

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)

Revision History

Date	Revision	Description	Author
April 2011	1.0	<ul style="list-style-type: none">Initial version (template)Copied in original HR manual	CBeynon
May 2011	1.1	Reorganized content	CBeynon
June 2011	1.2	Continued to reorganize and format	CBeynon
July 2011	1.3	Continued to reorganize and format	CBeynon
August 2011	1.4	<ul style="list-style-type: none">Added updates from LOContinued to reorganize and formatPrepped for ESE Checklist	CBeynon
September 2011	1.5	<ul style="list-style-type: none">Changed dates to September 2011Updated with comments from LOPrepped for IOC TestingAdded namespace: WEBH*	CBeynon
October 2011	1.6	<ul style="list-style-type: none">Changed dates to October 2011Continued updatingPrepped for national releaseUpdated with comments from LO	CBeynon
10/25/2011	1.7	Made corrections per PM review	CBeynon

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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.

The screenshot shows the WebHR Home page. At the top left is the VA Healthcare Talent Management logo. The top right features a banner with the text "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner is the United States Department of Veterans Affairs WebHR logo. The main menu on the left includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. Under the "HR Edition" section, there are links for OHRM, HRIS, EOPF, E-Class, HR Library, OPM, WMCO, HTM, and HRRC. A search bar at the top right contains the placeholder "SEARCH ITEMS". The central content area displays a table titled "SELECTED HUMAN RESOURCES - ADMINISTRATOR". The table has three columns: "ORGANIZATIONAL PROFILE" (containing fields like Agency: VHA, Level: VAMC, Network: 16, Station: 635, Organization: HUMAN RESOURCES AND DEVELOPMENT 8431 2570, Duty Code: 00000, and Duty Code Flag: False), "INFORMATION ALERTS" (which says "NO DATA RETURNED"), and "RECENT ITEMS" (which is currently empty). A "WARNING" message at the bottom states: "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." The URL "WebHR/HR Edition>Home" is visible at the bottom of the page.

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 PAID Reports interface. At the top, there's a banner with the Department of Veterans Affairs logo and a mission statement: "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner is a navigation bar with links: Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. A secondary navigation bar below it includes WEB PAID Reports, ARPA Reports, Staffing Reports, Exception Reports, HR Dashboard, Phone: 000-000-0000, and Email: one.webhr.user@va.gov. The main content area is titled "HUMAN RESOURCES - ADMINISTRATOR". It contains two tables: "WEB PAID Reports" and "ORGANIZATIONAL PROFILE". The "ORGANIZATIONAL PROFILE" table includes fields for Agency (VHA), Level (VAMC), Network (16), Station (635), Organization (HUMAN RESOURCES AND DEVELOPMENT 8431.2570), Duty Code, and Duty Code Flag (False). To the right of these tables is a box labeled "INFORMATION ALERTS" containing the message "NO DATA RETURNED". At the bottom left, a large button says "NO ACTIVE ITEMS". A "WARNING" message at the bottom states: "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." A small "X" icon is located in the top right corner of the browser window.

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.

The screenshot shows the WebHR PAID Reports interface. At the top, there is a banner with the United States Department of Veterans Affairs logo and the text "Provide leadership and superior service in developing and administering workforce practices for those who serve the nation's veterans." Below the banner, a navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID System, Help, and Log Off. A section titled "REPORTS - PAID" lists several report options:

Name	Description
<input checked="" type="checkbox"/> Dentist Pay	Dentist Pay
<input checked="" type="checkbox"/> WebHR Active Employees List	This report provides a listing of all employees (including temporary, fee basis, trainees/interns, and residents) at a station(s) or organization/service/department. The data is updated in part throughout the week with a complete PAID match of data 2 days after each pay period end (formerly titled Employees P31).
<input checked="" type="checkbox"/> Negative Leave Balance	Employees with a Negative Leave Balance.
<input checked="" type="checkbox"/> Physician Pay	Physician Pay
<input checked="" type="checkbox"/> Retirement Eligibility	The retirement eligibility report displays employees who may be potentially retirement eligible based on age. The Service Computation date in this report includes all federal/military service regardless if deposits have/have not been made for this prior service.

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

The screenshot shows the 'ARPA REPORTS' section of the WebHR application. It displays two report options:

- Monthly Totals:** This report displays the total number of SF-52s entered into the WebHR application on a monthly basis. The number displayed is a national total of SF-52s in WebHR by month.
- Quarterly Totals:** This report displays the total number of SF-52s entered into the WebHR application on a fiscal year quarterly basis. The number displayed is a national total of SF-52s in WebHR by quarter.

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 'REPORTS - HR MEASUREMENTS' section of the WebHR interface. At the top, there's a banner with the text 'Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.' and the 'United States Department of Veterans Affairs WebHR' logo. Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'STAFFING REPORTS' and lists several report options:

REPORT	DESCRIPTION
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 'REPORTS - EXCEPTION' section of the WebHR interface. At the top, there's a banner with the text 'Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.' and the 'United States Department of Veterans Affairs WebHR' logo. Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'EXCEPTION REPORTS' and lists five report formats:

REPORT	NAME	DESCRIPTION
Follow-Up Codes	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.
Leave Balance	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 685) hours; yellow indicates leave balances within 80% of 240 (or 685) hours.
Market Pay Review	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	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	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.

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.

Data Definitions/Important Links page

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

Select Parameters	Data Definitions/Important Links
Purpose/Rationale	
VSSC Help Desk/Homepage Links	
VSSC Homepage	
Help Desk	
Training Calendar	
Other Related Reports	

Data Definitions/Important Links

6. 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.

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

Welcome, it appears this is the first time you've used the Help Desk, enter your email to get started

Email: *

Confirm Email: *

VISN/Facility Name: *

VISN: Please Select *

VSSC Help Desk Sign Up form

Positions Menu

The Positions menu provides the View option.

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

WEBHR - AUTO View RESOURCES - ADMINISTRATOR

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.

Positions menu

Note: The Positions menu is not a position management module. The VHADLWD 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.

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

Show All	Position Title	PP	Series	Grade	COMPLVL	SUPVCODE	BUSCODE	FLSA	NETWORK	STATION	APPRCODE	POSNO
1	IT SPECIALIST	GS	2210	11	X01	0	E	16	635	1971.4300	059470	
2	IT SPECIALIST	GS	2210	11	X01	0	N	16	635	1971.4300	059470	
3	IT SPECIALIST	GS	2210	13	S01	6	8888	E	16	635	1971.4300	059610
4	IT SPECIALIST	GS	2210	11	X01	0	E	16	635	1971.4300	04758A	
5	IT SPECIALIST	GS	2210	12	X01	0	E	16	635	1971.4300	062050	
6	IT SPECIALIST	GS	2210	9	X01	0	E	16	635	1971.4300	067620	
7	IT SPECIALIST	GS	2210	13	X01	0	E	16	635	1971.4300	068030	
8	IT SPECIALIST	GS	2210	11	X01	0	E	16	635	1971.4300	049020	
9	IT SPECIALIST	GS	2210	14	X01	5	8888	E	16	635	1971.4300	056790
10	IT SPECIALIST	GS	2210	11	X01	0	N	16	635	1971.4300	059470	
11	IT SPECIALIST	GS	2210	11	X01	0	N	16	635	1971.4300	05947A	
12	IT SPECIALIST	GS	2210	11	X01	0	E	16	635	1971.4300	05947A	
13	IT SPECIALIST	GS	2210	11	X01	0	E	16	635	1971.4300	058470	
14	IT SPECIALIST	GS	2210	9	X01	0	E	16	635	1971.4300	067620	
15	IT SPECIALIST	GS	2210	11	X01	0	E	16	635	1971.4300	049020	

1 2 3 4
53 Total Records

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.



The screenshot shows the 'POSITIONS - POSITION DETAILS' page. At the top, there's a banner for 'HEALTHCARE Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, the navigation menu includes Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main form is titled 'POSITION' and contains the following fields:

Position ID: 141769	Vhalwd PID: 203262	Old PID: _____	Old PD #: 059470
Position: IT SPECIALIST			
Pay Plan: GS	Series: 2210	Grade: 11	Audit: _____
Comp Level: X01	SupvCode: 0	BUS Code: 85	SubmDept: _____
FLSA: E	Status: 0	Active: _____	
ORGANIZATION		VICE	
NetworkID: 16	StationID: 635	FIRST	LAST
CostCenterID: 1971	OrganizationID: 4300	QUMBOV	SHDNEX
ApprCode: 1971.4300	Facility: _____	START DATE: 10/01/2003	END DATE: _____
WORKFLOW		REMARKS	
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.

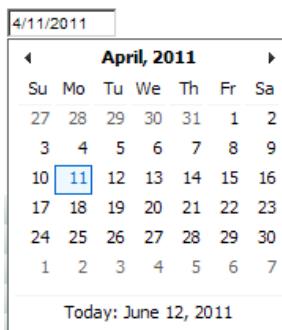
Note: The request submission pages that display vary depending on the type of action you initiate.

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.

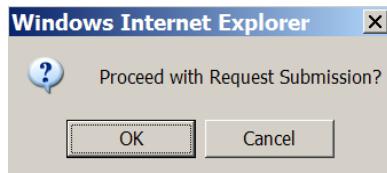
The Part B To and Part B Position Data sections are auto-populated.

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 redisplays.

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.

- 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.

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.

The screenshot shows the WebHR interface for the Vacancies module. At the top, there's a banner with the Department of Veterans Affairs logo and the text "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main menu shows "WEBHR - AUTOMATED" and "Vacancies". The title "ES - ADMINISTRATOR" is displayed. The page is divided into three main sections: "USER PROFILE" (containing fields for Name, Agent Type, Title, Phone, and Email), "ORGANIZATIONAL PROFILE" (containing fields for Agency, Level, Network, Station, Organization, Duty Code, and Duty Code Flag), and "INFORMATION ALERTS" (which displays the message "NO DATA RETURNED"). A large bold text "NO ACTIVE ITEMS" is centered below the profile sections. At the bottom, a "WARNING" message states: "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." The URL "WebHR Staffing>Vacancies" is visible at the bottom of the page.

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.

STAFFING															
251 Request ID Specialist				Organization			Status								
	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	fggfdg	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)	126468	GS	201	12	TEMPORARY	IERVOSN,XBRGG			7/7/2011
	149945	Approved	Recruitment	8815.2760	Healthcare Talent Management	PROGRAM MANAGER	GS	343	13	New					4/15/2000
	149939	Approved	Recruitment	T21	Office of Director	NURSING ASSISTANT	03532A	GS	621	3	Vacant				1/22/1988
	149938	Approved	Recruitment		OFFICE OF DIRECTOR	NURSE	000000	VN	610	2	WeHR User Two	EFLFUIB,GXWOO			9/10/2009
	149906	Approved	Recruitment		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	ACCOUNT PAYABLE TECHNICIAN		GS	0	6	WeHR User Three				12/18/2005
	149833	Approved	Recruitment	T21	CHIEF OF STAFF	BLIND REHAB SPEC (INSTRUCTOR)	071490	GS	601	13	WeHR User Four	POOFSPA,XTQGQ			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** to 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.



USER	ITEM	TYPE
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

PROCESS UNIT	ENTERED	CLEARED	DURATION
Employee Relations	07/08/2011		
Employee Relations	07/08/2011		
Employee Relations	07/08/2011		
Classification	07/08/2011		

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:	jhsdkjfhsdfjh
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.

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
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

Request Log section of Request-Details.

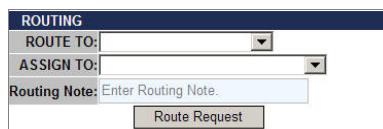
The information in Request Log is auto-populated and the information cannot be modified.

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.

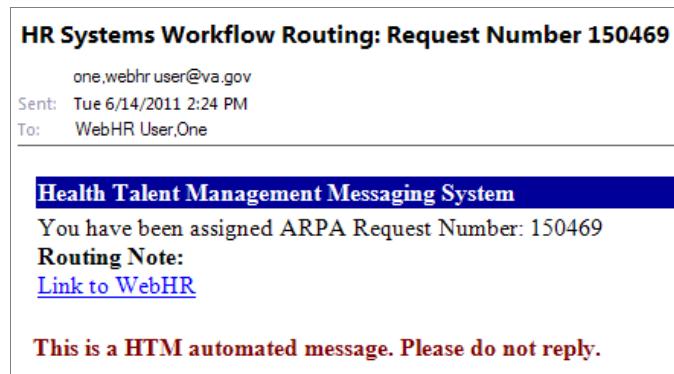


Routing section of Request-Details

Field	Description
Route To	<p>Required 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 Select a specialist to whom the action is assigned. 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. 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	Date the SF-52 was routed from a particular unit Monitor the Routing Log to verify a date is added to Cleared . 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.

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.

