

Web Human Resources (WebHR)

Version 1.0

C3-C1 Conversion Project

User Manual for the Administrator Role



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 safeguards must be employed 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 your 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*

Administrator Role in WebHR

The WebHR Administrator and the alternate administrators are HR specialists or assistants at a facility/program office and appointed by the site/station Human Resources Officer (HRO) to act as the primary point of contact for local administration of the WebHR Application. Large facilities may appoint several alternates to provide additional support.

Note: Administrator functions are accomplished only in the HR Edition. The administrator does not make any assignments in the Customer Edition.

Administrators manage the organizational structure for individual sites and/or VISNs. They view the organizational structure from the WebHR main menu.

- Add a service line/work section
- Change an existing service line/work section
- Move an existing service line/work section
- Delete an existing service line/work section

The administrator role has several responsibilities.

- Establish and maintain the organization hierarchy
- Establish user accounts for access to both editions of WebHR
- Provide troubleshooting techniques to assist users

Appointment of a WebHR Administrator

The site Human Resources Officer (HRO) appoints the WebHR Administrator and the Alternate Administrator(s).

Notes:

- Only the HRO or an HRO designate can grant access to the WebHR Automated HR Edition.
- The administrator(s) should be a Human Resources (HR) specialist or assistant with computer skills.
- An HRO is not the same as a site administrator.
- The HRO appoints an individual using a form letter, *WebHR Primary and Alternate Administrator Assignment Form*.
- Only Human Resources (Information Systems) (HRIS) can assign a site administrator.
- The HRO completes the appointment letter, signs it, and sends it via email to the WebHR Help Desk.
- The HRIS team assigns the permissions and adds the individuals to the WebHR email group and administrators list.

A copy of the appointment letter is in the attachment section at the end of this manual. The appointment letter and *Find My Administrator* list are on the WebHR SharePoint under Shared Documents.

<http://vaww.htm.wmc.va.gov/HRIS/Shared%20Documents/Forms/AllItems.aspx>

Responsibilities of a WebHR Administrator

The WebHR Administrator serves as the primary point-of-contact for local users of the WebHR application. The administrator is responsible for assessing the user needs and the required level of access, as well as securing supervisor approval and/or work assignments.

The administrator assigns roles to HR staff and customers using request forms submitted by appropriate personnel.

- Use the *WebHR Access for HR Staff Request Form* to request user access to WebHR Automated Human Resources Edition; the HRO submits the form to the local WebHR Administrator.
- Use the *WebHR Access Approving/Requesting Officials and Delegates Request Form* to request access for individuals to the WebHR Customer Edition application; the supervisor submits the form to the local WebHR Administrator.
- Use the *WebHR Site Authorization Change Form* to authorize individual assignments; submit the form to the WebHR Help Desk.
- Use the *WebHR Organization Management Add/Delete/Change Form* to add/delete/change the organizational structure; submit the form to the WebHR Help Desk.

Copies of the forms are in the attachment section at the end of this manual, as well as on the WebHR SharePoint under Shared Documents

<http://vaww.htm.wmc.va.gov/HRIS/Shared%20Documents/Forms/AllItems.aspx>

Note: The administrator is responsible for ensuring the requests for access meet the proper criteria for approval, in accordance with policy, rules and regulations, as appropriate; refer to the VA Directive/Handbook 5025, Legal, Part II; 5 CFR 293, Personnel Records; 5 CFR 297, Privacy Procedures for Personnel Records.

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.

User Assignments in WebHR

Both editions of WebHR work on two levels of assignments for access to the application. Agent type assignments work in conjunction with Role type assignments. Roles cannot be assigned in the Customer Edition; roles can only be assigned in the HR Edition.

1. Agent type assignment – only one agent type assigned by WebHR HRIS team

The WebHR Administrator requests an **Agent type** assignment based on the user's functions within the user's service lines. The administrator submits the agent type assignments to the WebHR Help Desk, using the *WebHR Site Authorization Change Request Form*.

Note: Agent type assignments are done in a background system by the HTM HRIS staff as the first step in permitting users to access WebHR.

2. Role type assignment – one or more role types assigned by local WebHR Administrators

The WebHR Administrator makes the **Role type** assignments based on the user's level of access necessary for the user's work assignments. The administrator makes the assignments using the *WebHR Access Approving/Requesting Officials and Delegate Request Form*, a local access form used by sites to grant permission and establish users of the application.

The chart shows the Agent type, assigned by WebHR HRIS team and the corresponding role type, assigned by the site administrator.

Note: Users must have both an agent type and a role type assigned for access to either the WebHR Customer Edition or the WebHR Human Resources Edition.

Agent Type	Role Type
Delegate	Preparer
Manager_Assistant	Requester
Manager	Approver
Staff_HR (HR staff only)	Specialist (HR staff only)
HRO (site HRO officer)	HRO (site HRO officer)

Note: The Specialist role is assigned to all HR Edition users who process SF-52s. Each site must have one and only one HRO; so Assistant HROs must be assigned the Specialist role.

