



Capital HR User Guide

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

Multiple Concurrent Appointments



Overview

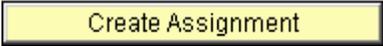
Administrative/Management Staff must notify your servicing Human Resources Operations Office that you have a concurrent appointment and provide the following information:

- 1) Employee Name
- 2) Current Position Title, Pay Plan, Series, Grade
- 3) New Position Title, Pay Plan, Series, Grade
- 4) New Administrative Code and Organization Name
- 5) Proposed Effective Date

HR Operations must notify the Human Resources and Payroll Solutions Branch (HRPSB) that you have a concurrent appointment-include the information provided by the Administrative/Management Office.

Human Resources and Payroll Solutions Branch (HRPS)

Procedures

- 1) Create Concurrent Hire Request
- 2) Enter employee's Empl ID or name
- 3) Click on 'Create an assignment' 
- 4) Click on the 'Add' button 
- 5) Complete Concurrent Appointment PAR as appropriate. DO NOT FORGET THE FOLLOWING STEPS:
 - a) Go to the 'Job' tab
 - b) Click on the 'Benefits/FEHB Data' hyperlink
 - c) In the "Benefit Record Number Field" enter the next number in the sequence of appointment number

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a. Job Tab

New Window |

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

EmplID: Empl Rcd#: 0

Find | View All First 1 of 1 Last

Job Data

Effective Date: 09/30/2007 Transaction# /Seq 1 1 PAR Status: Processed by Human Resources

Action Type: Data Change NOA Code: 980 Empl Status: Active

Position: 00098586 GS- 0301- 09 Presidential Management Fellow Position Management Record

*Job Code: 002628 GS- 0301- 09 Presidential Management Fellow Position Override

Reports To: 00076785 Supvy Human Resources Spec

*Agency: HE Department of HHS Transferred From Agency: DL DOL

Sub-Agency: 38 National Institutes of Health Transferred To Agency:

*Business Unit: NIH00 National Institutes of Health

*Department: HNJAM41 Ofc Director **b.** Click on the Benefits/FEHB Data Tab [Benefits/FEHB Data](#)

*Location: 240130031 BETHESDA [FEOL/Retirement/FICA](#)

Tax Location: NA Not Applicable [Departmental Hierarchy](#)

[Detail](#)

Save Return to Search Notify Previous tab Next tab Update/Display Include History Correct History

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

c. Enter the text number in the sequence of appointment numbers.

New Window |

Benefits/FEHB Data

Benefits Control

Benefit Record Number: p Benefits Employee Status: Active

BAS Group ID:

*Benefit Program: GVT FEDERAL GOVT EMPLOYEES

FEHB Eligibility

Permanent

Continuing Coverage

Temporary Appointment > 1 yr

Temp Appt < 1yr + FedSvc > 1yr

Not Eligible

FEHB Date

FEHB Date:

Eligibility

Elig Fld 1:

Elig Fld 2:

Elig Fld 3:

Elig Fld 4:

Elig Fld 5:

Elig Fld 6:

Elig Fld 7:

Elig Fld 8:

Elig Fld 9:

OK Cancel

For Help Contact HR Systems Support:

Help Desk:
301-451-1436

Email:
hssystemssupport@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>