STATION 635 VACANCIES														
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	fggfdg	503	11	Vacant			7/8/2011
	150445	Approved	Recruitment		Finance Office	ACCOUNT PAYABLE TECHNICIAN	6555	AD	503		Vacant			7/13/2011
	150105	Approved	Recruitment		OFFICE OF DIRECTOR 8401.2500	HEALTH CARE EDUCATION SPEC (TL)	128466	GS	201	12	TEMPORARY	IERVSN,XBRGG		7/7/2011
	149945	Approved	Recruitment		Healthcare Talent Management 8615.2760	PROGRAM MANAGER		GS	343	13	New			4/15/2000
	149939	Approved	Recruitment T21		Office of Director	NURSING ASSISTANT	03532A	GS	621	3	Vacant			1/22/1988
	149938	Approved	Recruitment		OFFICE OF DIRECTOR	NURSE	000000	VN	610	2	WebHR User.Two	EFLFUIB.GXWOD		9/10/2009
	149906	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	POQFSWA.XTQGQ		9/27/1986
	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			10/7/1986

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.

- 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.

The screenshot shows the Staffing-Vacancy Tracking page. At the top, there is a banner with the United States Department of Veterans Affairs WebHR logo and a mission statement: "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled "STAFFING - VACANCY TRACKING". A search icon is located at the top left of the content area. The "REQUEST/POSITION INFORMATION" section is expanded, showing detailed information for a vacancy with ID 150105. This includes fields for Position Title (HEALTH CARE EDUCATION SPEC (TL)), Position Number (126458), Occupation (201), Series (12), Grade (12), Department (OFFICE OF DIRECTOR 8401.2500), Section (OFFICE OF DIRECTOR), Duty Station (035A), Work Schedule (PART-TIME), and Vice (TEMPORARY). Other collapsed sections include MILESTONES, ANNOUNCEMENT TRACKING, ADDITIONAL AUTHORIZATIONS (OPTIONAL), VACANCY DATA, SELECTEE TRACKING, and REMARKS.

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

The screenshot shows the Requests-Details page. At the top, there is a banner with the United States Department of Veterans Affairs WebHR logo and a mission statement: "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled "REQUESTS - DETAILS". A search icon is located at the top left of the content area. The page is divided into several sections: "REQUEST DETAILS" (Request ID: 149945, Type: Recruitment, Contact: KVXHXPN.DTDKO, Status: Approved, Proposed Effective Date: 11/28/2010, Days In System: 281, Affected Employee: PWILUBR.TCGHQ, Assigned To: Unassigned, Process Unit: Classification); "MILESTONES" (Entered System: 11/02/2010, Opened in HR: 04/15/2000, Closed); "CHANGE STATUS" (Status Types: Approved, Status Change Reason: Enter Status Change Reason, Submit Status Change button); "LOG ITEM ENTRY FORM" (Enter Log Item Text input field); "ROUTING" (ROUTE TO: dropdown, ASSIGN TO: dropdown, Routing Note: Enter Routing Note, Route Request button); and "ROUTING LOG" (a table showing a single entry: Section Edited - PartB To - By: WebHR User Four, Item: PartB From Edited By: WebHR User Five, Type: System Item, Request Status Changed To: Approved, Reason: Approved for Recruit 3 Dec 10 By: WebHR User Five, Request Routed to: Classification, Routing Event: Request Submitted By WebHR User Five, Request Entered By WebHR User Five, Process Unit: Classification, Entered: 11/02/2010, Cleared: 11/02/2010, Duration: 00:00:00).

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.

- Click the pencil icon to edit the details of the selected vacancy (Requests-Editing-Part A page).

Requests-Editing-Part A page

The screenshot shows the 'REQUESTS - EDITING - PART A' page. At the top, there's a navigation bar with links like Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. Below the navigation is a banner for the United States Department of Veterans Affairs WebHR. The main content area is titled 'REQUESTS - EDITING - PART A'. It contains several sections:

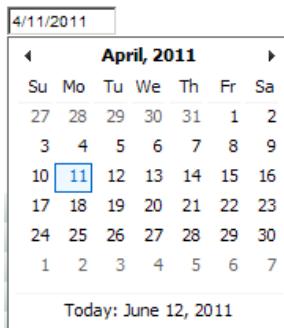
- CONTACT INFORMATION**: Fields for Name (OPWWXX,QAIQ) and Phone (1611763446), with a 'Submit Contact Information' button.
- REQUEST TYPE**: Fields for Current Type (Recruitment), Current Category (Nonexisting/Existing), New Type (Recruitment), and a 'Submit Request Type Change' button.
- ACTION REQUESTED BY**: Fields for Name (JQQTMDN,BEPOJ), Title (Program Analyst), and Date (02/27/2009).
- PROPOSED EFFECTIVE DATE**: Fields for Current Value (9/9/2010) and a 'Submit Proposed Effective Date' button.
- ACTION AUTHORIZED BY**: Fields for Name (UJPMFOULPAAK), Title (Human Resources Consultant), and Date (02/15/2009).
- EFFECTIVE DATE**: Fields for Current Value and a 'Submit Effective Date' button.

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** displays to the right of the text box.

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

STAFFING - VACANCY TRACKING

REQUEST/POSITION INFORMATION

Announcement changes not saved, correct following error(s):

- * Required Field
- * Required Field

MILESTONES

ANNOUNCEMENT TRACKING

Vac. Ann. Open Date:	<input type="text"/> * Required Field	Vac. Ann. Close Date:	<input type="text"/> * Required Field
Rating/Ranking Panel:	<input checked="" type="radio"/> No <input type="radio"/> Yes	Date Rating/Ranking Panel:	<input type="text"/>
Date Vac. Ann. Certificate to Service:	<input type="text"/>	Date Vac. Ann. Certificate from Service:	<input type="text"/>
DEU Open Date:	<input type="text"/>	DEU Close Date:	<input type="text"/>
Date DEU Cert Received in HR:	<input type="text"/>	Date DEU Cert from HR or DEU to Service:	<input type="text"/>
Date DEU Cert Returned from Service to HR:	<input type="text"/>	Date HR Returned DEU Cert to DEU:	<input type="text"/>
Vac. Ann. Local Use 6:	<input type="text"/>	Vac. Ann. Local Use 7:	<input type="text"/>

ADDITIONAL AUTHORIZATIONS (OPTIONAL)

VACANCY DATA

SELECTEE TRACKING

REMARKS

Save Announcement Tracking

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 over the cursor over a text box and the tip for entering information displays for that box.

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

STAFFING - VACANCY TRACKING

REQUEST/POSITION INFORMATION

MILESTONES

ANNOUNCEMENT TRACKING

ADDITIONAL AUTHORIZATIONS (OPTIONAL)

VACANCY DATA

Vacancy Ann. Number:	<input type="text"/>	Status:	Finalized
FTEE:	<input type="text"/>	Category:	Title 5
Area of Consideration (AOC):	Internal	Total Number Applicants:	<input type="text"/> 0
Number Internal Applicants:	<input type="text"/> 1	Number Applicants Qualified Not Referred:	<input type="text"/> 1
Number External Applicants:	<input type="text"/> 2	Total Number Interviewed:	<input type="text"/> 2
Number Notified NQ:	<input type="text"/> 0	Data Interviewed Completed:	<input type="text"/>
Number Notified of Outcome:	<input type="text"/> 0	Enter total # of applicants who were not qualified. Number may be 0. NQ = Not qualified.	<input type="text"/>
Selecting Official:	Unknown	Number:	<input type="text"/>
Recruitment Cancelled:	<input checked="" type="radio"/> No <input type="radio"/> Yes	Need to Re-announce:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Vac. Data Local Use 8:	<input type="text"/>	Vac. Data Local Use 9:	<input type="text"/>
Specialist:	MERCIER,DIANA		

Save Vacancy Data

SELECTEE TRACKING

REMARKS

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 Staffing - Vacancy Tracking page. On the left, there's a sidebar with fields: ID (150105), Action (Recruitment), Status (Approved), Organization (OFFICE OF DIRECTOR 8401.2500), Date SF-52 Approved (07/07/2011), Active Days (34), Contact (PLRSMHS.XWPYT), and Phone (1722166110). On the right, detailed position information is listed: Position Title (HEALTH CARE EDUCATION SPEC (TL)), Position Number (128456), Occupation (201), Series (201), Grade (I2), Department (OFFICE OF DIRECTOR 8401.2500), Section (OFFICE OF DIRECTOR), Duty Station (035A), Work Schedule (PART-TIME), and Vice (TEMPORARY). Below the main form, there are links for 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.

The screenshot shows the 'REQUEST/POSITION INFORMATION' section with the 'MILESTONES' tab selected. It displays several date fields: Date of Vacancy (4/10/2011), Date Approved to Fill (4/11/2011), Date Vacancy Announce Closed (4/14/2011), Date of Tentative Selection (4/13/2011), Date of Firm Offer (4/13/2011), Date of EOD (4/13/2010), and Milestone Local Use 1. A 'Save Milestones' button is visible below the fields. Below this section are links for 'ANNOUNCEMENT TRACKING', 'ADDITIONAL AUTHORIZATIONS (OPTIONAL)', 'VACANCY DATA', 'SELECTEE TRACKING', and 'REMARKS'.

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	<p>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.</p> <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	<p>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</p> <p>Required field, as directed by VACO</p>
Date of EOD	<p>Enter the effective date from Part B, block 4 of the SF-52 Required field for Title 5 recruitments, as directed by VACO</p>
Milestone Local Use 2	<p>Optional text field for facility-specific usage Enter data not covered elsewhere in the Staffing Module</p>

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 displays the 'STAFFING - VACANCY TRACKING' section of the WebHR system. At the top, there's a logo for 'HEALTHCARE Talent Management' 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' header. The main content area is titled 'STAFFING - VACANCY TRACKING'. It contains several input fields and dropdown menus:

- REQUEST/POSITION INFORMATION:** Includes 'Vac. Ann. Open Date' (4/13/2011) and 'Rating/Ranking Panel' (radio buttons for 'No' and 'Yes').
- MILESTONES:** Includes 'Date Vac. Ann. Certificate to Service', 'DEU Open Date' (4/12/2011), 'Date DEU Cert Received in HR', 'Date DEU Cert Returned from Service to HR', and 'Vac. Ann. Local Use 6'.
- ANNOUNCEMENT TRACKING:** Includes 'Vac. Ann. Close Date' (4/14/2011), 'Date Rating/Ranking Panel', 'Date Vac. Ann. Certificate from Service', 'DEU Close Date' (4/13/2011), 'Date DEU Cert from HR or DEU to Service', 'Date HR Returned DEU Cert to DEU', and 'Vac. Ann. Local Use 7'.
- Buttons:** 'Save Announcement Tracking' and 'ADDITIONAL AUTHORIZATIONS (OPTIONAL)'.

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 WebHR Staffing - Vacancy Tracking interface. At the top, there is a banner for the United States Department of Veterans Affairs WebHR. Below the banner, the navigation menu includes Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled "STAFFING - VACANCY TRACKING". A sub-section titled "REQUEST/POSITION INFORMATION" is visible. The "ADDITIONAL AUTHORIZATIONS (OPTIONAL)" section is expanded, showing fields for 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), and Additional Local Use 5 (empty). A "Save Authorizations" button is located below these fields. Other sections like "VACANCY DATA", "SELECTEE TRACKING", and "REMARKS" are also present but collapsed.

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.

The screenshot shows the 'STAFFING - VACANCY TRACKING' section of the WebHR system. At the top, there's a banner with the Department of Veterans Affairs logo and a mission statement. Below the banner, the main title is 'STAFFING - VACANCY TRACKING'. The page contains several sections with dropdown menus and input fields:

- REQUEST/POSITION INFORMATION:** Includes fields for Vacancy Ann. Number, FTEE, Category, Total Number Applicants, Number Applicants Qualified Not Referred, Total Number Interviewed, Date Interviews Completed, and Date Applicants Notified of Outcome.
- MILESTONES:** Includes fields for Area of Consideration (AOC), Number Internal Applicants, Number External Applicants, Number Notified NQ, and Number Notified of Outcome.
- ANNOUNCEMENT TRACKING:** Includes fields for Selecting Official, Recruitment Cancelled (radio buttons for No or Yes), Need to Re-announce (radio buttons for No or Yes), Vac. Data Local Use 8, Vac. Data Local Use 9, and Specialist.
- VACANCY DATA:** A dropdown menu.

At the bottom of the form are buttons for 'Save Vacancy Data', 'SELECTEE TRACKING', and 'REMARKS'.

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	<p>Select a status for the recruitment process: Pending, Opened, Closed, Active, or Finalized from the drop-down list</p> <p>Status changes throughout the process, e.g., the status changes to active when the certificate is issued.</p> <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	<p>Select a category for the position: Title 5, Title 38, Research, Hybrid, or Other from the drop-down list</p> <p>The default is Title 5</p>
Total Number Applicants	<p>Enter the total number of applicants that applied</p> <p>Required field for Title 38 only, as directed by VACO</p>
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	<p>Enter the date interviews were completed, if interviews were conducted</p> <p>Required field, as directed by VACO</p>
Date Applicants Notified of Outcome	Enter the date notifications were sent via mail or email
Need to Re-announce	<p>Default is No</p> <p>Change to Yes, if applicable</p>
Vac. Data Local Use 9	<p>Optional text field for facility-specific usage</p> <p>Enter date data not covered elsewhere in the Staffing Module</p>

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.

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.

