

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)

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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.

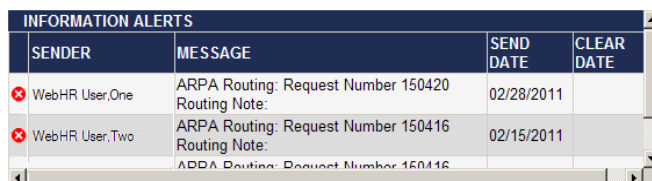
Organizational Profile

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 | | | |
|--------------------|--|------------|------------|
| SENDER | MESSAGE | SEND DATE | CLEAR DATE |
| WebHR User.One | ARPA Routing: Request Number 150420 Routing Note: | 02/28/2011 | |
| WebHR User.Two | ARPA Routing: Request Number 150416 Routing Note: | 02/15/2011 | |
| | ARPA Routing: Request Number 150416 | | |

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.

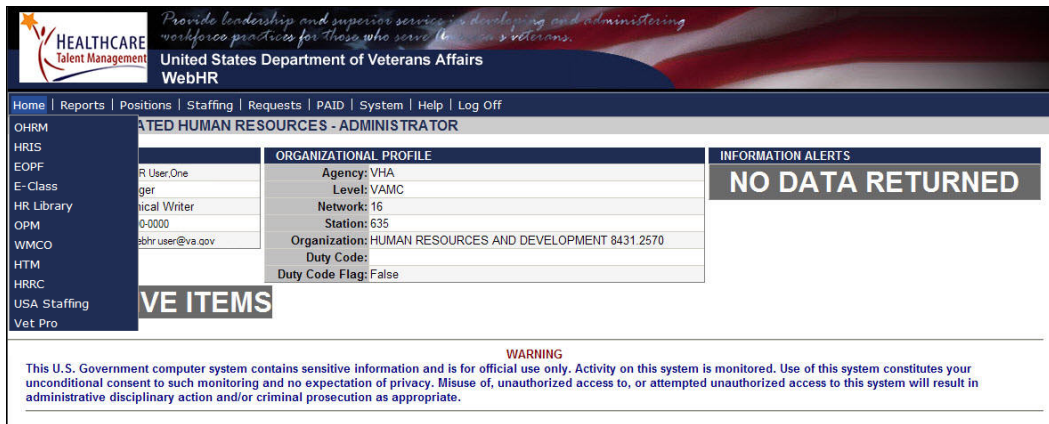
Bulletin Board

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.

The screenshot shows the WebHR interface for the United States Department of Veterans Affairs. The top navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'HUMAN RESOURCES - ADMINIS TRATOR' and is divided into three sections: 'WEBH' (with a dropdown menu for PAID Reports, ARPA Reports, Staffing Reports, Exception Reports, and HR Dashboard), 'ORGANIZATIONAL PROFILE' (with fields for Agency: VHA, Level: VAMC, Network: 16, Station: 635, Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570, and Duty Code:), and 'INFORMATION ALERTS' (displaying 'NO DATA RETURNED'). A 'NO ACTIVE ITEMS' banner is visible at the bottom of the main content area. A warning message is displayed at the very bottom of the page.

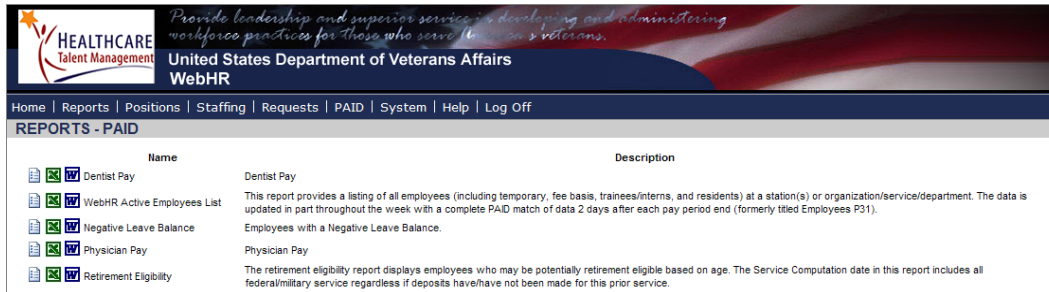
Reports menu

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

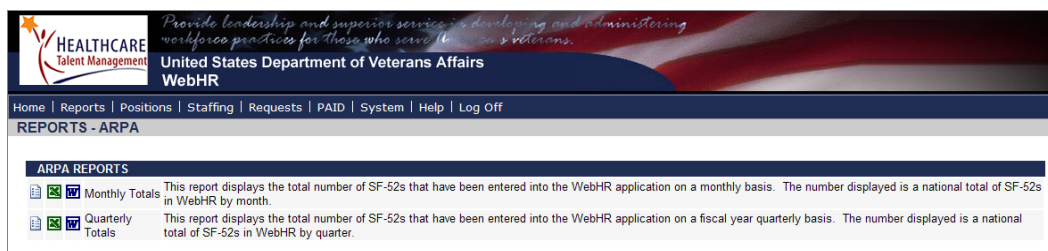
The Physician Pay report provides information to allow the comparison of employees in the same occupation, as well as to deal with pay-setting processes.

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.

The screenshot shows the WebHR interface with the following content:

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

REPORTS - HR MEASUREMENTS

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 approximately 33 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 approximately 33 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.

The screenshot shows the WebHR interface with the following content:

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

REPORTS - EXCEPTION

EXCEPTION REPORTS

| | 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 695) hours, yellow indicates leave balances within 90% of 240 (or 695) 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.

The screenshot shows the VSSC Human Resources Dashboard report configuration interface. At the top, there are two tabs: "Select Parameters" and "Data Definitions/Important Links". Below the tabs is a header with the VSSC logo and the text "United States Department of Veterans Affairs VHA Support Service Center (VSSC) HUMAN RESOURCES DASHBOARD". The main area contains two columns of dropdown menus. The first column is labeled "(1) SELECT ADMINISTRATION" and includes options for "VHA VISN", "VBA AREA", "NCA MSN", and "CANTEEN". The second column is labeled "(2) SELECT REGION" and includes a "SUMMARY BY VISN" dropdown with options for "VHA CO", "VISN 1 BOSTON", "VISN 2 ALBANY", "VISN 3 BRONX", "VISN 4 PITTSBURGH", "VISN 5 BALTIMORE", and "VISN 6 DURHAM". A "Run Report" button is located at the bottom of the form.

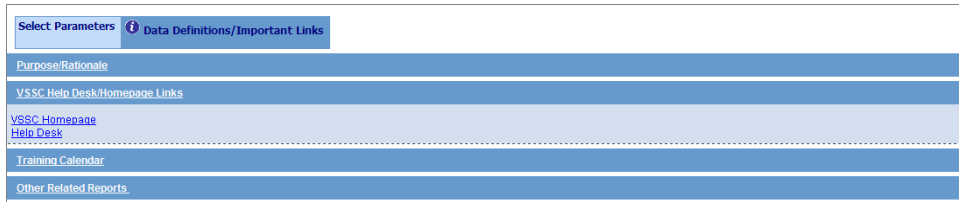
Reports>HR Dashboard

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.

The screenshot shows the "Data Definitions/Important Links" page. At the top, there are two tabs: "Select Parameters" and "Data Definitions/Important Links". Below the tabs is a list of links: "Purpose/Rationale", "HR Dashboard", "VSSC Help Desk/Homepage Links", "Training Calendar", and "Other Related Reports".

Data Definitions/Important Links page

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



Data Definitions/Important Links

- 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.

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

 A screenshot of the VSSC Help Desk sign-up form. At the top, there is a logo for 'VSSC Help Desk' with the text 'VHA Support Service Center' and 'Field Based, PAA Eligible'. Below the logo, the form contains the following text: 'Welcome, it appears this is the first time you've used the Help Desk, enter your email to get started'. There are four input fields: 'Email:' with an asterisk, 'Confirm Email:' with an asterisk, 'VISN/Facility Name:' with an asterisk, and 'VISN:' with a dropdown menu showing 'Please Select' and an asterisk. At the bottom of the form is a 'Sign Up' button.

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.

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.



HEALTHCARE Talent Management Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.
United States Department of Veterans Affairs WebHR

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

POSITIONS - POSITION DETAILS

POSITION

Position ID: 141789 Vhalwd PID: 203262 Old PID: Old PD #: 059470

Position: IT SPECIALIST

Pay Plan: GS Series: 2210 Grade: 11 Audit:

Comp Level: X01 SuppCode: 0 BUS Code: 65 SubmDept:

FLSA: E Status: 0 Active:

ORGANIZATION

NetworkID: 16 StationID: 635

CostCenterID: 1971 OrganizationID: 4300

ApprCode: 1971.4300 Facility:

VICE

| FIRST | LAST | START DATE | END DATE |
|--------|--------|------------|----------|
| QUMBOW | SHDNEX | 10/01/2003 | |

WORKFLOW

Specialist: Complexity: Action Taken:



Date Received: 6/25/2008 3:00:05 PM Sensitivity: Duplication:

Date Classified: 5/27/2007 5:08:16 PM PDID:

Date Completed: 6/25/2008 3:00:05 PM PD Text: Remarks:

Date PosRepDist: Hours to Classify:

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.

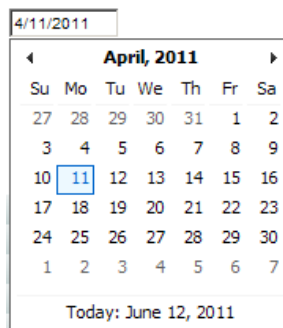
Note: The request submission pages that display vary depending on the type of action you initiate.

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.

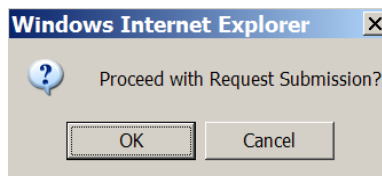
Part B To and Part B Position Data

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) <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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 redisplay.
- 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.



| USER PROFILE | ORGANIZATIONAL PROFILE | INFORMATION ALERTS |
|--|---|-------------------------|
| Name: WebHR User One | Agency: VHA | NO DATA RETURNED |
| Agent Type: Manager | Level: VAMC | |
| Title: Technical Writer | Network: 16 | |
| Phone: 000-000-0000 | Station: 635 | |
| Email: one.webhr.user@va.gov | Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | |
| | Duty Code: | |
| | Duty Code Flag: False | |
| NO ACTIVE ITEMS | | |
| WARNING This U.S. 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. | | |

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 | fggkfg | 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) | 126458 | GS | 201 | 12 | TEMPORARY | IERVOSN,XBRGG | | 7/7/2011 |
| | 149945 | Approved | Recruitment | | Healthcare Talent Management 8615.2780 | PROGRAM MANAGER | | GS | 343 | 13 | New | | | 4/15/2000 |
| | 149939 | Approved | Recruitment T21 | | Office of Director | NURSING ASSISTANT | 03532A | GS | 521 | 3 | Vacant | | | 1/22/1988 |
| | 149938 | Approved | Recruitment | | OFFICE OF DIRECTOR | NURSE | 000000 | VN | 810 | 2 | WebHR Use Two | EFLFLUB,GXWOO | | 9/10/2009 |
| | 149906 | Approved | Recruitment | | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | ACCOUNT PAYABLE TECHNICIAN | | GS | 0 | 6 | WebHR Use Three | | | 12/18/2005 |
| | 149833 | Approved | Recruitment T21 | | CHIEF OF STAFF | BLIND REHAB SPEC (INSTRUCTOR) | 071490 | GS | 601 | 13 | WebHR Use Four | POQFSPA,XTQGG | | 9/27/1988 |
| | 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 | | | 10/7/1988 |





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** 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.



HEALTHCARE Talent Management
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WebHR

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REQUESTS - DETAILS

PART A PART B PART C PART D PART E PART F Attachments RequestID = 150484

| 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: | jhsdkjhdsfjh |
| Assigned To: | WebHR User,One |
| Process Unit: | Classification |

| MILESTONES | |
|-----------------|------------|
| Entered System: | 07/08/2011 |
| Opened in HR: | 07/08/2011 |
| Closed: | |

| CHANGE STATUS | |
|-----------------------------|----------|
| Status Types: | Approved |
| Status Change Reason: | |
| Enter Status Change Reason: | |

| LOG ITEM ENTRY FORM | |
|----------------------|--|
| Enter Log Item Text. | |
| Enter Log Item Text. | |

| ROUTING | |
|---------------|---------------------|
| ROUTE TO: | |
| ASSIGN TO: | |
| Routing Note: | Enter Routing Note. |

| REQUEST LOG | | |
|----------------------------------|----------------|--------------|
| Part F Edited By: | WebHR User,Two | System Input |
| Section Edited - Part E - By: | WebHR User,Two | System Input |
| Part D Edited By: | WebHR User,Two | System Input |
| Part C Approval Block Edited By: | WebHR User,Two | System Input |
| Part C Drug Testing Edited By: | WebHR User,Two | System Input |

| 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 | | |

Submit Log Entry

Route Request

Submit Status Change

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: | jhsdkjfhdsfjh |
| 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 | |
|-----------------|------------|
| Entered System: | 07/08/2011 |
| Opened in HR: | 07/08/2011 |
| Closed: | |

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 | |
|---|------------|
| Status Types: | Approved ▼ |
| Status Change Reason | |
| Enter Status Change Reason. | |
| <input type="button" value="Submit Status Change"/> | |

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 <i>Terminated</i> action; however, you can add comments for other status types. |

Status Types in WebHR

| Status Type | Description |
|-------------|---|
| Approved | The customer uses <i>approved</i> to complete an action and to indicate the action is ready for HR. Note: HR specialists should not work on any action in a <i>pending</i> status. |
| Completed | The specialist uses <i>completed</i> to indicate the action is completed and coded into PAID. <ul style="list-style-type: none"> The Processing and Records unit makes the change to the <i>completed</i> 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 <i>pending</i> to return an action to the manager. <ul style="list-style-type: none"> The initial status of an action is always <i>pending</i>. Returning an action to <i>pending</i> allows the manager or delegate to make changes/updates and to move the action into an <i>approved</i> status. The specialist should enter a reason for and the date of the change. |
| Suspended | The specialist uses <i>suspended</i> when HR is prevented from taking action. <ul style="list-style-type: none"> When an action is placed in or changed from <i>suspended</i>, the specialist should enter a reason for and the date of the change to <i>suspended</i>. The reason(s) and date(s) permanently display in the Request Log to retain the suspension dates of the action. |

| Status Type | Description |
|-------------------|---|
| Terminated | <p>The customer uses <i>terminated</i> when HR or the approving official cancels an action.</p> <ul style="list-style-type: none"> The user must enter a reason for and the date of the change to <i>terminated</i>--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 <i>pending</i>, so the manager can change the status to <i>terminated</i>. |

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 | | |
|----------------|----------------------------------|--------------|
| USER | ITEM | TYPE |
| WebHR User,Two | Part F Edited By: | System Input |
| WebHR User,Two | Section Edited - Part E - By: | System Input |
| WebHR User,Two | Part D Edited By: | System Input |
| WebHR User,Two | Part C Approval Block Edited By: | System Input |
| WebHR User,Two | Part C Drug Testing Edited By: | System Input |

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.

