

Web Human Resources (WebHR)

Version 1.0

C3-C1 Conversion Project

User Manual for the Customer Edition



October 2011

(WEBH*)

Department of Veterans Affairs

Office of Information and Technology (OIT)

Product Development (PD)

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July 2011	1.2	Continued to reorganize and format	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*

Customer Role in WebHR

The WebHR preparer, requester, and approver are individuals at a facility/program office: who prepare an SF-52 at the direction of a supervisor; who request permission to fill a vacancy/take a personnel action; or who approve an SF-52 that authorizes HR to process a personnel action.

Access to the WebHR Customer 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/default.aspx>

Responsibilities of the Customer Role

WebHR Customer roles manage initiation, change and approval of the SF-52 actions for an employee in the user's service line. There are three role types that operate within the WebHR Customer Edition: preparer, requester, and approver. You can have multiple roles.

- Preparer is a person who initiates an SF-52 for employees in a service for review and approval at a higher level.
- Requester is a first line supervisor who initiates or recommends personnel actions for subordinate employees.
- Approver is a service chief or manager, or anyone that the service chief assigns *authority to sign* to approve SF-52s.

Note: Only approvers can electronically sign off on SF-52s in WebHR. The approver's signature is the only authorizer-signature captured in the electronic version.

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 Customer Edition

1. Click <https://htm.va.gov/ARPA.Net/> to open the Customer Edition.
The I Acknowledge Warning page displays.



WebHR Customer Edition Warning screen

Warning message

This US Government computer system contains sensitive information and is for official use only. Activity on this system is monitored. Use of this system constitutes your unconditional consent to such monitoring and no expectation of privacy. Misuse of, unauthorized access to, or attempted unauthorized access to this system will result in administrative disciplinary action and/or criminal prosecution as appropriate.

2. Click the **I Acknowledge** button.
WebHR Home page displays with the user profile.



WebHR Customer 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.

Users can have multiple roles.

- Preparer initiates SF-52s for employees in a service for review and approval at a higher level.
- Requester is the first line supervisor who will initiate or recommend personnel actions for subordinate employees.
- Approver is the service chief or manager, or anyone to whom the service chief assigns signature authority to approve SF-52s.

Organizational Profile

The organizational profile information lists the highest organization level to which the user has access. Access to 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.

Opened Alerts

Opened Alerts are notifications, internal to the application, which are manually entered. Alerts display for the user when WebHR is opened. The staff member does not receive an email, unless the preparer sends one from Outlook, external from the WebHR system.

- Users can send information to requesters and approvers.
- Preparer can send an alert after an SF-52 is entered advising that the action is ready for review and approval.
- Approver can send alerts to notify requesters that an action needs modification or was approved.

OPENED ALERTS		
	Sender	Message
✖	NHPKQVL, GBOCH	ARPA Routing: Request Number 150502 Routing Note: test assign
✖	NHPKQVL, GBOCH	This is a test message

Opened Alerts

To delete an alert from the list, click the X in the 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.

Bulletin Board

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



WebHR Bulletin Board

WebHR Customer Edition Menus

Note: Use the Browser back and forward arrows (top left corner) to move back and forth between WebHR pages.

Home (Menu)

The Home (menu) displays with User Profile, Organizational Profile, Opened Alerts, and a Bulletin Board.

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 Customer Edition

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

HOME

USER PROFILE	ORGANIZATIONAL PROFILE	OPENED ALERTS
Name: WebHR User_One Role: Preparer Agent Type: Staff_HR Title: Technical Writer Phone: 000-000-0000 Email: one.webhr.user@va.gov	Agency: VHA Level: VAMC Network: 16 Station: 635 Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570 Duty Code: Duty Code Flag: False	NO DATA RETURNED

BULLETIN BOARD

WebHR
Welcome !

WARNING
This U.S. Government computer system contains sensitive information and is for official use only. Activity on this system is monitored. Use of this system constitutes your unconditional consent to such monitoring and no expectation of privacy. Misuse of, unauthorized access to, or attempted unauthorized access to this system will result in administrative disciplinary action and/or criminal prosecution as appropriate.

WebHR Customer Edition Home page with User and Organizational Profiles

Requests Menu

The Request menu has two options: Add New and View.