The screenshot shows the 'STAFFING - VACANCY TRACKING' page. At the top, there is a banner with the VA 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 the banner, the 'United States Department of Veterans Affairs WebHR' logo is displayed. The main menu bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The 'STAFFING - VACANCY TRACKING' section has a sub-menu with links for REQUEST/POSITION INFORMATION, MILESTONES, ANNOUNCEMENT TRACKING, ADDITIONAL AUTHORIZATIONS (OPTIONAL), VACANCY DATA, SELECTEE TRACKING, and REMARKS. The REMARKS section contains two text areas: 'National Remarks' and 'Local Remarks'. The 'Local Remarks' area contains the text 'posting of announcement is pending SME review.' A 'Save Remarks' button is located at the bottom of the remarks section.

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.

The screenshot shows the 'REPORTS - HR MEASUREMENTS' section of the WebHR interface. It lists various staffing reports:

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

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.



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.

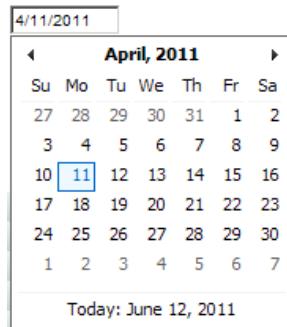
Request Type

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

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 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

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.

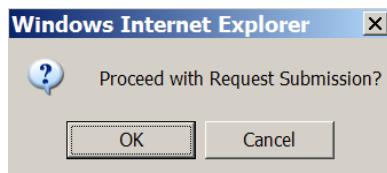
Part B To and Part B Position Data

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

10. Click the **OK** button.

If the Pro Effective Date and Work Schedule hours are not complete, the page redisplays.

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.

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	YMBNEOJ,LKFJD	78	test1	AGQDWHB,KPFVV	HXDBHCW, JLVXU	03/28/2011	
	150420	WIG - Within Grade Increase	Approved	UWBLQAU,IOLQI	542	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	UMPPPQC,FHMVL	HXDBHCW, JLVXU	11/01/2010	05/05/2011
	150419	Special Advancement for Performance	Approved	MBBFHQJ,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	ILOPNXJ,DLTOY	HXDBHCW, JLVXU	12/01/2010	

Requests>View All Requests

Options	ID	Action	Status	Requested By	Days Since Approved	Organization	Employee	Specialist	Proposed Effective Date	Effective Date
	861	Completed		Select...	Select...					

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	BEJKMPFDQGRGECH		08/17/2011	09/16/2011
	150484	Recruitment	Approved	WebHR User.Two	83	test 1	jhadkjfhadjh		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	CYRIWNOVWARES		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

The screenshot shows the ARPA Workload-Organizations page. At the top, there's a navigation bar with links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. Below the navigation is a sub-menu for 'REQUESTS' with options like 'New Request', 'View All Requests', and 'My Assigned Requests'. The main content area displays a table titled 'ARPA Workload - Organizations' with two columns: 'ORGANIZATIONS' and 'REQUEST'. The 'ORGANIZATIONS' column lists various service codes and descriptions, and the 'REQUEST' column shows the count of actions for each. A right arrow icon next to the organization names indicates more details can be viewed.

ORGANIZATIONS	REQUEST
635 2130 ASSOCIATE DIRECTOR	33
635 2570 HUMAN RESOURCES A	29
635 2100 MEDICAL SERVICE 820	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 2020 MEDICAL ADMINISTRATIVE SERVICE 8444.2020	5

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.

This screenshot is identical to the one above, showing the ARPA Workload-Organizations page with the same table structure and data. The right arrow icon is present next to the organization names.

ORGANIZATIONS	REQUEST
635 2130 ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	33
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 2020 MEDICAL ADMINISTRATIVE SERVICE 8444.2020	5

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.

REQUESTS

ARPA Workload - Organizations

ORGANIZATIONS		REQUEST	ASSIGNMENTS	
SID	OID		SPECIALIST	ASSIGNED
635	2130	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	33	Unassigned
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	2520	MEDICAL ADMINISTRATION SERVICE 8244.2520	5	

REQUESTS		EMPLOYEE	PROCESSUNIT	SPECIALIST	PROPOSED EFFECTIVE DATE	EFFECTIVE DATE			
OPTIONS	ACTION						STATUS	REQUESTED BY	DAYS
	Recruitment T21	Approved	ULUXWFR.XTCFK	8606	NURse	IHOGRFP.LDTYP	Classification	11/26/2010	
	Resignation	Approved	ITIQLAL.RQETI	834	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	LXJITDU.KDKDK	Classification	08/04/2010	08/05/2010
	Resignation	Approved	NWIXM0Q.CVYIE	1510	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	JFNGSJT.LNFGA	Classification	08/05/2010	08/06/2010
	Reassignment	Approved	FQJIKOH.IKTTP	5857	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	AEGHIND.GRJIA	Classification	08/01/2010	08/01/2010
	Recruitment	Approved	INKPRIF.QPBVI	1599	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	CDUBGA.TBGPD	Recruitment & Placement	08/01/2010	
	Conversion	Approved	BKSCWJP.UCYEH	110	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	XOXBAOF.BEVXI	Recruitment & Placement	08/01/2010	08/01/2010
	Conversion	Approved	SOHMADA.EIKMO	2613	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	QSGRVRC.BTTEV	Recruitment & Placement	08/01/2010	08/01/2010

Workload>Organizations expanded

Workload>Processing Units

REQUESTS

ARPA WORKLOAD - PROCESSING UNITS

PROCESSING UNITS		REQUEST	REQUESTS	
STATION ID			ORGANIZATIONS	PROCESSING UNITS
635	Employee R	8		
635	Processing	30		
635	Retirement	40		
635	Administrat	82		
635	Nature of Action List			
635	Recruitment & Placement			
635	Classification			
635	Resource Board			

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

3. 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	GJXPIU, 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.AUO	Approved	WebHR User.One	58	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	BEJKMPFDQGRGECF,GHHALPKYCAZ			08/17/2011	09/16/2011
	150447 Change	Approved	OPVQLGP,TDEUK	4195	HEALTHCARE TALENT MANAGEMENT 8615-2760	JNAACOM,PPWUF			04/21/2011	
	150404 Change in Work Hours	Approved	KYEWHI,PHRUS	306	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	UIUCVMR,IVXSC			02/25/2011	
	142242 Name Change From	Approved	VSXROOB,RRCKF	899	PSYCHOLOGY SERVICE 8227.2230	BUQVDYE,ESTRR			08/01/2010	08/01/2010
	136526 Name Change From	Approved	RJWDEC,BIYVV	4144	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	ILVMBIA,OAMWY			GBCVYCB, VSBVB	07/14/2010

Workload>Processing Units expanded

Workload>Specialists

SPECIALIST ASSIGNMENTS	
STATION	SPECIALIST
635	GBCVYCB, XQJAKTW, ARPA Action Types
635	VYBMRQ, Legal Authority List
635	GJXPIU, PGXUM, Nature of Action List
635	Unassigned
635	BFXUVOK, EXQEC
635	HXTRYNL, TFYBY

New Request
 View All Requests
 My Assigned Requests
 Workload ▼
 Organizations
 Processing Units
 Specialists

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.

The screenshot shows the Requests-Workload-Specialists page. At the top, there is a banner with the United States Department of Veterans Affairs WebHR logo and the text "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled "REQUESTS - WORKLOAD - SPECIALISTS". It contains a table titled "SPECIALIST ASSIGNMENTS" with columns for STATION, NAME, and ASSIGNED. The data in the table is as follows:

	STATION	NAME	ASSIGNED
1	635	GBCVYCB, VSBVB	26
2	635	XOJAKTW, OVKII	1
3	635	VVDOLOM, FXUBI	2
4	635	JASKRTW, LRDHG	3
5	635	HGWLKSL, TLLNE	7
6	635	ALQXVAR, JXJPX	3
7	635	PBQORRR, BCSOB	1
8	635	ORVIAHIL, QHDAV	2

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.

The screenshot shows the Requests-Workload-Specialists page with the "SPECIALIST ASSIGNMENTS" table expanded. The table is identical to the one in the previous screenshot. Below the table, a new section titled "REQUESTS" is visible, containing a table with columns for OPTIONS, ID, ACTION, STATUS, REQUESTED BY, DAYS, ORGANIZATION, EMPLOYEE, SPECIALIST, PROPOSED EFFECTIVE DATE, and EFFECTIVE DATE. The data in the "REQUESTS" table is as follows:

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	SWXRGM,FUNLW	HGWLKSL, TLLNE		08/15/2010	
	166073	Recruitment Approved	KHXRFXS,XFQDU	2692	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	CHUKBD,WCPKN	HGWLKSL, TLLNE		08/20/2010	
	166065	Recruitment Approved	JIOJII,MQJUF	2600	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	MRTSJUT,ONCFV	HGWLKSL, TLLNE		08/20/2010	
	166054	Recruitment Approved	UODMQUY,QXSHX	587	ASSOCIATE DIRECTOR FOR PATIENT CARE SERVICES 8241.2130	KQEFLIC,CCVQA	HGWLKSL, TLLNE		08/20/2010	
	101986	Recruitment Approved	JAYETCE,AEDVS	644	GERIATRICS & EXTENDED CARE 8201.2117	FLAUDRG,ALMU	HGWLKSL, TLLNE		08/06/2010	
	86310	Recruitment Approved	NEMBUFO,QRVPJ	4234	MEDICAL ADMINISTRATION SERVICE 8411.2580	MOURWOQ,CPBFI	HGWLKSL, TLLNE		08/04/2010	
	66339	Recruitment Approved	HKEIEKL,TPYCD	514	MEDICAL ADMINISTRATION SERVICE 8411.2580	MNNNTNW,XMLXP	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.



LISTS - ACTION TYPES			
CODE	ACTION	DESCRIPTION	DEFAULT HR UNIT
31	Appointment	Workload	Classification
32	Appt - Emergency	ARPA Action Types	Administrative
33	Appt - Excepted	Legal Authority List	Recruitment & Placement
34	Appt - Excepted NTE	Nature of Action List	Recruitment & Placement
35	Appt - Interim	HR Action	Recruitment & Placement
36	Appt - Interim in Non-duty Status	HR Action	Recruitment & Placement
37	Appt - Ltd Exec Assign	HR Action	Recruitment & Placement
38	Appt - O/S Ltd	HR Action O/S	Recruitment & Placement
39	Appt - O/S Ltd NTE	HR Action	Classification
40	Appt - Provisional NTE	HR Action	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.

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.

The screenshot shows the WebHR interface with the following details:

- Header:** Includes the Department of Veterans Affairs logo, the tagline "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.", and the text "United States Department of Veterans Affairs WebHR".
- Navigation Bar:** Links to Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off.
- Sub-Header:** "LISTS - NATURE OF ACTION" and "NATURE OF ACTION CODES".
- Left Sidebar:** A vertical list of codes and their descriptions:
 - 001 CANCELLATION
 - 002 CORRECTION
 - 003 Features - edit
 - 100 CAREER APPOINTMENT
 - 100A CAREER EXECUTIVE ASSIGNMENT
 - 101 CAREER-CONDITIONAL APPOINTMENT
 - 101A CAREER EXECUTIVE ASSIGNMENT
 - 101B CAREER-CONDITIONAL APPOINTMENT
 - 102 CAREER EXECUTIVE ASSIGNMENT
 - 103 CAREER EXEC ASSIGN-COND
 - 104 NONCAREER EXECUTIVE ASSIGNMENT
- Right Panel:** A table titled "ACTION" with columns for ACTION and FC. The table lists the following rows:

ACTION	FC
	12
	Y82049
	63
	Y82049
	63
	63
	Y82049
	Y82049
	Y82049
- Contextual Menu:** A dropdown menu is open over the code "003 Features - edit", listing options: New Request, View All Requests, My Assigned Requests, Workload, ARPA Action Types, Legal Authority List, and Nature of Action List. The "Nature of Action List" option is highlighted with a blue background.

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

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

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
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.

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.

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

PAID - EMPLOYEE LISTING

SEARCH

All Last Name: Occ Code: Org Code:

STATION 636 PAID RECORDS						
EMPLOYEE	OCCUPATION	PP	SERIES	GRADE	STATION	ORGANIZATION
AAACRVR, SKUJA	STUDENT NURSE TECHNICIAN	AD	699	0	635	PATIENT CARE SERVICES
AAAFUTQ, DUQQT	MEDICAL RECORDS TECH(DA)	GS	675	8	635	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
AAAJAOVQ, HDCJF	HOUSEKEEPING AID	WS	3566	3	635	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
AAAYEQL, SPQKL	MED SUP ASST (DA)	GS	679	7	635	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
ABEUMYM, ENDX	PHYSICIAN	F3	602	0	635	RADIOLOGY SERVICE
ABMQOUX, QFJAO	PROGRAM SPECIALIST	GS	301	9	635	ADMINISTRATIVE SERVICES FISCAL SERVICE
ABTPCLB, XPNGL	PRACTICAL NURSE	GS	620	5	635	PATIENT CARE SERVICES
ABUAXJX, WKITY	CLINICAL PSYCHOLOGIST	GS	180	13	635	PATIENT CARE SERVICES PSYCHOLOGY SERVICE
ABUVWPK, VJXEU	STAFF PHARMACIST	GS	600	11	635	ALLIED HEALTH SERVICES PHARMACY SERVICE
ABYKMD, MXINVH	NURSE	VN	610	1	635	PATIENT CARE SERVICES
ACDVJXB, ISDLU	NURSE	VN	610	1	635	PATIENT CARE SERVICES
ACEVIVG, PNNDK	NURSE	VN	610	1	635	PATIENT CARE SERVICES
ACIBMLD, FHLHU	ENGINEER OFFICER(TRAINEE)	GS	801	9	635	ADMINISTRATIVE SERVICES ENGINEERING SERVICE

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.