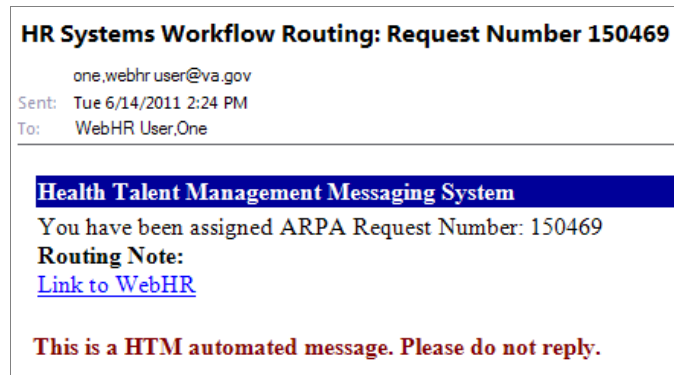
Note: Actions can be re-routed back to some other processing unit, if necessary.

Routing section of Request-Details

| Field | Description |
|--------------|---|
| Route To | <p>Required</p> <p>Select a unit to which the action is routed:</p> <ul style="list-style-type: none"> • Suspended Status • Administrative • Classification • Recruitment & Placement • Workforce Development • Employee Relations • Payroll • Workers Compensation • Processing & Records • Resource Board • Retirement Section |
| Assign To | <p>Required</p> <p>Select a specialist to whom the action is assigned.</p> <p>If you need to change the Assign To drop-down list, contact your WebHR Administrator for corrections, additions, or changes.</p> |
| Routing Note | <p>Add a note for the next processing unit.</p> <p>The note displays in the email text and information alert sent to the next processing unit specialist</p> |

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.



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 | <p>Date the SF-52 was routed from a particular unit</p> <p>Monitor the Routing Log to verify a date is added to Cleared.</p> <p>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.</p> |

| 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.

| 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 | fggldg | 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) | 128456 | GS | 201 | 12 | TEMPORARY | IERVOSNLXBRGG | | 7/7/2011 |
| | 149945 | Approved | Recruitment | | Healthcare Talent Management 8916.2760 | PROGRAM MANAGER | | GS | 343 | 13 | New | | | 4/15/2000 |
| | 149939 | Approved | Recruitment T21 | | Office of Director | NURSING ASSISTANT | 03532A | GS | 521 | 3 | Vacant | | | 1/22/1988 |
| | 149938 | Approved | Recruitment | | OFFICE OF DIRECTOR | NURSE | 000000 | VN | 610 | 2 | WebHR User Two | EPLFUIB,GXWOD | | 9/10/2009 |
| | 149900 | 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 | | 9/27/1988 |
| | 149821 | Approved | Recruitment | | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | ACCOUNT PAYABLE TECHNICIAN | | AD | 0 | | VACANT | NJXCKNR,KVLLNN | | 7/10/2010 |
| | 149803 | Approved | Recruitment | | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | ACCOUNTANT | | GS | 0 | 7 | VACANT | | | 10/7/1988 |


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


- 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

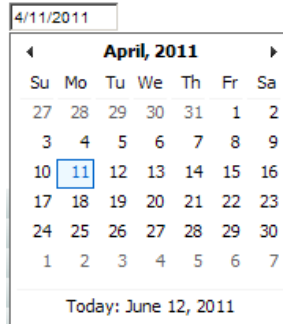
From the Staffing page under Options, click the pencil icon  next to a vacancy to edit the request (action).

The Requests-Editing-Part A page displays.

- For details on editing an SF-52 request, refer to *Editing the SF-52* on page 98.

- 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.
- In the sections of the Vacancy Tracking page, you can open one or more sections to view and update.
 - Click the double down arrow icon  to close a section.
 - 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**.

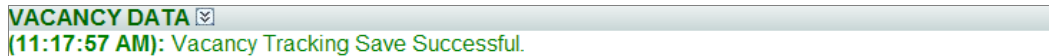


Pop-up Calendar

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.

The screenshot shows the 'REQUEST/POSITION INFORMATION' section of the WebHR interface. It contains two columns of data:

| | |
|---|--|
| ID: 150105 | Position Title: HEALTH CARE EDUCATION SPEC (TL) |
| Action: Recruitment | Position Number: 128458 |
| Status: Approved | Occupation Series: 201 |
| Organization: OFFICE OF DIRECTOR 8401.2500 | Grade: 12 |
| Date SF-52 Approved: 07/07/2011 | Department: OFFICE OF DIRECTOR 8401.2500 |
| Active Days: 34 | Section: OFFICE OF DIRECTOR |
| Contact: PLRSMHS.JWPYT | Duty Station: 635A |
| Phone: 1722168110 | Work Schedule: PART-TIME |
| | Vice: TEMPORARY |

Below the data table are several expandable sections: MILESTONES, ANNOUNCEMENT TRACKING, ADDITIONAL AUTHORIZATIONS (OPTIONAL), VACANCY DATA, SELECTEE TRACKING, and REMARKS.

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. <ul style="list-style-type: none"> • 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.

The screenshot shows the 'ANNOUNCEMENT TRACKING' section of the WebHR interface. At the top, there is a header for 'HEALTHCARE Talent Management' and 'United States Department of Veterans Affairs WebHR'. Below the header is a navigation bar with links: Home | Reports | Positions | Staffing | Requests | PAID | System | Help | Log Off. The main content area is titled 'STAFFING - VACANCY TRACKING' and contains several expandable sections: 'REQUESTS/POSITION INFORMATION', 'MILESTONES', 'ANNOUNCEMENT TRACKING', 'ADDITIONAL AUTHORIZATIONS (OPTIONAL)', 'VACANCY DATA', 'SELECTEE TRACKING', and 'REMARKS'. The 'ANNOUNCEMENT TRACKING' section is currently expanded and contains the following fields:

| | | | |
|--|---|--|-----------|
| Vac. Ann. Open Date: | 4/13/2011 | Vac. Ann. Close Date: | 4/14/2011 |
| Rating/Ranking Panel: | <input checked="" type="radio"/> No <input type="radio"/> Yes | Date Rating/Ranking Panel: | |
| Date Vac. Ann. Certificate to Service: | | Date Vac. Ann. Certificate from Service: | |
| DEU Open Date: | 4/12/2011 | DEU Close Date: | 4/13/2011 |
| Date DEU Cert Received in HR: | | Date DEU Cert from HR or DEU to Service: | |
| Date DEU Cert Returned from Service to HR: | | Date HR Returned DEU Cert to DEU: | |
| Vac. Ann. Local Use 6: | | Vac. Ann. Local Use 7: | |

Below the form fields is a '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 <i>open continuous</i> , enter the beginning date of the open continuous announcement. |
| Rating/Ranking Panel | Default is No Select Yes , if <i>Panel</i> 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 <i>open continuous</i> , 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.

The screenshot shows the 'Additional Authorizations (Optional)' form in the WebHR system. The form is part of the 'STAFFING - VACANCY TRACKING' module. It includes the following fields and options:

- REQUEST/POSITION INFORMATION** (expandable)
- MILESTONES** (expandable)
- ANNOUNCEMENT TRACKING** (expandable)
- ADDITIONAL AUTHORIZATIONS (OPTIONAL)** (expandable)
- Leadership Recruit:** 1/3/2011
- Leadership Commit:** 1/4/2011
- Delay Start:** 12/13/2010
- Delay End:** 1/28/2011
- Date Assigned to Staffer:** (empty)
- Additional Local Use 3:** (empty)
- Additional Local Use 4:** (empty)
- Additional Local Use 5:** (empty)
- Save Authorizations** button
- VACANCY DATA** (expandable)
- SELECTEE TRACKING** (expandable)
- REMARKS** (expandable)

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. <ul style="list-style-type: none"> • 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.

The screenshot shows the 'SELECTEE TRACKING' section of the WebHR interface. It includes the following fields:

- Name of Selectee:
- AOC Selected from:
- Type of Background check:
- Date SAC Results Adjudicated:
- Date Background Check Results Received:
- Date Credentialing Started (VetPro):
- Date All Required Verifications Complete & Databanks Cleared:
- Date of Physician Comp Panel:
- Date of Medical Exam:
- Selectee Local Use 10:
- Selectee Local Use 12:
- Date Selectee Contacted:
- Date Fingerprints Taken (SAC):
- Date SAC Results Received:
- Date Background Check Initiated (eQIP):
- Date Background Check Results Adjudicated:
- Date Credentialing Completed (VetPro):
- Date of Professional Standards Board:
- Date Privileges Approved (optional):
- Date Medical Exam Cleared:
- Selectee Local Use 11:
- Selectee Local Use 13:

At the bottom of the form is a 'Save Selectee Tracking' button and a 'REMARKS' section.

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 |

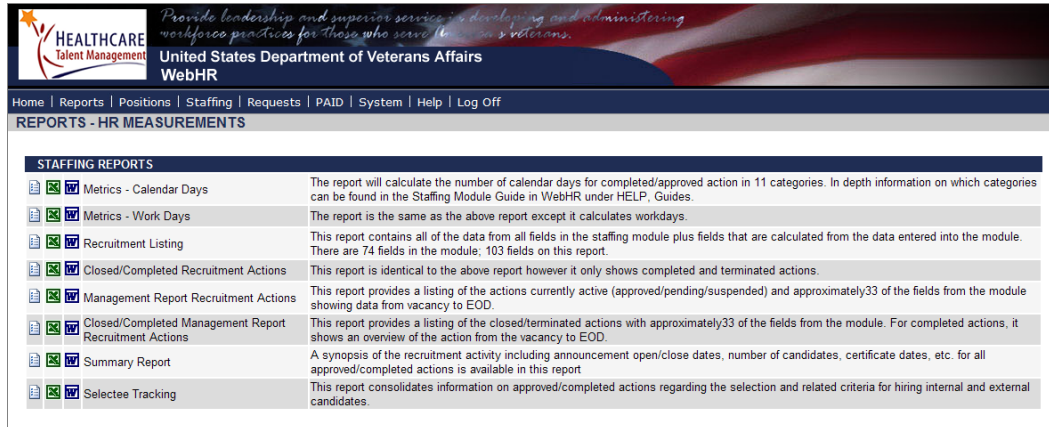
Staffing (Module) Reports

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.

The screenshot shows the WebHR interface for the United States Department of Veterans Affairs. The top navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'WEBHR - AUTOMATED HUMAN RESOURCE MANAGER'. On the left, there is a 'USER PROFILE' section for 'WebHR User One', a 'New Request' dropdown menu, and a 'NO ACTIVE ITEMS' message. The dropdown menu lists options: 'New Request', 'View All Requests', 'My Assigned Requests', 'Workload', 'ARPA Action Types', 'Legal Authority List', 'Nature of Action List', and 'Duty Code Flag: False'. The 'Nature of Action List' dropdown is open, showing a list of action types including 'RESOURCES AND DEVELOPMENT 8431.2570'. On the right, there is an 'INFORMATION ALERTS' section with a 'NO DATA RETURNED' message. A warning message is displayed at the bottom of the page.

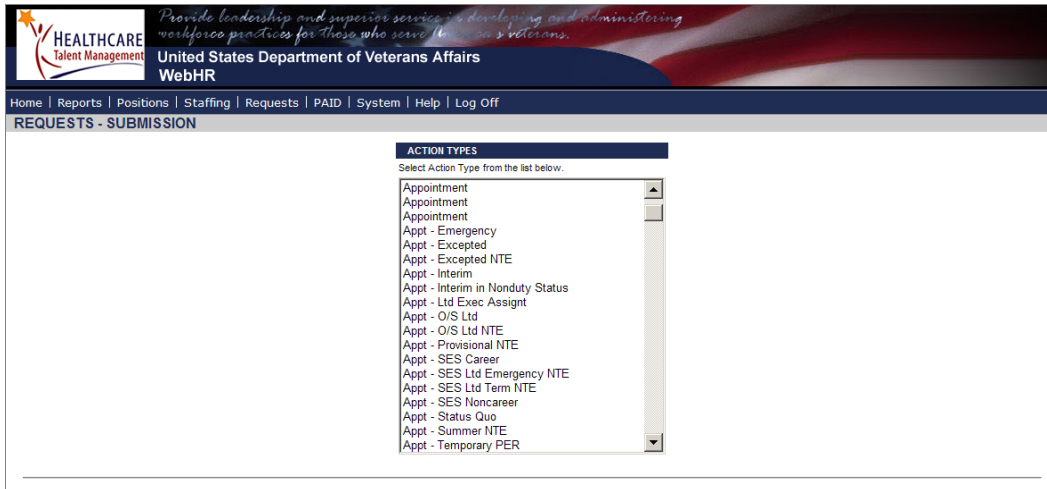
WebHR>Requests menu

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.

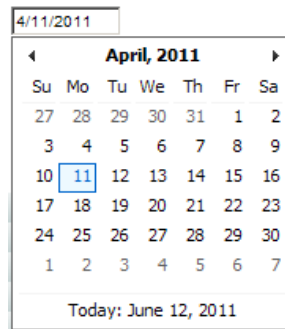
Requests-New Request Form (Gain) page for a recruitment action

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

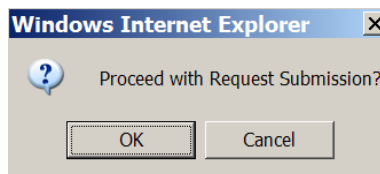
- Optional: Update/change the name(s) in the Action Requested by and Action Authorized by sections. **Action Requested By** and **Action Authorized By** are auto-populated, only in the HR Edition, with the name of the station HRO.
 - If this information is changed by a person outside of HR, the action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

For Additional Information Call

- 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

- 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.
- 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 redisplay.

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.

