chapter 12 — Reserved
Chapter 13 — Senior Executive Service (SES) [119KB]
Chapter 14 — Promotions, Changes to Lower Grade, Level or Band, Reassignments, Position Changes and Details [234 KB]
Chapter 15 — Placement in Nonpay or Nonduty Status [382KB]
Chapter 16 — Return to Duty from Nonpay Status [152KB]
Chapter 17 — Pay and Step Changes [114kB]
Chapter 18 — Exceptions to Reduction in Force Release [128KB]
Chapter 19 — Continuance [64KB]
Chapter 20 — Name Change [61KB]
Chapter 21 — Realignment and Mass Transfer [166KB]
Chapter 22 — Change in Federal Employees Group Life Insurance and Election of Living Benefits [80KB]
Chapter 23 — Change in Duty Station [83KB]
Chapter 24 — Change in Work Schedule/Change in Hours [125KB]
Chapter 25 — Reserved
Chapter 26 — Change in Tenure [41 KB]
Chapter 27 — Reserved
Chapter 28 — Change in Data Element [68KB]
Chapter 29 — Bonuses and Awards [82KB]
Chapter 30 — Retirements [141KB]
Chapter 31 — Separations by Other than Retirement [355MB]
Chapter 32 — Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations [220 KB]
Chapter 33 — Documentation of Volunteer Service [30KB]
Chapter 34 — Topic Index [94KB]
Chapter 35 — Glossary of Terms Used in Processing Personnel Actions [73 KB]

Questions/Comments to: fedstats@opm.gov

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OPM Documentation Home page

Contact Us Option

Your local WebHR Administrator is the primary point of contact for any questions or issues regarding the WebHR application.

However, you can send questions/comments to the WebHR Help Desk, using the Contact Us option.

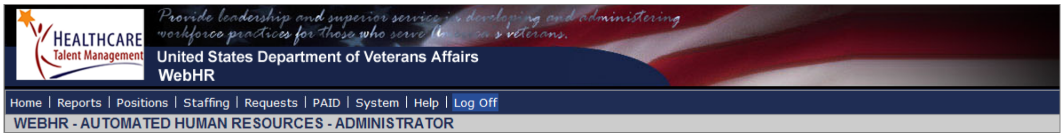
1. Enter your comment/question into the text box.
   Please fill out the form below to contact us!
   Your comment will be routed to the HTM Helpdesk for processing.
2. Click the **Submit Item** button.
   You should receive a response to your comment/question by the next business day.

WebHR HR Edition page>Help>Contact Us

Note: When using Contact Us, you cannot attach and send graphics and/or screen captures to the WebHR Help Desk.

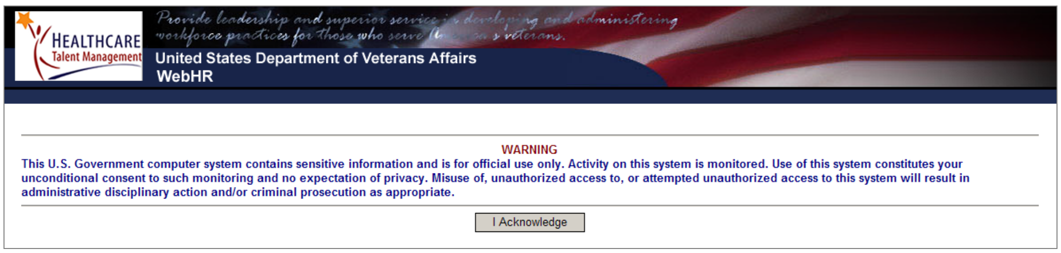
Log Off Menu

Click the **Log Off** menu.



WebHR HR Edition>Log Off

WebHR returns to the I Acknowledge Warning page.



WebHR I Acknowledge Warning page

Working on a Request for a Personnel Action

Initiating an SF-52 for Recruitment

Requests>New Request

The user uses the New Request option to create a recruitment action. There is no data automatically pulled into the New Request Form (Gain) from the PAID system, because no employee is linked to a recruitment action.

> **Note:** Any action created in the HR Edition is only visible to HR and not the service lines.

1. Open the Requests menu.
2. Click the **New Request** option.
   The Action Types list box displays with an alphabetical list of all actions for a request.

Requests-Submissions page

> **Note:** The request submission pages that display vary depending on the type of action you initiate.

3. Select a **Recruitment** action type.
   Requests-New Request Form (Gain) page displays.

New Request Form (Gain) (for Recruitment) page

4. Review the Requests-New Request Form (Gain) page.
   Verify the information.

5. **Pro Effective Date** is a required field.
   Manually enter a date or select a date from a pop-up calendar.

   - For today's date, click **Today** at the bottom of the calendar.
   - Click the date box and select a date from the calendar.
   - Type in a date with the format: **mm/dd/yyyy**.

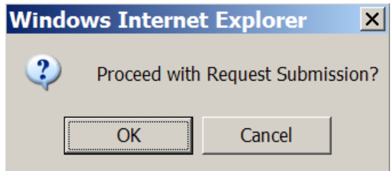
Pop-up Calendar

6. Optional: Update/change the name(s) in the Action Requested By and Action Authorized By sections.
   Action Requested By and **Action Authorized By** are auto-populated, only in the HR Edition, with the name of the station HRO.

   - If this information is changed to a person outside of HR, the action is not visible.
   - Once the action is submitted, the Requested By and Authorized By fields cannot be edited.

7. Change/update the contact information, if necessary.
   The Contact information defaults to the user who is logged on and initiating the SF-52; however, the user can change this information.

8. Ensure the correct site is selected in Part B Position Data.
   The Part B To and Part B Position Data sections are auto-populated. For a table of Part B To and Part B Position Data fields, refer to page 19.
9. Click the **Submit Request** button.
   Information pop-up displays.



Proceed with Request Submission pop-up

10. Click the **OK** button.
    If the Pro Effective Date and Work Schedule hours are not complete, the page redisplays.

    Note: A **red** asterisk and Required Field (***Required Field**) displays to the right of the text boxes for fields that are mandatory, but incomplete. If the mandatory fields are not completed, the SF-52 will not move forward.

11. Add the mandatory information and click the **Submit Request** button again.
    Information pop-up displays.
12. Click the **OK** button again.
    The Submission complete page displays.

Requests-New Request Form (Gain)>Submission Complete page

13. Use the options to view request details, edit the request, view the SF-52, and submit a new request.
    a. Click the magnifying glass icon to view request details.
    b. Click the pencil icon to edit the request.
    c. Click the 52 icon to view the completed SF-52.
       An example of a completed SF-52 is on page 140.
    d. Click the green/yellow icon to submit a new request.

Initiating an Action for an On-board Employee

Requests>New Request

Use the New Request option to create an action for an on-board employee, such as a Promotion.

1. Open the Requests menu.
2. Click the **New Request** option.
   The Action Types list displays all the available actions alphabetically.

Requests>New Request>Requests-Submission (Promotion) page

3. Select a **Promotion** action type.
   An Employee list displays when you select an action type that affects an **on-board** employee, such as a promotion.

Requests-Submission-Employee page

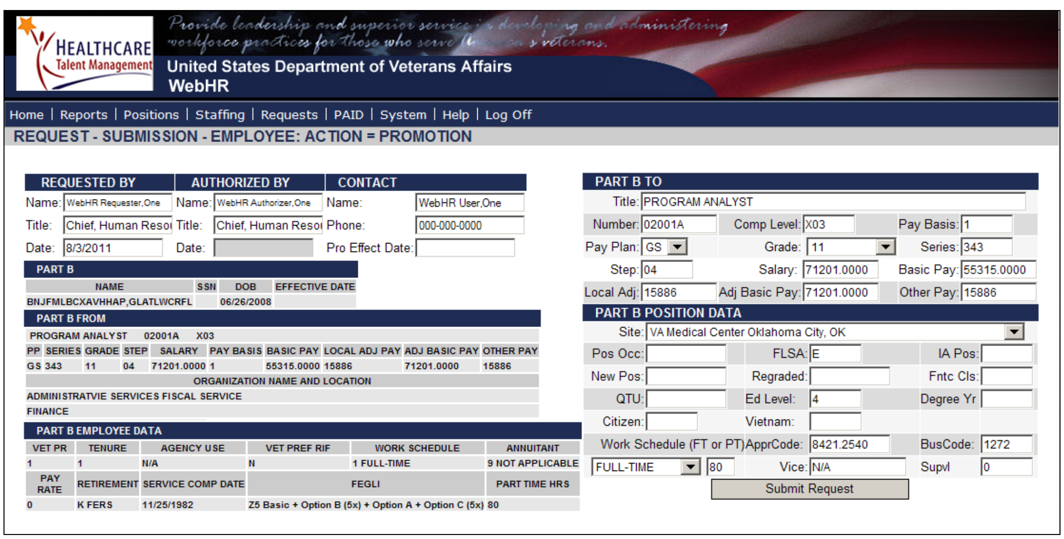
Note: The request submission pages that display vary depending on the type of action you initiate.

4. Type one or more letters in the **Last Name** box and click the calendar with binoculars icon.
   All employees with the entered last name display; there may be one or many.

Requests-Submission>Employee list page

Note: Only employees at the assigned station display.
Only data from the local station displays, unless the action is at the VISN level or higher.

5. Locate the employee and click the green/yellow icon next to the name.
   An SF-52 *template* (Request-Submission-Employee) displays with the Part B, Part B From, and Part B Employee Data sections auto-populated with current data from PAID.

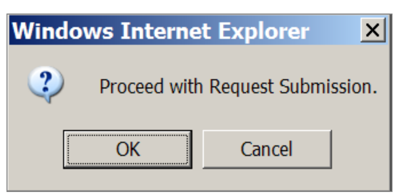


Request-Submission-Employee-Action (Promotion) page

6. Optional: Update/change the name(s) in the Requested by and Authorized by sections. **Requested By** and **Authorized By** are auto-populated, only in the HR Edition, with the name of the station HRO.
   - If this information is changed by a person outside of HR, the action is not visible.
   - Once the action is submitted, the Requested By and Authorized By fields cannot be edited.
7. Change/update the contact information, if necessary.
   The Contact information defaults to the user who is logged on and initiating the SF-52; however, the user can change this information.
8. **Pro Effect Date** is a required field.
   Manually enter a date or select a date from a pop-up calendar.
   - For today's date, click **Today** at the bottom of the calendar.
   - Click the date box and select a date from the calendar.
   - Type in a date with the format: **mm/dd/yyyy**.

Pop-up Calendar

9. Ensure the correct site is selected in Part B Position Data.
   The Part B, Part B From, and Part B Employee Data sections are auto-populated. For a table of Part B To and Part B Position Data fields, refer to page 68.
10. Click the **Submit Request** button.
    Information pop-up displays.



Proceed with Request Submission pop-up

11. Click the **OK** button.
    If the Pro Effect Date is not complete, the page redisplays.

    Note: A **red** asterisk and Required Field (***Required Field**) displays to the right of the text boxes for fields that are mandatory, but incomplete. If the mandatory fields are not completed, the SF-52 will not move forward.

12. Add the mandatory information and click the **Submit Request** button again.
    Information pop-up displays.

13. Click the **OK** button again.
    Request Details page displays

    Note: The action is automatically assigned a (request) ID number, a status of Pending, and is saved into WebHR. It is now ready to be approved and moved to HR.

Requests-Details page

To complete the submission of an SF-52 from PAID-Employees Details, refer to Request –Details on page 24.

Editing an SF-52 Request

Staffing>Vacancies

You can correct or edit an SF-52 from the Requests Editing page. Use the Requests-Editing page to add/change information in Parts A, B, C, D, E, F, and Attachments.

1. From the Staffing page under Options, click the pencil icon to edit the selected request (action). The Requests-Editing page displays.

2. Click the magnifying icon to view the Requests-Details page.

3. Click the 52 icon to view the SF-52 in official format.
   An example of a completed SF-52 is on page 140.

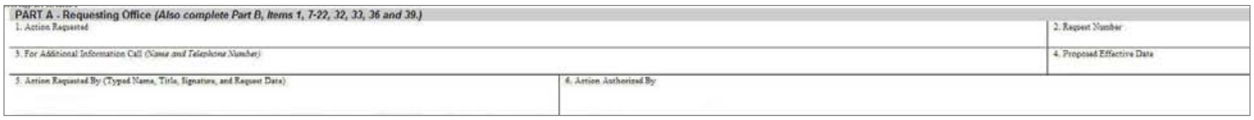
4. Click the paperclip icon to view the Attachments page.