**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

PAID - EMPLOYEE RECORD

PAID RECORD
PAIDID 87383310
RUNDATE 02/22/2011
NAME APLBCEBBQSETLB.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 0286
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 01
SupervisoryLevel 0
FName IULCHLXPEK
LName APLBCEBBQSETLB
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
Diplomat
VASvcDate
ALBal 230.250
ALLYTD 0
SLBal 258.000
EXTLWOPInd N
LWOPCCY 0.00
LWOPSincePromo 0.00
LWOPThisStep 0.00
LWOPWGPWPYTD 0
PremPayInd
VetStatus P
PaySched
RETALLOW 0
Education J
LeaveGroup 3
FCP 782
SUPLEV 0
TENURE
VETPREFR Y
HICode 003
FTEENormal
DUTYSTA E
PRD 0

WebHR>PAID – Employee Record

- 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.

PAID-Employee Details page

- History is a list of all SF-52s created in WebHR for the selected employee.
 - Click the magnifying glass icon to display the ARPA Request Details page for the selected employee.
 - Click the 52 icon to view the completed SF-52.

Initiate an SF-52 from PAID-Employees Details

- Select a Promotion action from the **Action Types** list.
 - 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.

Requests-Submission page

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

The screenshot shows the 'REQUESTS - SUBMISSION' page. At the top, there's a logo for 'HEALTHCARE Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the logo, a search bar says 'Last Name: b' with a magnifying glass icon. A table titled 'STATION 638 PAID RECORDS' lists various employees with their names and titles. The first few entries are: BAECPCS, QBNXK (ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE); BANJWU, LFON (PATIENT CARE SERVICES); BASNQHE, OPKU (DIRECTOR OF REGION 2); BATJIKE, WKPAU (PATIENT CARE SERVICES PATHOLOGY & LABORATORY MEDICAL SERVICE); BAWGPIB, HITUX (PATIENT CARE SERVICES); BBHGIRG, LIPCI (PATIENT CARE SERVICES MENTAL HEALTH SERVICE); BBUSTPP, YCTIX (DIRECTOR OF REGION 2); BBNDOWX, GHGOW (PATIENT CARE SERVICES); BBQTMCE, YNKRL (PATIENT CARE SERVICES); BBTQRH, DHSXO (PATIENT CARE SERVICES); BBYSCUD, CPBJR (PATIENT CARE SERVICES); BDLYALA, HQUPD (PATIENT CARE SERVICES); BDNPHHK, VTAPL (PATIENT CARE SERVICES AMBULATORY CARE).

Requests Submission-Employee list page

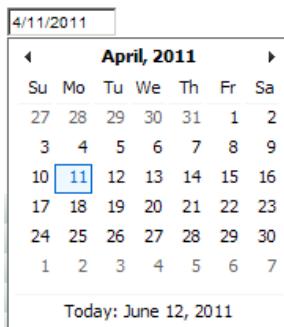
4. Click the green/yellow icon next the employee for whom to create a *request for action*. The Request-Submission-Employee: Action page for the selected employee displays.

The screenshot shows the 'REQUEST - SUBMISSION - EMPLOYEE: ACTION = PROMOTION' page. It has two main sections: 'PART B TO' and 'PART B FROM'. The 'PART B TO' section includes fields for Title (PRACTICAL NURSE), Number (000000), 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), and Other Pay (0). The 'PART B FROM' section includes fields for Site (VA Medical Center Oklahoma City, OK), Pos Occ (FLSA: N), IA Pos (IA Pos), New Pos (Regraded), Fntc (Fntc), Cls (Cls), QTU (Degree Yr), Ed Level (F), Citizen (Vietnam), Work Schedule (FT or PT) (ApprCode: 8241.2130), BusCode (1272), and Supvl (0). At the bottom right, there is a 'Submit Request' button.

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

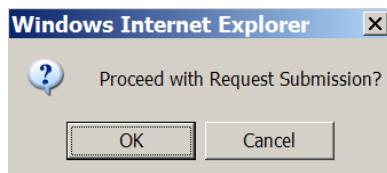
Refers to the Position

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)	<ul style="list-style-type: none"> a. Work b. Schedule <ul style="list-style-type: none"> 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	VICE is the name of a previous employee for a vacant position N/A when the requested action is not a fill/recruitment 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
IA Pos	IA Position Designated for HR
Fntc Cls	Designated for HR
Degree Yr	Year degree attained Designated for HR
BusCode	Bargaining Unit Status (BUS) code of the employee's position Add or change, if necessary
Supvl	Supv Status Designated for HR

9. Review all information to ensure the coding is correct.
Add/change where necessary.

10. Click the **Submit Request** button.
Information pop-up displays.



Proceed with Request Submission pop-up

11. Click the **OK** button.
If the Pro Effect Date is not complete, the page redisplays.

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.

12. Add the mandatory information and click the **Submit Request** button again.
Information pop-up displays.
13. 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
AKBCTJENNEAFEGE,WMJCNFEDYJ	HR ASST (INFO SYS/DA)	04461A	GS	203
FRAVXJPYBCAXYXB,EXYKEEJDY	HUMAN RES SPEC (REC/PLAC)	03639A	GS	201
NWPRJRIQDGDOHM,URGHWKYXGA	HUMAN RES SPEC(LABOR REL)	090670	GS	201
RXAKCKBHOHMKNKB,UMCOMUDGDO	HUMAN RESOURCES SPEC	000000	GS	201
TWNFGKVWDWHBMCBH,JLURPMBBX	HUMAN RES SPEC (REC/PLAC)	03003A	GS	201
VSWGGGDYNNJOJS,MORUBJLKS	STUDENT TRAINEE (HR)	00000T	GS	299
XWOMUDTYHQYYII,GDXJVNLKG	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.

STATION OR PAY RECORDS	NAME	SEX	OCCUR	OCC4	OCC5	Active Employees List										STATION EOD	SCD	SCOREIT	APPRECODE	STATION	EPCODE	DUTY	LWOP	PAIDNO		
						V	FLSA	CENT	SUPL	TELEWORK	PAYS	DUTYS	PAYP	GRADE	STEP	salary	APRT	VETPRES								
QA, S, Estrogen,Imidog@va.Dev	M, Female	0870	00	000000	000000	E	E	C	1	Z	3	1	ES	0	N	\$104,200	M	1	7232000	0301981	04712500	030	O	74271802		
QA, S, Kalyse,DrB@va.Dev	F, Nurse	0805	00	000000	1216	000	E	E	0	Z	1	1	VN	3	12	\$155,500	E	1	441380	4251684	02122300	030	P	0000000000000000		
QA, S, Lyndsay,Amy@va.Dev	M, Nurse	0809	00	000000	1216	000	E	E	0	Z	1	1	VN	3	12	\$155,500	E	K	1082001	1170000	02122300	030	P	0214050000000000		
QA, S, Mayra,Lynell@va.Dev	M, Anesthetist	0805	00	000000	1216	000	E	E	0	Z	1	1	VN	3	12	\$155,500	S	A	621889	1261988	02122300	030	S	3005400000000000		
QA, S, Myra,Lynell@va.Dev	M, Anesthetist	0805	00	000000	1216	000	E	E	0	Z	1	1	VN	3	12	\$155,500	S	I	1122001	1122000	02122300	030	N	3012514200		
QA, S, Debra,Louise@va.Dev	F, Optometrist	0805	04	00	000000	1216	000	E	E	0	Z	1	1	VP	10	10	\$147,357	S	I	6452007	15221984	02122300	030	S	3012500000000000	
QA, S, Higgins,Cynthia@va.Dev	M, Chief, Medical Service	0809	00	000000	000000	301	E	E	Z	1	1	VM	10	10	\$147,357	S	I	3200000	2711982	02124100	030	T	300791223			
QA, S, Austin,Bethany@va.Dev	M, Physician (Regular FT)	0802	18	29	000000	1216	000	E	E	0	Z	1	1	VM	10	10	\$143,725	E	K	9181874	9251970	02121200	030	T	90254004	
QA, S, Brandy,Amy@va.Dev	M, Physician (Regular FT)	0802	00	00	000000	000000	E	E	C	9	Z	1	1	VM	10	10	\$143,725	S	I	7191982	911979	04021200	030	T	300000471	
QA, S, Captain,Paul@va.Dev	M, Physician (Regular FT)	0802	04	00	000000	1216	000	E	E	0	Z	1	2	AO	10	10	\$143,725	S	I	2119802	2119802	02121200	030	T	714490763	
QA, S, Captain,Paul@va.Dev	M, Physician (Regular FT)	0802	04	00	000000	1216	000	E	E	0	Z	1	2	AO	10	10	\$143,725	S	I	3710800	3710800	02121200	030	T	100000780	
QA, S, Cheyenne,Ingrid@va.Dev	M, Physician (Regular FT)	0802	08	02	000000	1216	000	E	E	C	0	Z	1	1	VM	10	10	\$143,725	S	A	711982	711982	02122300	030	T	300102389
QA, S, Cheyenne,Ingrid@va.Dev	M, Physician (Regular FT)	0802	08	23	000000	1216	000	E	E	C	0	Z	1	1	VM	10	10	\$143,725	S	I	7141983	4719777	02121200	030	T	371991629
QA, S, Michele,Exxon@va.Dev	M, Physician (Regular FT)	0802	08	03	000000	1216	000	E	E	9	Z	1	1	VM	10	10	\$143,725	S	K	1201873	8291980	02121200	030	T	901522003	
QA, S, Michele,Exxon@va.Dev	M, Physician (Regular FT)	0802	08	03	000000	1216	000	E	E	C	0	Z	1	2	AO	10	10	\$143,725	S	I	7231882	7201980	02121200	030	T	140712985
QA, S, Jennifer,Mitchell@va.Dev	M, Physician	0802	04	19	000000	1216	000	E	E	C	0	Z	1	2	AO	10	10	\$143,725	S	I	1201874	1201984	04020000	030	T	300300473

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	POSITION	ACTION TYPES	HISTORY
Name: APLBECCEBBQSE7LB.IUCLHJXPEK Service Comp: 09/23/1995 Years Of Service: 15 Retirement: FERS Flag: Basic + Option B (5x)	Number: 07608A Occupation: MEDICAL ADMIN SPECIALIST Pay Plan: GS Series: 301 Grade: 9 Step: 04 Duty: FULL-TIME Hours: 80 FTEE: ORGANIZATION	AUO AUO Adjustment Availability Pay Cancellation Change in Allowance/Differential Change in Assignment Change in Assignment NTE Change in Basic Pay Change in Cost of Living Change in Cost of Living Allowance Change in Data Element Change In Duty Station Change in FEGL Change in Grade/Classification Code Change in Hours Change in Organization Title Change in Organizational Cost Center	ID: 000001 Action: Detail NTE Status: Terminated ID: 000005 Action: Promotion NTE Status: Approved
Start Request For Action			

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.

PAID - COST CENTERS AND ORGANIZATIONS				ORGANIZATION
NETWORK	STATION	CCCODE	ORGCODE	
16	635	8241	2170	ADMINISTRATIVE SERVICES ACQUISITION & MATERIEL MANAGEMENT SERVICE
16	635	8240	2117	ADMINISTRATIVE SERVICES ASSOCIATE CHIEF OF STAFF EDUCATION SERVICE
16	635	8241	2700	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8441	2590	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8403	2138	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8555	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8503	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8533	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8542	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8501	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8551	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8511	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8504	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8541	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8521	2530	ADMINISTRATIVE SERVICES ENGINEERING SERVICE
16	635	8561	2560	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8584	2560	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8570	2560	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8571	2560	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
16	635	8431	2570	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
16	635	8288	2580	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
16	635	8286	2580	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
16	635	8411	2580	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE
16	635	8204	2580	ADMINISTRATIVE SERVICES MEDICAL ADMINISTRATION SERVICE

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



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:

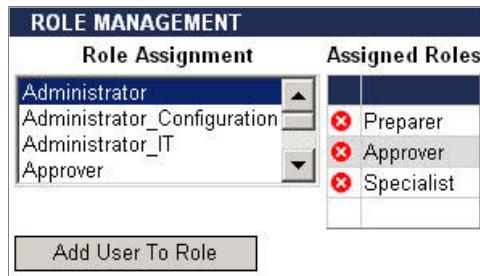
- a. Click the person icon .

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.