HEALTHCARE Talent Management United States Department of Veterans Affairs WebHR

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

REQUESTS

Records Request ID: 174 Status: Approved Process Units: Select... Category: Select... Specialist: Select...

| Options | ID | Action | Status | Requested By | Days Since Approved | Organization | Employee | Specialist | Proposed Effective Date | Effective Date |
|---------|--------|-------------------------------------|----------|---------------|---------------------|---|---------------|----------------|-------------------------|----------------|
| | 150447 | Change | Approved | OPVQLGP,TDEUK | 4194 | HEALTHCARE TALENT MANAGEMENT 8615-2760 | JNAACCM,PPWUF | HXDBHCW, JLVXU | 04/21/2011 | |
| | 150445 | Recruitment | Approved | YMBIEOJ,JKFJD | 78 | test1 | AGQDWHB,KPFVJ | HXDBHCW, JLVXU | 03/28/2011 | |
| | 150420 | WIG - Within Grade Increase | Approved | UWBLQAU,IOUQI | 542 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | UMPPRQC,FHMVJ | HXDBHCW, JLVXU | 11/01/2010 | 05/05/2011 |
| | 150419 | Special Advancement for Performance | Approved | MBHFQJ,XSIAQ | 7482 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | SISLCEC,RUFTP | PBQORRR, BCSOB | 11/02/2010 | |
| | 150417 | WIG - Within Grade Increase | Approved | OAOCLNS,PGHGR | 2362 | HEALTHCARE TALENT MANAGEMENT 8615-2760 | TNSCABW,DWKNE | | 02/01/2011 | |
| | 150416 | Retirement | Approved | TWUYQPC,LIFPQ | 7337 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | ILOPINJ,DLTOY | HXDBHCW, JLVXU | 12/01/2010 | |

Requests>View All Requests

HEALTHCARE Talent Management United States Department of Veterans Affairs WebHR

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REQUESTS

Records Request ID: 061 Status: Completed Process Units: Select... Category: Select... Specialist: Select...

| Options | ID | Action | Status | Requested By | Days Since Approved | Organization | Employee | Specialist | Proposed Effective Date | Effective Date |
|---------|----|--------|--------|--------------|---------------------|--------------|----------|------------|-------------------------|----------------|
|---------|----|--------|--------|--------------|---------------------|--------------|----------|------------|-------------------------|----------------|

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.

| Options | ID | Action | Status | Requested By | Days Since Approved | Organization | Employee | Specialist | Proposed Effective Date | Effective Date |
|---------|--------|--------------------------|----------|------------------|---------------------|---|---------------|------------|-------------------------|----------------|
| | 150502 | AUO | Approved | WebHR User:One | 55 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | BEJKMPDQGRGEC | | 08/17/2011 | 09/16/2011 |
| | 150484 | Recruitment | Approved | WebHR User:Two | 83 | test 1 | jhadkjhadfjh | | 07/29/2011 | |
| | 150483 | Recruitment | Pending | WebHR User:Three | | Title 1 | | | 07/14/2011 | |
| | 150469 | Recruitment | Pending | WebHR User:Four | | Blind Rehab | | | 06/14/2011 | |
| | 150462 | Change in Position Title | Pending | WebHR User:Five | | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | CYRIWNOVWAREE | | 06/13/2011 | |

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.

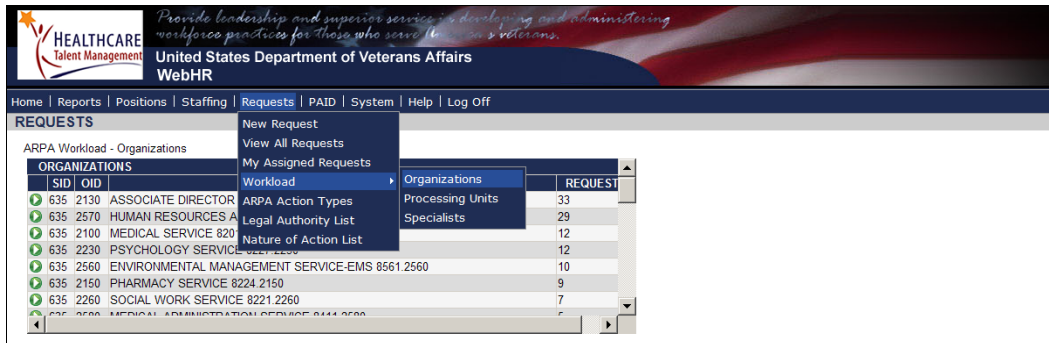
- Suspended Status
 - Administrative
 - Classification
 - Recruitment & Planning
 - Workforce Development
 - Employee Relations
 - Labor Relations
 - Payroll
 - Workers Compensation
 - Processing & Records
 - Resource Board
 - Retirement Section
- b. The summary of actions displays.
6. Use the **Category**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

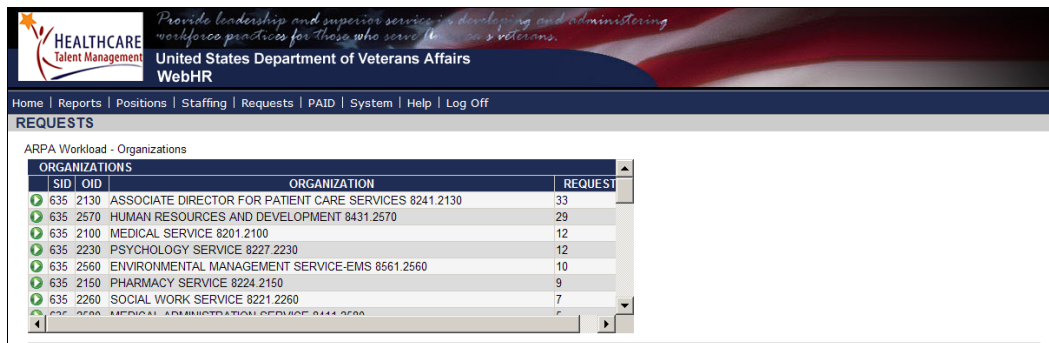
Workload>Organizations




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.

HEALTHCARE Talent Management
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WebHR

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REQUESTS

ARPA Workload - Organizations

| ORGANIZATIONS | | | | REQUESTS | ASSIGNMENTS | | |
|---------------|------|--|----------|------------|-------------|--|--|
| SID | OID | ORGANIZATION | REQUESTS | SPECIALIST | ASSIGNED | | |
| 635 | 2130 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | 33 | Unassigned | 34 | | |
| 635 | 2570 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | 29 | | | | |
| 635 | 2100 | MEDICAL SERVICE 8201.2100 | 12 | | | | |
| 635 | 2230 | PSYCHOLOGY SERVICE 8227.2230 | 12 | | | | |
| 635 | 2560 | ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560 | 10 | | | | |
| 635 | 2150 | PHARMACY SERVICE 8224.2150 | 9 | | | | |
| 635 | 2260 | SOCIAL WORK SERVICE 8221.2260 | 7 | | | | |
| 635 | 2580 | MEDICAL ADMINISTRATION SERVICE 8444.2580 | 5 | | | | |

| OPTIONS | ACTION | STATUS | REQUESTED BY | DAYS | ORGANIZATION | EMPLOYEE | PROCESSUNIT | SPECIALIST | PROPOSED EFFECTIVE DATE | EFFECTIVE DATE |
|---------|-----------------|----------|---------------|------|--|----------------|-------------------------|------------|-------------------------|----------------|
| 🔍 | Recruitment T21 | Approved | UUXWFR.XTCFK | 8908 | NURse | JHOCRRP.LOTYP | Classification | | 11/26/2010 | |
| 🔍 | Resignation | Approved | ITIQLAL.RQETL | 834 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | LXJITDU.KDXDK | Classification | | 08/05/2010 | 08/05/2010 |
| 🔍 | Resignation | Approved | NWIXMOQ.CVVEE | 1510 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | JFNGSJT.LNFGA | Classification | | 08/06/2010 | 08/06/2010 |
| 🔍 | Reassignment | Approved | FQJGKOH.IKTPP | 5557 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | AEGFMNO.GRUIA | Classification | | 08/01/2010 | 08/01/2010 |
| 🔍 | Recruitment | Approved | INXPRIF.QPBVI | 1598 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | SWXRGAM.FUNLW | Resource Board | | 08/15/2010 | |
| 🔍 | Conversion | Approved | OJNPMBU.XCNSQ | 1732 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | CDIUBGA.TBQPD | Recruitment & Placement | | 08/01/2010 | |
| 🔍 | Conversion | Approved | BKSCW.P.UCYEH | 110 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | XXQXBAOF.BEVXI | Recruitment & Placement | | 08/01/2010 | 08/01/2010 |
| 🔍 | Conversion | Approved | SOHMADA.EIKMQ | 2913 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | OSGTRVC.BTTEV | Recruitment & Placement | | 08/01/2010 | 08/01/2010 |

Workload>Organizations expanded

Workload>Processing Units

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

ARPA WORKLOAD - PROCESSING UNITS

| STATION ID | Employee | REQUESTS |
|------------|-------------------------|----------|
| 635 | Employee | 8 |
| 635 | Processing | 30 |
| 635 | Retirement | 40 |
| 635 | Administrat | 82 |
| 635 | Recruitment & Placement | |
| 635 | Classification | |
| 635 | Resource Board | |

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.

| PROCESSING UNITS | | | |
|------------------|-------------------------|----------|--|
| STATION ID | PROCESS UNIT | REQUESTS | |
| 635 | Employee Relations | 2 | |
| 635 | Processing & Records | 5 | |
| 635 | Retirement Section | 7 | |
| 635 | Administrative | 8 | |
| 635 | Recruitment & Placement | 30 | |
| 635 | Classification | 40 | |
| 635 | Resource Board | 82 | |

Example of Workload>Processing Units

- 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.

| PROCESSING UNITS | | | | ASSIGNMENTS | | |
|------------------|-------------------------|----------|----------------|-------------|--|--|
| STATION ID | PROCESS UNIT | REQUESTS | SPECIALIST | ASSIGNED | | |
| 635 | Employee Relations | 2 | HXDBHCW, JLVXU | 1 | | |
| 635 | Processing & Records | 5 | GXJPIUJ, PGXUM | 1 | | |
| 635 | Retirement Section | 7 | GBCVYCB, VSBVB | 1 | | |
| 635 | Administrative | 8 | Unassigned | 2 | | |
| 635 | Recruitment & Placement | 30 | | | | |
| 635 | Classification | 40 | | | | |
| 635 | Resource Board | 82 | | | | |

| REQUESTS | | | | | | | | | | |
|----------|--------|----------------------|----------|----------------|------|--|------------------------------|----------------|-------------------------|----------------|
| OPTIONS | ID | ACTION | STATUS | REQUESTED BY | DAYS | ORGANIZATION | EMPLOYEE | SPECIALIST | PROPOSED EFFECTIVE DATE | EFFECTIVE DATE |
| | 150502 | AJO | Approved | WebHR User,One | 56 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | BE,JKMPFDQORGECF,GHHALPKYCA2 | | 08/17/2011 | 09/16/2011 |
| | 150447 | Change | Approved | OPVQLGP, TDEUK | 4195 | HEALTHCARE TALENT MANAGEMENT 8615-2700 | JNAACCM,PRWUF | HXDBHCW, JLVXU | 04/21/2011 | |
| | 150404 | Change in Work Hours | Approved | KYEWUHI,PHRUS | 308 | HUMAN RESOURCES AND DEVELOPMENT 8431.2570 | UIUCVMR,IVXSC | | 02/25/2011 | |
| | 142242 | Name Change From | Approved | VXKROOW,RRCKF | 899 | PSYCHOLOGY SERVICE 8227.2230 | BUQVDYE,ESTRR | GBCVYCB, VSBVB | 08/01/2010 | 08/01/2010 |
| | 136529 | Name Change From | Approved | RJWDECC,BIVVY | 4144 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | ILVMBIA,OAMWY | GXJPIUJ, PGXUM | 07/14/2010 | |

Workload>Processing Units expanded

Workload>Specialists

| SPECIALIST ASSIGNMENTS | | | |
|------------------------|----------------|----------|--|
| STATION | SPECIALIST | REQUESTS | |
| 635 | GBCVYCB | 10 | |
| 635 | XQJAKTW | 40 | |
| 635 | VIYBMQH | 8 | |
| 635 | GXJPIUJ, PGXUM | 24 | |
| 635 | Unassigned | 4 | |
| 635 | BFXUVOK, EXQEC | 8 | |
| 635 | HXTRYNL, TFYBY | 24 | |


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.

| SPECIALIST ASSIGNMENTS | | |
|------------------------|----------------|----------|
| STATION | NAME | ASSIGNED |
| 635 | GBCVYCB, VSBVB | 26 |
| 635 | XQJAKTW, OVKII | 1 |
| 635 | VVDQLOM, FXUBI | 2 |
| 635 | JASKRTW, LRDHG | 3 |
| 635 | HGWLKSL, TLLNE | 7 |
| 635 | ALQXVAR, JUXPX | 3 |
| 635 | PBQORRR, BCSOB | 1 |


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.

| SPECIALIST ASSIGNMENTS | | |
|------------------------|----------------|----------|
| STATION | NAME | ASSIGNED |
| 635 | GBCVYCB, VSBVB | 26 |
| 635 | XQJAKTW, OVKII | 1 |
| 635 | VVDQLOM, FXUBI | 2 |
| 635 | JASKRTW, LRDHG | 3 |
| 635 | HGWLKSL, TLLNE | 7 |
| 635 | ALQXVAR, JUXPX | 3 |
| 635 | PBQORRR, BCSOB | 1 |

| REQUESTS | | | | | | | | | | |
|----------|--------|-------------|----------|----------------|------|--|----------------|----------------|-------------------------|----------------|
| OPTIONS | ID | ACTION | STATUS | REQUESTED BY | DAYS | ORGANIZATION | EMPLOYEE | SPECIALIST | PROPOSED EFFECTIVE DATE | EFFECTIVE DATE |
| | 143408 | Recruitment | Approved | INKPRIF,QPBVI | 1607 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | SWXRGAM,FUNLW | HGWLKSL, TLLNE | 08/15/2010 | |
| | 100073 | Recruitment | Approved | KHXRFXS,XFQDU | 2692 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | CHJKBPD,WCPKN | HGWLKSL, TLLNE | 09/20/2010 | |
| | 100065 | Recruitment | Approved | JIOJIL,MQJUF | 2600 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | MRTSJUT,ONCFV | HGWLKSL, TLLNE | 06/20/2010 | |
| | 100054 | Recruitment | Approved | UODMIQVY,GXSXH | 587 | ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130 | KQEFHIC,CCVQA | HGWLKSL, TLLNE | 06/20/2010 | |
| | 101966 | Recruitment | Approved | JAYETCE,AEDVS | 644 | GERIATRICS & EXTENDED CARE 8201.2117 | FLAUDRG,ALMUJ | HGWLKSL, TLLNE | 06/06/2010 | |
| | 86310 | Recruitment | Approved | NEMBUFQ,XRVPJ | 4234 | MEDICAL ADMINISTRATION SERVICE 8411.2580 | MDURWOQ,CPBFK | HGWLKSL, TLLNE | 08/04/2010 | |
| | 66338 | Recruitment | Approved | HKEIEKL,TPYCD | 514 | MEDICAL ADMINISTRATION SERVICE 8411.2580 | MNNNTNW,XIXDOP | HGWLKSL, TLLNE | 03/31/2010 | |

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.



| CODE | ACTION | DESCRIPTION | DEFAULT HR UNIT |
|------|----------------------------------|-------------------|-------------------------|
| 31 | Appointment | | Classification |
| 32 | Appt - Emergency | | Administrative |
| 33 | Appt - Excepted | | Recruitment & Placement |
| 34 | Appt - Excepted NTE | | Recruitment & Placement |
| 35 | Appt - Interim | | Recruitment & Placement |
| 36 | Appt - Interim in Nonduty Status | | Recruitment & Placement |
| 37 | Appt - Ltd Exec Assign | | Recruitment & Placement |
| 38 | Appt - O/S Ltd | | Recruitment & Placement |
| 39 | Appt - O/S Ltd NTE | | Classification |
| 40 | Appt - Provisional NTE | | Recruitment & Placement |
| 41 | Appt - SES Career | Appt - SES Career | Recruitment & Placement |

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.