Staffing>Vacancies>Requests-Editing page

Part A (Request Info)

Action Requested By and Action Authorized By are both unavailable, because once the SF-52 is submitted, you cannot change the requested and authorized sections.

SF-52 Part A-Requesting Office


PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested	2. Request Number
3. For Additional Information Call (Name and Telephone Number)	4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	6. Action Authorized By

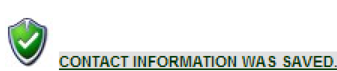
SF-52 Part A-Requesting Office

1. The Requests Editing page opens with Part A displayed, but if necessary, click **Part A** to the right of icons to display the Request Info page.

   Note: After each edit, you must click one of the Submit button(s) or the changes/corrections will not be saved.

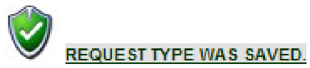
Requests Editing-Part A/Request Info page

2. In the Contact Information section, change/correct the name and phone, if necessary.
3. Click the **Submit Contact Information** option.
   Confirmation displays that the contact information is saved.



Confirmation pop-up: Contact Information was saved

4. In the Request Type section, modify the action type, if necessary.
5. Click the **Submit Request Type Change** button.
   Confirmation displays that the request type is saved.
   New action type displays as the Current Type in the Request Type section.

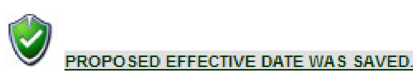


Confirmation pop-up: Request Type was saved

6. In the Proposed Effective Date section, modify the date (Current Value), if necessary.
   Manually enter a date or select a date from a pop-up calendar.
   - For today's date, click **Today** at the bottom of the calendar.
   - Click the date box and select a date from the calendar.
   - Type in a date with the format: **mm/dd/yyyy**.

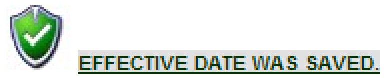
Pop-up Calendar

7. Click the **Submit Proposed Effective Date** button.
   Confirmation displays that the proposed effective date is saved.
   New date displays as Current Value on the Request Info page.



Confirmation pop-up: Proposed Effective date was saved

8. Click the **Submit Effective Date** button.
   Confirmation displays that the proposed effective date is saved.
   New date displays as Current Value on the Request Info page.



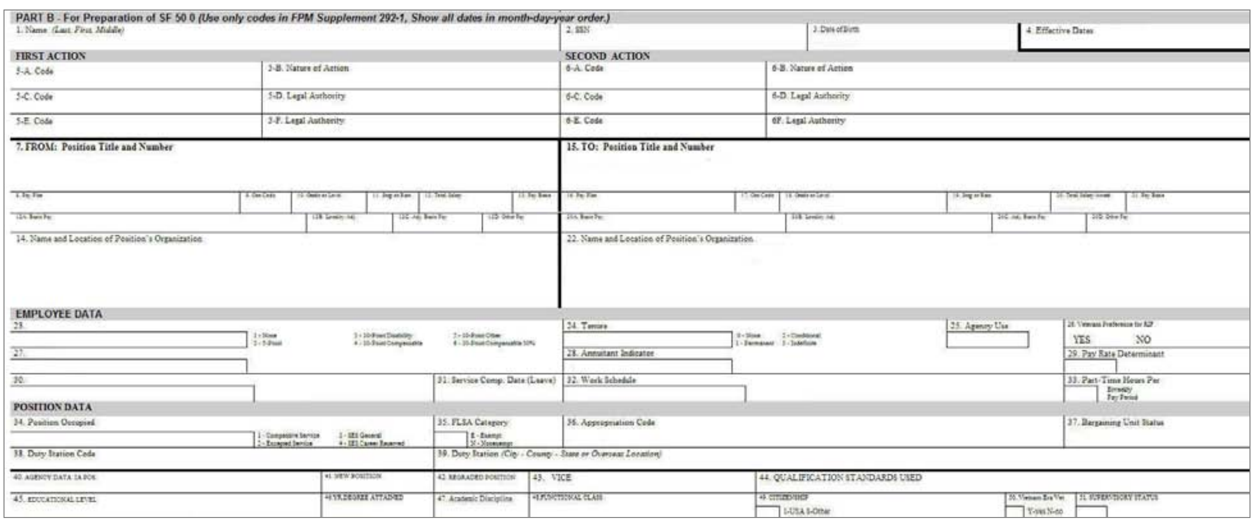
Confirmation pop-up: Effective date was saved

Note: After editing, you must click the Submit button(s) or the changes/corrections will not be saved.

Part B

All sections of the Part B pages can be modified. Part B includes: NOALA, From, To, Employee Data, Position Data, and New Employee.

SF-52 Part B-For Preparation of SF-50



PART B - For Preparation of SF 50 0 *(Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)*

1. Name *(Last, First, Middle)*
2. SSN
3. Date of Birth
4. Effective Dates

FIRST ACTION

5-A. Code
5-B. Nature of Action
5-C. Code
5-D. Legal Authority
5-E. Code
5-F. Legal Authority

SECOND ACTION

6-A. Code
6-B. Nature of Action
6-C. Code
6-D. Legal Authority
6-E. Code
6F. Legal Authority

7. FROM: Position Title and Number

14. Name and Location of Position's Organization

15. TO: Position Title and Number

22. Name and Location of Position's Organization

EMPLOYEE DATA

23.
27.
30.
31. Service Comp. Date (Leave)
24. Tenure
28. Annuitant Indicator
32. Work Schedule
25. Agency Use
YES NO
29. Pay Rate Determinant
33. Part-Time Hours Per

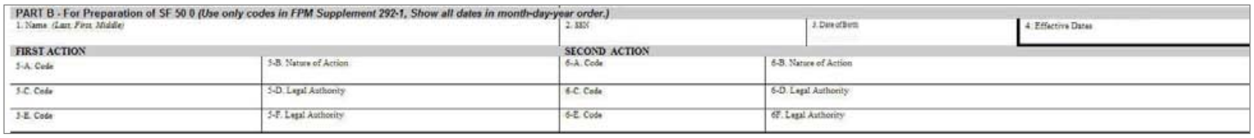
POSITION DATA

34. Position Occupied
35. FLSA Category
36. Appropriation Code
37. Bargaining Unit Status
38. Duty Station Code
39. Duty Station *(City - County - State or Overseas Location)*
43. VICE
44. QUALIFICATION STANDARDS USED
47. Academic Discipline

SF-52 Part B-For Preparation of SF-50
First Action/Second Action/Employee Data/Position Data

Part B – NOALA

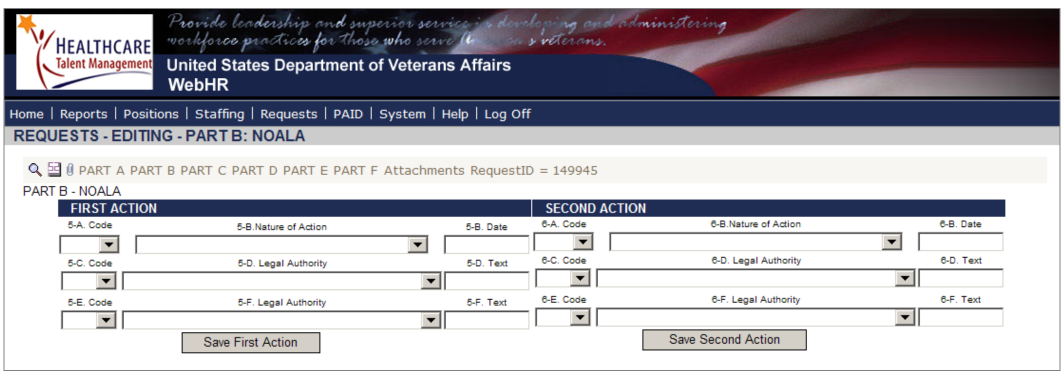
SF-52 Part B First Action and Second Action (NOALA)


PART B - For Preparation of SF 50 0 (Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)

1. Name (Last, First, Middle)		2. SSN	3. Date of Birth	4. Effective Dates
FIRST ACTION		**SECOND ACTION**		
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action	
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority	
5-E. Code	5-F. Legal Authority	6-E. Code	6F. Legal Authority	

SF-52 Part B First Action and Second Action (NOALA)

1. Click **Part B** to the right of icons.
2. Select **NOALA**.
   Part B-NOALA page displays.



Requests-Editing-Part B – NOALA

3. In First Action, add/change the information.
4. Click the **Save First Action** button.
   Confirmation displays that the first action is saved.

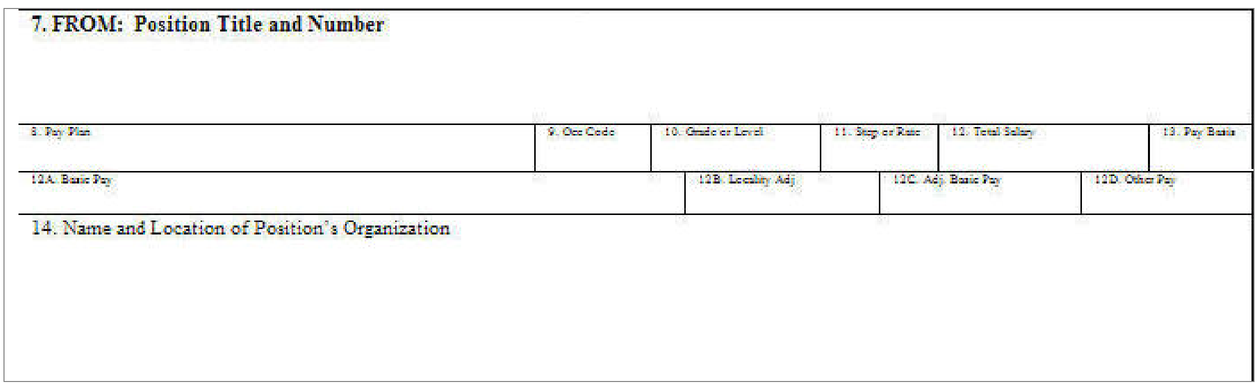
Confirmation pop-up: First Action was saved

5. In Second Action, add/change the information.
6. Click the **Save Second Action** button.
   Confirmation displays that the second action is saved.

Confirmation pop-up: Second Action was saved

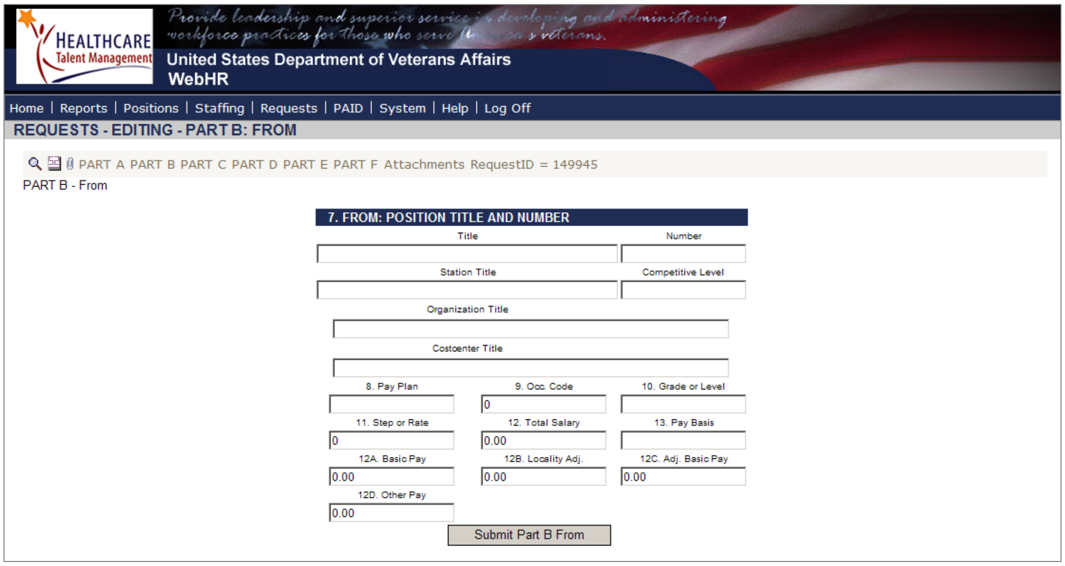
Part B – From

SF-52 Part B From: Position Title and Number



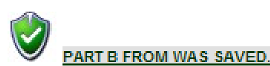
SF-52 Part B From: Position Title and Number

1. Click **Part B** to the right of icons.
2. Select **From**.
   Part B-From page displays.



Requests-Editing-Part B – From

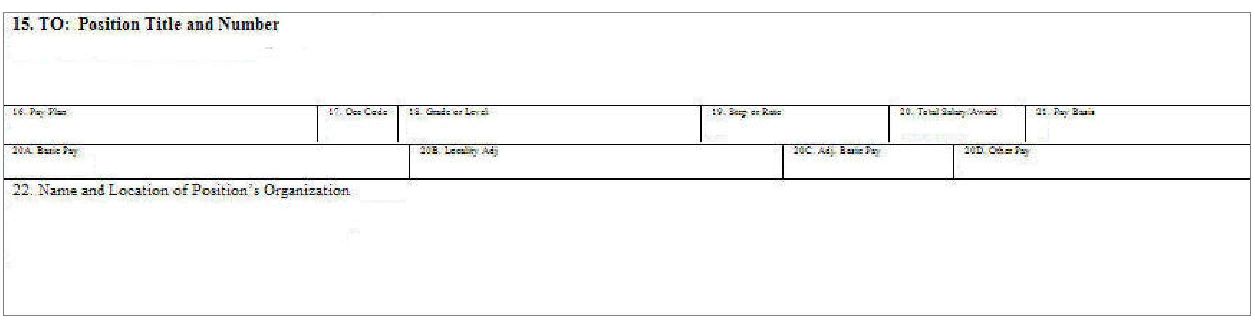
3. In From: Position Title and Number, add/change the information.
4. Click the **Submit Part B From** button.
   Confirmation displays that Part B From is saved.