The screenshot shows the WebHR interface. The top navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area displays a user profile for 'WebHR User_One' with details like Name, Agent Type (Manager), Title (Technical Writer), Phone (000-000-0000), and Email (one.webhr.user@va.gov). To the right, a 'Configuration' menu is open, showing sub-options: ARPA Action Types, ARPA NOA Codes, ARPA LA Codes, Tenure Codes, Veterans Preference Codes, and Document Management. A large 'NO ACTIVE ITEMS' message is displayed. In the bottom right corner, a 'WARNING' message states: '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.' A 'NO DATA RETURNED' message is also visible.

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.

ACTIVE ACTION TYPES			
ACTION	TARGET	DESCRIPTION	PROCESSING
Change	Public	Changes an element documented on an employee's personnel record.	Processing & Record
Change In Allowance/Differential	HR	HR Action	Administrative
Change in Assignment	HR	A change in the employee's assignment.	Classification
Change in Assignment	Public	A change in the employee's assignment.	Recruitment & Placement
Change in Assignment NTE	HR	A temporary change in the employee's assignment.	Classification
Change in Assignment NTE	Public	A temporary change in the employee's assignment.	Classification
Change in Basic Pay	HR	HR Action	Administrative
Change in Cost Center	Public	Action changes employees Cost Center	Recruitment & Placement
Change in Cost Center	HR	Action changes employees Cost Center	Administrative
Change in Cost of Living Allowance	HR	HR Action	Administrative
Change In Data Element	HR	HR Action	Processing & Record
Change in Duty Station	Public	A personnel action that changes the work site (e.g., city/town) for an employee.	Classification
Change In Duty Station	HR	A personnel action that changes the work site (e.g., city/town) for an employee.	Classification
Change in FEGLI	HR	HR Action	Processing & Record
Change in Handicap Code	HR	HR Action	Processing & Record
Change In Hours	HR	HR Action	Recruitment & Placement
Change in Organization Title	HR	HR Action	Classification

MODE
 Edit Add New
Select a Action Type to Edit
EDIT FORM

ACTION:

CATEGORY:

USER: Public

TARGET:

DESCRIPTION:

HR SECTION: Suspended Status

Edit Record

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.

The screenshot shows the 'NOTICE OF ACTION CODES' section of the WebHR system. On the left is a grid of codes with icons for edit and delete. On the right is a modal window for editing a specific code.

CODE	ACTION	FC	CATEGORY
893	WITHIN-GRADE INCREASE	Y83031	
176	VETERANS READJUSTMENT APPOINTMENT	81208	
837	TYPE APPT CODE CHG-1 YR WTO COMP	81150	
938	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	Y82049	
145	TRANSFER-SES CAREER	Y82049	
131A	TRANSFER-CAREER-CONDITIONAL	81150	
131D	TRANSFER-CAREER CONDITIONAL	63	
130A	TRANSFER-CAREER	81208	
130D	TRANSFER-CAREER	81208	
130	TRANSFER	82023	Select Category...
130E	TRANSFER	Y82049	
872	TIME-OFF AWARD	4044	
344	TERMINATION-UNACCEPTABLE PERFORMANCE	81150	
345	TERMINATION-UNACCEPTABLE PERFORMANCE	81208	
381	TERMINATION-UNACCEPTABLE PERFORMANCE	81208	

Operation Mode:
 Edit Mode Insert Mode

Select a Notice of Action Code to Edit

EDIT NOTICE OF ACTION CODE

Code:

Action:

FC:

Category:

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's a banner for 'HEALTHCARE Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, a navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area has two sections: a grid of 'LEGAL AUTHORITY CODES' and a 'EDIT LEGAL AUTHORITY CODE' form. The grid columns are CODE, LEGAL AUTHORITY, DATE, and CATEGORY. The form fields are Code (text input), Legal Authority (text input), Date (text input), and Category (dropdown menu). A button labeled 'Edit Legal Authority Code' is at the bottom of the form.

CODE	LEGAL AUTHORITY	DATE	CATEGORY
ABK	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	04/16/1998	
ABS	REG 330.707	04/16/1998	
ABT	REG 330.707 CLG	04/16/1998	
ACA	CS CERT NO. * ACWA	07/27/1990	
ACM	CS CERT NO.	08/27/1999	
ADM	OPM DIRECTIVE *	02/18/1982 Existing/Existing	
ADM	MSPB DIRECTIVE *	02/18/1982	
ADM	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	
AVN	OPM STANDARDS	02/18/1982	
AWM	OPM FORM 1390 OR LETTER DATED *	04/27/1995	

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.*



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

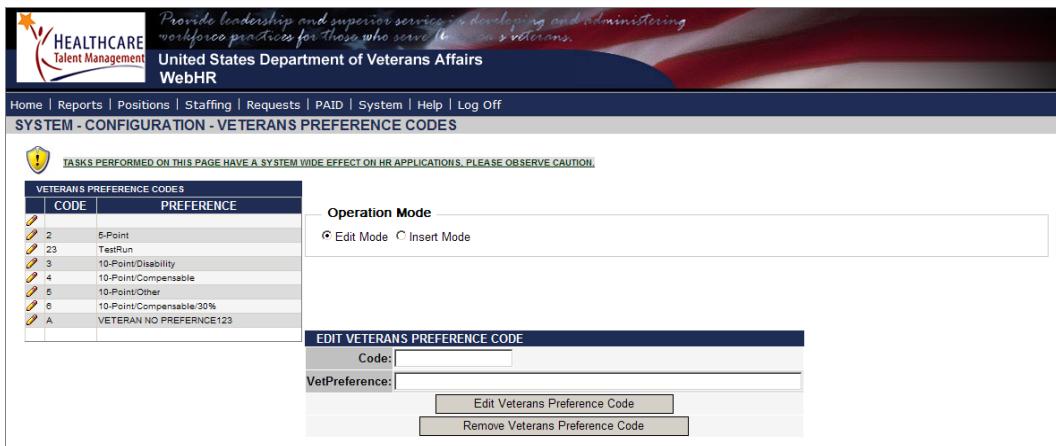
System>Configuration>Tenure Codes

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.
 *Tasks performed on this page have a system-wide effect on HR applications, please observe caution.*



The screenshot shows the 'SYSTEM - CONFIGURATION - VETERANS PREFERENCE CODES' page. At the top, there is a banner for the United States Department of Veterans Affairs WebHR. Below the banner, the page title is displayed. A warning message is present: 'TASKS PERFORMED ON THIS PAGE HAVE A SYSTEM WIDE EFFECT ON HR APPLICATIONS. PLEASE OBSERVE CAUTION.' On the left, a table titled 'VETERANS PREFERENCE CODES' lists several entries with columns for 'CODE' and 'PREFERENCE'. The entries include: 2 (5-Point), 23 (TestRun), 3 (10-Point/Disability), 4 (10-Point/Compensable), 5 (10-Point/Other), 6 (10-Point/Compensable/30%), and A (VETERAN NO PREFERENCE123). On the right, there is an 'Operation Mode' section with radio buttons for 'Edit Mode' (selected) and 'Insert Mode'. Below this is an 'EDIT VETERANS PREFERENCE CODE' form with fields for 'Code:' and 'VetPreference:', and buttons for 'Edit Veterans Preference Code' and 'Remove Veterans Preference Code'.

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.

The screenshot shows the 'SYSTEM - DOCUMENT MANAGEMENT' page. On the left, there is a 'NEW DOCUMENT FORM' section with fields for 'Application' (set to 'WebHR'), 'Type' (set to 'Requirements'), 'Document' (a file input field), and 'Description' (a text area). Below these is a 'Browse...' button and an 'Add Document' button. On the right, there is a 'WEBHR DOCUMENTS' section with a table titled 'DOCUMENT'. The table lists various documents with small red X icons next to them, indicating they can be deleted. The documents listed are:

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
WebHRAgent 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.

This screenshot shows the WebHR Automated Human Resources - Admin interface. At the top, there's a banner for the United States Department of Veterans Affairs WebHR. Below it, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main menu is titled "WEBHR - AUTOMATED HUMAN RESOURCES - Admin". A dropdown menu under "System" leads to "Users", then "Configuration", and finally "Messaging". Under "Messaging", there's a link to "Bulletin Board". On the left, there's a "USER PROFILE" section with fields for Name, Agent Type, Title, Phone, and Email. On the right, there's an "ORGANIZATION" section with fields for Agent, Network, Station, Organization, Duty Code, and Duty Code Flag. A large "INFORMATION ALERTS" box displays "NO DATA RETURNED". At the bottom, a bold "NO ACTIVE ITEMS" message is shown. A "WARNING" message at the bottom states: "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.

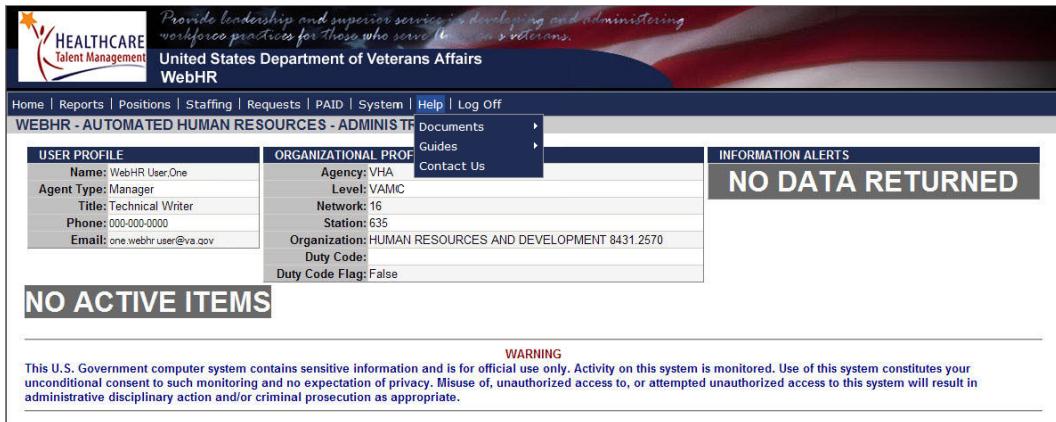
This screenshot shows the "SYSTEM - MESSAGING - BULLETIN BOARD" page. At the top, there's a banner for the United States Department of Veterans Affairs WebHR. Below it, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main title is "SYSTEM - MESSAGING - BULLETIN BOARD". There are three radio buttons for Audience: "HR Staff" (selected), "HR Customers", and "Both". Below that is a "Title:" input field. The "Bulletin:" area is a large text area with scroll bars. Below it is a "Display Until:" input field with a date format "xx/xx/xxxx" and an "Add Bulletin" button. At the bottom, there are two buttons: "CURRENT HR BULLETINS" and "CURRENT CE BULLETINS". Both buttons have the message "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.

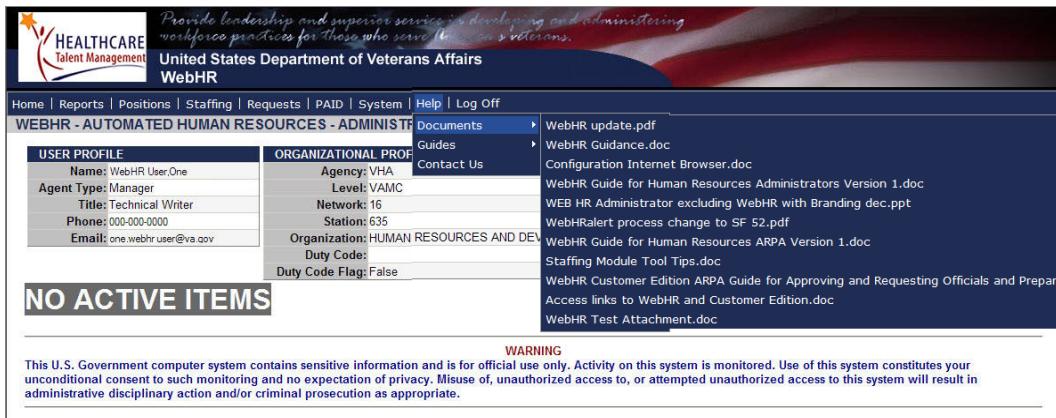
Help Menu

The Help menu contains three items: Documents, Guides, and Contact Us. You can view Help documents for assistance with WebHR.



WebHR page with the Help menu open

Documents Option



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.



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.

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U.S. OFFICE OF PERSONNEL MANAGEMENT
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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 \[67 KB\]](#)
- [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 \[291KB\]](#)
- [Chapter 10 — Nonstatus Appointments in the Competitive Service \[210 KB\]](#)
- [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 \[61KB\]](#)
- [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 \[63KB\]](#)
- [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 \[220 KB\]](#)
- [Chapter 33 — Documentation of Volunteer Service \[30KB\]](#)
- [Chapter 34 — Topic Index \[94KB\]](#)
- [Chapter 35 — Glossary of Terms Used in Processing Personnel Actions \[73 KB\]](#)

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HELP

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.