The screenshot shows the WebHR interface for the United States Department of Veterans Affairs. The top navigation bar includes 'Home | Reports | Positions | Staffing | Requests | PAID | System | Help | Log Off'. The 'Requests' menu is open, showing options: 'New Request', 'View All Requests', 'My Assigned Requests', 'Workload', 'ARPA Action Types', 'Legal Authority List' (highlighted), and 'Nature of Action List'. Below the menu, a table titled 'LEGAL AUTHORITY CODES' is displayed with columns for 'CODE', 'LEGAL AUTHORITY', and 'DATE'.

| CODE | LEGAL AUTHORITY | DATE |
|------|-----------------------|------------|
| ABK | ACWA OUTSTANDING S | 10/29/1993 |
| ABL | BICULTURAL/BILINGUAL | 5/3/2002 |
| ABM | SF 59 APPROVED * | 2/18/1982 |
| ABR | REG. 330.608 | 4/16/1996 |
| ABS | REG. 330.707 | 4/16/1996 |
| ABT | REG. 330.707 CLG | 4/16/1996 |
| ACA | CS CERT NO. * ACWA | 7/27/1990 |
| ACM | CS CERT NO. | 8/27/1999 |
| ADM | OPM DIRECTIVE * | 2/18/1982 |
| AGM | MSPB DIRECTIVE * | 2/18/1982 |
| ALM | MSPB DIRECTIVE-US | 8/31/1995 |
| AQM | MSPB DIRECTIVE * -INJ | 2/18/1982 |

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.

| CODE | ACTION | FC |
|------|--------------------------------|--------|
| 001 | CANCELLATION | |
| 002 | CORRECTION | |
| 003 | Features - edit | 12 |
| 100 | CAREER APPOINTMENT | Y82049 |
| 100A | CAREER EXECUTIVE ASSIGNMENT | 63 |
| 101 | CAREER-CONDITIONAL APPOINTMENT | Y82049 |
| 101A | CAREER EXECUTIVE ASSIGNMENT | 63 |
| 101B | CAREER-CONDITIONAL APPOINTMENT | 63 |
| 102 | CAREER EXECUTIVE ASSIGNMENT | Y82049 |
| 103 | CAREER EXEC ASSIGN-COND | Y82049 |
| 104 | NONCAREER EXECUTIVE ASSIGNMENT | Y82049 |

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.

| EMPLOYEE | OCCUPATION | PP | SERIES | GRADE | STATION | ORGANIZATION | TL |
|----------------|---------------------------|----|--------|-------|---------|--|-----|
| AACRVRF, SKVJA | STUDENT NURSE TECHNICIAN | AD | 699 | 0 | 635 | PATIENT CARE SERVICES | 726 |
| AAFCTIQ, DU9QT | MEDICAL RECORDS TECH(OA) | OS | 675 | 8 | 635 | ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE | 411 |
| AAJACVG, HDCJF | HOUSEKEEPING AID | WS | 3666 | 3 | 635 | ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE | 562 |
| AAYEQAL, SPDKL | MED SUP ASST (OA) | OS | 679 | 7 | 635 | ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE | 414 |
| ABEUMYM, ENDXF | PHYSICIAN | F3 | 602 | 0 | 635 | RADIOLOGY SERVICE | F99 |
| ABMQDUX, QFJAD | PROGRAM SPECIALIST | OS | 301 | 9 | 635 | ADMINISTRATIVE SERVICES FISCAL SERVICE | 423 |
| ABTFCLE, XPGNL | PRACTICAL NURSE | OS | 620 | 5 | 635 | PATIENT CARE SERVICES | 728 |
| ABUJXJF, WHTY | CLINICAL PSYCHOLOGIST | OS | 180 | 13 | 635 | PATIENT CARE SERVICES PSYCHOLOGY SERVICE | 922 |
| ABUWNPX, VJXEU | STAFF PHARMACIST | OS | 660 | 11 | 635 | ALLIED HEALTH SERVICES PHARMACY SERVICE | 601 |
| ABYKMDL, MQWVK | NURSE | VN | 610 | 1 | 635 | PATIENT CARE SERVICES | 709 |
| ACDVXJB, ISDLU | NURSE | VN | 610 | 1 | 635 | PATIENT CARE SERVICES | 709 |
| ACEVIVO, PNDKX | NURSE | VN | 610 | 1 | 635 | PATIENT CARE SERVICES | 701 |
| ACIBMLD, FHLHU | ENGINEER OFFICER(TRAINEE) | OS | 801 | 9 | 635 | ADMINISTRATIVE SERVICES ENGINEERING SERVICE | 609 |

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.

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 |
| TypeOfAppt | 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 |
| SUPLV | 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.



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WebHR

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PAID - EMPLOYEE DETAILS

| EMPLOYEE | |
|------------------|---------------------------|
| Name | APLBECEBQSETLB.IULCHLXPEK |
| Service Comp | 09/23/1995 |
| Years Of Service | 15 |
| Retirement | FERS |
| Faglit | Basic + Option B (5x) |

| POSITION | |
|------------|--------------------------|
| Number | 07003A |
| Occupation | MEDICAL ADMIN SPECIALIST |
| Pay Plan | GS |
| Series | 301 |
| Grade | 9 |
| Step | 04 |
| Duty | FULL-TIME |
| Hours | 80 |
| FTEE | |



| ORGANIZATION | |
|--------------|--------------------------------|
| Organization | ADMINISTRATION & SUPPORT |
| Cost Center | AMBULATORY CARE ADMINISTRATION |
| Code | 9286.2295 |
| Assignment | 00 |
| Time & Leave | 939 |
| Work Site | 635 |

| ACTION TYPES | | | |
|--------------------------------------|--|--|--|
| AJO | | | |
| AJO Adjustment | | | |
| Availability Pay | | | |
| Cancellation | | | |
| Change In Allowance/Differential | | | |
| Change In Assignment | | | |
| Change In Assignment NTE | | | |
| Change In Basic Pay | | | |
| Change In Cost Center | | | |
| Change In Cost of Living Allowance | | | |
| Change In Data Element | | | |
| Change In Duty Station | | | |
| Change In FEGLI | | | |
| Change In Handicap Code | | | |
| Change In Hours | | | |
| Change In Organization Title | | | |
| Change In Organizational Cost Center | | | |

| HISTORY | | |
|---------|---------------|------------|
| ID | ACTION | STATUS |
| 000001 | Detail NTE | Terminated |
| 000002 | Promotion NTE | Approved |

Start Request For Action

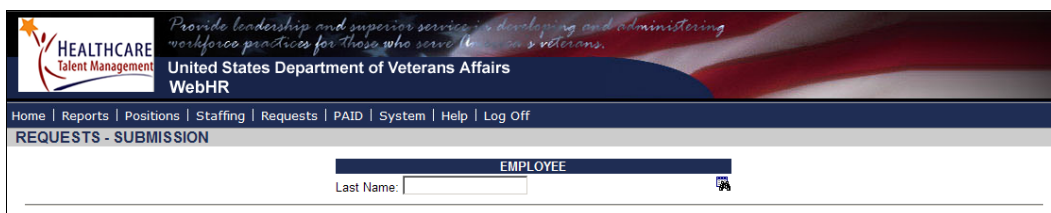
PAID-Employee Details page

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.



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REQUESTS - SUBMISSION

EMPLOYEE

Last Name:

Requests-Submission page

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



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REQUESTS - SUBMISSION


EMPLOYEE

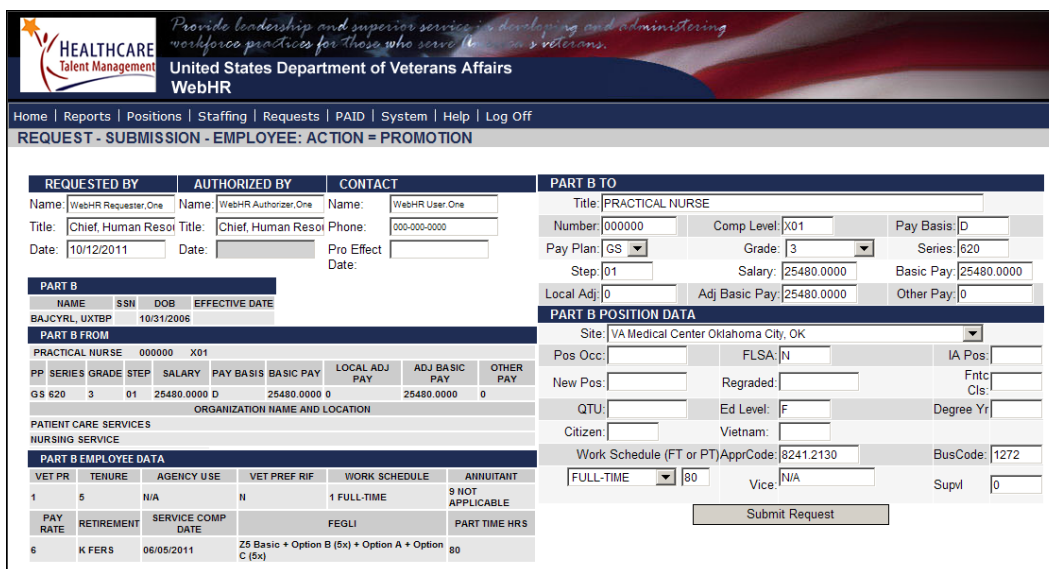
Last Name:

STATION 635 PAID RECORDS

| EMPLOYEE | ORGANIZATION |
|----------------|--|
| BAEPCPS, OBNKK | ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE |
| BAJCYRL, UXTEP | PATIENT CARE SERVICES |
| BANUGWU, LFONI | PATIENT CARE SERVICES PATHOLOGY & LABORATORY MEDICAL SERVICE |
| BASNOHE, QPKUH | DIRECTOR OF REGION 2 |
| BATJKE, WKPAU | PATIENT CARE SERVICES PATHOLOGY & LABORATORY MEDICAL SERVICE |
| BAWGPIB, HITUX | PATIENT CARE SERVICES |
| BBHGIRG, LIPCI | PATIENT CARE SERVICES MENTAL HEALTH SERVICE |
| BBJSTFP, YCTIX | DIRECTOR OF REGION 2 |
| BBNDOWX, GKSOW | PATIENT CARE SERVICES |
| BBQTMCE, YNKRL | PATIENT CARE SERVICES |
| BBTQRRH, DHSXO | PATIENT CARE SERVICES |
| BBYSCUD, CPBJR | PATIENT CARE SERVICES |
| BDLYALA, HQUPD | PATIENT CARE SERVICES |
| BDNPHKK, VTAPL | PATIENT CARE SERVICES AMBULATORY CARE |

Requests Submission-Employee list page

- 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.



HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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REQUEST - SUBMISSION - EMPLOYEE: ACTION = PROMOTION

| REQUESTED BY | AUTHORIZED BY | CONTACT | PART B TO |
|----------------------------|-----------------------------|-----------------------|---------------------------|
| Name: WebHR Requester, One | Name: WebHR Authorizer, One | Name: WebHR User, One | Title: PRACTICAL NURSE |
| Title: Chief, Human Resol | Title: Chief, Human Resol | Phone: 000-000-0000 | Number: 000000 |
| Date: 10/12/2011 | Date: | Pro Effect Date: | Comp Level: X01 |
| | | | Pay Basis: D |
| | | | Pay Plan: GS |
| | | | Grade: 3 |
| | | | Series: 620 |
| | | | Step: 01 |
| | | | Salary: 25480.0000 |
| | | | Basic Pay: 25480.0000 |
| | | | Local Adj: 0 |
| | | | Adj Basic Pay: 25480.0000 |
| | | | Other Pay: 0 |

| PART B | | | |
|----------------|-----|-----|----------------|
| NAME | SSN | DOB | EFFECTIVE DATE |
| BAJCYRL, UXTEP | | | 10/31/2006 |

| PART B FROM | | | | | | | | | |
|-------------|--------|-------|------|------------|-----------|------------|---------------|---------------|-----------|
| PP | SERIES | GRADE | STEP | SALARY | PAY BASIS | BASIC PAY | LOCAL ADJ PAY | ADJ BASIC PAY | OTHER PAY |
| GS | 620 | 3 | 01 | 25480.0000 | D | 25480.0000 | 0 | 25480.0000 | 0 |

ORGANIZATION NAME AND LOCATION

PATIENT CARE SERVICES
NURSING SERVICE

| PART B EMPLOYEE DATA | | | | | |
|----------------------|--------|------------|--------------|---------------|------------------|
| VET PR | TENURE | AGENCY USE | VET PREF RIF | WORK SCHEDULE | ANNUITANT |
| 1 | 5 | N/A | N | 1 FULL-TIME | 9 NOT APPLICABLE |

| PAY RATE | RETIREMENT | SERVICE COMP DATE | FEGLI | PART TIME HRS |
|----------|------------|-------------------|---|---------------|
| 6 | K FERS | 06/05/2011 | Z5 Basic + Option B (5x) + Option A + Option C (5x) | 80 |

| PART B POSITION DATA | | | |
|-------------------------------------|---------|------|--------|
| Site | Pos Occ | FLSA | IA Pos |
| VA Medical Center Oklahoma City, OK | | N | |

New Pos: Regraded: Fntc Cts:

QUT: Ed Level: F Degree Yr:

Citizen: Vietnam:

Work Schedule (FT or PT) ApprCode: 8241.2130 BusCode: 1272

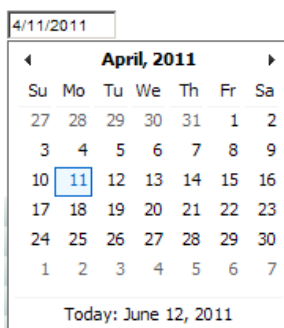
FULL-TIME 80 Vice: N/A Supvl: 0

Submit Request

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

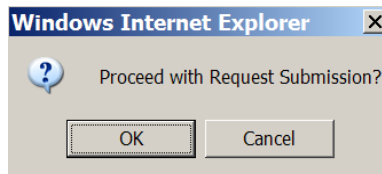
8. Ensure the correct site is selected in Part B Position Data.
Part B, Part B From, and Part B Employee Data are auto-populated with current data from PAID.

| 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 | <p>VICE is the name of a previous employee for a vacant position</p> <p>N/A when the requested action is not a fill/recruitment</p> <p>For a recruitment action, current employee's name displays.</p> <ul style="list-style-type: none"> • Enter the name of the person vacating the position, or • Change Current to New for a position recently added |
| IA Pos | <p>IA Position</p> <p>Designated for HR</p> |
| Fntc Cls | Designated for HR |
| Degree Yr | <p>Year degree attained</p> <p>Designated for HR</p> |
| BusCode | <p>Bargaining Unit Status (BUS) code of the employee's position</p> <p>Add or change, if necessary</p> |
| Supvl | <p>Supv Status</p> <p>Designated for HR</p> |

