



Capital HR User Guide

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

Batch Printing SF 50 and 52s



Overview

The number of SF-50/52s selected for printing may affect the performance of EHRP Production 89, especially at the end of the pay period. Therefore, if your batch has more than 50 SF50/52s, it is recommended that no more than 50 be selected for printing at one time. Any remaining batches (50 or less) should be printed only after the previous batch printing is complete to avoid having the print job being cancelled due to performance issues.

You do not have to print a batch set of forms. For confidentiality purposes, you can save them in your secured or exclusive network drive with password protection, and print only the ones you need.

Procedures

1) Navigation

Workforce Administration>Job Information>Reports>Notice of Personnel Action USF(SF50) or Workforce Administration>Job Information>Reports>Request of Personnel Action USF(SF52)



Notice of Personnel Action USF

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

[Add a New Value](#)

Search by: Run Control ID begins with

Case Sensitive

[Search](#)

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 2) Select Add a New Value Tab
 - a) Enter a Run Control ID in the data box (The Run Control ID may be any test alpha or numerical of your choice)
 - b) Click the Add a New Value tab

- 3) The Parameters Tab will be displayed

- a) Copies Requested - default is Employee
- b) Criteria Processed - default is "On-line" (do not change)

Note: Checking the 'Within Batch Program' radio button will cause the 'Filter' button to be "grayed" out.

- c) Filter Criteria Box
 - i) Enter NOA code (if applicable)
 - ii) Enter Business Unit- NIH00 (department and location will be displayed)
 - iii) Enter Department or use look-up (if applicable)
 - iv) Enter Location (optional) or use look-up

Note: A Business Unit and Department must be selected in order for the Batch Print Process to run successfully. If only the Business Unit is selected as Filter criteria, the Batch Print selection may time out.

- d) PAR Status Date Range
 - i) Use Drop down arrow to select Processed by Human Resources (Begin Date and End Date fields appear after PAR status is selected)
 - ii) Enter Begin Date
 - iii) Enter End date
- e) Press the "Filter" button – the 'Select Data' tab will be displayed.

[New Window](#) | [Customize](#)

Parameters | **Select Data**

Run Control ID: alpha
[Report Manager](#) | [Process Monitor](#)
Run

Filtered Personnel Actions				
ID	Name	SSN	Effective Date	Eff Seq
1				

Add All | Add Selected | Remove Selected | Remove All

Selected Personnel Actions to Print				
ID	Name	SSN	Effective Date	Eff Seq
1				

Save | Notify | Previous tab | Next tab

Add | Update/Display

Parameters | Select Data

- 6) Select Data tab
 - a) The Process Instance number appears below the Run button
 - b) Select the Process Monitor Hyperlink

Parameters | **Select Data**

Run Control ID: beta1 [Report Manager](#) [Process Monitor](#) Run

Process Instance: 1227537

Filtered Personnel Actions					
	ID	Name	SSN	Effective Date	Eff Seq
1	<input type="checkbox"/>				

[Add All](#) [Add Selected](#) [Remove Selected](#) [Remove All](#)

Selected Personnel Actions to Print					
	ID	Name	SSN	Effective Date	Eff Seq
1	<input type="checkbox"/>				

[Save](#) [Notify](#) [Previous tab](#) [Next tab](#) [Add](#) [Update/Display](#)

[Parameters](#) | [Select Data](#)

- 7) Process Monitor
 - a) On the Process List tab click the Refresh button until
 - i) Run Status=Success
 - ii) Distribution Status=Posted
 - b) Click on the "Details" hyperlink

Process List [Server List](#)

View Process Request For

User ID: #SML0713 Type: Last: 1 Days Refresh 

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First 1-2 of 2 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1227537		SQR Report	FGSF5052	#SML0713	09/30/2008 11:20:07AM EDT	Success	Posted	Details
<input type="checkbox"/>	1227506		SQR Report	FGSF5052	#SML0713	09/30/2008 11:03:46AM EDT	Success	Posted	Details

[Go back to Notice of Personnel Action USE](#)

[Process List](#) | [Server List](#)

- 8) Process Detail Screen
 - a) Select the View/Log Trace hyperlink at the bottom of the page

Process Detail

Process	
Instance: 1227537	Type: SQR Report
Name: FGSF5052	Description: Request for Personnel Action
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: beta1	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 09/30/2008 11:20:34AM EDT	Parameters Transfer
Run Anytime After: 09/30/2008 11:20:07AM EDT	Message Log
Began Process At: 09/30/2008 11:20:44AM EDT	Batch Timings
Ended Process At: 09/30/2008 11:20:58AM EDT	View Log/Trace

OK Cancel

- 9) View Log Trace Screen
 - a) Select the .PDF hyperlink to view and print the SF-50/52s.

View Log/Trace

Report

Report ID: 250840 **Process Instance:** 1184647 [Message Log](#)
Name: FGSF5052 **Process Type:** SQR Report
Run Status: Success

Request for Personnel Action

Distribution Details

Distribution Node: viper_reports **Expiration Date:** 10/15/2008

File List		
Name	File Size (bytes)	Datetime Created
SQR_FGSF5052_1184647.log	1,783	10/01/2008 9:55:09.000000AM EDT
fgsf5052_1184647.out	0	10/01/2008 9:55:09.000000AM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	#SML0713

Return

Note: Any remaining batches (50 or less) should be printed only after the previous batch printing is complete to avoid having the print job being cancelled due to performance issues.

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 at OnDemand:
<http://webcastor.hrs.psc.gov/ehrp/EHRPT rainingManual/toc.html>