This screenshot shows the WebHR Customer Edition interface. At the top, there's a banner with the Department of Veterans Affairs logo and a mission statement. Below the banner, the navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. A dropdown menu for 'HOME' is open, showing 'Add New' and 'View' options. The main content area is divided into several sections: 'USER PROFILE' (containing fields like Name, Role, Agent Type, Title, Phone, and Email), 'ORGANIZATIONAL PROFILE' (containing Agency, Level, Network, Station, Organization, Duty Code, and Duty Code Flag), and 'OPENED ALERTS' (which displays 'NO DATA RETURNED'). On the left, there's a 'BULLETIN BOARD' section with a single message: 'WebHR Welcome !'. 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 title 'WebHR Requests' is centered at the bottom of the page.

Add New Option

1. Open the Requests menu.
2. Click the **Add New** option.

ARPA-New Request Submission page displays with a list of actions available to initiate.

Note: On the ARPA-New Request Submission page, the columns can be sorted. For more information, refer to page 92.

This screenshot shows the ARPA-New Request Submission page. It features a header with the WebHR Customer Edition logo and a mission statement. The navigation bar is identical to the previous screenshot. A dropdown menu for 'REQU' is open, showing 'Add New' and 'View' options. Below this, there's a section titled 'ACTION TYPES' with a sub-section 'Select Action Type from the list below.' A table lists various personnel actions with their descriptions:

Action	Description
Change	Changes an element documented on an employee's personnel record.
Change in Duty Station	A personnel action that changes the work site (e.g., city/town) for an employee.
Change in Work Hours	A personnel action that changes the number of hours that an employee is scheduled to work.
Change to Lower Grade	A personnel action that moves an employee to a position at a lower grade.
Conversion	Action to convert to another appointment type.
Death	A separation action to remove employee from the rolls because of death.
Loss to Another station	Removes employee from rolls
LWOP	Action Places Employee on Leave Without Pay
Pay Adjustment	Action Adjusts Employee Pay
Promotion	A personnel action that changes the employee to a higher grade level.
Quality Increase	Gives employee steps
Reassignment	Action Reassigns Employee
Recruitment	HR Action
Resignation	Action Resigns an Employee
Retirement	Action Retires an Employee
Return to Duty	Action Returns Employee to Duty
Suspension	Suspends employee w/o pay
Appointment	Any personnel action that bring an individual onto the rolls of the agency.

Requests>Add New>ARPA-New Request Submission page

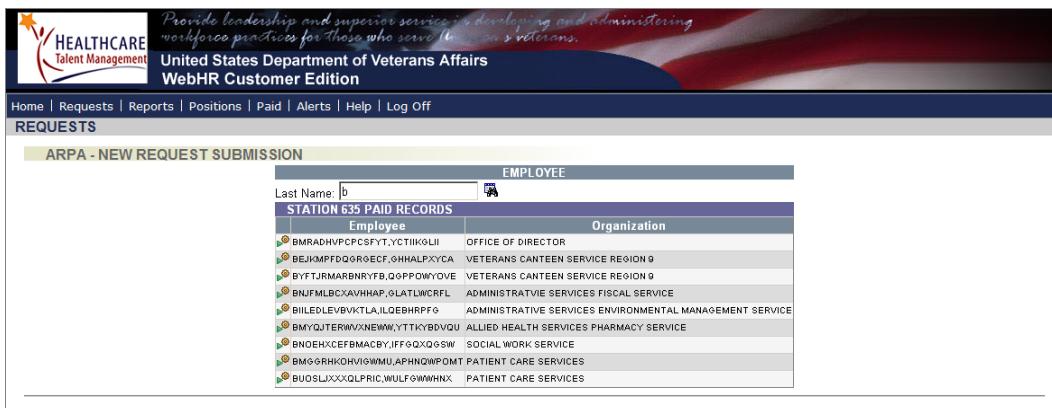
3. Click the green/yellow icon  to select an action type (Promotion).
 The Employee Last Name box displays.



The screenshot shows the ARPA - NEW REQUEST SUBMISSION page. At the top, there is a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, a navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. A 'REQUESTS' section header is followed by a sub-section titled 'ARPA - NEW REQUEST SUBMISSION'. Within this section, there is a form with a 'Last Name:' input field and a magnifying glass icon for searching. The background features a stylized American flag.

ARPA-New Request Submission

4. 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 ARPA New Request Submission-Employee list page. It has a similar header and navigation bar as the previous page. The main content area is titled 'ARPA - NEW REQUEST SUBMISSION' and contains a table titled 'STATION 635 PAID RECORDS'. The table has two columns: 'Employee' and 'Organization'. The 'Employee' column lists various names, and the 'Organization' column lists their respective organizations. The background features a stylized American flag.