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



Proceed with Request Submission pop-up

- Click the **OK** button.
If the Pro Effect Date is not complete, the page redisplay.
- 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.
- Add the mandatory information and click the **Submit Request** button again.
Information pop-up displays.
 - 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.

| NAME | OCCUPATION | POS. # | PP | SERIES |
|----------------------------|---------------------------|--------|----|--------|
| AKBCTJENNEAFEQE,WMJCNFEDYJ | HR ASST (INFO SYS/OA) | 04481A | GS | 203 |
| FRAVXJIPYBCAXYB,EXYKEEJUDY | HUMAN RES SPEC (REG/PLAC) | 03639A | GS | 201 |
| NWPRJRIQDGDHMI,URGHWKYXGA | HUMAN RES SPEC(LABOR REL) | 090670 | GS | 201 |
| RXAKCKBHOHMKXKB,UMCOMUDGDO | HUMAN RESOURCES SPEC | 000000 | GS | 201 |
| TWNFGKVDWHBMCBH,ILURPMBXB | HUMAN RES SPEC (REG/PLAC) | 03003A | GS | 201 |
| VSWGGGDIYNNQJJS,MORUBJLKSH | STUDENT TRAINEE (HR) | 00000T | GS | 299 |
| XWOMUDYTYHQYYI,GDXJVNKILG | HUMAN RES SPEC(LABOR REL) | 021810 | GS | 201 |

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.

| NAME | SEX | OCCING | OCC | ACT | Active Employees List | Costcenters and Organizations | VA | FA | CENT | DIR | TELEWORK | PAYM | INTY | PAYD | GRADE | STEP | SALARY | APPT | VETPRE | STATION | EOC | SCD | SCORE1 | APPROCK | STATION | EDCODE | DUTY | WOP | PAID |
|----------------------|-----|--------|-----|-----|-----------------------|-------------------------------|-----|----|------|-----|----------|------|------|------|-------|----------|----------|------|---------|---------|---------|---------|---------|---------|---------|--------|------|-----------|-----------|
| Estrogen, Hrp@va.gov | M | 0802 | 00 | 00 | 00000 | 0000 | E | C | 1 | 2 | 0 | 1 | 00 | 0 | N | 0104200 | M | 1 | 1025200 | 0001981 | | 0412200 | 000 | D | | | | 142739000 | |
| Kilgus, Dhr@va.gov | F | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VA | 3 | 12 | 0105.000 | 0 | 1 | 441900 | 4051904 | | 0212200 | 000 | F | | | | 000000000 | |
| Lyons, Aja@va.gov | M | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VA | 3 | 12 | 0105.000 | 0 | K | 104001 | 1472000 | | 0212200 | 000 | F | | | | 021400000 | |
| Murray, L@va.gov | M | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VA | 3 | 12 | 0105.000 | 0 | A | 120100 | 1201000 | | 0212200 | 000 | N | | | | 000000000 | |
| Vander, H@va.gov | F | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VA | 3 | 12 | 0105.000 | 0 | 1 | 1122000 | 1122000 | | 0212200 | 000 | N | | | | 000000000 | |
| Chilens, L@va.gov | F | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VP | 10 | 10 | 0147.000 | 0 | 1 | 042000 | 1020100 | | 0202000 | 000 | N | | | | 000000000 | |
| Lyons, D@va.gov | M | 0802 | 00 | 00 | 00000 | 0000 | 001 | E | 0 | 2 | 1 | 1 | 00 | 10 | 10 | 0147.000 | 0 | 1 | 020000 | 201000 | | 0204000 | 000 | Y | | | | 007010000 | |
| Asselin, S@va.gov | M | 0802 | 00 | 29 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VM | 10 | 10 | 0143.720 | 0 | K | 010100 | 021000 | | 0202100 | 000 | Y | | | | 002000000 | |
| Barnes, A@va.gov | M | 0802 | 00 | 00 | 00000 | 0000 | 000 | E | C | 0 | 2 | 1 | 1 | VM | 10 | 10 | 0143.720 | 0 | 1 | 010100 | 021000 | | 0402100 | 000 | T | | | | 000000471 |
| Carroll, P@va.gov | M | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 2 | AD | 10 | 10 | 0143.720 | 0 | 1 | 010100 | 021000 | | 0202100 | 000 | T | | | | 010000000 | |
| Compton, P@va.gov | M | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 2 | AD | 10 | 10 | 0143.720 | 0 | 1 | 010100 | 021000 | | 0202100 | 000 | T | | | | 020000000 | |
| Cheney, M@va.gov | M | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | C | 0 | 2 | 1 | 1 | VM | 10 | 10 | 0143.720 | 0 | A | 010100 | 021000 | | 0202000 | 000 | T | | | | 000100000 |
| James, P@va.gov | M | 0802 | 00 | 23 | 00000 | 1270 | 000 | E | C | 0 | 2 | 1 | 1 | VM | 10 | 10 | 0143.720 | 0 | 1 | 010100 | 021000 | | 0202100 | 000 | T | | | | 017000000 |
| Murray, E@va.gov | M | 0802 | 00 | 00 | 00000 | 1270 | 000 | E | 0 | 2 | 1 | 1 | VM | 10 | 10 | 0143.720 | 0 | K | 120100 | 0201000 | | 0202100 | 000 | T | | | | 000000000 | |
| Tynova, V@va.gov | M | 0802 | 00 | 19 | 00000 | 1270 | 000 | E | C | 0 | 2 | 1 | 2 | AD | 10 | 10 | 0143.720 | 0 | 1 | 020100 | 0201000 | | 0202100 | 000 | T | | | | 140712000 |
| Dugan, M@va.gov | M | 0802 | 00 | 04 | 00000 | 0000 | 000 | E | C | 0 | 2 | 1 | 2 | AD | 10 | 10 | 0143.720 | 0 | 1 | 120100 | 1201000 | | 0402000 | 000 | Y | | | | 000000000 |

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.

| EMPLOYEE | ACTION TYPES | HISTORY | | | | | | | | | |
|--|---|---|----|--------|--------|--------|------------|------------|--------|---------------|----------|
| EMPLOYEE Name: APLBECEBBSQSETLB.IULCHLXPEK Service Comp: 09/23/1995 Years Of Service: 15 Retirement: FERS Fagll: Basic + Option B (Ex) POSITION Number: 07000A Occupation: MEDICAL ADMIN SPECIALIST Pay Plan: GS Series: 301 Grade: 9 Step: 04 Duty: FULL-TIME Hours: 80 FT/EE: ORGANIZATION Organization: ADMINISTRATION & SUPPORT Cost Center: AMBULATORY CARE ADMINISTRATION Code: 8280.2295 Assignment: 00 Time & Leave: 839 Work Site: 635 | ACTION TYPES AUO AUO Adjustment Availability Pay Cancellation Change In Allowance/Differential Change In Assignment Change In Assignment NTE Change In Basis Pay Change In Cost Center Change In Cost of Living Allowance Change In Data Element Change In Duty Station Change In FEGLI Change In Handicap Code Change In Hours Change In Organization Title Change In Organizational Cost Center Start Request For Action | HISTORY <table border="1"> <thead> <tr> <th>ID</th> <th>ACTION</th> <th>STATUS</th> </tr> </thead> <tbody> <tr> <td>000001</td> <td>Detail NTE</td> <td>Terminated</td> </tr> <tr> <td>000005</td> <td>Promotion NTE</td> <td>Approved</td> </tr> </tbody> </table> | ID | ACTION | STATUS | 000001 | Detail NTE | Terminated | 000005 | Promotion NTE | Approved |
| ID | ACTION | STATUS | | | | | | | | | |
| 000001 | Detail NTE | Terminated | | | | | | | | | |
| 000005 | Promotion NTE | Approved | | | | | | | | | |

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.

The screenshot shows the WebHR interface for the United States Department of Veterans Affairs. The main content area displays a table titled "PAID - COST CENTERS AND ORGANIZATIONS". The table has columns for NETWORK, STATION, CCCODE, ORGCODE, and ORGANIZATION. A search bar is located at the top right of the table area. A navigation menu is visible on the left side of the table, with "Costcenters and Organizations" selected.

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

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

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

WEBHR - AUTOMATED HUMAN RESOURCES - AD

Users
Configuration
Messaging

| USER PROFILE | ORGANIZATION | INFORMATION ALERTS |
|---|---|--------------------|
| Name: WebHR User One Agent Type: Manager Title: Technical Writer Phone: 000-000-0000 Email: one.webhr.user@va.gov | Agent Type: Level: VAMC Network: 16 Station: 635 Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570 Duty Code: Duty Code Flag: False | NO DATA RETURNED |

NO ACTIVE ITEMS

WARNING
This U.S. 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.

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.

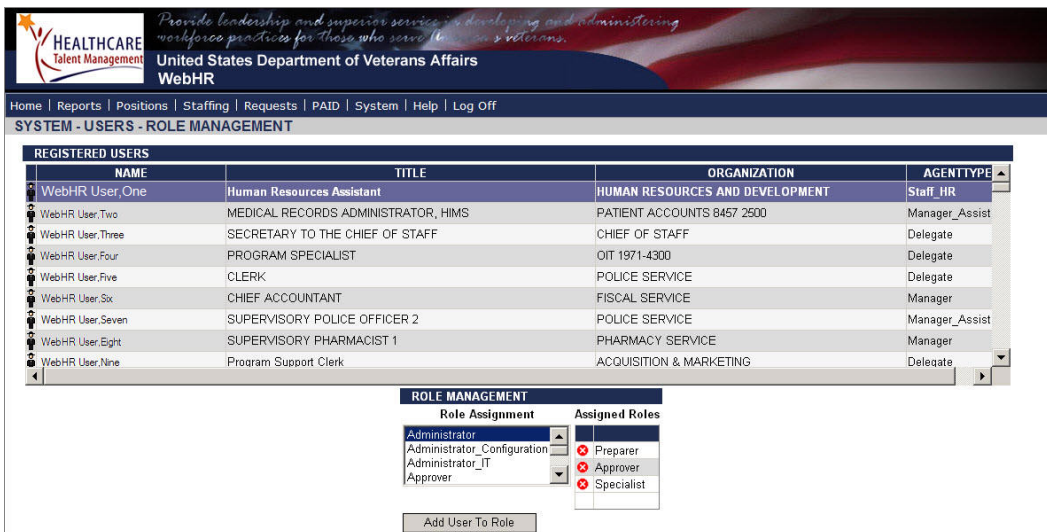


WebHR list of registered users with Role Management information

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:

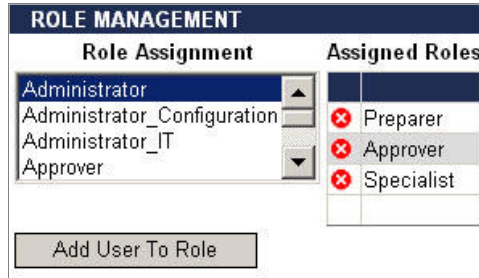
- a. Click the person icon  .
Under Registered Users, the selected user is highlighted and the Role Management box displays.




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.



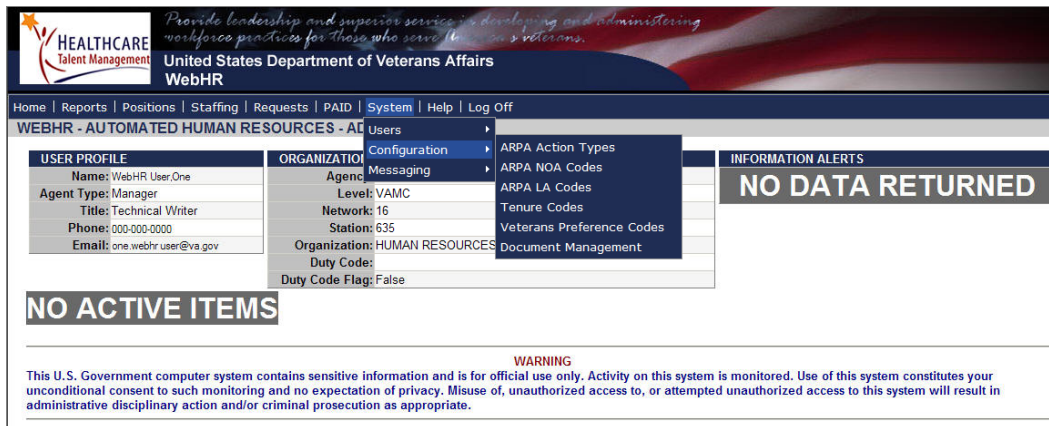
Role Management section displaying the user's new role assignment

- 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.



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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

SYSTEM - CONFIGURATION - NOTICE OF ACTION CODES

Operation Mode
 Edit Mode Insert Mode

| CODE | ACTION | FC | CATEGORY |
|------|-----------------------------------|--------|--------------------|
| 853 | WITHIN-GRADE INCREASE | Y33031 | |
| 176 | VETERANS READJUSTMENT APPOINTMENT | 81206 | |
| 887 | TYPE APPT CODE CHG-1 YR WTO COMP | 81150 | |
| 939 | TYPE APPT CODE CHG-1 YR WTO COMP | 82049 | |
| 845 | TRAVEL SAVINGS INCENTIVE | 1240 | |
| 970 | TRANSITION 21 INDICATOR | | Select Category... |
| 970 | Transformation 21 Indicator | | Existing/Existing |
| 147 | TRANSFER-SES NONCAREER | Y32049 | |
| 145 | TRANSFER-SES CAREER | Y32049 | |
| 131A | TRANSFER-CAREER-CONDITIONAL | 81150 | |
| 131D | TRANSFER-CAREER-CONDITIONAL | 63 | |
| 130A | TRANSFER-CAREER | 81206 | |
| 130D | TRANSFER-CAREER | 81206 | |
| 130 | TRANSFER | 82023 | Select Category... |
| 130E | TRANSFER | Y32049 | |
| 872 | TIME-OFF AWARD | 4044 | |
| 344 | TERMINATION-UNACCEPTLE PERFORMANC | 81150 | |
| 345 | TERMINATION-UNACCEPTLE PERFORMANC | 81206 | |
| 381 | TERMINATION-UNACCEPTLE PERFORMANC | 81206 | |

Select a Notice of Action Code to Edit

EDIT NOTICE OF ACTION CODE

Code:

Action:


FC:

Category:

Edit NOA Code

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.