Confirmation pop-up: Part B From was saved

Part B – To

SF-52 Part B To: Position Title and Number


15. TO: Position Title and Number

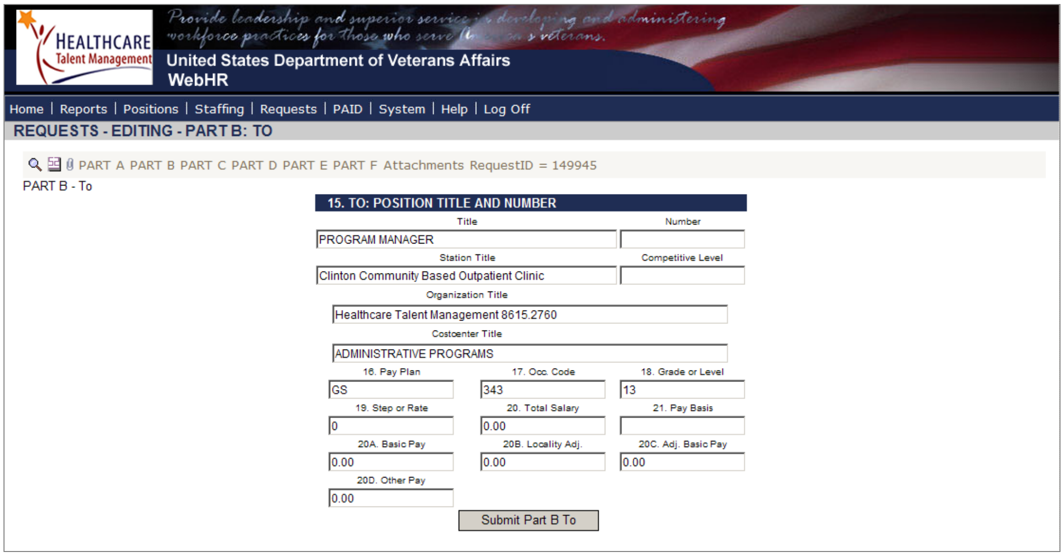
16. Pay Plan | 17. Occ Code | 18. Grade or Level | 19. Step or Rate | 20. Total Salary/Award | 21. Pay Basis

20A. Basic Pay | 20B. Locality Adj. | 20C. Adj. Basic Pay | 20D. Other Pay

22. Name and Location of Position's Organization

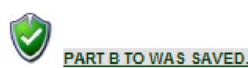
SF-52 Part B To: Position Title and Number

1. Click **Part B** to the right of icons.
2. Select **To**.
   Part B-To page displays.



Requests-Editing-Part B-To

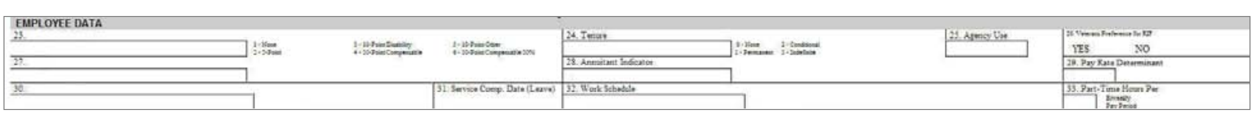
3. In To: Position Title and Number, add/change the information.
4. Click the **Submit Part B To** button.
   Confirmation displays that Part B To is saved.



Confirmation pop-up: Part B To was saved

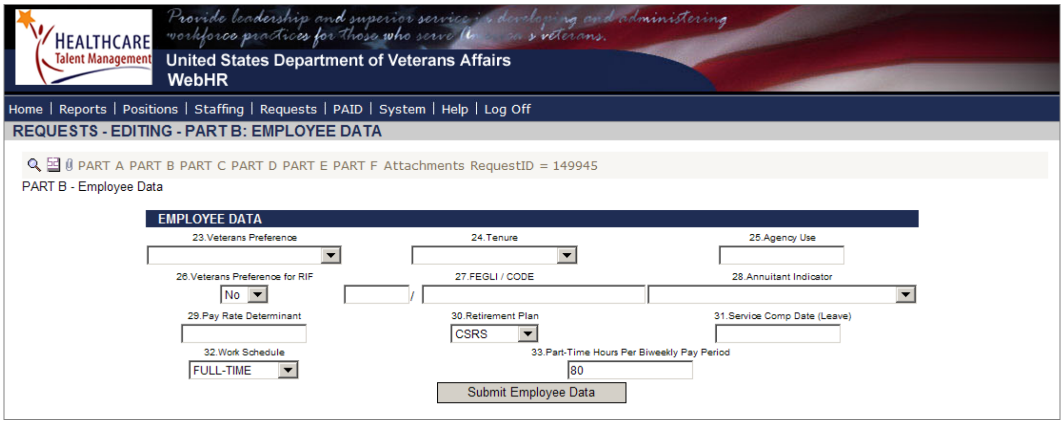
Part B – Employee Data

SF-52 Part B Employee Data



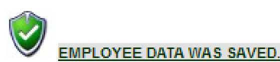
SF-52 Part B Employee Data

1. Click **Part B** to the right of icons.
2. Select **Employee Data**.
   Part B-Employee Data page displays.



Requests-Editing-Part B – Employee Data

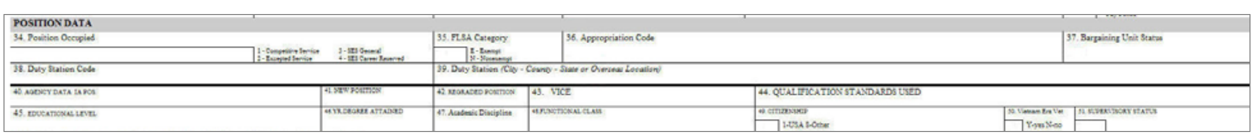
3. In Employee Data, add/change the information.
   Service Comp Date is a required field.
4. Click the **Submit Employee Data** button.
   Confirmation displays that Employee Data is saved.



Confirmation pop-up: Employee Data was saved

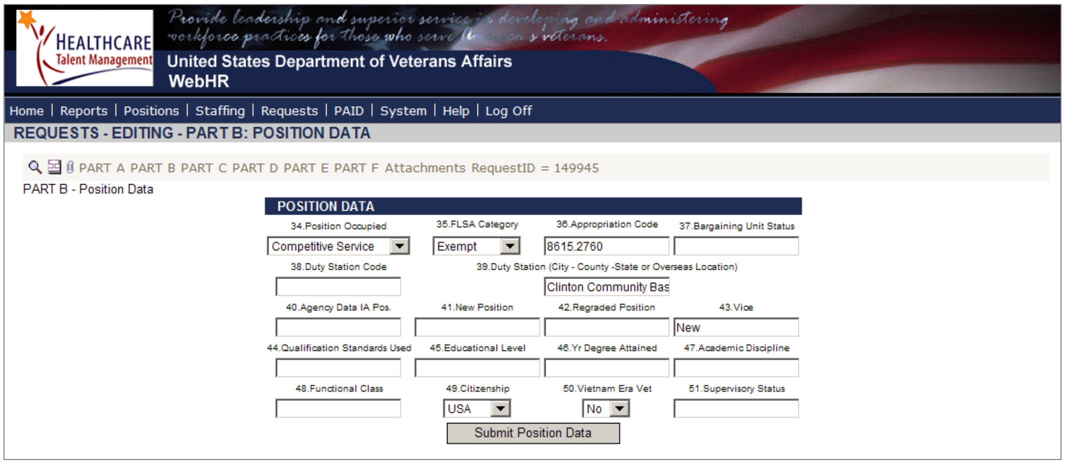
Part B - Position Data

SF-52 Part B Position Data


POSITION DATA
34. Position Occupied — 1 - Competitive Service; 2 - Excepted Service; 3 - SES General; 4 - SES Career Reserved
35. FLSA Category — E - Exempt; N - Nonexempt
36. Appropriation Code
37. Bargaining Unit Status
38. Duty Station Code
39. Duty Station *(City - County - State or Overseas Location)*
40. AGENCY DATA 5A POS
41. NEW POSITION
42. REGRADED POSITION
43. VICE
44. QUALIFICATION STANDARDS USED
45. EDUCATIONAL LEVEL
46. YR.DEGREE ATTAINED
47. Academic Discipline
48. FUNCTIONAL CLASS
49. CITIZENSHIP — 1-USA 8-Other
50. Vietnam Era Vet — Y-yes N-no
51. SUPERVISORY STATUS

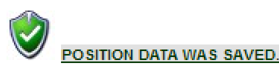
SF-52 Part B Position Data

1. Click **Part B** to the right of icons.
2. Select **Position Data**.
   Part B-Position Data page displays.



Part B – Position Data

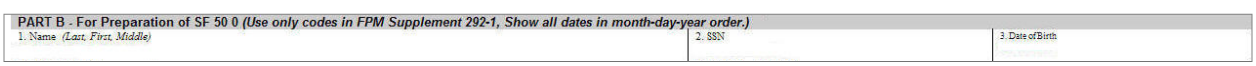
3. In Position Data, add/change the information.
4. Click **Submit Position Data**.
   Confirmation displays that Position Data is saved.



Confirmation pop-up: Position Data was saved

Part B – New Employee

SF-52 Part B-New Employee



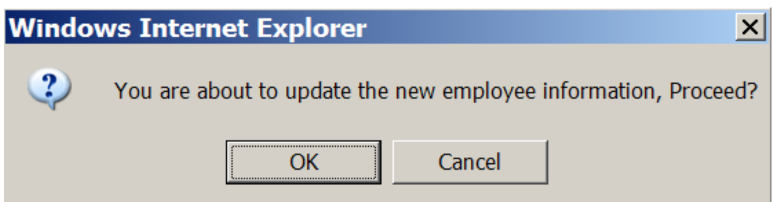
SF-52 Part B-New Employee

1. Click **Part B** to the right of icons.
2. Select **New Employee**.
   Part B-New Employee page displays.

   Shield with an exclamation point icon  *When updating information on this page, you should try and re-import the employee's information from PAID.*

Requests-Editing-Part B – New Employee

3. In New Employee, add/change the information.
4. Click the **Submit New Employee** button.
   Confirmation pop-up displays



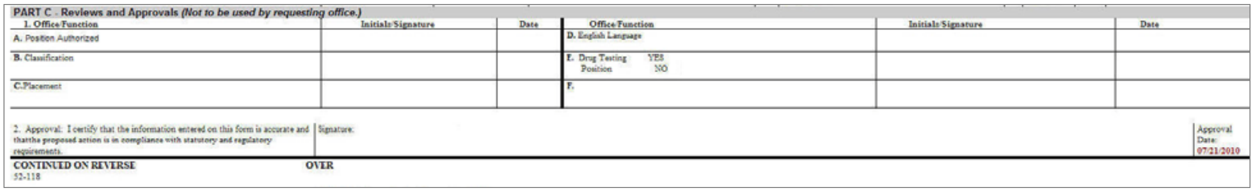
You are about to update new employee information, Proceed? pop-up

5. Click the **OK** button.
   Confirmation displays that Employee Data is saved.

Confirmation pop-up: New employee information edited successfully

Part C – Reviews and Approvals

SF-52 Part C Reviews and Approvals


PART C - Reviews and Approvals (Not to be used by requesting office.)