WebHR Customer Edition

WebHR Customer Edition is for use by service line customers to initiate and/or change SF-52 actions for an employee in the employee's service lines. There are three agent types and three role types that operate within the WebHR Customer Edition.

- **Delegate=Preparer**
Support person that prepares an SF-52 at the direction of the supervisor or manager
Preparer role can only be assigned Delegate agent type
- **Manager_Assistant=Requester**
First or second level supervisor that requests permission to fill a vacancy or take a personnel action, but does not have the authority to approve the action
Requester can also prepare actions
- **Manager=Approver**
Service chief or someone with the authority to sign/approve the SF-52 that authorizes HR to process a personnel action. Managers can also prepare actions.
Only the manager/approver can approve SF-52s

Note: Individuals with the Specialist role, who do not also have the preparer, requester or approver role assigned, will not be able to access the Customer Edition.

WebHR Automated HR Edition

WebHR Automated HR Edition is for use by HR Staff only. The HR Edition provides the functionality for the HR staff to continue processing the SF-52. There are 2 agent types and 2 role types that operate within the WebHR/HR Edition.

- **Staff_HR = Specialist**
Staff that are Specialists and assistants assigned to the Human Resources office
- **HRO for agent and role types**
Only one Human Resources Officer is assigned per site
- Users assigned as delegates, requesters, and approvers, can be moved within an organization, based on employees and organizations/service lines for which they are responsible. This does **not** change the PAID/VistA record.

Administrator Menus in the HR Edition

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



The screenshot shows the top of the WebHR interface. It includes a header with the 'HEALTHCARE Talent Management' logo and the text 'Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.' Below this is the 'United States Department of Veterans Affairs WebHR' title. A warning message is displayed in a box, stating that the system contains sensitive information and is for official use only. At the bottom of the warning box is an 'I Acknowledge' button.

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 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 the user profile.



The screenshot shows the WebHR Home page for an administrator. It features a navigation bar with links: Home | Reports | Positions | Staffing | Requests | PAID | System | Help | Log Off. Below the navigation bar is the title 'WEBHR - AUTOMATED HUMAN RESOURCES - ADMINISTRATOR'. 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', including Agent Type (Manager), Title (Technical Writer), Phone (000-000-0000), and Email (one.webhr.user@va.gov). The 'ORGANIZATIONAL PROFILE' section shows details for the user's organization, including Agency (VHA), Level (VAMC), Network (16), Station (635), Organization (HUMAN RESOURCES AND DEVELOPMENT 8431.2570), and Duty Code (Duty Code Flag: False). The 'INFORMATION ALERTS' section displays 'NO DATA RETURNED'. Below these sections is a 'NO ACTIVE ITEMS' message. At the bottom of the page is a warning message, identical to the one in the first screenshot.

USER PROFILE
Name: WebHR User One
Agent Type: Manager
Title: Technical Writer
Phone: 000-000-0000
Email: one.webhr.user@va.gov

ORGANIZATIONAL PROFILE
Agency: VHA
Level: VAMC
Network: 16
Station: 635
Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570
Duty Code:
Duty Code Flag: False

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.

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, notify 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 the HR staff.

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 the red circle icon  next to the alert.

Note: If the action will be acted upon later, leave the alert as a reminder to work on the action at another time.

Bulletin Board

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

Note: Light grey items are not accessible at this time; they are menus/options planned for future WebHR development.

PAID Menu

The PAID main menu is not related to assigning roles; instead, the menu relates to viewing the organizational structure of the facility. Explorer displays the organizations (service lines) of the users in PAID.

The **PAID>Explorer** menu option is in both the HR Edition and the Customer Edition.

- HR Edition - the entire organization can be viewed.
- Customer Edition - only the customer's service line(s) can be viewed.

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

WEBHR - AUTOMATED HUMAN RESOURCE

Search

Explorer

Active Employees List

Costcenters and Organizations

Network: 16

Station: 635

Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570

Duty Code:

Duty Code Flag: False

INFORMATION ALERTS

NO DATA RETURNED

NO ACTIVE ITEMS

WARNING

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WebHR Automated HR Edition>PAID menu

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR Customer Edition

Home | Requests | Reports | Positions | PAID | Alerts | Help | Log Off

HOME

Search

Explorer

Organizations

PROFILE

Agency: VHA

Level: VAMC

Network: 16

Station: 635

Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570

Duty Code:

Duty Code Flag: False

OPENED ALERTS

NO DATA RETURNED

BULLETIN BOARD

WebHR

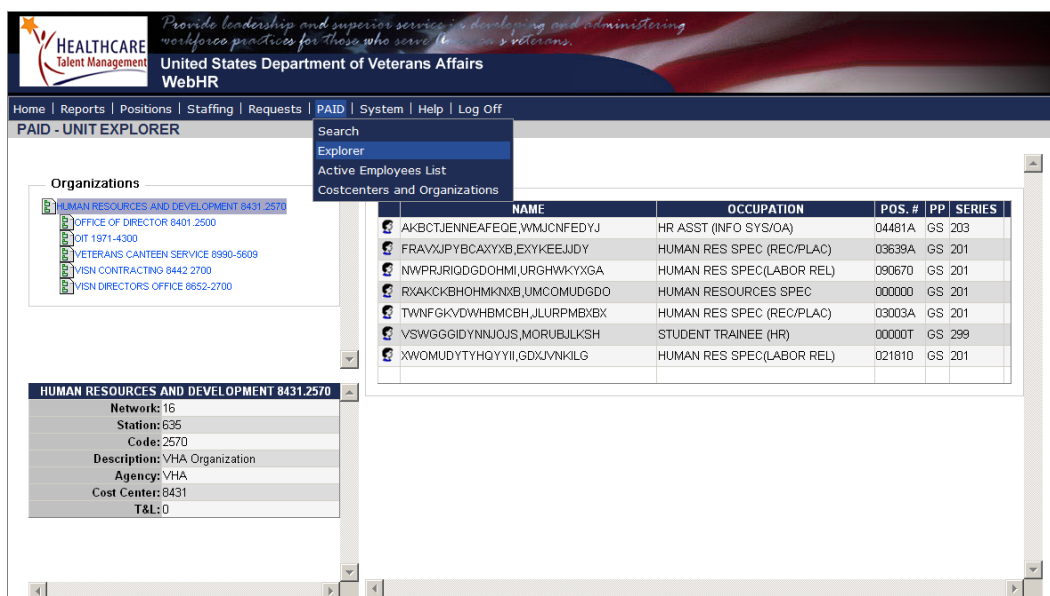
Welcome !

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 Customer Edition>PAID menu

1. In the HR Edition, open the **PAID** menu, **Explorer** option.
PAID – Unit Explorer page displays with lists to which the user has access: Organizations and Employees.



PAID>Unit Explorer

Organizations

Note: To add/change/delete an organization (service line) send a completed *WebHR Organization Management Add/Delete/Change Form* to the WebHR Help Desk.

- 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 the 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 30.

Selected Employee Unit/Service Line Detail

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

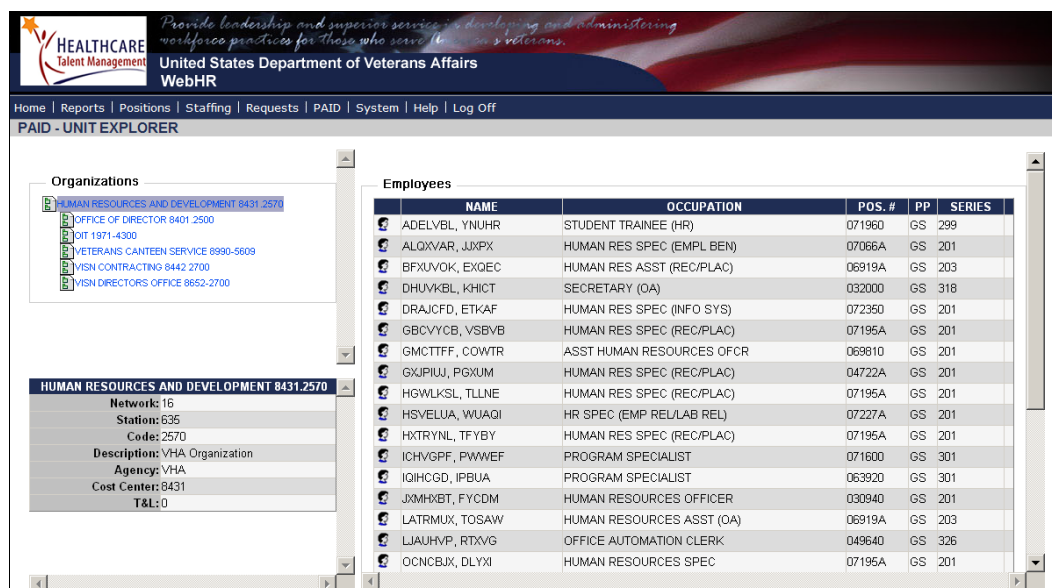
HUMAN RESOURCES AND DEVELOPMENT 8431.2570	
Network:	16
Station:	635
Code:	2570
Description:	VHA Organization
Agency:	VHA
Cost Center:	8431
T&L:	0

Service Line detail

- 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.