The screenshot shows the 'SYSTEM - CONFIGURATION - LEGAL AUTHORITY CODES' page. At the top, there is a navigation bar with links: Home | Reports | Positions | Staffing | Requests | PAID | System | Help | Log Off. Below the navigation bar is a table of legal authority codes. To the right of the table is an 'EDIT LEGAL AUTHORITY CODE' form.


| CODE | LEGALAUTHORITY | DATE | CATEGORY |
|------|--|------------|-------------------|
| ABR | ACWA OUTSTANDING SCHOLAR PROGRAM | 10/29/1993 | |
| ABL | BICULTURAL/BILINGUAL SELECTIVE FACTORS | 05/03/2002 | |
| ABM | SF 59 APPROVED * | 02/18/1982 | |
| ABR | REG. 330.608 | 04/18/1996 | |
| ABS | REG. 330.707 | 04/18/1996 | |
| ABT | REG. 330.707 CLG | 04/18/1996 | |
| ACA | CS CERT NO. * ACWA | 07/27/1990 | |
| ACM | CS CERT NO. | 08/27/1999 | |
| ADM | OPM DIRECTIVE * | 02/18/1982 | Existing/Existing |
| AGM | MSPB DIRECTIVE * | 02/18/1982 | |
| ALM | MSPB DIRECTIVE-US | 08/31/1995 | |
| AQM | MSPB DIRECTIVE * -INJ | 02/18/1982 | |
| ARM | EEOC DECISION * | 02/18/1982 | |
| ASM | COURT DECISION * | 02/18/1982 | |
| ATM | 5 U.S.C. 302 | 10/29/1982 | |
| AUL | OPM LETTER * | 02/18/1982 | |
| AUM | OPM LETTER * | 02/18/1982 | |
| AVM | OPM STANDARDS | 02/18/1982 | |
| AWM | OPM FORM 1380 OR LETTER DATED * | 04/27/1985 | |

The 'EDIT LEGAL AUTHORITY CODE' form includes the following fields:

- Operation Mode:** Radio buttons for 'Edit Mode' (selected) and 'Insert Mode'.
- Code:** Text input field.
- Legal Authority:** Text input field.
- Date:** Text input field.
- Category:** Dropdown menu with 'Select Category' as the current selection.
- Buttons:** 'Edit Legal Authority Code' button.


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.*



HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

SYSTEM - CONFIGURATION - TENURE CODES

 TASKS PERFORMED ON THIS PAGE HAVE A SYSTEM WIDE EFFECT ON HR APPLICATIONS. PLEASE OBSERVE CAUTION.


| TENURE CODES | CODE | TENURE |
|---|------|---------------------------|
|  | 1 | Career - edit |
|  | 2 | Career Conditional |
|  | 3 | Temporary Appointment |
|  | 4 | Temporary Limited |
|  | 5 | Exc W/O Time Limit |
|  | 6 | Exc W/Time Limit or No |
|  | 7 | Exc W/O Time Limit |
|  | 8 | Exc W/Time Limit |
|  | A | Career Emp Serving In A P |
|  | D | Exc W/O Time Limit SE |
|  | E | Exempted Conditional |
|  | F | Exc Indefinite |
|  | M | SES Career |
|  | T | Term Appointment |

Operation Mode
 Edit Mode Insert Mode

EDIT TENURE CODE
Code:
Tenure:


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.*



HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

SYSTEM - CONFIGURATION - VETERANS PREFERENCE CODES

 TASKS PERFORMED ON THIS PAGE HAVE A SYSTEM WIDE EFFECT ON HR APPLICATIONS. PLEASE OBSERVE CAUTION.


| VETERANS PREFERENCE CODES | |
|---|--------------------------|
| CODE | PREFERENCE |
|  2 | 5-Point |
|  23 | TestRun |
|  3 | 10-Point/Disability |
|  4 | 10-Point/Compensable |
|  5 | 10-Point/Other |
|  6 | 10-Point/Compensable/30% |
|  A | VETERAN NO PREFERENCE123 |

Operation Mode
 Edit Mode Insert Mode

EDIT VETERANS PREFERENCE CODE
Code:
VetPreference:

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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

SYSTEM - DOCUMENT MANGEMENT

NEW DOCUMENT FORM

Application: WebHR

Type: Requirements

Document: Browse...

Description:

Add Document

WEBHR DOCUMENTS

| | DOCUMENT | |
|--|---|--|
| | WebHR update.pdf | |
| | WebHR Guidance.doc | |
| | Configuration Internet Browser.doc | |
| | WebHR Guide for Human Resources Administrators Version 1.doc | |
| | WEB HR Administrator excluding WebHR with Branding dec.ppt | |
| | WebHRalert process change to SF 52.pdf | |
| | WebHR Guide for Human Resources ARPA Version 1.doc | |
| | Staffing Module Tool Tips.doc | |
| | WebHR Customer Edition ARPA Guide for Approving and Requesting Officials and Preparers May 2009.doc | |
| | Access links to WebHR and Customer Edition.doc | |
| | WebHR Test Attachment.doc | |

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.

The screenshot shows the WebHR interface for the United States Department of Veterans Affairs. The top navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'WEBHR - AUTOMATED HUMAN RESOURCES - AD'. A dropdown menu is open under 'System', showing 'Users', 'Configuration', and 'Messaging'. The 'Messaging' option is selected, and a sub-menu is visible with 'Bulletin Board' highlighted. The page is divided into several sections: 'USER PROFILE' (Name: WebHR User,One; Agent Type: Manager; Title: Technical Writer; Phone: 000-000-0000; Email: one.webhr.user@va.gov), 'ORGANIZATION' (Agency, Level: VAMC, Network: 16, Station: 635, Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570, Duty Code, Duty Code Flag: False), and 'INFORMATION ALERTS' (NO DATA RETURNED). A 'NO ACTIVE ITEMS' message is also present. A warning message at the bottom states: 'WARNING: This U.S. 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.'

System>Messaging

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

The screenshot shows the 'SYSTEM - MESSAGING - BULLETIN BOARD' page. The top navigation bar is the same as in the previous screenshot. The main content area has a title 'SYSTEM - MESSAGING - BULLETIN BOARD'. Below the title, there are radio buttons for 'Audience': 'HR Staff' (selected), 'HR Customers', and 'Both'. There is a 'Title:' text input field, a 'Bulletin:' text area, and a 'Display Until:' text input field with a date format 'xx/xx/xxxx'. An 'Add Bulletin' button is located below the 'Display Until' field. At the bottom of the page, there are two buttons: 'CURRENT HR BULLETINS' and 'CURRENT CE BULLETINS', both showing 'No Data Returned'.

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.



The screenshot shows the WebHR interface with the Help menu open. The menu options are Documents, Guides, and Contact Us. The 'NO DATA RETURNED' message is visible in the right-hand pane. The interface includes a header with the Healthcare Talent Management logo and the United States Department of Veterans Affairs WebHR logo. The main content area is divided into three sections: USER PROFILE, ORGANIZATIONAL PROFILE, and INFORMATION ALERTS. The USER PROFILE section shows details for 'WebHR User:One'. The ORGANIZATIONAL PROFILE section shows details for 'VHA'. The INFORMATION ALERTS section shows 'NO DATA RETURNED'. A 'NO ACTIVE ITEMS' message is also visible at the bottom of the main content area. A warning message is displayed at the bottom of the page.

WebHR page with the Help menu open

Documents Option



The screenshot shows the WebHR interface with the Help menu open and the Documents option selected. A list of documents is displayed, including 'WebHR update.pdf', 'WebHR Guidance.doc', 'Configuration Internet Browser.doc', 'WebHR Guide for Human Resources Administrators Version 1.doc', 'WEB HR Administrator excluding WebHR with Branding dec.ppt', 'WebHRAlert process change to SF 52.pdf', 'WebHR Guide for Human Resources ARPA Version 1.doc', 'Staffing Module Tool Tips.doc', 'WebHR Customer Edition ARPA Guide for Approving and Requesting Officials and Prepare', 'Access links to WebHR and Customer Edition.doc', and 'WebHR Test Attachment.doc'. The 'NO ACTIVE ITEMS' message is also visible at the bottom of the main content area. A warning message is displayed at the bottom of the page.

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.

The screenshot shows the WebHR interface for the United States Department of Veterans Affairs. The top navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'WEBHR - AUTOMATED HUMAN RESOURCES - ADMINISTRATION'. A dropdown menu is open under 'Help', showing 'Guides' and 'Processing Personnel Actions'. The 'Guides' option is selected, and the 'Processing Personnel Actions' option is highlighted. The interface also displays user and organizational profiles, a 'NO DATA RETURNED' message, and a 'NO ACTIVE ITEMS' message. A warning message is visible at the bottom of the page.

HEALTHCARE
Talent Management
United States Department of Veterans Affairs
WebHR

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

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

WEBHR - AUTOMATED HUMAN RESOURCES - ADMINISTRATION

Documents
Guides
Contact Us

Processing Personnel Actions

INFORMATION ALERTS

NO DATA RETURNED

NO ACTIVE ITEMS

WARNING
This U.S. 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.

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.



[Back to Personnel Documentation Homepage](#)

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](#) [97 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](#) [291 KB]
- Chapter 10 — [Nonstatus Appointments in the Competitive Service](#) [219 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](#) [91KB]
- 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](#) [62KB]
- Chapter 30 — [Retirements](#) [141KB]
- Chapter 31 — [Separations by Other than Retirement](#) [355MB]
- Chapter 32 — [Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations](#) [229 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



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.



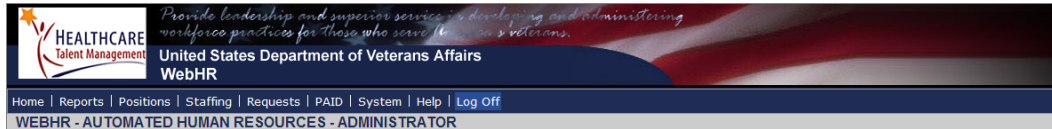
The screenshot shows the 'CONTACT US' page in the WebHR application. At the top, there is a header with the 'HEALTHCARE Talent Management' logo and the text 'United States Department of Veterans Affairs WebHR'. Below the header is a navigation menu with links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'HELP - CONTACT US' and contains the following text: 'WebHR - Contact Us - Comment/Question', 'Please fill out the form below to contact us!', and 'Your comment will be routed the the HTM Helpdesk for processing.' Below this text is a large text input box with a vertical scrollbar on the right side. At the bottom of the input box is a 'Submit Item' button.

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.



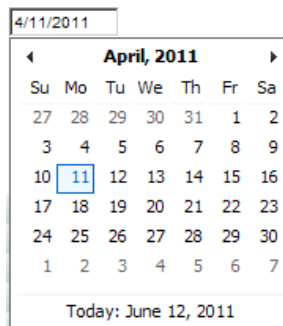
Requests-Submissions page

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

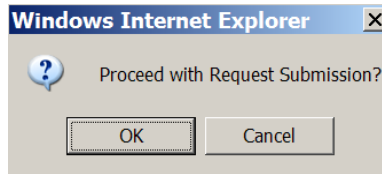
4. Review the Requests-New Request Form (Gain) page.
Verify the information.
5. **Pro Effective Date** is a required field.
Manually enter a date or select a date from a pop-up calendar.
 - For today's date, click **Today** at the bottom of the calendar.
 - Click the date box and select a date from the 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 redisplay.

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.

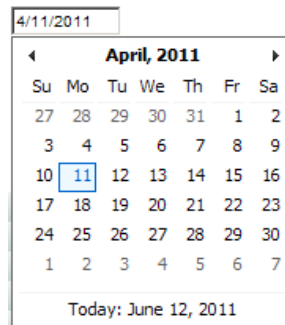
Requests-Submission>Employee list page

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.

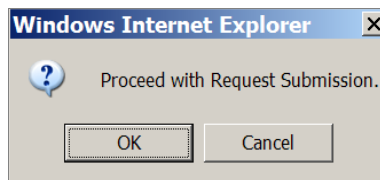
Request-Submission-Employee-Action (Promotion) page

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

- Click the **OK** button.
If the Pro Effect Date is not complete, the page redisplay.

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.

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



HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - EDITING - PART A

Part A (Request Info)

CONTACT INFORMATION
Name: MIYJKCH,ETXXB
Phone: 3780567215
Submit Contact Information

ACTION REQUESTED BY
Name: OOGIDPO,NLSCK
Title: Program Analyst
Date: 10/22/2004

ACTION AUTHORIZED BY
Name: YMYHJQB,EGISB
Title: HR Consultant (HRIS)
Date: 12/18/2005

REQUEST TYPE
Current Type: Recruitment
Current Category: Nonexisting/Existing
New Type: Recruitment
Submit Request Type Change

PROPOSED EFFECTIVE DATE
Current Value: 10/31/2010
Submit Proposed Effective Date

EFFECTIVE DATE
Current Value:
Submit Effective Date

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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - EDITING - PART A

PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945

Part A (Request Info)

| | |
|---|---|
| CONTACT INFORMATION Name: <input type="text" value="KVXHPN.DTKO"/> Phone: <input type="text" value="1015078854"/> <input type="button" value="Submit Contact Information"/> | REQUEST TYPE Current Type: Recruitment Current Category: Nonexisting/Existing New Type: <input type="text" value="Recruitment"/> <input type="button" value="Submit Request Type Change"/> |
| ACTION REQUESTED BY Name: <input type="text" value="OHWRVEB.CNIWK"/> Title4: <input type="text" value="HPDM Life Cycle Team Lead"/> Date: <input type="text" value="11/27/2009"/> | PROPOSED EFFECTIVE DATE Current Value: <input type="text" value="11/28/2010"/> <input type="button" value="Submit Proposed Effective Date"/> |
| ACTION AUTHORIZED BY Name: <input type="text" value="TXTNBDG.UDWVS"/> Title: <input type="text" value="HR Consultant (HRIS)"/> Date: <input type="text" value="04/15/2000"/> | EFFECTIVE DATE Current Value: <input type="text"/> <input type="button" value="Submit Effective Date"/> |

Requests Editing-Part A/Request Info page

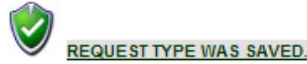
2. In the Contact Information section, change/correct the name and phone, if necessary.
3. Click the **Submit Contact Information** option.
Confirmation displays that the contact information is saved.



CONTACT INFORMATION WAS SAVED.

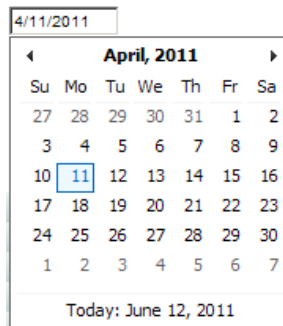
Confirmation pop-up: Contact Information was saved

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

Part B – NOALA

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

| PART B - For Preparation of SF 50 9 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.) | | 2. SSN | | 3. Date of Birth | | 4. Effective Dates | |
|---|-----------------------|-----------|----------------------|----------------------|-----------------------|--------------------|----------------------|
| FIRST ACTION | | | | SECOND ACTION | | | |
| 5-A. Code | 5-B. Nature of Action | 5-C. Code | 5-D. Legal Authority | 6-A. Code | 6-B. Nature of Action | 6-C. Code | 6-D. Legal Authority |
| 5-E. Code | 5-F. Legal Authority | 6-E. Code | 6-F. 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.



SECOND ACTION WAS SAVED.