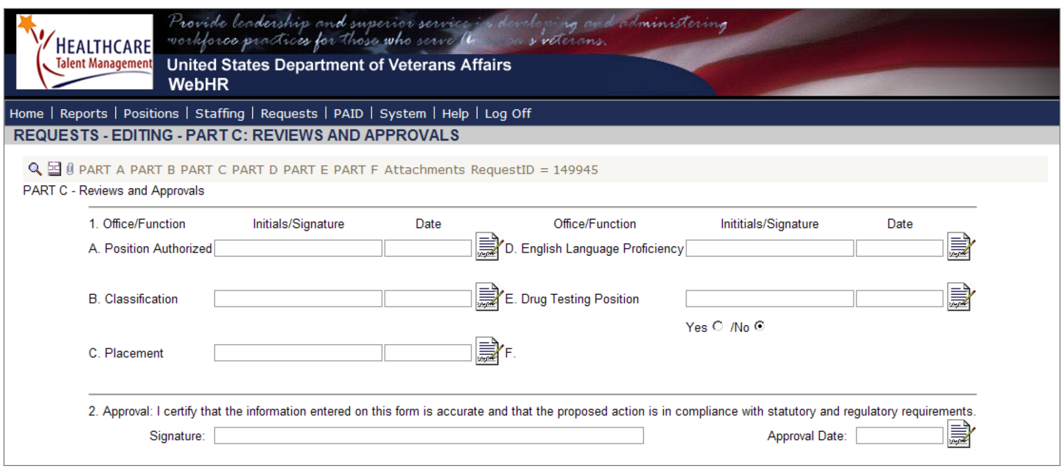
1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. Position Authorized			D. English Language		
B. Classification			E. Drug Testing Position YES NO		
C. Placement			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. Signature: Approval Date: 07/21/2010

CONTINUED ON REVERSE OVER
52-118

SF-52 Part C Reviews and Approvals

1. Click **Part C** to the right of icons.
   Part C-Reviews and Approvals page displays.



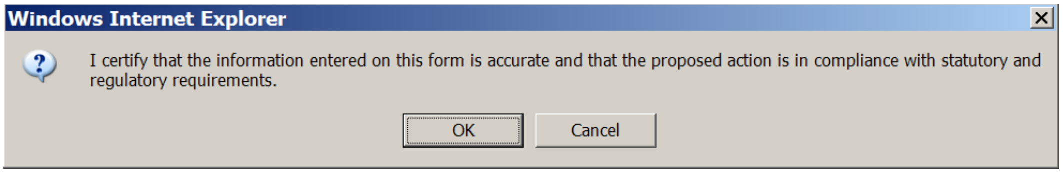
Requests-Editing-Part C – Reviews and Approvals

2. In Reviews and Approvals, sign/approve the information.

3. Click each signed document icon to electronically certify and date your signature for sections 1 and 2.

4. Click the **OK** button.

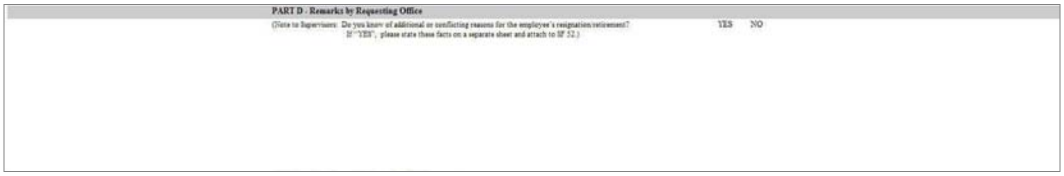
   When the information is certified and dated, the padlock icon  replaces the signed document icon .



I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements pop-up

Part D – Remarks by Requesting Office

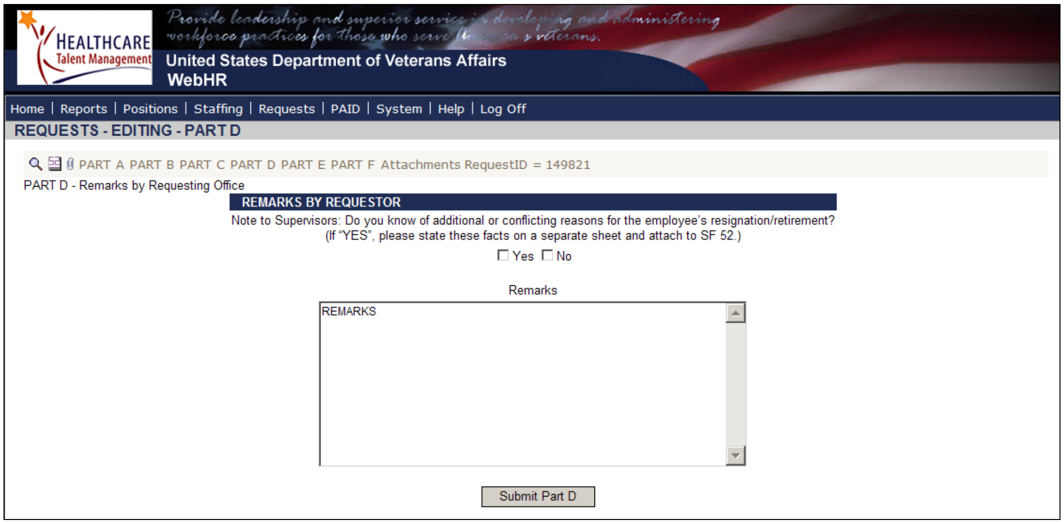
SF-52 Part D Remarks by Requesting Office


PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? YES NO
If "YES", please state these facts on a separate sheet and attach to SF 52.)

SF-52 Part D Remarks by Requesting Office

1. Click **Part D** to the right of icons.

2. Click **Part D**.
   Part D-Remarks by Requester page displays.



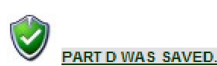
Requests-Editing-Part D – Remarks by Requesting Office

Note that displays on Part D-Remarks by Requesting Office:

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?
(If Yes, please state these facts on a separate sheet and attach to SF-52.)

3. In Remarks by Requester, the requesting office can add comments.

4. Click the **Submit Part D** button.
   Confirmation displays that Part D is saved.



Confirmation pop-up: Part D was saved

Part E – Employee Resignation/Retirement

SF-52 Part E Employee Resignation/Retirement

PART E - Employee Resignation/Retirement

Privacy Act Statement

You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be considered in any future decision regarding your re-employment in the Federal service and may also be used to determine your eligibility for unemployment compensation benefits. Your forwarding address will be used primarily to mail you copies of any documents you should have or any pay or compensation to which you are entitled. This information is requested under authority of sections 301, 3301, and 8506 of title 5, U.S. Code. Sections 301 and 3301 authorize OPM and agencies to issue regulations with regard to employment of individuals in the Federal service and their records, while section 8506 requires agencies to furnish the specific reason for termination of Federal Service to the Secretary of Labor or a State agency in connection with administration of unemployment compensation programs. The furnishing of this information is voluntary; however, failure to provide it may result in your not receiving: (1) your copies of those documents you should have; (2) pay or other compensation due you; and (3) any unemployment compensation benefits to which you may be entitled.

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date	3. Your Signature	3. Date Signed	4. Forwarding Address (Number, Street, City, State, ZIP Code)

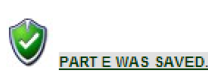
SF-52 Part E Employee Resignation/Retirement

1. Click **Part E** to the right of icons.
   Part E-Employee Resignation/Retirement page displays.

Requests-Editing-Part E – Employee Resignation/Retirement

2. In Employee Resignation/Retirement, the employee comments pertaining to resignation/retirement can be added.

3. Click the **Submit Part E** button.
   Confirmation displays that Part E is saved.



Confirmation pop-up: Part E was saved

Part F – Remarks for SF-50

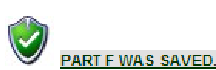
SF-52 Part F Remarks for SF-50

SF-52 Part F Remarks for SF-50

1. Click **Part F** to the right of icons.
   Part F-Remarks for SF-50 page displays.

Requests-Editing-Part F – Remarks for SF 50

2. In Remarks for SF-50, add comments pertaining to the form, Notification of Personnel Action (SF-50).
3. Click the **Submit Part F** button.
   Confirmation displays that Part F is saved.

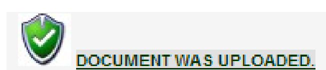


Confirmation pop-up: Part F was saved

Attachments

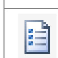
Requests-Editing-Attachments page

1. Click **Attachments** to the right of icons.
   Attachments page displays.
2. Add the information for pertinent forms.
   Title and **Browse** are required fields.
3. Click the **Upload Attachments** button.
   Confirmation displays that the document is uploaded.



Confirmation pop-up: Document was uploaded

Attachments Page

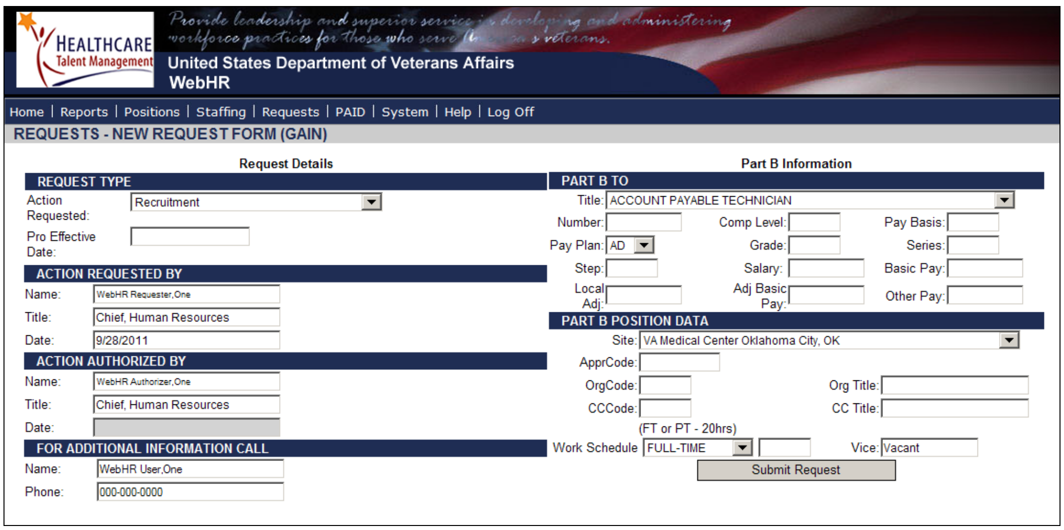
Field	Description
Upload Form	
Title	Type in the title of the document Mandatory
Type	Select the type of document from the **Type** drop-down list • Memorandum • Position Description • Job Analysis/KSAO Information • Functional Statement • Compensation Panel Action • Board Action • Application • Letter • Checklist • OF-8 • Form • Other
Description	Type a brief description of the document Optional
Attachment	Click the **Browse** button to locate the document (mandatory) Double click the selected document and click the **Upload Attachment** button. Attachments are saved/submitted to the SF-52 and display in the Associated Attachments section.
Associated Attachments	
	Click the document (file) icon to open the selected document
	Click the X in the red circle icon to delete an attachment
ID	Number assigned to the SF-52
Document	Name of the document
Type	Type of the document
Status	Status of the document
Description	Description of the document

Submitting an SF-52

Requests>New Request

Submit an SF-52 from a Request Submission page.

> **Note:** The pages that display vary depending on the type of action you initiate.



Requests-New Request Form (Gain) (Recruitment) page

1. Verify the Action Requested.
   Select a more specific action type from the **Action Requested** drop-down list, if necessary.
2. **Pro Effective Date** is a required field.
   Manually enter a date or select a date from a pop-up calendar.