Employee	Organization
BMRADHUVPCPCSFYT, YCTIIKOLN	OFFICE OF DIRECTOR
BEJMKMPPDQGR0ECE, GHHALPXYCA	VETERANS CANTEEN SERVICE REGION 9
BYFTJRMARBNRYFB, QGPPONYOVE	VETERANS CANTEEN SERVICE REGION 9
BNUFMILBCXAVHAP, GLATLNCRFL	ADMINISTRATIVE SERVICES FISCAL SERVICE
BHILEDLEVVBVKTLA, ILDEBHRPF6	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
BMYQUTERWVXXNEWWWYTTK, YBDVQU	ALLIED HEALTH SERVICES PHARMACY SERVICE
BNOEHXCEFBMACBY, IFFGQXQGSW	SOCIAL WORK SERVICE
BMGGRHKOHVIGNMU, APHNQWPOMT	PATIENT CARE SERVICES
BUOSLJXXXQLRIC, WULFGWWHNX	PATIENT CARE SERVICES

ARPA New Request Submission-Employee list page

5. Click the green/yellow icon  next the employee for whom to create a *request for action*.
 The ARPA Request Submission page for the selected employee displays.

ARPA Request Submission Page

When a user is assigned the role of requester, the Requested By section is auto-populated and a list of authorizers is provided from which to select an approver.

ACTION: PROMOTION

Requested By	Authorized By	Contact	PART B TO
Name: WebHR Requester,One	Name: []	Name: WebHR User,One	Position Title: OFFICE AUTOMATION ASSIST
Title: Technical Writer	Title: []	Phone: 000-000-0000	Position Number: 03868A Comp Level: X01 Pay Basis: []
Date: 10/10/2011	Date: []	Proposed: []	Pay Plan: GS Step: 04 Total Salary: 38397.0000 Basic Pay: 33634.0000
Eff Date: []		Local Adj: 4763	Adj Basic Pay: 38397.0000 Other Pay: 4763

Select Authorizing Official

AUTHORIZERS	Name	Title	Mail	ApproverType
WebHR Approver,One	KGS Contractor	one.webhr.approver@va.gov	Approver	
WebHR Approver,Two	Chief, Human Resources	two.webhr.approver@va.gov	Approver	
WebHR Approver,Three	HTM Program Analyst	three.webhr.approver@va.gov	Approver	
WebHR Approver,Four	Deputy, Chief Financial Officer	four.webhr.approver@va.gov	Approver	
WebHR Approver,Five	Human Resource Specialist	five.webhr.approver@va.gov	Approver	
WebHR Approver,Six	VISN 16 Deputy Network Director	six.webhr.approver@va.gov	Approver	
WebHR Approver,Seven	VISN 16 Workforce Dev Manager	seven.webhr.approver@va.gov	Approver	
WebHR Approver,Eight	VISN16 Network Director	eight.webhr.approver@va.gov	Approver	
WebHR Approver,Nine	VISN 16 Chief Medical Officer	nine.webhr.approver@va.gov	Approver	

PART B POSITION DATA

Duty: VA Medical Center Oklahoma City, OK	Station: []	
Position: []	FLSA: N	IA Position: []
Occupied: []	Category: []	
New Position: []	Regraded Position: []	Functional Class: []
Qual Std Used: []	Ed Level: 5	Yr Degree Attained: []
Citizenship: []	Vet Status: []	
(FT or PT - 20 hrs) Work Schedule: 80	Appropriation Code: 8223.2070	BusCode: 1272
Vice: N/A	Supv Status: 0	

PART B FROM

NAME: BATJIKI, VIKPAU	SSN: 10/17/2008				
OFFICE AUTOMATION ASSIST 03868A X01					
PP OCC SERIES GRADE STEP: GS 326 6 04	SALARY PAY BASIS BASIC PAY LOCAL ADJ PAY ADJ BASIC PAY OTHER PAY: 33634.0000 4763 38397.0000 4763				
ORGANIZATION NAME AND LOCATION PATIENT CARE SERVICES PATHOLOGY & LABORATORY MEDICAL SERVICE PATHOLOGY & LABORATORY MEDICAL SERVICE					
PART B EMPLOYEE DATA					
VET PREF: 2	TENURE: 2	AGENCY USE: N/A	VET PREF RIF: Y	WORK SCHEDULE: 1 FULL-TIME	ANNUITANT: 9 NOT APPLICABLE
PAY RATE: 0	RETIREMENT: K FERS	SERVICE COMP DATE: 09/13/2008	FEGLI: Y1 Basic + Option B (5x) + Option C (1x) 90	PART TIME HRS:	

ARPA Request Submission page - requester role

When a user is assigned the role of approver, the Authorized By section is auto-populated and a list of requesters is provided from which to select a requesting official.