Confirmation pop-up: Second Action was saved

Part B – From

SF-52 Part B From: Position Title and Number

| | | | | | | |
|--|--|-------------|--------------------|---------------------|------------------|---------------|
| 7. FROM: Position Title and Number | | | | | | |
| 8. Pay Plan | | 9. Org Code | 10. Grade or Level | 11. Step or Rate | 12. Total Salary | 13. Pay Basis |
| 12A. Basic Pay | | | 12B. Locality Adj. | 12C. Adj. Basic Pay | 12D. Other Pay | |
| 14. Name and Location of Position's Organization | | | | | | |

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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - EDITING - PART B: FROM

PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945

PART B - From

7. FROM: POSITION TITLE AND NUMBER

Title _____ Number _____

Station Title _____ Competitive Level _____

Organization Title _____

Costcenter Title _____

8. Pay Plan _____ 9. Occ. Code _____ 10. Grade or Level _____

11. Step or Rate _____ 12. Total Salary _____ 13. Pay Basis _____

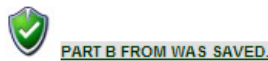
12A. Basic Pay _____ 12B. Locality Adj. _____ 12C. Adj. Basic Pay _____

12D. Other Pay _____

Submit Part B From

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/Amount _____ 21. Pay Basis _____

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

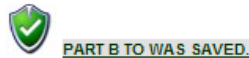
22. Name and Location of Position's Organization _____

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

| EMPLOYEE DATA | | | | | | | | | |
|--------------------------|--------------------------------|---|--|---|---|--|--|--|--------------------------|
| 23. <input type="text"/> | 1 - Hire 2 - >5-Past | 3 - 10-Past/Qualify 4 - 10-Past/Compensate | 5 - 10-Past/Date 6 - 10-Past/Compensate 20% | 24. Termination <input type="text"/> | 8 - Hire 9 - Rehire 10 - Subsequent | 11. Agency Use <input type="text"/> | 12. Previous Performance for RFP YES NO | 13. Pay Rate Determinant <input type="text"/> | 14. <input type="text"/> |
| 30. <input type="text"/> | 31. Service Comp. Date (Leave) | | | 32. Work Schedule <input type="text"/> | 33. Part-Time Hours Per Agency <input type="text"/> | | | | |

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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - EDITING - PART B: EMPLOYEE DATA

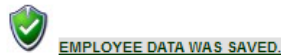
PART B - Employee Data

EMPLOYEE DATA

23. Veterans Preference [dropdown]
24. Tenure [dropdown]
25. Agency Use [text]
26. Veterans Preference for RIF [No dropdown]
27. FEGLI / CODE [dropdown]
28. Annuitant Indicator [dropdown]
29. Pay Rate Determinant [text]
30. Retirement Plan [CSRS dropdown]
31. Service Comp Date (Leave) [text]
32. Work Schedule [FULL-TIME dropdown]
33. Part-Time Hours Per Biweekly Pay Period [80 text]
Submit Employee Data

Requests-Editing-Part B – Employee Data

- In Employee Data, add/change the information.
Service Comp Date is a required field.
- 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

| | | | | | | | | | |
|-------------------------|--|-------------------------|--|-------------------------|--|------------------------|--|---|--|
| 34. Position Occupied | | 35. Competitive Service | | 36. FEPLA Category | | 37. Appropriation Code | | 38. Bargaining Unit Status | |
| 39. Duty Station Code | | 40. Escaped Service | | 41. FEPLA General | | 42. FEPLA Special | | 43. Duty Station (City - County - State or Overseas Location) | |
| 44. AGENCY DATA (A FOR) | | 45. SENIOR POSITION | | 46. REGRADDED POSITION | | 47. VICE | | 48. QUALIFICATION STANDARDS USED | |
| 49. EDUCATIONAL LEVEL | | 50. DEGREE ATTAINED | | 51. Academic Discipline | | 52. FUNCTIONAL CLASS | | 53. CITIZENSHIP | |
| | | | | | | | | 54. USIA E-Other | |
| | | | | | | | | 55. Veteran Res/Ret | |
| | | | | | | | | 56. Type/Non | |
| | | | | | | | | 57. SERVICEMEMBER STATUS | |

SF-52 Part B Position Data

- Click **Part B** to the right of icons.
- 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.



POSITION DATA WAS SAVED.

Confirmation pop-up: Position Data was saved


Part B – New Employee

SF-52 Part B-New Employee

| | | |
|---|--------|------------------|
| 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 |

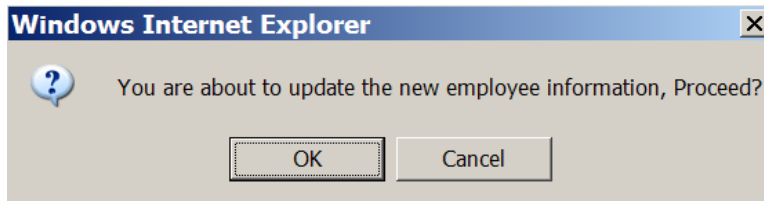
SF-52 Part B-New Employee

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 | |
| A. Position Authorized | | | | D. English Language | |
| B. Classification | | | | E. Drug Testing YES Position 300 | |
| 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: |
| CONTINUED ON REVERSE 52-118 | | | | | Approval Date: 07/31/2010 |
| OVER | | | | | |

SF-52 Part C Reviews and Approvals

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

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - EDITING - PART C: REVIEWS AND APPROVALS

PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945

PART C - Reviews and Approvals

1. Office/Function Initials/Signature Date Office/Function Initials/Signature Date

A. Position Authorized [] [] [] D. English Language Proficiency [] []

B. Classification [] [] E. Drug Testing Position [] []

C. Placement [] [] F. Yes / No



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.

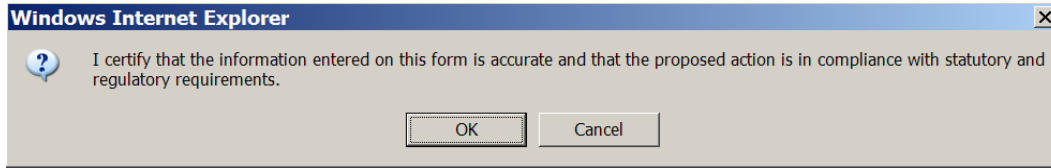
Signature: [] Approval Date: []

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 | |
|---|-----------------------|
| <small>(Data 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.)</small> | <small>YES NO</small> |
| | |

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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - EDITING - PART D

PART A PART B PART C PART D PART E PART F Attachments RequestID = 149821

PART D - Remarks by Requesting Office

REMARKS BY REQUESTOR

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.)

Yes No

REMARKS

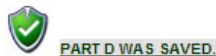
Submit Part D

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

The image shows a form titled "PART E - Employee Resignation/Retirement" with a "Primary Act Statement" section. The form contains instructions for the employee to provide a specific reason for resignation or retirement and a forwarding address. It also includes a "Reasons for Resignation/Retirement" section with a note that reasons are used to determine possible unemployment benefits. At the bottom, there are four fields: "2. Effective Date", "3. Your Signature", "1. Date Signed", and "4. Forwarding Address (Number, Street, City, State, ZIP Code)".

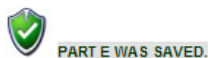
SF-52 Part E Employee Resignation/Retirement

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

The image shows a screenshot of the WebHR interface. The top navigation bar includes "Home | Reports | Positions | Staffing | Requests | PAID | System | Help | Log Off". Below this, there is a search bar and a breadcrumb trail: "PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945". The main content area is titled "PART E - Employee Resignation/Retirement" and features a section for "EMPLOYEE RESIGNATION/RETIREMENT REMARKS" with a "Remarks" text area and a "Submit Part E" button.

Requests-Editing-Part E – Employee Resignation/Retirement

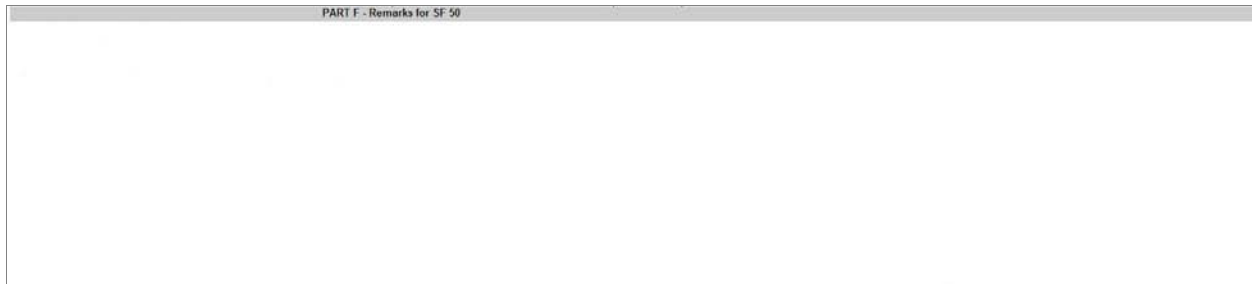
2. In Employee Resignation/Retirement, the employee comments pertaining to resignation/retirement can be added.
3. Click the **Submit Part E** button.
Confirmation displays that Part E is saved.



Confirmation pop-up: Part E was saved

Part F – Remarks for SF-50

SF-52 Part F Remarks for SF-50



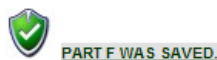
SF-52 Part F Remarks for SF-50

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

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

ARPA REQUEST EDITING

PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945

ATTACHMENTS

Upload Form

TITLE: TYPE: Memorandum

DESCRIPTION: ATTACHMENT: Browse...

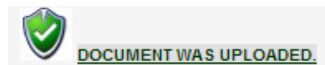
Upload Attachment

Associated Attachments

| ID | DOCUMENT | TYPE | STATUS | DESCRIPTION |
|--------|-----------------------------|-------|--------|-------------------------------------|
| 149945 | OED Documentation Standards | Other | Active | Standards for project documentation |



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 <ul style="list-style-type: none"> • 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.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

REQUESTS - NEW REQUEST FORM (GAIN)

Request Details

REQUEST TYPE

Action Requested: Recruitment

Pro Effective Date: []

Date: []

ACTION REQUESTED BY

Name: WebHR Requester:One

Title: Chief, Human Resources

Date: 9/28/2011

ACTION AUTHORIZED BY

Name: WebHR Authorizer:One

Title: Chief, Human Resources

Date: []

FOR ADDITIONAL INFORMATION CALL

Name: WebHR User:One

Phone: 000-000-0000

Part B Information

PART B TO

Title: ACCOUNT PAYABLE TECHNICIAN

Number: [] Comp Level: [] Pay Basis: []

Pay Plan: AD Grade: [] Series: []

Step: [] Salary: [] Basic Pay: []

Local Adj.: [] Adj. Basic Pay: [] Other Pay: []

PART B POSITION DATA

Site: VA Medical Center Oklahoma City, OK

ApprCode: []

OrgCode: [] Org Title: []

CCCode: [] CC Title: []

(FT or PT - 20hrs)

Work Schedule: FULL-TIME Vice: Vacant

Submit Request

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**.

4/11/2011

April, 2011

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| | 3 | 4 | 5 | 6 | 7 | 8 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

Today: June 12, 2011

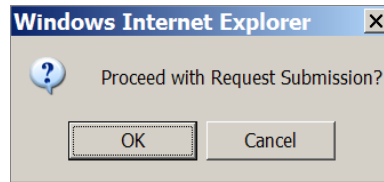
Pop-up Calendar

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.

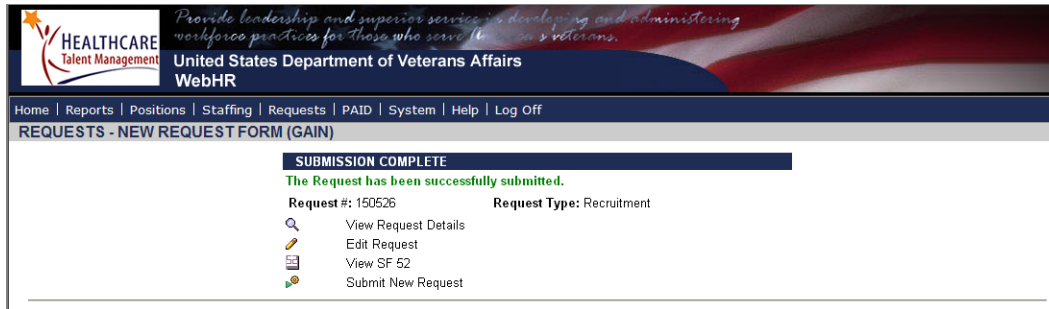
Note: Full-time is 80 hours per pay period.
 8. Click the **Submit Request** button.
Information pop-up displays.







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.
- Click the magnifying glass icon  to view request details.
 - Click the pencil icon  to edit the request.
 - Click the 52 icon  to view the completed SF-52.
An example of a completed SF-52 is on page 140
 - 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 | HEUHKYM,IAFCH | 2788 | ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560 | YKEDVRB,ENVG | | 08/29/2010 | |
| | 105416 | Recruitment | Approved | UEUTSPD,IKQIH | 167 | ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560 | WPOLDER,IKBAP | | 08/29/2010 | |
| | 105412 | Recruitment | Approved | FINFRYR,JFWLB | 9201 | ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560 | RQODHRA,MDXIH | | 08/29/2010 | |
| | 105409 | Recruitment | Approved | BEULPQW,WLBOC | 1430 | ENVIRONMENTAL MANAGEMENT SERVICE-EMS 8561.2560 | MQJWRLA,GVICL | | 06/07/2010 | |
| | 103766 | Recruitment | Approved | NEBREEV,FAPQI | 6697 | MEDICAL SERVICE 8201.2100 | TVHDEG,SEMTH | | 08/28/2010 | |
| | 102072 | Recruitment | Approved | TAIXBW,RLIID | 953 | LAWTON-FT BILL CHOC 8204.2087 | UYKSGA,MNVVB | | 06/06/2010 | |
| | 101966 | Recruitment | Approved | JAYTCE,AEDVS | 623 | GERIATRICS & EXTENDED CARE 8201.2117 | FLAUDRG,ALMIJ | | 06/06/2010 | |
| | 101101 | Recruitment | Approved | WUOKRB,EOINC | 1545 | SOCIAL WORK SERVICE 8221.2260 | HROSIDC,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

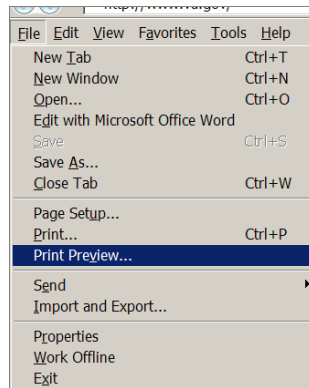
IE Browser

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.

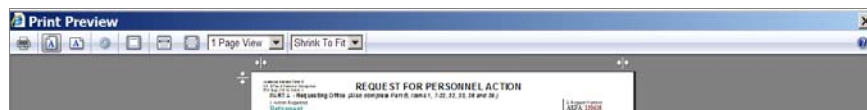
Note: Resignation and separation SF-52s must be kept on file in the Official Personnel Folder/Electronic Official Personnel Folder (OPF/E-OPF). To place an SF-52 in the OPF or E-OPF, you need to print the SF-52.