   - For today's date, click **Today** at the bottom of the calendar.
   - Click the date box and select a date from the calendar.
   - Type in a date with the format: **mm/dd/yyyy**.

Pop-up Calendar

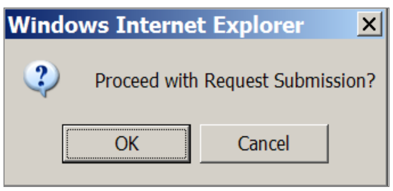
3. Verify the Requester.
    - The requester defaults to the station HR Officer, but you can edit the name, title, and date.
    - Name and Title are mandatory.
4. Verify the Authorizer.
    - The authorizer defaults to the station HR Officer.
    - Do not edit the authorizer name and title.

    Notes:

    - If this information is changed to a person outside of HR, the action is not visible.
    - Once the action is submitted, the Requested By and Authorized By fields cannot be edited.
5. Verify the name/phone; modify if necessary.
6. Add/change information, where necessary.
7. Enter the number of hours into the box to the right of Work Schedule; it is a required field.

    Note: Full-time is 80 hours per pay period.

8. Click the **Submit Request** button.
   Information pop-up displays.

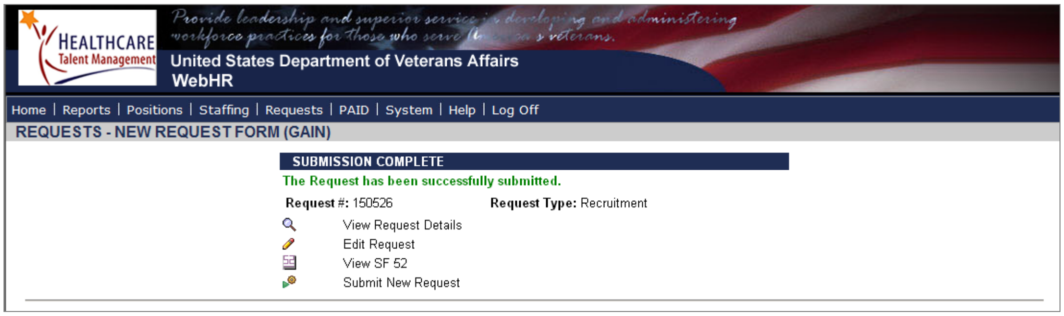


Proceed with Request Submission pop-up

9. Click the **OK** button.
   If the confirmation page does not display, review the Request Submission page for any missing data.

    Note: A **red** asterisk and Required Field (***Required Field**) displays to the right of the text boxes for fields that are mandatory, but incomplete. If the mandatory fields are not completed, the SF-52 will not be saved.

10. Complete the fields marked with a **red** asterisk and Required Field (***Required Field**).
11. Click the **Submit Request** button again.
12. Click the **OK** button.
    Submission complete page displays.
    The Request has been successfully submitted



Submission Complete page

13. Use the Submission Complete page to view the request, edit the request, view the SF-52, or submit a new request.

    a. Click the magnifying glass icon to view request details.

    b. Click the pencil icon to edit the request.

    c. Click the 52 icon to view the completed SF-52.
    An example of a completed SF-52 is on page 140

    d. Click the green/yellow icon to submit a new request.

Processing an Approved SF-52

The View All Requests option under the Requests menu provides a list of all the SF-52s currently in process or waiting for approval from a customer or an HR staff member.

- When an SF-52 is created in the Customer Edition or the HR Edition, it automatically generates an entry in the log of View All Requests.
- The log of View All Requests contains basic information, such as the action ID, type of action, status, requested by, days since approved, organization, employee, specialist, proposed effective date, and effective date.

Options	ID	Action	Status	Requested By	Days Since Approved	Organization	Employee	Specialist	Proposed Effective Date	Effective Date
	105419	Recruitment	Approved	HBUHKVM,IAFCH	2788	ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560	YKEDVRB,EJNVG		08/29/2010	
	105416	Recruitment	Approved	UEUTSPP,LNJQH	167	ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560	WPOLDEP,IKBNP		08/29/2010	
	105412	Recruitment	Approved	FNNFRYR,JFWLB	9201	ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560	RQODHRR,MIXIM		08/29/2010	
	105409	Recruitment	Approved	BEULFGW,WLBOC	1430	ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560	MQJWRLA,GVIOL		06/07/2010	
	103766	Recruitment	Approved	NSBREEY,FAPQX	5697	MEDICAL SERVICE 8201.2100	TVHGYEG,SEMIH		05/28/2010	
	102072	Recruitment	Approved	TAIEXBW,RLIIO	953	LAWTON-FT SILL CBOC 8204 2067	UYKSESA,MNVVB		06/06/2010	
	101966	Recruitment	Approved	JAYETCE,AEDVS	623	GERIATRICS & EXTENDED CARE 8201.2117	FLAUDRG,ALMIJ		06/06/2010	
	101101	Recruitment	Approved	WUOKRNB,EOINC	1545	SOCIAL WORK SERVICE 8221.2260	HPGSIDC,SHLXG		08/25/2010	

Requests>View All Requests>Requests page

Use the Options to display action details, edit the action, display the SF-52 as a form, or attach supporting documentation.

1. Click the magnifying glass icon  to view request details.
2. Click the pencil icon  to edit the request.
3. Click the 52 icon  to view the completed SF-52.
   An example of a completed SF-52 is on page 140.
4. Click the paperclip icon  to view supporting documentation previously attached.

Printing the SF-52

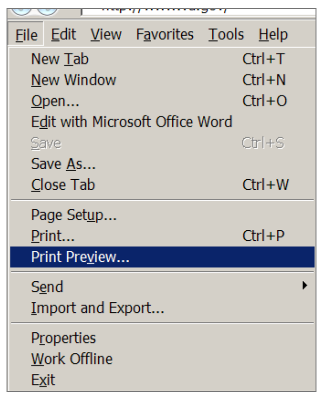
IE Browser

You cannot print from WebHR, but you can print the SF-52 from your Browser. Printing is not required. All actions remain in WebHR for three years.

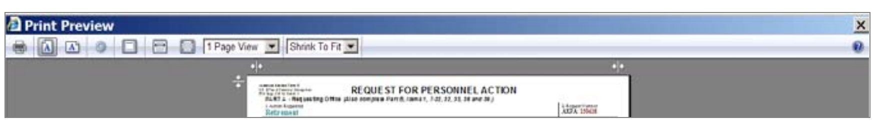
> **Note:** Resignation and separation SF-52s must be kept on file in the Official Personnel Folder/Electronic Official Personnel Folder (OPF/E-OPF). To place an SF-52 in the OPF or E-OPF, you need to print the SF-52.

To configure the Browser to print SF-52s properly:

1. On the Browser, open the **File** menu.
2. Select **Print Preview**.



Browser File menu with Print Preview selected

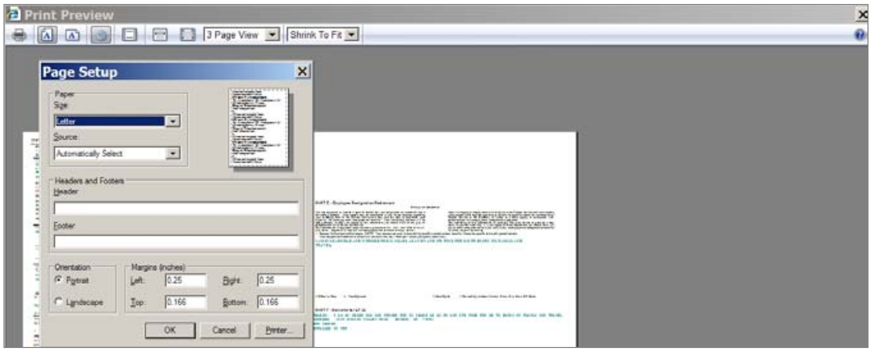


Browser File menu with Print Preview>1 Page View

3. On the Print Preview Toolbar, select **3 Page View**.

Browser File menu with Print Preview>3 Page View

4. Click the MS Browser Print Preview icon or use **Alt U** to open **Page Setup**.



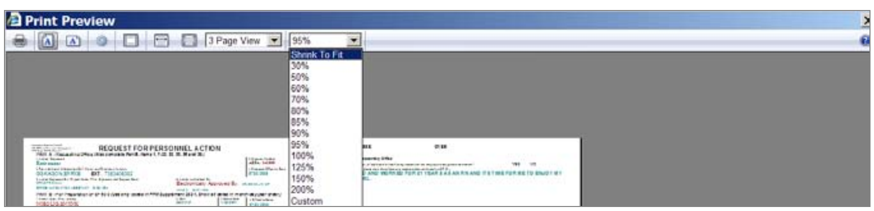
Browser File menu>Print Preview>Page Setup

5. On Page Setup:

   a. Remove the text that displays in the **Header** and **Footer** boxes.

   b. In the **Margins** section, change the four margins, Left, Right, Top, and Bottom to **0**.

      - The zeroes do not stay; but entering 0 forces the margins to default to the smallest possible margins.
      - Your print preview should display only two pages instead of three pages. If these modifications do not work, select **95%** from the **Shrink to Fit** drop-down list and only two pages should display.



Browser File menu>Print Preview>

- If you are using OPFs, the printer is capable of two-sided printing. Print the SF-52 two-sided.
- If the printer is not capable of two-sided printing, print two pages or print one page and manually print the second page on the reverse side of the printed page.
- If you are scanning for an E-OPF, print two pages.
- If actions are mailed for scanning by the contractor, use a single page document and save as a .pdf.
- If the Processing and Records staff do not have dual monitors or split screens, the staff prints the SF-52 to code into PAID.

Clipping Attachments to the SF-52

Requests>View All Requests

You can attach documents to SF-52s from the Customer Edition and the HR Edition of WebHR.

Under the Request-Details heading, a paperclip icon displays indicating that document(s) are attached to an SF-52.

No attachments to the SF-52

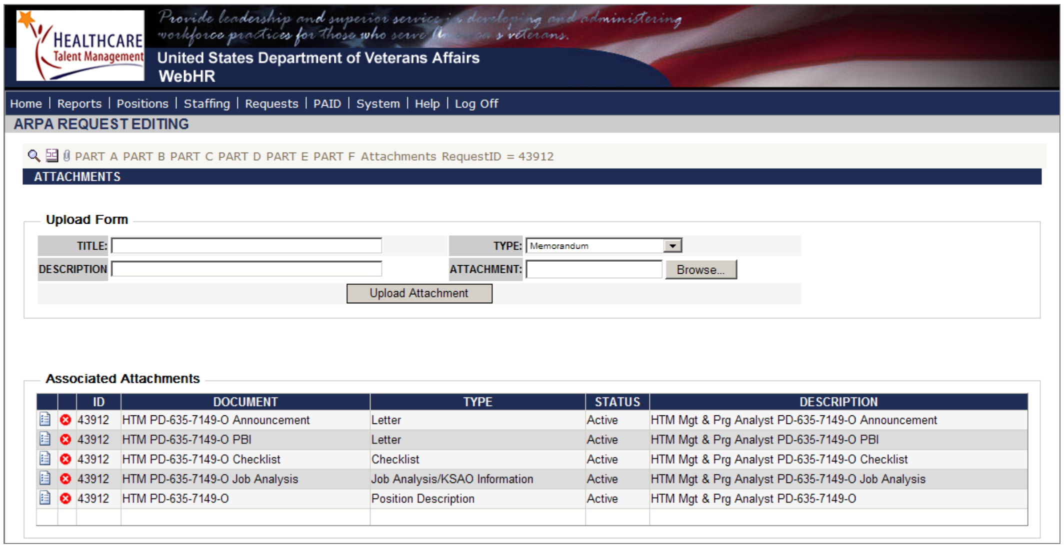
Attachments to the SF-52

In WebHR, you can view and *clip* attachments to an SF-52 when a paperclip icon displays.

1. On the Requests-Details page, click the paperclip icon to view the uploaded/attached documents. Attachments page displays.

or

2. On the Request Details page, click the document (file) icon **Attachments**, to *clip* documents to the SF-52.
   The Attachments page displays.
3. Click the **Upload Attachment** button.
   Confirmation displays that the document is uploaded.



ARPA Request Editing

- On the Attachments page, the columns can be sorted. For more information, refer to page 137.
- When uploading several documents with the same title, enter a description for each.
- If your attachment type is not in the list, select other or memorandum and indicate the actual document type in the description
- Standard attachments allowed include Windows based files, to include file formats with .doc, .xls, .pdf, etc., extensions.