HEALTHCARE Talent Management United States Department of Veterans Affairs WebHR

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

PAID - UNIT EXPLORER

Organizations

- HUMAN RESOURCES AND DEVELOPMENT 8431.2570
- OFFICE OF DIRECTOR 8401.2500
- JOINT 1971-4300
- VETERANS CANTEN SERVICE 8990-5609
- VISN CONTRACTING 8442.2700
- VISN DIRECTORS OFFICE 8652-2700


HUMAN RESOURCES AND DEVELOPMENT 8431.2570

Network: 16
Station: 635
Code: 2570
Description: VHA Organization
Agency: VHA
Cost Center: 8431
T&L: 0

Employees

	NAME	OCCUPATION	POS. #	PP	SERIES
	ADELVL, YNUHR	STUDENT TRAINEE (HR)	071960	GS	299
	ALQXVAR, JXPK	HUMAN RES SPEC (EMPL BEN)	07066A	GS	201
	BFXUVOK, EXQEC	HUMAN RES ASST (REC/PLAC)	06919A	GS	203
	DHUVKBL, KHICT	SECRETARY (OA)	032000	GS	318
	DRAJCFD, ETKAF	HUMAN RES SPEC (INFO SYS)	072350	GS	201
	GBCVYCB, VSBVB	HUMAN RES SPEC (REC/PLAC)	07195A	GS	201
	GMCTFFF, COWTR	ASST HUMAN RESOURCES OFCR	069810	GS	201
	GXIPIUJ, PGXUM	HUMAN RES SPEC (REC/PLAC)	04722A	GS	201
	HGWLKSL, TLLNE	HUMAN RES SPEC (REC/PLAC)	07195A	GS	201
	HSVELUA, WUAQI	HR SPEC (EMP REL/LAB REL)	07227A	GS	201
	HXTRYNL, TFYBY	HUMAN RES SPEC (REC/PLAC)	07195A	GS	201
	ICHVGP, PWWEF	PROGRAM SPECIALIST	071600	GS	301
	IQIHCOD, IPBUA	PROGRAM SPECIALIST	063920	GS	301
	JXMHVBT, FYCDM	HUMAN RESOURCES OFFICER	030940	GS	201
	LATRMUX, TOSAW	HUMAN RESOURCES ASST (OA)	06919A	GS	203
	LJAUHVP, RTXVG	OFFICE AUTOMATION CLERK	049640	GS	326
	OCNCBJX, DLYXI	HUMAN RESOURCES SPEC	07195A	GS	201

PAID – Unit Explorer

- Click the head icon  to select an individual on which to initiate an SF-52.

Notify WebHR Help Desk

The administrator must notify the WebHR Help Desk of organizational changes.

- Organizations change the appropriation codes for organizations, but do not change the names.
- New organizations are added to a service line and some organizations are obsolete.
- Organizations re-organize and change prior sub-organizations into service lines, etc.

System Menu for HRIS Staff only

Assigning Agent types is the first step in giving users access to WebHR and is handled by the HRIS team. Assigning Role types is the final step in giving users access to WebHR and is handled by local administrators.

Note: All correspondence to the WebHR Help Desk must include the VISN number/CO office and Station number.

WebHR Help Desk

vhahtmhrishelpDesk@va.gov

1. Submit the name and organization information to the WebHR Help Desk using an appropriate form, along with the agent type needed by the user.
2. Send the appropriate form to the WebHR Help Desk.
WebHR Site Authorization Change Form

HEALTHCARE Talent Management
United States Department of Veterans Affairs
WebHR

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

WEBHR - AUTOMATED HUMAN RESOURCES - All

Users

Configuration

Messaging

INFORMATION ALERTS

NO DATA RETURNED

NO ACTIVE ITEMS

WARNING

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WebHR Automated HR Edition>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. The local WebHR Administrator handles assigning, changing, and deleting role types for WebHR users.

1. Open the System menu.
2. Select the **Users** option>**Roles** option.

The Role Management page displays with an alphabetical list of registered users: 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.

The screenshot shows the WebHR interface with the 'SYSTEM - USERS - ROLE MANAGEMENT' menu path. A table lists registered users with columns for NAME, TITLE, ORGANIZATION, and AGENTTYPE. Below the table is a 'ROLE MANAGEMENT' section with 'Role Assignment' and 'Assigned Roles' dropdowns, and an 'Add User To Role' button.

NAME	TITLE	ORGANIZATION	AGENTTYPE
WebHR User.One	Human Resources Assistant	HUMAN RESOURCES AND DEVELOPMENT	Staff_HR
WebHR User.Two	MEDICAL RECORDS ADMINISTRATOR, HIMS	PATIENT ACCOUNTS 8457 2500	Manager_Assist
WebHR User.Three	SECRETARY TO THE CHIEF OF STAFF	CHIEF OF STAFF	Delegate
WebHR User.Four	PROGRAM SPECIALIST	OIT 1971-4300	Delegate
WebHR User.Five	CLERK	POLICE SERVICE	Delegate
WebHR User.Six	CHIEF ACCOUNTANT	FISCAL SERVICE	Manager
WebHR User.Seven	SUPERVISORY POLICE OFFICER 2	POLICE SERVICE	Manager_Assist
WebHR User.Eight	SUPERVISORY PHARMACIST 1	PHARMACY SERVICE	Manager
WebHR User.Nine	Program Support Clerk	ACQUISITION & MARKETING	Delegate

ROLE MANAGEMENT

Role Assignment: Administrator, Administrator_Configuration, Administrator_IT, Approver


Assigned Roles: (empty)

Add User To Role

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 30.