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




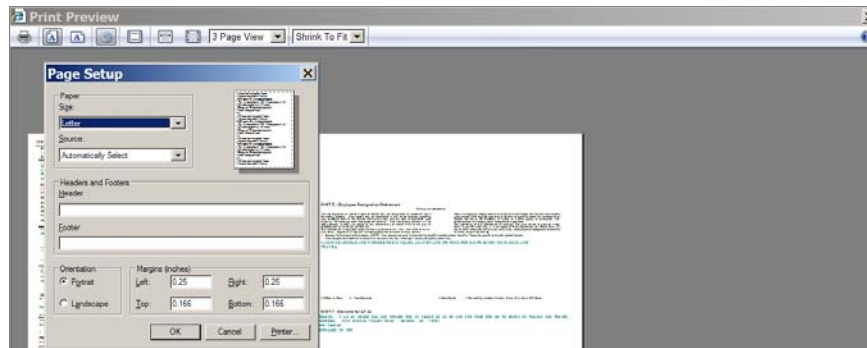
Browser File menu with Print Preview>1 Page View

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



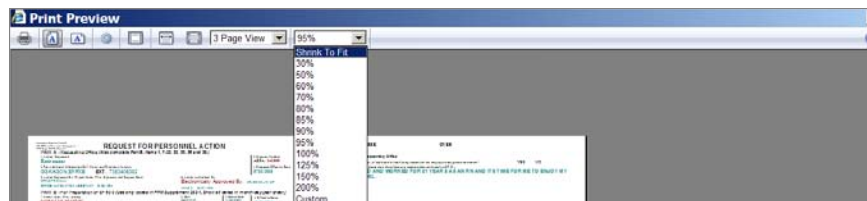
Browser File menu with Print Preview>3 Page View

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

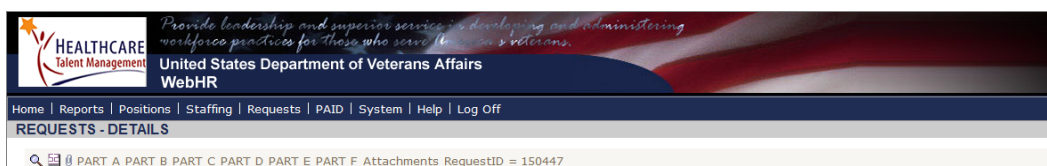
Requests>View All Requests

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.

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

ARPA REQUEST EDITING

PART A PART B PART C PART D PART E PART F Attachments RequestID = 43912

ATTACHMENTS

Upload Form

TITLE: TYPE: Memorandum

DESCRIPTION: ATTACHMENT: Browse...

Upload Attachment

Associated Attachments

| ID | DOCUMENT | TYPE | STATUS | DESCRIPTION |
|-------|--------------------------------|-------------------------------|--------|--|
| 43912 | HTM PD-635-7149-O Announcement | Letter | Active | HTM Mgt & Prg Analyst PD-635-7149-O Announcement |
| 43912 | HTM PD-635-7149-O PBI | Letter | Active | HTM Mgt & Prg Analyst PD-635-7149-O PBI |
| 43912 | HTM PD-635-7149-O Checklist | Checklist | Active | HTM Mgt & Prg Analyst PD-635-7149-O Checklist |
| 43912 | HTM PD-635-7149-O Job Analysis | Job Analysis/KSAO Information | Active | HTM Mgt & Prg Analyst PD-635-7149-O Job Analysis |
| 43912 | HTM PD-635-7149-O | Position Description | Active | HTM Mgt & Prg Analyst PD-635-7149-O |

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

The system has detected an error of type: System Error

This error has been logged, and a message sent to the administrator of this web application.

We apologize for this inconvenience

Error Management-User Assistance message

Error Management Message

The system has detected an error.

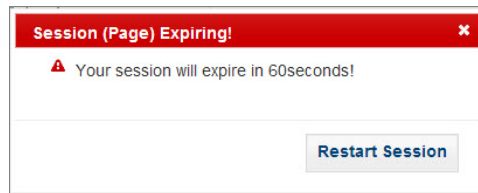
This error has been logged, and a message sent to the administrator of this web application.

We apologize for this inconvenience.

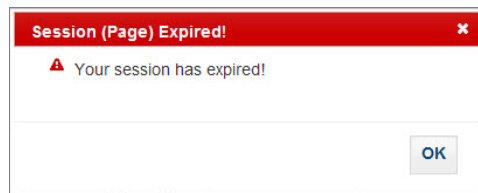
Session Expiring

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 | <p>Agent type assignment is the level of access granted to an authorized user of WebHR.</p> <p>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.</p> <p>Agent type assignment works in conjunction with Role assignment within the application.</p> <p>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.</p> |
| 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 | <p>BusCode is the Bargaining Unit Status (BUS) code of the employee's position with regard to federal employee bargaining unit representation.</p> <p>BUS code 8888 is for employees who are ineligible for bargaining unit representation, e.g., supervisors, managers, human resources specialist, etc.</p> <p>BUS code 8888 is not appropriate for employees in pay plans 1, 2, 4, 5, 6 or G.</p> <p>BUS code 7777 is for employees who are not excluded by law, but are excluded due to negotiations.</p> <p>Covered employees have codes specific to the location and the selected unions.</p> <p>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.</p> <p>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.</p> |
| Category | <p>Category is a grouping of similar types of actions.</p> <p>Gains pick all recruitments, appointments, transfers, etc., any action that causes the organization to gain staff.</p> <p>Losses pull all separations, terminations, resignations, retirements, etc., any action that causes the organization to lose staff.</p> <p>Employee pulls any actions created with an employee's name.</p> |
| 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) | <p>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.</p> <p>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.</p> |
| 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 | <p>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.</p> <p>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.</p> |
| Existing to Non-Existing Action Types | <p>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.</p> <p>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.</p> <p>In WebHR, HRIS builds new codes for E to NE action types.</p> |
| Fegli | Federal Employees Group Life Insurance |
| Fegli Code | <p>Federal Employees Group Life Insurance code indicates the extent of life insurance coverage or non-coverage provided/selected.</p> <p>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).</p> <p>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.</p> |
| Fiscal Employee | <p>A fiscal employee is an employee in the financial or business office at a site.</p> <p>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.</p> |
| 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 | <p>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.</p> <p>Roles that parallel the agent types for the Customer Edition are: preparer, requester, approver and for the HR Edition are: Specialist and HRO.</p> <p>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.</p> |
| 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 | <p>OPM Standard Form 52 – Request for Personnel Action</p> <p>Operating officials and supervisors use the form to request personnel actions and to secure internal agency clearance of requests for personnel actions.</p> <p>Employees use the form to request leave without pay, to change a name, or to notify the agency of intent to resign or retire.</p> |
| 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 | <p>Supervisory Level</p> <p>Supervisory level identifies the category of a supervisor's responsibility. Supervisory codes are assigned during the classification process and annotated in the position description.</p> |

| Term | Definition |
|---|--|
| TypeOfApt | Type of Appointment This code identifies the type of appointment (career conditional, career, etc.) under which an employee is serving. <ul style="list-style-type: none"> • 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. vhahmhrishelpDesk@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

| POSITION TITLE | PP | SERIES | GRADE | COMPLVL | SUPVCODE | BUSCODE | FLSA | NETWORK | STATION | APPRCODE | POSNO |
|----------------|----|--------|-------|---------|----------|---------|------|---------|---------|----------|-------|
|----------------|----|--------|-------|---------|----------|---------|------|---------|---------|----------|-------|

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.

| Options | ID ▲ | Action | Status | Requested By | Days Since Approved | Organization | Employee | Specialist | Proposed Effective Date | Effective Date ▲ |
|---------|------|--------|--------|--------------|---------------------|--------------|----------|------------|-------------------------|------------------|
|---------|------|--------|--------|--------------|---------------------|--------------|----------|------------|-------------------------|------------------|

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.) | | | | | | | | | | | 2. Request Number | | |
| 1. Action Requested | | | | | | | | | | | 4. Proposed Effective Date | | |
| 3. For Additional Information Call (Name and Telephone Number) | | | | | | | | | | | | | |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date) | | | | | | 6. Action Authorized By | | | | | | | |
| PART B - For Preparation of SF 50 0 (Use only codes in FPM Supplement 202-1. Show all dates in month-day-year order.) | | | | | | | | | | | | | |
| 1. Name (Last, First, Middle) | | | | | | | | | | | 2. SSN | 3. Date of Birth | 4. Effective Date |
| FIRST ACTION | | | | SECOND ACTION | | | | | | | | | |
| 5-A. Code | 5-B. Nature of Action | | | 6-A. Code | 6-B. Nature of Action | | | | | | | | |
| 7-C. Code | 7-D. Legal Authority | | | 6-C. Code | 6-D. Legal Authority | | | | | | | | |
| 7-E. Code | 7-F. Legal Authority | | | 6-E. Code | 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number | | | | | | 18. TO: Position Title and Number | | | | | | | |
| 13. Title | | | | | | 18. Title | | | | | | | |
| 13. Grade | | | | | | 18. Grade | | | | | | | |
| 13. Agency | | | | | | 18. Agency | | | | | | | |
| 14. Name and Location of Position's Organization | | | | | | 22. Name and Location of Position's Organization | | | | | | | |
| EMPLOYEE DATA | | | | | | | | | | | | | |
| 23. 1. Hire 2. 10 Full/Part 3. 10 Part/Full 4. 10 Part/Comp 5. 10 Full/Comp 6. 10 Full/Comp/10% | | | | 24. Term 1. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. | | | | 25. Agency Use | | 26. Veterans Preference for SF | | | |
| 27. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. | | | | 28. Annuitant Indicator | | | | 29. Pay Rate Determinant | | | | | |
| 30. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. | | | | 31. Service Comp. Date (Leave) | | | | 32. Work Schedule | | 33. Part-Time Hours Per Week | | | |
| POSITION DATA | | | | | | | | | | | | | |
| 34. Position Occupied | | | | 35. ELSA Category | | | | 36. Appropriation Code | | | | | |
| 37. Duty Station Code | | | | 38. Duty Station (City - County - State or Overseas Location) | | | | 39. Bargaining Unit Status | | | | | |
| 40. AGENCY DATA (APO) | | | | 41. NEW POSITION | | | | 42. REWARDED POSITION | | | | | |
| 43. EDUCATIONAL LEVEL | | | | 44. ACADEMIC DISCIPLINE | | | | 45. VOICE | | | | | |
| PART C - Reviews and Approvals (Not to be used by requesting office.) | | | | | | | | | | | | | |
| A. Position Authorized | | | B. Classification | | | C. Placement | | | D. English Language | | | | |
| E. Drug Testing | | | F. Position | | | G. Other | | | H. SUPERVISORY STATUS | | | | |
| 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. | | | | | | | | | | | Approval Date: 07-21-2010 | | |
| CONTINUED ON REVERSE OVER | | | | | | | | | | | | | |
| 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.) | | | | | | | | | | | | | |
| 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 contained in any letter decision regarding your 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 551, 552, and 556 of title 5, U.S. Code. Sections 551 and 552 authorize OPM and agencies to issue notices with regard to employment of individuals in the Federal service and their records, while section 556 authorizes agencies to furnish the specific reasons 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 these 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 | | | 4. Date Signed | | | 5. 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

| 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 3. For Additional Information Call (Name and Telephone Number) NQBMTVKFYSTD EXT. 000-000-0000 3. Action Requested By (Typed Name, Title, Signature, and Request Date) KUBRATOLAGIV Assistant Chief, IASB 02/09/2011 | | | | | | | | | | | 2. Request Number AS2PA: 1234567 |
| 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) VKKLYOM,CWVUQ 2. SSN 000-00-0000 3. Date of Birth 02/08/2011 4. Effective Dates 07/18/2010 | | | | | | | | | | | |
| FIRST ACTION 5-A. Code 721 5-B. Nature of Action REASSIGNMENT 5-C. Code NCM 5-D. Legal Authority REG. SAS 182 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 6-F. Legal Authority | | | | | | | | |
| 7. FROM: Position Title and Number | | | | | | 15. TO: Position Title and Number PROGRAM SUPPORT ASSISTANT 058140 X14 | | | | | |
| 8. Pay Rate 303 9. Pay Grade 07 10. Base Pay 43964.00 11. Step Pay 0.00 | | | | | | 16. Pay Rate 303 17. Pay Grade 07 18. Base Pay 43964.00 19. Step Pay 0.00 | | | | | |
| 14. Name and Location of Position's Organization VA Medical Center Oklahoma City, OK MEDICAL ADMINISTRATION SERVICE PATIENT ACCOUNTS | | | | | | 22. Name and Location of Position's Organization VA Medical Center Oklahoma City, OK MEDICAL ADMINISTRATION SERVICE PATIENT ACCOUNTS | | | | | |
| EMPLOYEE DATA 23. Veterans Preference Name: PEGEL 1. Year: BASIC 2. Date: ES 3. 10-Point Quantity 4. 10-Point Component 5. 10-Point Date 6. 10-Point Component 24. Tenure Career 25. Annuitant Indicator 26. Agency Use 27. Uniform 28. Pension 29. Inclusion 30. Yes/No Preference for EOP YES NO 31. Pay Rate Determinant 0 32. Retirement Plan FERS-FICA 33. Service Comp. Date (Leave) 11/18/2001 34. Work Schedule FT 35. Part-Time Hours Per Week 40 36. Position Occupied 1 37. Degrading Unit Status 1275 38. Duty Station Code 40399109 39. Duty Station City - County - State or Overseas Location VA Medical Center Oklahoma City, OK 40. AGENCY DATA (ARPL) 41. NEW POSITION 42. REORGANIZED POSITION 43. VICE 44. QUALIFICATION STANDARDS USED 45. EDUCATIONAL LEVEL 46. VETERAN AFFAIRS 47. ADDRESS DISCIPLINE 48. FUNCTIONAL CLASS 49. DISPOSITION 50. USA 8-01ow 51. Union Exp. Val. 52. Referral Status | | | | | | | | | | | |
| PART C - Reviews and Approvals (Not to be used by requesting office.) 1. Office Function A. Position Authorized B. Classification C. Placement 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 | | | | | | | | | | | |
| PART D - Remarks by Requesting Office (Date 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.) YES NO | | | | | | | | | | | |
| 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. Use forwarding address only to be used primarily to mail you copies of any documents you should receive in any pay or compensation action. (50 USC §§ 5501 and 5506 of title 5, U.S.C. Code, Sections 5501 and 5506 authorize OPM to use and disclose this information.) 1. Reason 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.) | | | | | | | | | | | |
| PART F - Remarks for SF 50 Q APPOINTMENT AFFIDAVIT EXECUTED ON 7-19-2010. 91 FROZEN SERVICE NONE 92 CREDITABLE MILITARY NONE 93 PREVIOUS RETIREMENT PREVIOUSLY COVERED 99 EMPLOYER TRANSFERRED FROM THE VA IN TOPEKA KANSAS | | | | | | | | | | | |

Sample of a completed SF-52