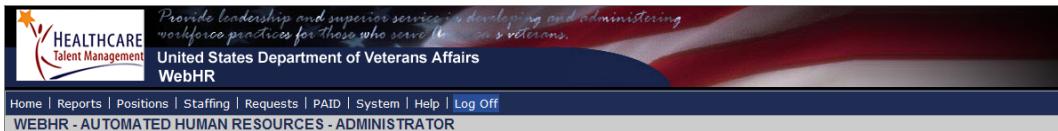
The screenshot shows the 'WebHR - Contact Us - Comment/Question' page. At the top, there's a banner with the Department of Veterans Affairs logo and the text 'Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.' Below the banner, the page title 'HELP - CONTACT US' is displayed. A sub-header 'WebHR - Contact Us - Comment/Question' follows. A note at the top of the form area says 'Please fill out the form below to contact us! Your comment will be routed to the HTM Helpdesk for processing.' Below this is a large text input field with a scroll bar. At the bottom of the form 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.



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

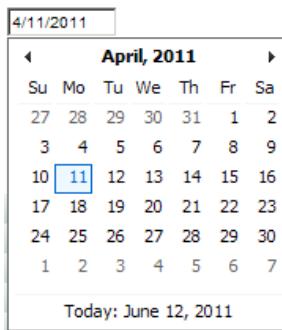
[Home](#) | [Reports](#) | [Positions](#) | [Staffing](#) | [Requests](#) | [PAID](#) | [System](#) | [Help](#) | [Log Off](#)

REQUESTS - NEW REQUEST FORM (GAIN)

Request Details		Part B Information			
REQUEST TYPE Action Requested: <input type="text" value="Recruitment"/> Pro Effective Date: <input type="text"/> ACTION REQUESTED BY Name: <input type="text" value="WebHR Requester,One"/> Title: <input type="text" value="Chief, Human Resources"/> Date: <input type="text" value="9/26/2011"/>		PART B TO Title: <input type="text" value="ACCOUNT PAYABLE TECHNICIAN"/> Number: <input type="text"/> Comp Level: <input type="text"/> Pay Basis: <input type="text"/> Pay Plan: <input type="text" value="AD"/> Grade: <input type="text"/> Series: <input type="text"/> Step: <input type="text"/> Salary: <input type="text"/> Basic Pay: <input type="text"/> Local Adj: <input type="text"/> Adj Basic Pay: <input type="text"/> Other Pay: <input type="text"/>			
ACTION AUTHORIZED BY Name: <input type="text" value="WebHR Authorizer,One"/> Title: <input type="text" value="Chief, Human Resources"/> Date: <input type="text"/>		PART B POSITION DATA Site: <input type="text" value="VA Medical Center Oklahoma City, OK"/> ApprCode: <input type="text"/> Org Title: <input type="text"/> OrgCode: <input type="text"/> CCCode: <input type="text"/> CC Title: <input type="text"/>			
FOR ADDITIONAL INFORMATION CALL Name: <input type="text" value="WebHR User,One"/> Phone: <input type="text" value="000-000-0000"/>		(FT or PT - 20hrs) Work Schedule: <input type="text" value="FULL-TIME"/> Vice: <input type="text" value="Vacant"/>			
<input type="button" value="Submit Request"/>					

New Request Form (Gain) (for Recruitment) page

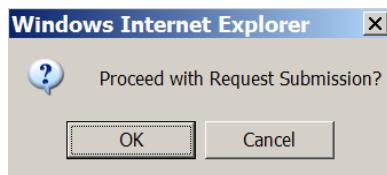
4. Review the Requests-New Request Form (Gain) page.
Verify the information.
 5. **Pro Effective Date** is a required field.
Manually enter a date or select a date from a pop-up calendar.
 - For today's date, click **Today** at the bottom of the calendar.
 - Click the date box and select a date from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

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.

A screenshot of the Requests>New Request>Requests-Submission (Promotion) page. The page has a header with the Department of Veterans Affairs logo and a sub-header 'REQUESTS - SUBMISSION'. Below this is a section titled 'ACTION TYPES' with a sub-instruction 'Select Action Type from the list below.' A scrollable list contains numerous appointment types, such as 'Appointment', 'Appt - Emergency', 'Appt - Excepted', 'Appt - Excepted NTE', 'Appt - Interim', 'Appt - Interim in Non-duty Status', 'Appt - Ltd Exempt Assign', 'Appt - O/S Ltd', 'Appt - O/S Ltd NTE', 'Appt - Provisional NTE', 'Appt - SES Career', 'Appt - SES Ltd Emergency NTE', 'Appt - SES Ltd Term NTE', 'Appt - SES Noncareer', 'Appt - Status Quo', 'Appt - Summer NTE', and 'Appt - Temporary PER'.

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.

A screenshot of the Requests-Submission-Employee page. The page has a header with the Department of Veterans Affairs logo and a sub-header 'REQUESTS - SUBMISSION'. Below this is a section titled 'EMPLOYEE' with a 'Last Name' input field and a magnifying glass icon.

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.

The screenshot shows the WebHR Requests - Submission page. At the top, there's a banner with the Department of Veterans Affairs logo and the text "Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans." Below the banner, the United States Department of Veterans Affairs WebHR logo is displayed. The main navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. Under the Requests section, a sub-menu titled "REQUESTS - SUBMISSION" is visible. The main content area is titled "EMPLOYEE" and displays a list of employees assigned to "STATION 635 PAID RECORDS". Each employee entry includes a green/yellow gear icon followed by the employee's name and their assigned organization.

Requests-Submission>Employee list page

Note: Only employees at the assigned station display.

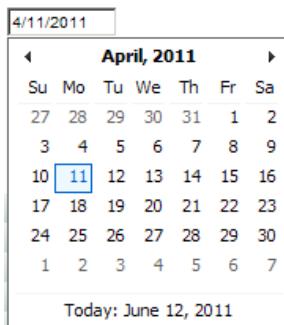
Only data from the local station displays, unless the action is at the VISN level or higher.

- 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.

The screenshot shows the WebHR REQUEST - SUBMISSION - EMPLOYEE: ACTION = PROMOTION page. The top section is identical to the previous screenshot, featuring the same banner and navigation. The main form is titled "REQUEST - SUBMISSION - EMPLOYEE: ACTION = PROMOTION". It contains several data entry fields and tables. The "PART B TO" section includes fields for Title, Number, Comp Level, Pay Basis, Pay Plan, Grade, Series, Step, Salary, Basic Pay, Local Adj, and Other Pay. The "PART B POSITION DATA" section includes fields for Site, Pos Occ, FLSA, IA Pos, New Pos, Regraded, Fntc Cls, QTU, Ed Level, Degree Yr, Citizen, Vietnam, Work Schedule (FT or PT), ApprCode, BusCode, and Supvl. The "PART B FROM" section includes fields for Name, SSN, DOB, and Effective Date. The "PART B EMPLOYEE DATA" section includes fields for Vet PR, Tenure, Agency Use, Vet Pref RIF, Work Schedule, Annuity, Pay Rate, Retirement Service Comp Date, FEGLI, and Part Time Hrs. All fields in these sections are populated with data from the PAID system.

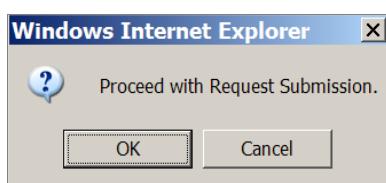
Request-Submission-Employee-Action (Promotion) page

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

11. Click the **OK** button.

If the Pro Effect Date is not complete, the page redisplays.

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.

12. Add the mandatory information and click the **Submit Request** button again.

Information pop-up displays.

13. 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.

The screenshot shows the 'REQUESTS - DETAILS' page in WebHR. At the top, there's a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, the navigation bar includes 'Home', 'Reports', 'Positions', 'Staffing', 'Requests', 'PAID', 'System', 'Help', and 'Log Off'. The main content area is titled 'REQUEST DETAILS' and contains the following information:

- Request ID:** 150505
- Type:** Promotion
- Contact:** WebHR User:One
- Contact Phone:** 000-000-0000
- Status:** Pending
- Proposed Effective Date:** 08/11/2011
- Days In System:** 0
- Affected Employee:** BIESNPQLGVFCURJ.MCXMIYSXPC
- Assigned To:** Unassigned
- Process Unit:** Classification

MILESTONES section shows:
Entered System: 08/05/2011
Opened in HR:
Closed:

CHANGE STATUS section shows:
Status Types: [dropdown]
Status Change Reason:
Enter Status Change Reason.
Submit Status Change

On the right side, there are three main sections:

- LOG ITEM ENTRY FORM**: A text input field labeled 'Enter Log Item Text.'
- ROUTING**: Options for 'ROUTE TO:' and 'ASSIGN TO:', both with dropdown menus. A note says 'Routing Note: Enter Routing Note.' and a 'Route Request' button.
- ROUTING LOG**: A table with columns 'PROCESS UNIT', 'ENTERED', 'Cleared', and 'DURATION'. One row is shown: 'Classification' entered on 08/05/2011.

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.

The screenshot shows the 'REQUESTS - EDITING - PART A' page. At the top, there's a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'REQUESTS - EDITING - PART A'. It contains several input fields and dropdown menus. On the left, there are sections for 'CONTACT INFORMATION' (Name: MIJKCH.ETXXB, Phone: 3780567215) and 'ACTION REQUESTED BY' (Name: OOGIDPO.NLSCK, Title: Program Analyst, Date: 10/22/2004). On the right, there are sections for 'REQUEST TYPE' (Current Type: Recruitment, Current Category: Nonexisting/Existing, New Type: Recruitment), 'PROPOSED EFFECTIVE DATE' (Current Value: 10/31/2010), and 'EFFECTIVE DATE' (Current Value: 10/22/2004).

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)	
5. Action Requested By (Typed Name, Title, Signature, and Request Date)	4. Proposed Effective Date
6. Action Authorized By	

SF-52 Part A-Requesting Office

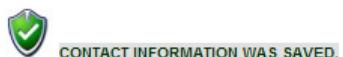
1. The Requests Editing page opens with Part A displayed, but if necessary, click **Part A** to the right of icons to display the Request Info page.

Note: After each edit, you must click one of the Submit button(s) or the changes/corrections will not be saved.

The screenshot shows the 'REQUESTS - EDITING - PART A' page. At the top, there's a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'REQUESTS - EDITING - PART A' and shows a search bar with 'PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945'. The page is divided into several sections: 'Part A (Request Info)', 'CONTACT INFORMATION' (with fields for Name and Phone), 'ACTION REQUESTED BY' (with fields for Name, Title, and Date), 'ACTION AUTHORIZED BY' (with fields for Name, Title, and Date), 'REQUEST TYPE' (with dropdowns for Current Type, Category, and New Type), 'PROPOSED EFFECTIVE DATE' (with a dropdown for Current Value and a 'Submit Proposed Effective Date' button), and 'EFFECTIVE DATE' (with a dropdown for Current Value and a 'Submit Effective Date' button). Buttons for 'Submit Contact Information', 'Submit Request Type Change', and 'Submit' are also present.

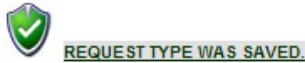
Requests Editing-Part A/Request Info page

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.



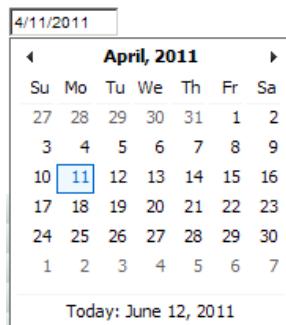
Confirmation pop-up: Contact Information was saved

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.



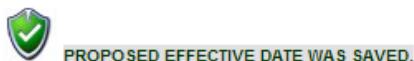
Confirmation pop-up: Request Type was saved

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

8. Click the **Submit 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: Effective date was saved

Note: After editing, you must click the Submit button(s) or the changes/corrections will not be saved.

Part B

All sections of the Part B pages can be modified. Part B includes: NOALA, From, To, Employee Data, Position Data, and New Employee.

SF-52 Part B-For Preparation of SF-50

PART B - For Preparation of SF 50 (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		6-B. Nature of Action		6-A. Code		6-B. Nature of Action											
5-C. Code		6-D. Legal Authority		6-C. Code		6-D. Legal Authority											
5-E. Code		6-F. Legal Authority		6-E. Code		6-F. Legal Authority											
7. FROM: Position Title and Number						15. TO: Position Title and Number											
8. To File		9. On-Calls		10. Overtime Rate		11. Pay Rate		12. To File		13. On-Calls							
14. On-Bus Pay		15. Shift (40)		16. Adj. Bus Pay		17. Overtime Pay		18. On-Bus Pay		19. Shift (40)							
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization											
EMPLOYEE DATA																	
25.			26. Home			27. Non-Paid Disability 4-10-Paid Compensable			28. Other 8-10-Paid Compensable SWS			29. Agency Use		30. Veteran Preference for AF YES NO			
27.			28.			29.			30.			31. Work Schedule		32. Pay Rate Determinant			
30.			31. Service Comp. Date (Leave)			32.			33. Part-Time Hours Per 8-Hour Day 10-Hour Day			34. Appropriation Code		35. Bargaining Unit Status			
POSITION DATA																	
34. Position Occupied			35. FLSA Category			36. Appropriation Code			37. Bargaining Unit Status								
38. Duty Station Code			39. Duty Station (City - County - State or Overseas Location)			40. AGENCY DATA FOR 41. DEPARTMENT			42. GRADE/CLASS POSITION			43. VICE		44. QUALIFICATION STANDARDS USED			
45. EDUCATIONAL LEVEL			46. YR. DEGREE ATTAINED			47. Academic Discipline			48. CREDENTIAL CLASS			49. CREDENTIAL		50. Veteran Status LAWYER LAW STUDENT		51. SUPERVISORY STATUS V-100-500	

SF-52 Part B-For Preparation of SF-50
First Action/Second Action/Employee Data/Position Data

Part B – NOALA

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

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 Date	
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

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.