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.



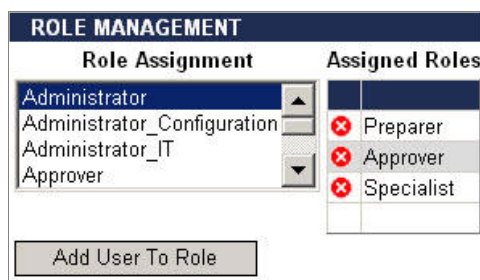
NAME	TITLE	ORGANIZATION	AGENTTYPE
WebHR User,One	Human Resources Assistant	HUMAN RESOURCES AND DEVELOPMENT	Staff_HR
WebHR User,Two	MEDICAL RECORDS ADMINISTRATOR, HIMS	PATIENT ACCOUNTS 8457 2500	Manager_Assist
WebHR User,Three	SECRETARY TO THE CHIEF OF STAFF	CHIEF OF STAFF	Delegate
WebHR User,Four	PROGRAM SPECIALIST	OIT 1971-4300	Delegate
WebHR User,Five	CLERK	POLICE SERVICE	Delegate
WebHR User,Six	CHIEF ACCOUNTANT	FISCAL SERVICE	Manager
WebHR User,Seven	SUPERVISORY POLICE OFFICER 2	POLICE SERVICE	Manager_Assist
WebHR User,Eight	SUPERVISORY PHARMACIST 1	PHARMACY SERVICE	Manager
WebHR User,Nine	Program Support Clerk	ACQUISITION & MARKETING	Delegate

Role Assignment	Assigned Roles
Administrator	Preparer
Administrator_Configuration	Approver
Administrator_IT	Specialist
Approver	

Add User To Role

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 Assignment	Assigned Roles
Administrator	Preparer
Administrator_Configuration	Approver
Administrator_IT	Specialist
Approver	


Add User To Role

Role Management section displaying the user's new role assignment

- d. To remove a role, click the X in the red circle icon  next to an assigned 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. To add another role type, click the person icon  to select a user and repeat step 3.

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.
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.

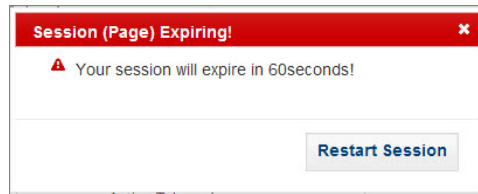
This error has been logged, and a message sent to the administrator of this web application.

We apologize for this inconvenience.

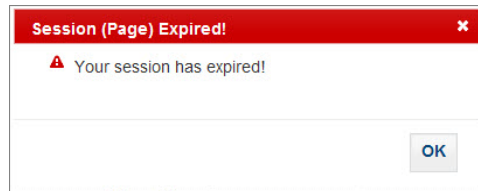
Session Expiring

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 (OI&T) 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
Incumbent	Incumbent position is a position in which an employee or employees (when job sharing) fill the authorized hours allotted to a position within an organization.
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.

Term	Definition
OHRM	Office of Human Resources Management
OPF	Official Personnel Folder
OPM	Office of Personnel Management
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	<p>Type of Appointment</p> <p>This code identifies the type of appointment (career conditional, career, etc.) under which an employee is serving.</p> <p>indicates whether the appointment is in the competitive service, excepted service, or senior executive service (SES)</p> <p>indicates whether the appointment is permanent or temporary</p> <p>indicates the tenure group to which it applies</p>
USA Staffing	USA Staffing is the link available from within the WebHR system for use by HR staff.
VA	Department of Veterans Affairs
VETPREF	<p>Veterans Preference</p> <p>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.</p> <p>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.</p>
VetPro	VA's web-based credentialing system for all VHA licensed health care personnel
VHA	<p>Veterans Health Administration</p> <p>WebHR is used only by VHA</p>
VHALWD	<p>Veterans Health Administration Leadership and Workforce Development</p> <p>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.</p>
VICE	VICE is the name of a previous employee for a vacant position.
VistA	Veterans Health Information System Technology Architecture
VSSC	<p>VHA Support Service Center</p> <p>This service center feeds data to the HR Dashboard.</p>
WEBH	WebHR namespace
WebHR Administrator	<p>WebHR Administrator is a staff member working in HR at a facility/program office.</p> <p>Human Resources Officer (HRO) appoints the administrator to act as the primary point of contact for local administration of the WebHR application.</p>
WebHR Automated Human Resources Edition	<p>This edition of the WebHR human resources application automates HR activities, including processing and tracking various personnel actions and functions.</p> <p>This human resources edition operates in conjunction with the WebHR Customer edition.</p>

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

Appendix

Sort Columns

Sorting Columns

















REGISTERED USERS			
NAME	TITLE	ORGANIZATION	AGENTTYPE









WebHR System>Users>Roles Registered Users column headers

Many columns within the WebHR application can be sorted. As the mouse moves over a heading, if the title is highlighted and a hand with a pointing finger displays, the column can be sorted.