Troubleshooting

Update User Profile

Update user profile
On the user profile page, the title and/or phone number are not correct. How do we update this information?
This information comes directly from Outlook; the database is referred to as Active Directory. • If the title and phone number are correct in Outlook, but not in WebHR, send an email to the WebHR Help Desk, advising of the change. The WebHR user account will be updated. • If the information is incorrect in Outlook, contact the local IT staff to make corrections. After the change is made, notify the WebHR Help Desk.

Cannot Access the Application

User cannot access the application
User receives System Error message and does not see the *I acknowledge* page
A number of things can cause this. Check a few things before contacting the WebHR Help Desk. 1. Does the user have the appropriate **Agent Type** and **Role Assignment**? Refer to User Assignments in WebHR on page 5 of the *User Manual for the Administrator Role*. 2. Is the user accessing the correct edition of the application? Only HR personnel should access the Automated Human Resources Edition of the application. All other users should use the Customer Edition. 3. Is the user new? a. Check the Browser settings--make sure all three **Use** items are selected. • Use SSL 2.0 • Use SSL 3.0 • Use TLS 1.0 b. To check the Use items: i. Open the Browser on the user's computer. ii. Click **Tools** and select Internet Options. iii. Select the Advanced tab and scroll down to the bottom of the list. iv. Make sure all three **Use** check boxes are selected. v. Click **OK**. **Note:** If the user still cannot access the application, the local WebHR Administrator should contact the WebHR Help Desk.

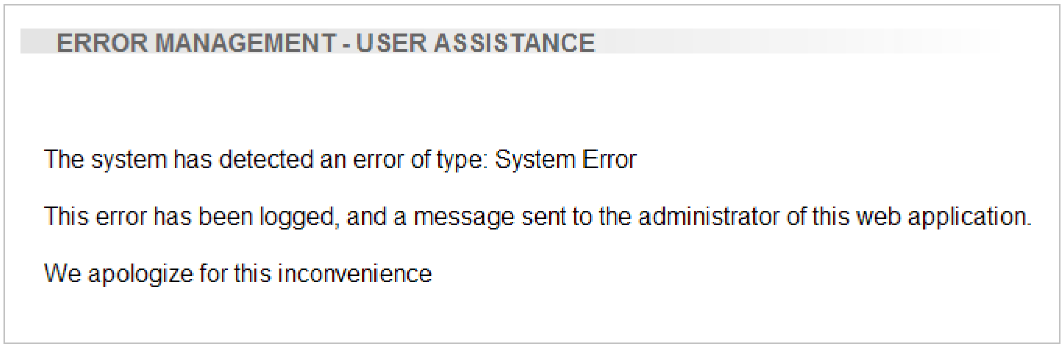
Cannot View the SF-52 to Approve

Approver and/or requester cannot see the SF-52 to approve
Review the organizational hierarchy. Is the service line of the preparer at the same level or below the requester and/or approver? A requester and/or approver can be higher in the chain of command in the organization than the preparer, but not below.

Cannot Find Appropriate Employee

Preparer cannot find the appropriate employee on which to initiate an action
Review the organizational hierarchy. 1. What is the cost center/org code for the employee? Check the cost center/org code for the employee in VISTA/PAID. 2. What is the cost center/org code for the preparer? The cost center/org code for the preparer may be different than the VISTA/PAID cost center. 3. Is the cost center/org code service line of the employee, mapped to the organizational hierarchy? If not, contact the WebHR Help Desk to add the service line. 4. Does the preparer have access to the cost center/org code for the identified employee? If the preparer does not have access to the cost center/org code identified, several options are available: • A different preparer may need to initiate the action • Realign the service line • Move the preparer • Contact the WebHR Help Desk

Error Management



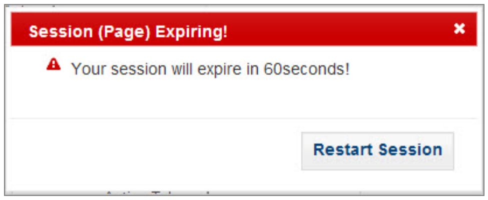
Error Management-User Assistance message

Error Management Message

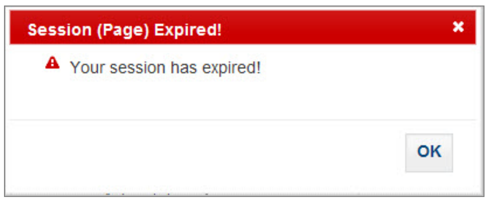
The system has detected an error. *This error has been logged, and a message sent to the administrator of this web application.* *We apologize for this inconvenience.*

Session Expiring

Warning Message: session expiring/expired
WebHR has default time set for how long the application remains open without activity. When the default time is reached, the Expiring/Expired notifications display.



Example of the Expiring notification
Your session will expire in 60 seconds!



Example of the Expired notification
Your session has expired

Glossary

Term	Definition
508 Compliance	A Public Law that agencies must provide employees and members of the public who have disabilities (e.g. vision impairment) access to electronic and information technology that is comparable to the access available to employees and members of the public who are not individuals with disabilities.
Action Type	Action type is the name of the action a preparer selects to identify the action HR is to process, e.g., Promotion, Recruit, Transfer, etc. These actions are sorted as categories in the background, in order to auto-populate the SF-52.
AdjBasicPay	Adjusted Basic Pay
Agent Type Assignment	Agent type assignment is the level of access granted to an authorized user of WebHR. Agent type assignments are done in the background system by the HTM HRIS staff as the first step in permitting users to access the application. Agent type assignment works in conjunction with Role assignment within the application. The agent types for the Customer Edition are: Delegate, Manager Assistant, Manager and for the HR Edition are: Staff_HR and HRO. Each of these types dictates what edition of the application a user can access, as well as what a user can do within the application when the agent type is paired with a role assignment.
Annuitant	Annuitant is a federal retiree
AnnuitantCode	Annuitant code indicates a re-employed annuitant who is presently receiving retirement benefits.
Appointment	Appointment is the method by which employees are placed in their positions.
Appropriation Code	Appropriation code is a combination of a 4-digit organizational code and a 4-digit cost center code, which identifies a specific reference for costing and tracking programs.
Approver/Manager	Approver (Role) is a service chief (manager) or someone who has authority to sign/approve the SF-52. This person can be higher in the chain of command from the preparer’s service line.
Approving Official	Approving Official is an individual with authority to initiate and/or sign off on SF-52s. This individual also has access to reports that are identified as manager specific. There should be at least two approving officials per service/section.
ARPA	Automated Request for Personnel Action
BasicPay	On the SF-52, basic pay is the amount in the general pay tables for the grades or established for T38 positions.

Term	Definition
Bus Code	BusCode is the Bargaining Unit Status (BUS) code of the employee's position with regard to federal employee bargaining unit representation. BUS code 8888 is for employees who are ineligible for bargaining unit representation, e.g., supervisors, managers, human resources specialist, etc. BUS code 8888 is not appropriate for employees in pay plans 1, 2, 4, 5, 6 or G. BUS code 7777 is for employees who are not excluded by law, but are excluded due to negotiations. Covered employees have codes specific to the location and the selected unions. For appropriate four-digit BUS codes, refer to the table in MP-6, Part V Chapter 6, Supp. No. 1.5, July 11, 2008 HRIS Bulletin 08-16. Consolidated in the BUS codes table: is used for any bargaining unit employee who is represented by AFGE, NFFE, NAGE, ANA or SEIU; use the appropriate consolidated BUS code P= Professional or NP= Non Professional.
Category	Category is a grouping of similar types of actions. Gains pick all recruitments, appointments, transfers, etc., any action that causes the organization to gain staff. Losses pull all separations, terminations, resignations, retirements, etc., any action that causes the organization to lose staff. Employee pulls any actions created with an employee's name.
CC Code	Cost Center Code
Centurion	Centurion is the system used to initialize authorization for user access; it is a behind-the-scenes application used in the Healthcare Talent Management (HTM) office. The HTM office manages Centurion and the WebHR HRIS Team makes changes to it.
Class 1 (C1)	Class 1 software includes applications and Commercial Off the Shelf (COTS) product interfaces installed on or interacting with VA computing environments. Class 1 products are created by or evaluated and certified by Product Development (PD) to comply with VA established criteria. Class 1 products are distributed for use at the enterprise level and PD is responsible for providing or arranging for the provision of customer support (Tier II) and maintenance (Tier III) support.
Class 3 (C3)	Class 3 software is also referred to as Field Developed Software (FDS). Class 3 products may originate from any unrelated PD source, including field developers, non-IT VA staff (e.g., physicians), vendors, open source, research, or educational organizations. Class 3 products generally have a limited and non-standardized distribution across VA systems and are not automatically covered by Office of Information and Technology (OIT) Tier II and III support commitments.

Term	Definition
Competitive Level	Competitive level identifies positions in a competitive area that are in the same grade or occupational level; the levels are so similar that the agency may readily assign employees from one position to another during a reduction in force (RIF).
Cost Center	Cost center is a 4-digit numerical code that identifies the service line for fiscal accountability and reporting.
Costed	Costed is the funding for the authorization to be charged or costed against an appropriation code.
Customer	Customer refers to the users of the WebHR Customer Edition application.
Delegate/Preparer	Delegate (Agent) in the WebHR application, is a staff member responsible for the initial entry of a Request for Personnel Action (SF-52). This staff member can track the status, send messages to HR, and view the employee information on the SF-52.
Duty Code	Duty code identifies an employee's work site (duty station) when assigned at a location other than the parent station. Only applicable to facilities with consolidated HR offices.
Duty Code Flag	Specific to Centurion/WebHR Duty code flag is an indicator that the organization is part of a consolidated group sharing the same station number, but separated into hospitals and then sub-organizations within the hospitals. Only applicable to facilities with consolidated HR offices. The separation of sites in Centurion/WebHR is based on a station number. When the station number is shared, Centurion/WebHR must find the differentiation for hospitals and then for each of the hospitals, including any additional duty station codes that indicate the sub-organizations. The duty station codes within the hospitals are automatically pulled for non-consolidated VISNs where the station number differs for each hospital.
ECF	Executive Career Field
E-Classification (E-Class)	E-Classification is an automated application that uses artificial intelligence to assign the classification (PP, Series, Grade) to positions using information put in by users and following the OPM Position Classification Standards.
E-OPF	Electronic Official Personnel Folder
Encumbered	Encumbered, in the HR community, describes a filled position
EOD	Entrance on Duty In a current assignment at the VA, entrance on duty is the date an employee starts working. Changes in EOD occur when an employee begins working at a VA, moves to a new VA site, or returns to VA from other employment, either Federal or civilian.