The screenshot shows the 'REQUESTS - EDITING - PART B: NOALA' page. At the top, there's a logo for 'HEALTHCARE Talent Management' and a banner for 'United States Department of Veterans Affairs WebHR'. Below the banner, the page title is 'REQUESTS - EDITING - PART B: NOALA'. There are search and filter icons. The main area contains two sets of form fields labeled 'FIRST ACTION' and 'SECOND ACTION'. Each set includes dropdowns for '5-A. Code', '5-B. Nature of Action', '5-C. Code', '5-D. Legal Authority', '5-E. Code', '5-F. Legal Authority', and date pickers for '5-B. Date', '5-D. Text', and '5-F. Text'. Similar fields are present for the 'SECOND ACTION' section. At the bottom are two buttons: 'Save First Action' and 'Save Second Action'.

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.



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. Oce 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.

W 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

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
0	0.00	
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay
0.00	0.00	0.00
12D. Other Pay		
0.00		

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.



PART B FROM WAS 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/Award	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.

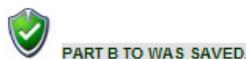
The screenshot shows the 'REQUESTS - EDITING - PART B: TO' page. At the top, there's a logo for 'HEALTHCARE Talent Management' and a banner with the text 'Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.' Below the banner, it says 'United States Department of Veterans Affairs WebHR'. The navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID System, Help, and Log Off. The main form area has sections for '15. TO: POSITION TITLE AND NUMBER' and 'ADMINISTRATIVE PROGRAMS'. Under '15. TO: POSITION TITLE AND NUMBER', fields include Title (Program Manager), Number, Station Title (Clinton Community Based Outpatient Clinic), Competitive Level, Organization Title (Healthcare Talent Management 8615.2760), and Costcenter Title. Under 'ADMINISTRATIVE PROGRAMS', fields include Pay Plan (GS), Occ. Code (343), Grade or Level (13), Step or Rate (0), Total Salary (0.00), Pay Basis (20C. Adj. Basic Pay), Locality Adj. (0.00), and Other Pay (0.00). A 'Submit Part B To' button is at the bottom. A success message 'PART B TO WAS SAVED.' is displayed at the bottom of the page.

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

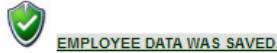
SF-52 Part B Employee Data

The screenshot shows the 'SF-52 Part B Employee Data' page. It contains several groups of input fields: 'EMPLOYEE DATA' (with fields 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, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 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623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 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The screenshot shows the 'REQUESTS - EDITING - PART B: EMPLOYEE DATA' page. At the top, there's a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, a search bar and navigation links for Home, Reports, Positions, Staffing, Requests, PAID System, Help, and Log Off are visible. The main content area is titled 'PART B - Employee Data' and contains several dropdown menus and input fields. Fields include: 23. Veterans Preference, 24. Tenure, 25. Agency Use; 26. Veterans Preference for RIF, 27. FEGLI / CODE, 28. Annuitant Indicator; 29. Pay Rate Determinant, 30. Retirement Plan, 31. Service Comp Date (Leave); 32. Work Schedule, 33. Part-Time Hours Per Biweekly Pay Period. A 'Submit Employee Data' button is at the bottom.

Requests-Editing-Part B – Employee Data

3. In Employee Data, add/change the information.
Service Comp Date is a required field.
4. 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

POSITION DATA		FLSA Category		Appropriation Code		Bargaining Unit Status
34. Position Occupied:	1 - Competitive Service 2 - Non-Competitive Service 3 - Standard Reserve	35. FLSA Category:	36. Appropriation Code:	37. Bargaining Unit Status:		
38. Duty Station Code:	39. Duty Station (City - County - State or Overseas Location)					
40. AGENCY DATA (A FOR):	41. MILE POSITION	42. REIMBURSED POSITION	43. VICE	44. QUALIFICATION STANDARDS USED		
45. EDUCATIONAL LEVEL:	46. yrs degrees attained	47. Academic Discipline	48. FUNCTIONAL CLASS:	49. CITIZENSHIP	Veteran Status Non-Veteran Other	

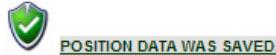
SF-52 Part B Position Data

1. Click **Part B** to the right of icons.
2. Select **Position Data**.
Part B-Position Data page displays.

The screenshot shows the 'REQUESTS - EDITING - PART B: POSITION DATA' page. At the top, there's a banner with the Department of Veterans Affairs logo and the text 'Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.' Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID System, Help, and Log Off. The main content area is titled 'PART B - Position Data'. It contains a form with numerous input fields, each labeled with a number (e.g., 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51). Fields include dropdown menus for 'Position Occupied' (Competitive Service), 'FLSA Category' (Exempt), 'Appropriation Code' (8615.2760), 'Bargaining Unit Status', 'Duty Station Code' (Clinton Community Bas), 'Agency Data IA Pos.', 'New Position', 'Regraded Position', 'Vice', 'Qualification Standards Used', 'Educational Level', 'Yr Degree Attained', 'Academic Discipline', 'Functional Class', 'Citizenship' (USA), 'Vietnam Era Vet' (No), and 'Supervisory Status'. A search icon and a link to 'Attachments RequestID = 149945' are also present.

Part B – Position Data

3. In Position Data, add/change the information.
4. Click **Submit Position Data**.
Confirmation displays that Position Data is 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.

When updating information on this page, you should try and re-import the employee's information from PAID.

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

REQUESTS - EDITING - PART B: NEW EMPLOYEE

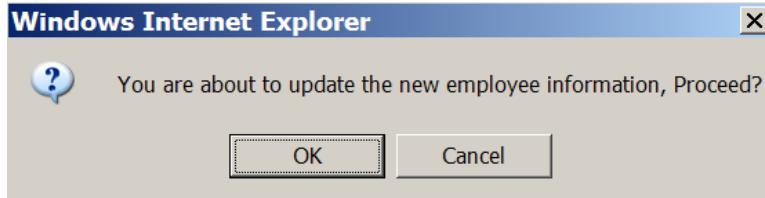
PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945
SF52 Part B - New Employee

! WHEN UPDATING INFORMATION ON THIS PAGE, YOU SHOULD TRY AND REIMPORT THE EMPLOYEE'S INFORMATION FROM PAID.

Name: (Last, First, Middle)
 SSN: (xxxxxxxx) No Dashes or Special Characters
 DOB:

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	Initials/Signature	Date
A. Position Authorized			D. English Language Proficiency		
B. Classification			E. Drug Testing Position	YES NO	
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 SF-52-118			OVER		
Approval Date: 07/21/2010					

SF-52 Part C Reviews and Approvals

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

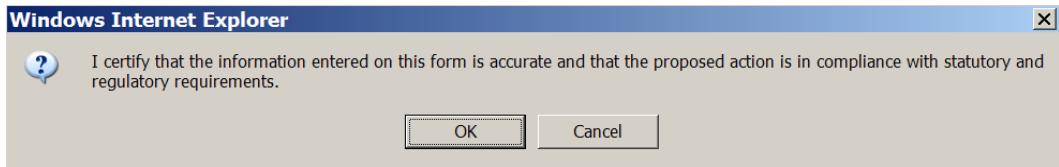
The screenshot shows the WebHR interface for editing Part C reviews and approvals. At the top, there's a banner for Healthcare Talent Management and the United States Department of Veterans Affairs. Below the banner, the navigation bar includes Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main title is REQUESTS - EDITING - PART C: REVIEWS AND APPROVALS. The page contains several input fields for signatures and dates, corresponding to the sections on the SF-52 form. There are also sections for classification and drug testing position, and a final approval section at the bottom.

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.

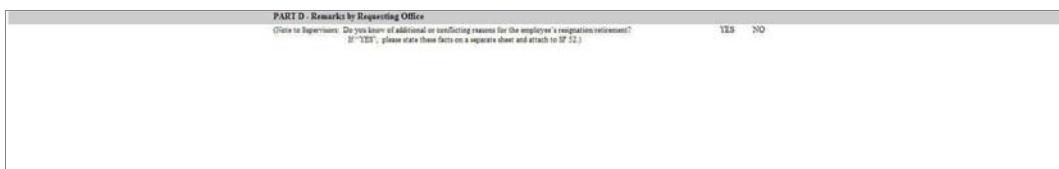
When the information is certified and dated, the padlock icon  replaces the signed document icon .



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



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.

The screenshot shows the 'REQUESTS - EDITING - PART D' page. At the top, there's a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR'. Below the banner, the navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID System, Help, and Log Off. The main content area is titled 'PART D - Remarks by Requesting Office'. It contains a search bar with the query 'PART A PART B PART C PART D PART E PART F Attachments RequestID = 149821'. Below the search bar, a section titled 'REMARKS BY REQUESTOR' asks supervisors if they know of additional or conflicting reasons for an employee's resignation/retirement. It includes a note: '(If "YES", please state these facts on a separate sheet and attach to SF 52.)' and two checkboxes for 'Yes' and 'No'. There's a large text area labeled 'REMARKS' for entering comments, which is currently empty. At the bottom right of the form is a 'Submit Part D' button.

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

PART E - Employee Resignation/Retirement	
Privacy Act Statement	
<p>You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. Your reason may be recorded in any file document regarding your employment. Your records will be used for statistical purposes, to determine your eligibility for unemployment compensation benefits. Your records will also be used to determine your right to receive severance pay, if you qualify by law or any pay or compensation to which you are entitled under title 5, U.S. Code, Sections 205 and 206; authority OPM and agencies to issue additional regulations.</p>	
<p>1. Reasons for Resignation/Retirement (NOTE: Your reasons are used to determine possible unemployment benefits. Please be specific and avoid generalizations.) (One resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)</p>	
2. Effective Date	3. Your Signature
4. Date Signed	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.



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](#)

REQUESTS - EDITING - PART E

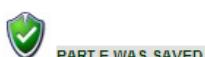
PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945

PART E - Employee Resignation/Retirement

EMPLOYEE RESIGNATION/RETIREMENT REMARKS	
Remarks	

Requests-Editing-Part E – Employee Resignation/Retirement

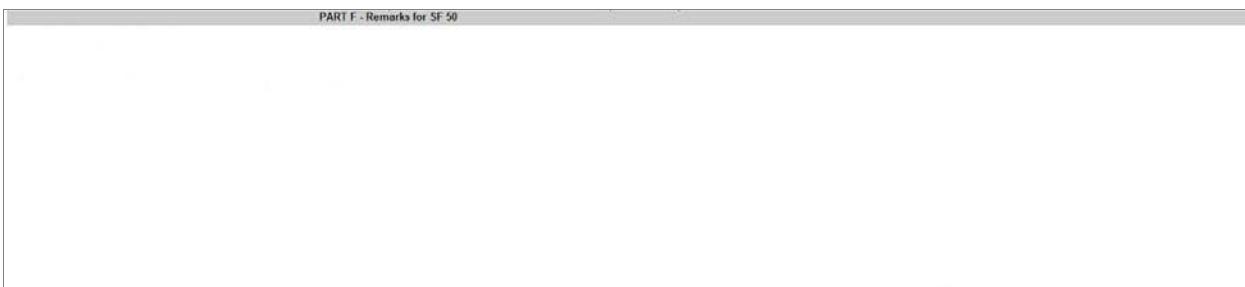
2. In Employee Resignation/Retirement, the employee comments pertaining to resignation/retirement can be added.
 3. Click the **Submit Part E** button.
Confirmation displays that Part E is saved.



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.

A screenshot of a web application interface. At the top, there's a banner for "HEALTHCARE Talent Management" and the "United States Department of Veterans Affairs WebHR". Below the banner, a navigation bar includes links for Home, Reports, Positions, Staffing, Requests, PAID System, Help, and Log Off. A search bar contains the text "PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945". The main content area is titled "REQUESTS - EDITING - PART F: REMARKS FOR SF 50". It shows a section titled "REMARKS FOR SF 50" with a "Remarks" input field. At the bottom of the form is a "Submit Part F" button.

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

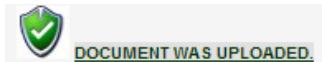
Attachments

The screenshot shows the 'ARPA REQUEST EDITING' page. At the top, there's a banner with the VA 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 the banner, the 'United States Department of Veterans Affairs WebHR' logo is displayed. A navigation bar at the top includes links for Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'ARPA REQUEST EDITING' and shows a search bar with the query 'PART A PART B PART C PART D PART E PART F Attachments RequestID = 149945'. Below the search bar is a bolded 'ATTACHMENTS' heading. An 'Upload Form' section contains fields for TITLE (a dropdown menu), DESCRIPTION (a text input field), TYPE (a dropdown menu set to 'Memorandum'), and ATTACHMENT (a file upload input field with a 'Browse...' button). Below this is a 'Associated Attachments' table:

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.