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

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

Icon	Description
	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

REQUEST FOR PERSONNEL ACTION											
PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 38 and 39.)											
3. For Additional Information Call (Name and Telephone Number)								2. Request Number			
3. Action Requested By (Typed Name, Title, Signature, and Request Date)								4. Proposed Effective Date			
PART B - For Preparation of SF 50 0 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)											
1. Name (Last First, Middle)						2. SSN		3. Date of Birth		4. Effective Dates	
FIRST ACTION						SECOND ACTION					
5-A. Code		5-B. Nature of Action				6-A. Code		6-B. Nature of Action			
5-C. Code		5-D. Legal Authority				6-C. Code		6-D. Legal Authority			
5-E. Code		5-F. Legal Authority				6-E. Code		6-F. Legal Authority			
7. FROM: Position Title and Number						15. TO: Position Title and Number					
7. Pay Plan		8. Rate Grade		9. Step or Locality		10. Total Rate		11. Pay Band		12. Pay Plan	
13A. Rate Pay		13B. Locality Pay		13C. Step or Locality Pay		13D. Total Rate		13E. Pay Band		13F. Total Rate	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					
EMPLOYEE DATA											
23.		24. Tenure		25. Agency Use		26. Veterans Preference for RZ		27. YES		28. NO	
23. 1 - Time		23. 2 - Place		23. 3 - Status		23. 4 - Other		23. 5 - Other		23. 6 - Other	
23. 7 - Other		23. 8 - Other		23. 9 - Other		23. 10 - Other		23. 11 - Other		23. 12 - Other	
23. 13 - Other		23. 14 - Other		23. 15 - Other		23. 16 - Other		23. 17 - Other		23. 18 - Other	
23. 19 - Other		23. 20 - Other		23. 21 - Other		23. 22 - Other		23. 23 - Other		23. 24 - Other	
23. 25 - Other		23. 26 - Other		23. 27 - Other		23. 28 - Other		23. 29 - Other		23. 30 - Other	
23. 31 - Other		23. 32 - Other		23. 33 - Other		23. 34 - Other		23. 35 - Other		23. 36 - Other	
23. 37 - Other		23. 38 - Other		23. 39 - Other		23. 40 - Other		23. 41 - Other		23. 42 - Other	
23. 43 - Other		23. 44 - Other		23. 45 - Other		23. 46 - Other		23. 47 - Other		23. 48 - Other	
23. 49 - Other		23. 50 - Other		23. 51 - Other		23. 52 - Other		23. 53 - Other		23. 54 - Other	
23. 55 - Other		23. 56 - Other		23. 57 - Other		23. 58 - Other		23. 59 - Other		23. 60 - Other	
23. 61 - Other		23. 62 - Other		23. 63 - Other		23. 64 - Other		23. 65 - Other		23. 66 - Other	
23. 67 - Other		23. 68 - Other		23. 69 - Other		23. 70 - Other		23. 71 - Other		23. 72 - Other	
23. 73 - Other		23. 74 - Other		23. 75 - Other		23. 76 - Other		23. 77 - Other		23. 78 - Other	
23. 79 - Other		23. 80 - Other		23. 81 - Other		23. 82 - Other		23. 83 - Other		23. 84 - Other	
23. 85 - Other		23. 86 - Other		23. 87 - Other		23. 88 - Other		23. 89 - Other		23. 90 - Other	
23. 91 - Other		23. 92 - Other		23. 93 - Other		23. 94 - Other		23. 95 - Other		23. 96 - Other	
23. 97 - Other		23. 98 - Other		23. 99 - Other		23. 100 - Other		23. 101 - Other		23. 102 - Other	
23. 103 - Other		23. 104 - Other		23. 105 - Other		23. 106 - Other		23. 107 - Other		23. 108 - Other	
23. 109 - Other		23. 110 - Other		23. 111 - Other		23. 112 - Other		23. 113 - Other		23. 114 - Other	
23. 115 - Other		23. 116 - Other		23. 117 - Other		23. 118 - Other		23. 119 - Other		23. 120 - Other	
23. 121 - Other		23. 122 - Other		23. 123 - Other		23. 124 - Other		23. 125 - Other		23. 126 - Other	
23. 127 - Other		23. 128 - Other		23. 129 - Other		23. 130 - Other		23. 131 - Other		23. 132 - Other	
23. 133 - Other		23. 134 - Other		23. 135 - Other		23. 136 - Other		23. 137 - Other		23. 138 - Other	
23. 139 - Other		23. 140 - Other		23. 141 - Other		23. 142 - Other		23. 143 - Other		23. 144 - Other	
23. 145 - Other		23. 146 - Other		23. 147 - Other		23. 148 - Other		23. 149 - Other		23. 150 - Other	
23. 151 - Other		23. 152 - Other		23. 153 - Other		23. 154 - Other		23. 155 - Other		23. 156 - Other	
23. 157 - Other		23. 158 - Other		23. 159 - Other		23. 160 - Other		23. 161 - Other		23. 162 - Other	
23. 163 - Other		23. 164 - Other		23. 165 - Other		23. 166 - Other		23. 167 - Other		23. 168 - Other	