Term	Definition
Existing to Existing Action Types	Examples of Existing to Existing (E to E) action types are: promotion, change to lower grade, or change in position. These action types are generally restricted to current employees in the roles of a specific organization. E to E action types require all appropriate data fields to be filled in for both To and From, as well as employee data and position data.
Existing to Non-Existing Action Types	Examples of Existing to Non-Existing (E to NE) action types are: resignation and termination (separation actions). These action types remove employees from their existing organization. E to NE action types require the data fields to be filled in for From, as well as employee data and position data. To is left blank for separation actions. In WebHR, HRIS builds new codes for E to NE action types.
Fegli	Federal Employees Group Life Insurance
Fegli Code	Federal Employees Group Life Insurance code indicates the extent of life insurance coverage or non-coverage provided/selected. The codes range from A0 (ineligible) to Z5 (basic plus additional option with 5 times pay, standard option and family option with 5 times multiple). For the entire list of codes, refer to the Office of Personnel Management, Operating Manual, Guide to Data Standards, Part A Human Resources, pages A-131 through A-135.
Fiscal Employee	A fiscal employee is an employee in the financial or business office at a site. At some locations, fiscal employees are required to review various action types and are granted access to the HR Edition for review of SF-52s.
FY	Fiscal Year
Grade	Grade is the specific identifier that indicates pay level within a pay plan system. An employee's base pay range is determined by the grade code. Ungraded positions are coded 00.
HR	Human Resources
HR Dashboard	HR Dashboard is a web link to VHA Support Service Center (VSSC) reports, which provides an overview of human resource and workforce management key indicators in categories such as, workforce demographics, compensation and benefits, service and quality, etc.
HR Library	HR Library is a web link to the Office of Human Resources Management Intranet with information on HR policies on Benefits, Pay Administration, Recruitment and Staffing, etc.
HRIS	Human Resources (Information Systems)

Term	Definition
HRIS Specialist	Human resources information systems specialists do work that involves developing, delivering, managing, and maintaining HR information systems when the paramount knowledge requirement is human resources management, rather than information technology.
HRO	Human Resources Officer Each site allows only one site human resources officer per VAMC.
HRRC	Human Resources Resource Center
HTM	Healthcare Talent Management office
Local Adj	Locality Pay Adjustment Local adjustment is the pay amounts established as supplemental pay, based on higher cost of living assessments in some geographical areas.
LOCPAY	Locality Pay Locality pay is an authorized percentage of base pay for employees in a duty station designated as a locality pay area. The amount is included in the payable salary.
LWOP	Leave Without Pay
Manager/Approver	Manager (Agent) is a service chief (manager) or someone who has authority to sign/approve the SF-52. This person can be higher in the chain of command from the preparer’s service line.
Manager_Assistant/Requester	Manager_Assistant (Agent) is a person who can request (recommend) an action for an employee assigned to the requester’s program area, but not approve the action.
NOAC	Nature of Action Code Nature of action code indicates the type of personnel action being processed; it identifies the appropriate code and description for printing the NOA of the SF 50-B and the retirement record, as well as provides statistical data for reporting purposes. For NOAs used by VA, refer to Appendix D at http://vaww.va.gov/wist/PAIDcodingDocs/NOAappd.doc
Non-Existing to Existing Action Types	Examples of Non-Existing to Existing (NE to E) action types are: recruitment actions and appointment actions-any action that adds a new employee or an additional service. NE to E action types require the data fields to be filled in for To, as well as some position information in part B of the SF-52.
Number	Number is the same as Position Description (PD) Number: On Gain Request Submission
OCC	Occupation Series Code Occupational series code identifies the subdivision of an occupational family or group, under which an employee's position is classified.
OHRM	Office of Human Resources Management
OPF	Official Personnel Folder
OPM	Office of Personnel Management

Term	Definition
Organizational Code	Organizational code is a 4-digit numerical code that identifies a service line; the grouping defines a responsibility or class of programs.
P31	P31 is a report that lists all the employees in the user's service. This is the one report that displays name, title, series, PD number, grade, step and salary, as well as service computation date, etc.
PAID	Personnel and Accounting Integrated Data PAID is the package that supports employee master record data maintained by local Human Resources and Fiscal offices.
PAIDID	PAIDID is a unique identifier (number) assigned to each employee when added to PAID.
Pay Basis	Pay basis identifies the principal condition that serves as a basis for computing pay, e.g., hourly, per annum, in terms of time, production or other criteria.
Pay Plan	Pay plan identifies the pay system under which the employee's compensation is determined, e.g., GS, WG, etc.
PD	Position Description
PED	Proposed Effective Date Proposed effective date defaults to three months from the date the SF-52 is entered. The service chief submitting the SF-52, fills out the PED.
POS	Position
PP	Pay Plan
Preparer/Delegate	Preparer (Role) in the WebHR application, is a staff member responsible for the initial entry of a Request for Personnel Action (SF-52). This staff member can track the status, send messages to HR, and view the employee information on the SF-52.
QTU	Qualifications Standards Used (the T is a typo on the form)
Regraded	Regraded is a change to a position's classification, which affects the grade of the position.
Request ID	Request ID is a control number assigned to SF-52 actions, which allows for the identification and tracking of the request. Currently, WebHR uses a global numbering system to automatically assign a number to any action submitted by a preparer. The numbers are sequential and do not indicate the location, organization, FY, etc. where the action was created.
Requester/Manager_Assistant	Requester (Role) is a person who can request (recommend) an action for an employee assigned to the requester's program area, but not approve the action.

Term	Definition
Role Assignment	Role assignment works in conjunction with the agent type assignment to allow a user to access and utilize the specific WebHR edition needed. Multiple roles can be assigned to a user depending on the authorized level of access. Roles that parallel the agent types for the Customer Edition are: preparer, requester, approver and for the HR Edition are: Specialist and HRO. Local WebHR Administrators assign roles after an agent type is assigned by the HTM HRIS staff. These roles are based on the level of access a user should have in relation to work assignments.
Role Type Assignment	Role type assignment is the type of role assigned. There are customer-type roles and HR-type roles.
SAC	Special Agency Check
Series	Series is the same as Occupation Series Code (Occ Code).
Service Line	Service line is the organization of a specific clinical focus (i.e., primary care, mental health, and geriatrics/extended care) led by a manager at the VA facility level.
SF-50	Standard Form-50
SF-52	Standard Form-52
Specialist	In the HR Edition, Specialist is the role type that parallels the Staff_HR agent type.
Staff_HR	Staff_HR includes the HR specialists and HR assistants assigned to Human Resources. In the HR Edition, Staff_HR is the agent type that parallels the Specialist role type.
Standard Form (SF) 50	OPM Standard Form 50 – Notification of Personnel Action
Standard Form (SF) 52	OPM Standard Form 52 – Request for Personnel Action Operating officials and supervisors use the form to request personnel actions and to secure internal agency clearance of requests for personnel actions. Employees use the form to request leave without pay, to change a name, or to notify the agency of intent to resign or retire.
Status	Within WebHR requests listing, status indicates the stage in which the SF-52 is. Based on the assigned status level, statuses are waiting, active, or no longer active
Status Types	Within WebHR, status types are pending, approved, terminated, completed, and suspended.
Supvl	Supervisory Level Supervisory level identifies the category of a supervisor's responsibility. Supervisory codes are assigned during the classification process and annotated in the position description.

Term	Definition
TypeOfApt	Type of Appointment This code identifies the type of appointment (career conditional, career, etc.) under which an employee is serving. • indicates whether the appointment is in the competitive service, excepted service, or senior executive service (SES) • indicates whether the appointment is permanent or temporary • indicates the tenure group to which it applies
USA Staffing	USA Staffing is the link available from within the WebHR system for use by HR staff.
VA	Department of Veterans Affairs
VETPREF	Veterans Preference This code identifies the category of entitlement to preference to which an employee is entitled in the federal service, based on active military service that terminated honorably. For a list of the Veterans Preference codes, refer to MP-6, Part v, Supp. No. 1.5, Chapter 6, June 29, 2006, WIST bulletin 60-19.
VetPro	VA's web-based credentialing system for all VHA licensed health care personnel
VHA	Veterans Health Administration WebHR is used only by VHA
VHALWD	Veterans Health Administration Leadership and Workforce Development VHALWD is an enterprise system that incorporates a multitude of software applications that support leadership and development programs, succession planning, workforce performance, and other HR functions.
VICE	VICE is the name of a previous employee for a vacant position.
VistA	Veterans Health Information System Technology Architecture
VSSC	VHA Support Service Center This service center feeds data to the HR Dashboard.
WEBH	WebHR namespace
WebHR Administrator	WebHR Administrator is a staff member working in HR at a facility/program office. Human Resources Officer (HRO) appoints the administrator to act as the primary point of contact for local administration of the WebHR application.
WebHR Automated Human Resources Edition	This edition of the WebHR human resources application automates HR activities, including processing and tracking various personnel actions and functions. This human resources edition operates in conjunction with the WebHR Customer edition.

Term	Definition
WebHR Customer Edition	This edition of the WebHR customer application automates human resources activities, including initiation of personnel actions. This customer edition operates in conjunction with the WebHR Automated Human Resources edition.
WebHR Help Desk	Central point of contact for all WebHR related issues and questions for users of WebHR and is supported by HTM HRIS staff. vhahtmhrishelpDesk@va.gov.
WebHR SharePoint Site	Microsoft SharePoint website, available to all VA employees http://vhaokldevhpdm43/sites/HR%20Systems/default.aspx This site contains information relating to the WebHR application.
WMCO	Workforce Management and Consulting Office
WorkSite	Work site is the location at which the employee is physically located for employment.

Appendix

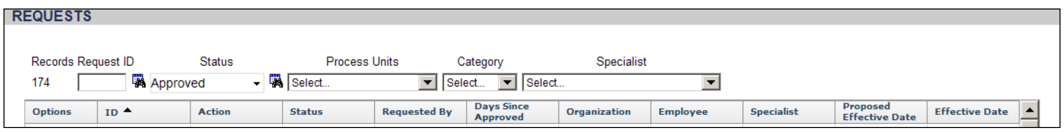
Sort Columns

Sorting Columns

WebHR System>Positions>View

As you move the mouse over a heading, if the heading changes color and a hand with a pointing finger displays, the column can be sorted.

- Click a heading once and the data is sorted in alpha/numeric order.
- Click the heading a second time and the data is sorted in reverse order.

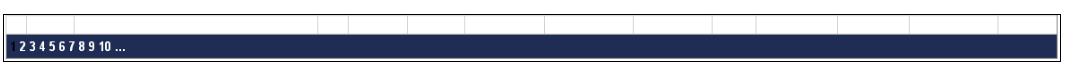


WebHR>Requests>View All Requests

- Click a heading and an up arrow displays, indicating the column is sorted in ascending order.
- Click the heading with the arrow and the down arrow displays, indicating the column is sorted in descending order.

Additional Pages of Records

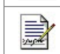
Moving to Another Page of Records



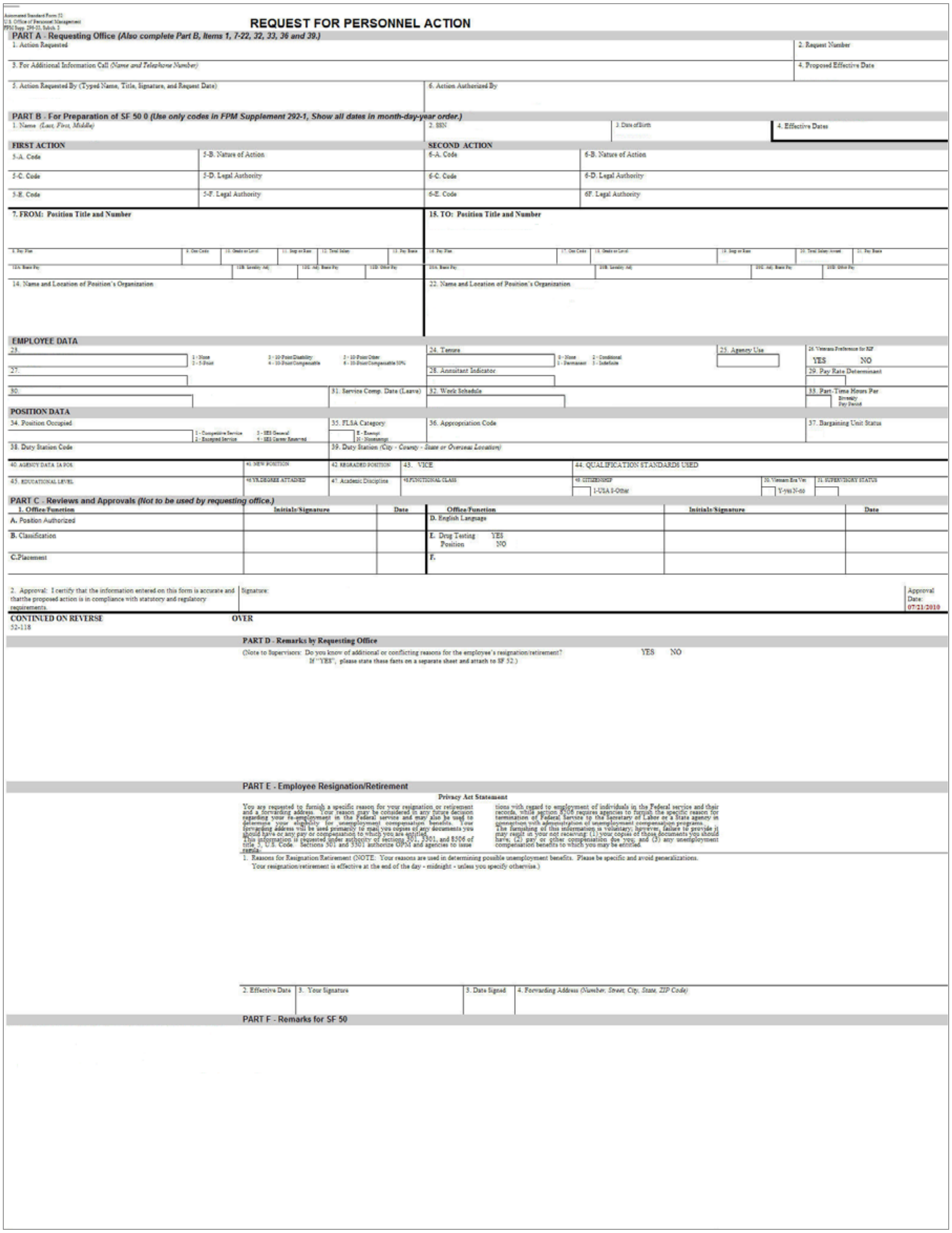
WebHR>Positions>View

In many WebHR pages, a blue bar with (page) numbers displays at the bottom of the page.
Click a number to move to that page of records.