The screenshot shows the 'REQUESTS - NEW REQUEST FORM (GAIN)' page. The 'Request Details' section contains fields for Action (Recruitment), Requested, Pro Effective Date, Action Requested By, Action Authorized By, and For Additional Information Call. The 'Part B TO' section contains fields for Title, Number, Comp Level, Pay Basis, Pay Plan, Grade, Series, Step, Salary, Basic Pay, Adj Basic Pay, Other Pay, Site, AppCode, OrgCode, CCCode, Org Title, CC Title, Work Schedule (FT or PT - 20hrs), and Vice. A 'Submit Request' button is located at the bottom right.

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**.



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.

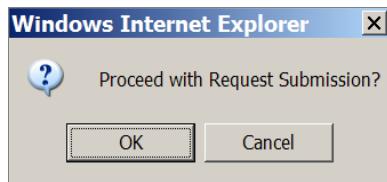
Notes:

- 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.
 - 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.

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.

Records	Request ID	Status	Process Units	Category	Specialist	Proposed Effective Date	Effective Date
173	105419	Approved	UEUTSPD,UNJQH	167	VKEDEVRE,EJNNG	08/29/2010	
	105416	Approved	UEUTSPD,UNJQH	167	WPOLDER,IKBNP	08/29/2010	
	105412	Approved	FNNFRYR,JFWLB	9201	RQODHRR,MIXIKH	08/29/2010	
	105409	Approved	BEULFGW,WLBOX	1430	MQJWRLA,QVIOI	06/07/2010	
	103766	Approved	NRBREEV,FADQX	5697	TVHGTYEO,SEMIH	05/26/2010	
	102072	Approved	TAIEKBIW,RLII0	953	UYKSESA,MNVVB	06/06/2010	
	101966	Approved	JAYETCE,AEDVS	623	FLAUDRG,ALMIJ	06/06/2010	
	101101	Approved	WUOKRNBL,EOINC	1545	HPGSIDC,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

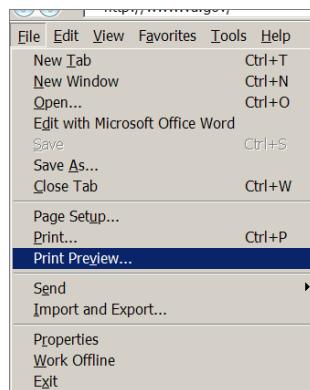
IE Browser

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



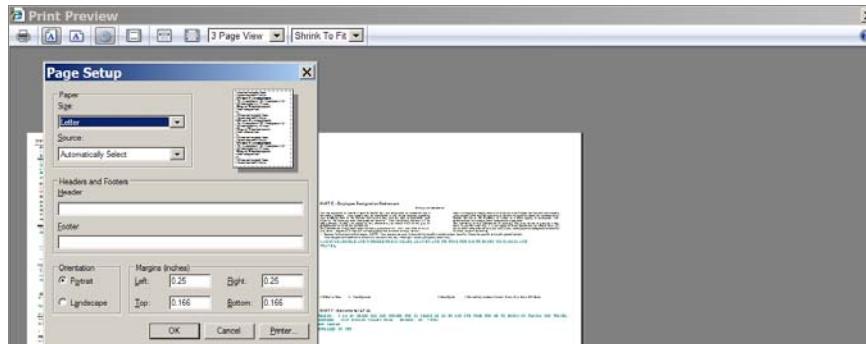
Browser File menu with Print Preview>1 Page View

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:

- Remove the text that displays in the **Header** and **Footer** boxes.
- 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.



The screenshot shows the 'REQUESTS - DETAILS' section of the WebHR interface. At the top, there's a banner for the United States Department of Veterans Affairs WebHR. Below the banner, the navigation menu includes Home, Reports, Positions, Staffing, Requests, PAID, System, Help, and Log Off. The main content area is titled 'REQUESTS - DETAILS'. A search bar at the top of this area contains the text 'PART A PART B PART C PART D PART E PART F Attachments RequestID = 150420'. Below the search bar, the message 'No attachments to the SF-52' is displayed.

No attachments to the SF-52



The screenshot shows the 'REQUESTS - DETAILS' section of the WebHR interface. The layout is identical to the previous screenshot, with the banner, navigation menu, and search bar. However, the message below the search bar now reads 'Attachments to the SF-52', indicating that attachments have been uploaded.

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.

The screenshot shows the ARPA REQUEST EDITING page. At the top, there's a banner with the Department of Veterans Affairs logo and a mission statement. Below the banner, the page title is "ARPA REQUEST EDITING". A search bar and a link to "Attachments RequestID = 43912" are visible. A bold header "ATTACHMENTS" is centered above a form. The form includes fields for "TITLE" (with a dropdown menu), "DESCRIPTION", "TYPE" (set to "Memorandum"), "ATTACHMENT" (with a "Browse..." button), and a "Upload Attachment" button. Below the form is a table titled "Associated Attachments" with columns: ID, DOCUMENT, TYPE, STATUS, and DESCRIPTION. The table lists five attachments, all associated with RequestID 43912:

	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.

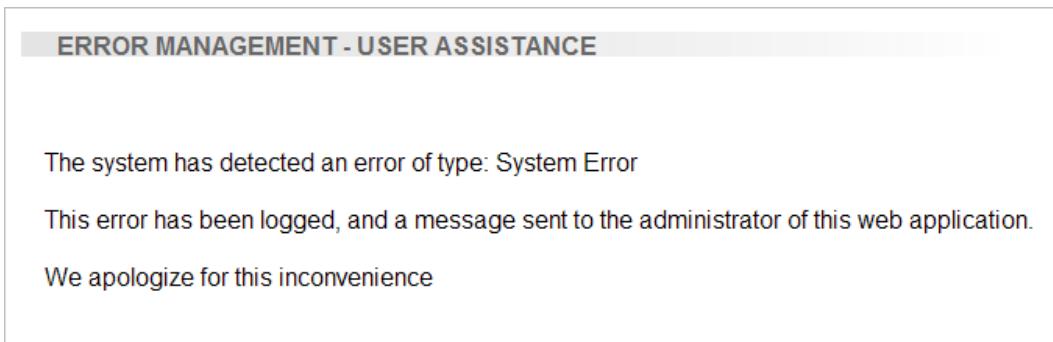
Cannot Find Appropriate Employee

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 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.*

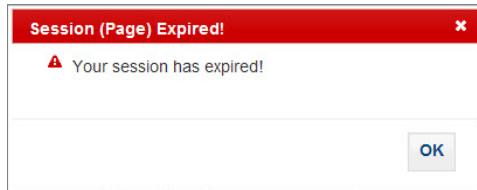
Session Expiring

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	<p>Type of Appointment</p> <p>This code identifies the type of appointment (career conditional, career, etc.) under which an employee is serving.</p> <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	<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	<p>This edition of the WebHR customer application automates human resources activities, including initiation of personnel actions.</p> <p>This customer edition operates in conjunction with the WebHR Automated Human Resources edition.</p>
WebHR Help Desk	<p>Central point of contact for all WebHR related issues and questions for users of WebHR and is supported by HTM HRIS staff.</p> <p>vhahtmhrishelpDesk@va.gov.</p>
WebHR SharePoint Site	<p>Microsoft SharePoint website, available to all VA employees</p> <p>http://vhaokldevhpdm43/sites/HR%20Systems/default.aspx</p> <p>This site contains information relating to the WebHR application.</p>
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

The screenshot shows a table header with various column names. Each column name has a small icon of a hand pointing up or down next to it, indicating that clicking on the heading will sort the data in either ascending or descending order.

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.

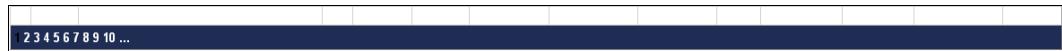
The screenshot shows a table header with various column names. Each column name has a small icon of an arrow pointing up or down next to it, indicating that clicking on the heading will sort the data in either ascending or descending order.

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.)											
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						
PART B . For Preparation of SF 50 (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						
1. Job Title		2. One Code		3. Dates in Level		4. Pay Rate		5. Job Title			
10. CSRS Pay		11. Seniority Adj.		12. Adj. Dates Pay		13. Grade Pay		14. CSRS Pay			
14. Name and Location of Person's Organization					22. Name and Location of Person's Organization						
EMPLOYEE DATA											
23.		1. Date 2-5 Month		3-10-Pain/Disability 4-10-From Compensable		5-10-From Date 6-10-From/Compensable 10%		24. Tenure 0-None 1-Permanent 2-Conditional 3-Indefinite		25. Agency Use YES NO 26. Pay Rate Determinant 27. Part-Time Hours Per 28. Pay Period	
27.											
30.		31. Service Comp. Date (Leave)		32. Work Schedule						33. Bargaining Unit Status	
POSITION DATA											
34. Position Occupied		35. FLSA Category		36. Appropriation Code						37. Bargaining Unit Status	
34-1. Competitive Service 34-2. Excepted Service		35-1. FLSA General 35-2. Exempt 35-3. Other Required									
38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)									
40. AGENT DATA (if no)		41. NEW POSITION		42. REASON FOR POSITION		43. VETS		44. QUALIFICATION STANDARDS USED			
43. EDUCATIONAL LEVEL		44. EMPLOYEE ATTACHED		45. Academic Discipline		46. PROFESSIONAL CLASS		47. OTHER		48. VETS/ENR/RET/	
PART C - Reviews and Approvals (Not to be used by requesting office)											
1. Office Function		Initial Signature		Date		Office Function		Initial Signature		Date	
A. Position Authorized						D. English Language					
B. Classification						E. Drug Testing Position YES NO					
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										OVER	
PART D - Remarks by Requesting Office <small>Note to Inspector: 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 50.</small>										YES NO	
PART E - Employee Resignation/Retirement										Privacy Act Statement	
<p>You are requested to furnish a specific reason for your resignation or retirement and the date of your last day of employment in the Federal service and may also be required to furnish your address in the event of a recall to active duty. Your name and address will be furnished to the Secretary of Labor or a State agency in connection with the processing of your application for unemployment compensation. The furnishing of this information is voluntary; however, failure to provide it may affect your right to receive unemployment compensation. The information is governed under sections 3301, 3302, and 3306 of Title 42, U.S.C., and 5106 of Title 5, U.S.C. The information will be used to determine if you have (1) pay or other compensation for reg. and (2) any unemployment compensation to which you may be entitled.</p> <p>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.)</p>											
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) NQBMATVKYSTD EXT. 000-000-0000 4. Signature by (Type Name, Title, Signature, and Request Date) KURASATO, LORI Assistant CHM, MAS 02/29/2011																													
5. Action Authorized By Electronically Approved By: RLFNITTO,PLUG Assistant CHM, MAS 04-06-1991																													
2. Request Number ARPA-132968 4. Proposed Effective Date 07/11/2011																													
6. Action Authorized By Assistant CHM, MAS 04-06-1991																													
PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates in month-day-year order.)																													
1. Name (Last, First, Middle) VRKLJYOM,CWVUQ FIRST ACTION																													
5-A. Code T21 5-C. Code N2M 5-E. Code					5-B. Nature of Action REASSIGNMENT 5-D. Legal Authority REF. 335.102 5-F. Legal Authority																								
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 XI4																													
8. Pay Plan <table border="1"> <tr> <td>9. GS Grade</td> <td>10. Grade in Series</td> <td>11. Long Grade</td> <td>12. Short Grade</td> <td>13. Pay Rate</td> </tr> <tr> <td>GS</td> <td>07</td> <td>07</td> <td>07</td> <td>43964.00</td> </tr> <tr> <td>14. GS Step Pay</td> <td>15. GS Step Pay</td> <td>16. GS Step Pay</td> <td>17. GS Step Pay</td> <td>18. GS Step Pay</td> </tr> <tr> <td>38511.00</td> <td>4453.00</td> <td>4453.00</td> <td>4453.00</td> <td>0.00</td> </tr> </table>										9. GS Grade	10. Grade in Series	11. Long Grade	12. Short Grade	13. Pay Rate	GS	07	07	07	43964.00	14. GS Step Pay	15. GS Step Pay	16. GS Step Pay	17. GS Step Pay	18. GS Step Pay	38511.00	4453.00	4453.00	4453.00	0.00
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38511.00	4453.00	4453.00	4453.00	0.00																									
14. Name and Location of Position's Organization VA Medical Center Oklahoma City, OK MEDICAL ADMINISTRATION SERVICE PATIENT ACCOUNTS																													
EMPLOYEE DATA																													
21. Veterans Preference Name <input type="checkbox"/> 1-Date <input type="checkbox"/> 2-Five <input type="checkbox"/> 3-10-Year Disability <input type="checkbox"/> 4-10-Year Compensation <input type="checkbox"/> 5-10-Year Other 22. FEGLI <input type="checkbox"/> ES BASIC																													
23. Retirement Plan K <input type="checkbox"/> PERS-FICA <input type="checkbox"/> 31. Service Comp. Date (Leave) <input type="checkbox"/> 11/14/2001 <input type="checkbox"/> FT <input type="checkbox"/> NOT APPLICABLE 32. Work Schedule <input type="checkbox"/> FULL-TIME																													
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