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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										2. Request Number																																																	
3. For Additional Information Call (Name and Telephone Number)										4. Proposed Effective Date																																																	
NOBMTVKFYSTD EXT. 000-000-0000										07/11/2010																																																	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)										6. Action Authorized By																																																	
KUBIATOLLOV										Electronically Approved By: MLFWTO.PLKGL																																																	
Assistant Chief, MAB 04/08/2010																																																											
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																																																	
VRKL.YOM.CWVUQ										000-00-0000																																																	
3. Date of Birth										4. Effective Dates																																																	
02/08/2011										07/18/2010																																																	
SECOND ACTION																																																											
5-A. Code				5-B. Nature of Action				6-A. Code																																																			
721				REASSIGNMENT				6-B. Nature of Action																																																			
5-C. Code				5-D. Legal Authority				6-C. Code																																																			
N2M				REG. 545.102				6-D. Legal Authority																																																			
5-E. Code				5-F. 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																																																											
<table border="1"> <tr> <td>16. Pay Plan</td> <td>17. Step</td> <td>18. Step in Grade</td> <td>19. Step in Rate</td> <td>20. Step in Rate</td> <td>21. Step in Rate</td> <td>22. Step in Rate</td> <td>23. Step in Rate</td> <td>24. Step in Rate</td> <td>25. Step in Rate</td> <td>26. Step in Rate</td> <td>27. Step in Rate</td> </tr> <tr> <td>GS</td> <td>303</td> <td>07</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>8</td> </tr> <tr> <td>16. Base Pay</td> <td>17. Base Pay</td> <td>18. Base Pay</td> <td>19. Base Pay</td> <td>20. Base Pay</td> <td>21. Base Pay</td> <td>22. Base Pay</td> <td>23. Base Pay</td> <td>24. Base Pay</td> <td>25. Base Pay</td> <td>26. Base Pay</td> <td>27. Base Pay</td> </tr> <tr> <td>\$3811.00</td> <td>\$3811.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> <td>\$453.00</td> </tr> </table>												16. Pay Plan	17. Step	18. Step in Grade	19. Step in Rate	20. Step in Rate	21. Step in Rate	22. Step in Rate	23. Step in Rate	24. Step in Rate	25. Step in Rate	26. Step in Rate	27. Step in Rate	GS	303	07	8	8	8	8	8	8	8	8	8	16. Base Pay	17. Base Pay	18. Base Pay	19. Base Pay	20. Base Pay	21. Base Pay	22. Base Pay	23. Base Pay	24. Base Pay	25. Base Pay	26. Base Pay	27. Base Pay	\$3811.00	\$3811.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00	\$453.00
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36. Appropriation Code																																																											
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37. Bargaining Unit Status																																																											
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Sample of a completed SF-52

Attachments for HR Staff

WebHR Primary and Alternate Administrator Assignment Form

Assignment Form for WebHR Primary and Alternate Administrator

WebHR is an application which requires granting specific access to approved users. Access is granted at a global level by HTM and to a specific level by the local administrator.

Responsibility for granting access to users at a facility is designated to the Human Resources Officer. The mechanics of establishing access and processing requests for access in accordance with established policy can be delegated to trained administrators within the HR office. The delegation of this responsibility extends the authority to the administrator to accept, review and process requests for access for appropriate users.

Procedures for granting access will be strictly adhered to and no unauthorized individual will be given access to WebHR. This is an ancillary task and does not affect the classification of the position to which it is assigned.

As the HRO at in VISN/CO with HR responsibility for Organization) supporting this organization to include CBOCs.

I appoint

as the WebHR Administrator.

I also appoint

as

the Alternate WebHR Administrator

I also appoint

as

an Alternate WebHR Administrator

I understand that unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution or discipline. As an authorized user I may be monitored on any activity. I may retrieve any information stored within the system and take appropriate action on any information of a sensitive nature. By accessing and using this computer system. I am consenting to such monitoring and information retrieval.

Employee Signature (Administrator)
Administrator)

Employee Signature (Alternate

Employee Signature (Alternate Administrator)

In approving this request I recognize that this employee has need for and use of the information contained in this application.

APPROVING OFFICIAL

(Typed Name, Title, Signature and Date)

Scan signed document and send to the WebHR help Desk at email VHA HTM HRIS Help Desk.