WebHR Icons

Icon	Description
	WebHR document (file) icon used to select a particular document
	WebHR XL (Excel) icon used to select a particular XL spreadsheet
	WebHR MS Word icon used to select a particular MS Word document
	WebHR binoculars icon used to search for a particular element
	WebHR magnifying glass icon used to view the details of actions
	WebHR green triangle/orange circle icon used to initiate a request for action
	WebHR binoculars with calendar icon used to search for a particular element
	WebHR staffing icon used in the Staffing Module (Vacancy Tracking) to track a vacancy
	WebHR pencil icon used to edit requests for action
	WebHR 52 icon used to view completed SF-52s
	WebHR head icon used to select an employee on which to initiate an SF-52
	WebHR double down arrow icon used to close sections of the Staffing Module
	WebHR double up arrow icon used to open sections of the Staffing Module
	WebHR paperclip icon used to attach supporting documentation to SF-52s
	WebHR envelope icon used to select a manager to whom to send an alert
	WebHR arrow in a green circle (pointing right) icon used to view actions for a particular organization, processing unit, and specialist
	WebHR person icon used to select a registered user to which to assign a role type
	WebHR X in a red circle icon used to delete items
	WebHR document (file) icon used to select a particular document
	WebHR document with a pen icon used to digitally sign requests for action
	WebHR lock icon used to indicate an item cannot be edited
	WebHR padlock icon indicates the information is certified
	Microsoft Browser Print Preview icon used to open Page Setup
	WebHR shield with exclamation point used to identify important notes

Sample of an SF-52 – Request for Personnel Action



REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)

1. Action Requested
2. Request Number
3. For Additional Information Call (Name and Telephone Number)
4. Proposed Effective Date
5. Action Requested By (Typed Name, Title, Signature, and Request Date)
6. Action Authorized By

PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)

1. Name (Last, First, Middle)
2. SSN
3. Date of Birth
4. Effective Date

FIRST ACTION
5-A. Code
5-B. Nature of Action
5-C. Code
5-D. Legal Authority
5-E. Code
5-F. Legal Authority

SECOND ACTION
6-A. Code
6-B. Nature of Action
6-C. Code
6-D. Legal Authority
6-E. Code
6F. Legal Authority

7. FROM: Position Title and Number
14. Name and Location of Position's Organization

15. TO: Position Title and Number
22. Name and Location of Position's Organization

EMPLOYEE DATA
23.
24. Tenure
25. Agency Use
27.
28. Annuitant Indicator
29. Pay Rate Determinant
30.
31. Service Comp. Date (Leave)
32. Work Schedule
33. Part-Time Hours Per

POSITION DATA
34. Position Occupied
35. FLSA Category
36. Appropriation Code
37. Bargaining Unit Status
38. Duty Station Code
39. Duty Station (City - County - State or Overseas Location)
44. QUALIFICATION STANDARDS USED
47. Academic Discipline

PART C - Reviews and Approvals (Not to be used by requesting office.)

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. Position Authorized			D. English Language		
B. Classification			E. Drug Testing Position YES NO		
C. Placement			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements.
Signature
Approval Date: 07/21/2010

CONTINUED ON REVERSE
OVER
52-118

PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? YES NO
If "YES", please state these facts on a separate sheet and attach to SF 52.)

PART E - Employee Resignation/Retirement

Privacy Act Statement

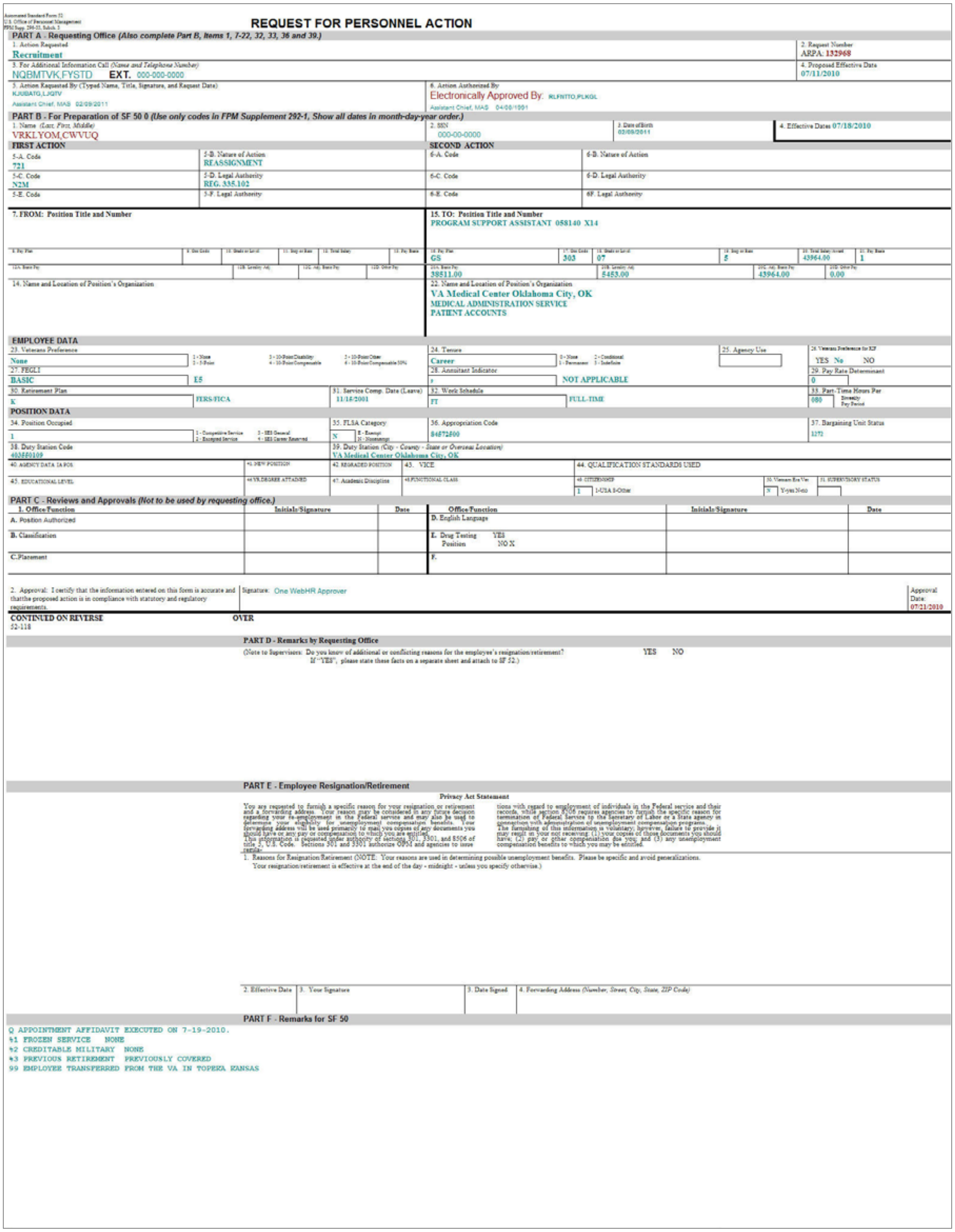
1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date
3. Your Signature
3. Date Signed
4. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

Sample of an SF-52

Sample of a Completed SF-52 – Request for Personnel Action



Automated Standard Form 52
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Requesting Office *(Also complete Part B, Items 1, 7-22, 32, 33, 36 and 39.)*

1. Action Requested: Recruitment
2. Request Number: ARPA: 132968
3. For Additional Information Call (Name and Telephone Number): NQBMTVK,FYSTD EXT. 000-000-0000
4. Proposed Effective Date: 07/11/2010
5. Action Requested By (Typed Name, Title, Signature, and Request Date): KJUBATG,LJQTV Assistant Chief, MAS 02/09/2011
6. Action Authorized By: Electronically Approved By: RLFNTTO,PLKGL Assistant Chief, MAS 04/08/1991

PART B - For Preparation of SF 50 0 *(Use only codes in FPM Supplement 292-1, Show all dates in month-day-year order.)*

1. Name (Last, First, Middle): VRKLYOM,CWVUQ
2. SSN: 000-00-0000
3. Date of Birth: 02/09/2011
4. Effective Date: 07/18/2010

FIRST ACTION		SECOND ACTION	
5-A. Code: 721	5-B. Nature of Action: REASSIGNMENT	6-A. Code	6-B. Nature of Action
5-C. Code: N2M	5-D. Legal Authority: REG. 335.102	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6F. Legal Authority

7. FROM: Position Title and Number

15. TO: Position Title and Number: PROGRAM SUPPORT ASSISTANT 058140 X14

16. Pay Plan: GS; 17. Occ. Code: 303; 18. Grade or Level: 07; 19. Step or Rate: 5; 20. Total Salary/Award: 43964.00; 21. Pay Basis: 1

20A. Basic Pay: 38511.00; 20B. Locality Adj.: 5453.00; 20C. Adj. Basic Pay: 43964.00; 20D. Other Pay: 0.00

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization: VA Medical Center Oklahoma City, OK MEDICAL ADMINISTRATION SERVICE PATIENT ACCOUNTS

EMPLOYEE DATA

23. Veterans Preference: None
24. Tenure: Career
25. Agency Use
26. Veterans Preference for RIF: YES No NO
27. FEGLI: BASIC E5
28. Annuitant Indicator: 9 NOT APPLICABLE
29. Pay Rate Determinant: 0
30. Retirement Plan: K FERS/FICA
31. Service Comp. Date (Leave): 11/18/2001
32. Work Schedule: FT FULL-TIME
33. Part-Time Hours Per Biweekly Pay Period: 080

POSITION DATA

34. Position Occupied: 1
35. FLSA Category: N
36. Appropriation Code: 84572500
37. Bargaining Unit Status: 1272
38. Duty Station Code: 403550109
39. Duty Station (City - County - State or Overseas Location): VA Medical Center Oklahoma City, OK
40. Agency Data IA POS; 41. New Position; 42. Regraded Position; 43. VICE; 44. Qualification Standards Used
45. Educational Level; 46. YR Degree Attained; 47. Academic Discipline; 48. Functional Class; 49. Citizenship: 1 1-USA 8-Other; 50. Veterans Status Ver: N Y-yes N-no; 51. Supervisory Status

PART C - Reviews and Approvals *(Not to be used by requesting office.)*

1. Office/Function	Initials/Signature	Date	Office/Function	Initials/Signature	Date
A. Position Authorized			D. English Language		
B. Classification			E. Drug Testing Position YES NO X		
C. Placement			F.		

2. Approval: I certify that the information entered on this form is accurate and that the proposed action is in compliance with statutory and regulatory requirements. Signature: One WebHR Approver. Approval Date: 07/21/2010

CONTINUED ON REVERSE OVER
52-118

PART D - Remarks by Requesting Office

(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? YES NO
If "YES", please state these facts on a separate sheet and attach to SF 52.)

PART E - Employee Resignation/Retirement

Privacy Act Statement

1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)

2. Effective Date | 3. Your Signature | 3. Date Signed | 4. Forwarding Address (Number, Street, City, State, ZIP Code)

PART F - Remarks for SF 50

Q APPOINTMENT AFFIDAVIT EXECUTED ON 7-19-2010.
%1 FROZEN SERVICE NONE
%2 CREDITABLE MILITARY NONE
%3 PREVIOUS RETIREMENT PREVIOUSLY COVERED
99 EMPLOYEE TRANSFERRED FROM THE VA IN TOPEKA KANSAS

Sample of a completed SF-52