



Capital HR User Guide

<https://www.caphrehrp.psc.gov>

Clinical Center Float Processing



Overview

A new employee type, Title 42 'Per Diem' Float Pool, has been implemented in Capital HR to allow the NIH Clinical Center to hire intermittent, 'per diem' employees. This type of employee may be called to work various shifts on different days of the week; the hourly pay rate is determined by the shift worked.

In Capital HR, personnel actions for these employees are handled in the same manner as personnel actions for all other employees, but when processing Float Pool actions be aware of the Special Employment Program Designation: HR users must indicate an employee is Title 42 Float Pool in Capital HR by selecting the 'Special Employment Program' designation of "Title 42 – CC Float Pool Employee." This field is found on the 'Employment 1' page of the employee record, under the 'Apt Data' hyperlink (see screen shot below).

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Appointment Info

Nature of Action Code:

Current Appointment Auth #1:

Current Appointment Auth #2:

Benefit Record Number: Severance Pay Previous Weeks:

Appointment Limits

Amount: Hours: Days:

Special Employment Program:

Special Pay Indicator:

OK Cancel

Procedures

1) Conversions:

- It is not permitted to convert a non-Float Pool employee directly into the Title 42 Float Pool.
- Actions moving non-Float Pool employees into the Float Pool should be processed after a break in service of at least 4 days (may be rehired on the 5th day after the resignation; e.g. for a resignation date of 9/20; may be rehired on 9/25).

2) Duration of Appointment:

- a) Initial Float Pool appointments may be NTE two years.
- b) Extensions may be made in one-year increments.

| FREQUENTLY USED ACTIONS FOR FLOAT POOL EMPLOYEES | | | | | |
|--|--|--|--|--|--|
| HIRE Action Code: HIR Reason Code: NPS NOAC: 171-0 LAC: ZLM Special Employment Program: Title 42-CC Float Pool Employee | REHIRE Action Code: REH Reason Code: REH NOAC: 171-0 LAC: ZLM Special Employment Program: Title 42-CC Float Pool Employee | EXTENSION Action Code: EXT Reason Code: EXT NOAC: 760-0 LAC: ZLM Remark Code: G29 Special Employment Program: Title 42-CC Float Pool Employee | PAY ADJUSTMENT Action Code: PAY Reason Code: ADJ NOAC: 894-0 LAC: ZLM | TERMINATION Action Code: TER Reason Code: TMP NOAC: 355-0 LAC: N/A Remark Code: G29 | RESIGNATION Action Code: TER Reason Code: RES NOAC: 317-0 LAC: RUM Remark Code: G29 |

For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
hrsystemssupport@od.nih.gov

Website:
<http://hr.od.nih.gov/HRSystems/ehrp/default.htm>

Try It with OnDemand:
<http://webcastor.hrs.psc.gov/ehrp/EHRPTrainingManual/toc.html>