WebHR Access for HR Staff Request Form

Request Form for WebHR Access for HR Staff

The information is solicited necessary to accomplish the action requested, including establishing or deleting a WebHR Account.

NAME:

JOB TITLE:

FACILITY NAME and STATION NUMBER:

CURRENT POSITION RISK LEVEL; Low

E-MAIL ADDRESS:

TELEPHONE NUMBER *(Include Area Code and extension)*:

MAIL ROUTING SYMBOL OR STOP CODE:

Point of Contact for Questions on this request:

I understand that unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution or discipline. As an authorized user I may be monitored on any activity. I may retrieve any information stored within the system and take appropriate action on any information of a sensitive nature. By accessing and using this application, I am consenting to such monitoring and information retrieval.

Employee Signature

Typed Name, Title, Signature of HRO and Date

(The original form will be maintained with the documentation for granting access to users. Copy - Employee and Supervisor)

WebHR Access Approving/Requesting Officials and Delegate Request Form

Request Form for WebHR Access Approving/Requesting Officials and Delegate

Name:

Phone:

Mail stop:

Email:

Job Title:

Request: Add

User Role: Approver

Request Reason:

Facility:

Division/Service/Product Line:

Appropriation code:

Please include primary organization for which access is requested. If multiple organizations are supported, identify on page 2 of form.

If temporary (acting in the absence of) when will assignment end?

Point of contact for this request:

I understand that unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution or discipline. As an authorized user I may be monitored on any activity. I may retrieve any information stored within the system and take appropriate action on any information of a sensitive nature. By accessing and using this computer, I am consenting to such monitoring and information retrieval

Employee Signature

In approving this request I recognize that this employee has a need for and use of the information contained in this application.

Typed Name, Title, Signature and Date

(The original form will be maintained with the documentation for granting access to users. Copy - Employee and Approver)

Organizations Supported by this User

Appropriation Code (Cost Center & Org Code)	Org Name (From PAID)	Type Of Access (Approver/Requester/Preparer)

WebHR Site Authorization Change Form

WebHR Site Authorization Change Form									
VISN			Site Number			Site Name			
(Your VISN Number)			(Your Site Number)			(Your Site Name)			
Last Name	First Name	EOD Date (new employees only)	From (Organization)	Cost Center	Org Code	To (Organization)	Cost Center	Org Code	Requested Change, Addition, or Deletion of Employee from Role

WebHR Organization Management Add/Delete/Change Form

Organization Add/Delete/Change Form for WebHR								
VISN#:	Station Number:			Station Name:				
Parent of Organization and Appropriation Code	Organization Name	Cost Center	Org Code	Select Type of Action	Organization Name	Cost Center	Org Code	Comments

Because there are two of each—to what does the first set refer; to what does the second set refer? This is not clear

VISN	VISN allows quick navigation to the correct VISN without having to identify where the requester is located.
Station Number	Station Number helps ensure the correct site is modified. Note: It is important for consolidated VISNs to include the station suffix.
Station Name	Station Name is a double check for the Station Number, especially with consolidated stations.
Parent of Organization and Appropriation Code	Parent of Organization is the top level of the hierarchy for an organization that is affected by a modification. Example In most cases, Mental Health falls under COS, but because there is no standard organization, MH could fall under the Associate Director for Patient Care Services. By providing the top of the reporting hierarchy for an organization, the sub-organization is found more easily.
Organization Name	Organization Name provides help when searching for an organization under the parent. This is the organization added, deleted, or changed.
Cost Center	Cost Center is the best identifier to use to ensure changes are made to the correct organization. Sometimes organization names differ from what is in Centurion or the organization name may be abbreviated and not recognizable.

Org Code	<p>Organization Code assists in finding the correct organization in the appropriate place in the hierarchy.</p> <p>Note: Centurion is built using appropriation codes (cost centers paired with organization codes).</p>
Type of Action	<p>Type of Action is a drop-down list of the types of actions to perform within an identified organization.</p> <p>Note: When adding or deleting organizations, Type of Action is the last box on the form to complete.</p>
Organization Name	For name/name and appropriation code types of action, enter the new Organization Name . This entry is not necessary for other types of action.
Cost Center	For changes or moves to appropriation code/name and appropriation code, enter the new Cost Center information. This entry is not necessary for other types of action.
Org Code	For changes or moves to appropriation code/name and appropriation code, enter the new Organization Code . This entry is not necessary for other types of action.
Comments	Under Comments enter information pertinent to the requested action, but not covered above.

Note: For specific examples of each possible change, refer to the **Example** sheet in the *Organization Management Add/Delete/Change Form for WebHR*

WebHR Assignment Form

WebHR Assignment Form for Users				
VAMC		Station Number		
(Your VAMC Name)		(Your Station Number)		
Org Code	Org Name	Approving Official	Requesting Official	Preparer