ARPA REQUEST SUBMISSION

ACTION: PROMOTION

Requested By	Authorized By	Contact	PART B TO		
Name: []	Name: WebHR Approver, One	Name: WebHR User,One	Position Title: PRACTICAL NURSE	Comp Level: X01	Pay/Basis: D
Title: []	Title: Technical Writer	Phone: 000-000-0000	Position Number: 000000	Grade: 3	Occ. Code: 620
Date: 10/9/2011	Date: []	Proposed Eff Date: []	Pay Plan: GS	Step: 01	Total Salary: 25480.0000
			Local Adj: 0	Adj Basic Pay: 25480.0000	Other Pay: 0

Select Requesting Official

REQUESTERS	Name	Title	Mail	ApproverType
WebHR Requester,One	KGS Contractor	one.webhr.requester@va.gov	Requester	
WebHR Requester,Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester	
WebHR Requester,Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester	
WebHR Requester,Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester	
WebHR Requester,Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester	
WebHR Requester,Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester	

Select Authorizing Official

PART B

NAME: BAJCYRL UXTPB	SSN: 10/31/2006	DOB:	EFFECTIVE DATE:
---------------------	-----------------	------	-----------------

PART B FROM

PRACTICAL NURSE	000000	X01						
PP OCC SERIES	GRADE	STEP	SALARY	PAY BASIS	BASIC PAY	LOCAL ADJ PAY	ADJ BASIC PAY	OTHER PAY
GS 620	3	01	25480.0000 D	25480.0000 0	25480.0000	0		

PART B POSITION DATA

Duty Station: VA Medical Center Oklahoma City, OK	FLSA Category: N	IA Position: []
Position Occupied: []	Regraded Position: []	Functional Class: []
New Position: []	Ed Level: F	Yr Degree Attained: []
Qual Std Used: []	Vet Status: []	Appropriation Code: 8241.2130
Citizenship: []	(FT or PT - 20 hrs)	BusCode: 1272
Work Schedule: 80	Vice: N/A	Supv Status: 0

PART B EMPLOYEE DATA

VET PREF: 1	TENURE: 5	AGENCY USE: N/A	VET PREF RIF: N	WORK SCHEDULE: 1 FULL-TIME	ANNUITANT: 9 NOT APPLICABLE
PAY RATE: 6	RETIREMENT: K FERS	SERVICE COMP DATE: 06/05/2011	Z5 Basic + Option B (5x) + Option A + Option C (5x)	FEGLI: 80	PART TIME HRS: 80

ARPA Request Submission page - approver role

When a user is assigned only the role of preparer, lists of authorizers and requesters are provided from which to select an approver and a requester.

ARPA REQUEST SUBMISSION

ACTION: PROMOTION

Requested By	Authorized By	Contact	PART B TO			
Name: []	Name: []	Name: [WebHR User,One]	Position Title: PRACTICAL NURSE	Position Number: 000000	Comp Level: X01	Pay Basis: D
Title: []	Title: []	Phone: [000-000-0000]	Pay Plan: GS	Grade: 3	Occ Code: G20	Basic Pay: [25480.0000]
Date: [10/9/2011]	Date: []	Proposed Eff Date: []	Step: 01	Total Salary: [25480.0000]	Basic Pay: [25480.0000]	Other Pay: []
				Local Adj: [0]	Adj Basic Pay: [25480.0000]	Other Pay: [0]

Select Requesting Official

REQUESTERS			
Name	Title	Mail	ApproverType
WebHR Requester,One	KGS Contractor	one.webhr.requester@va.gov	Requester
WebHR Requester,Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester
WebHR Requester,Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester
WebHR Requester,Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester
WebHR Requester,Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester
WebHR Requester,Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester

Select Authorizing Official

AUTHORIZERS			
Name	Title	Mail	ApproverType
WebHR Approver,One	KGS Contractor	one.webhr.approver@va.gov	Approver
WebHR Approver,Two	Chief, Human Resources	two.webhr.approver@va.gov	Approver
WebHR Approver,Three	HTM Program Analyst	three.webhr.approver@va.gov	Approver
WebHR Approver,Four	Deputy, Chief Financial Officer	four.webhr.approver@va.gov	Approver
WebHR Approver,Five	Human Resource Specialist	five.webhr.approver@va.gov	Approver
WebHR Approver,Six	VISN 16 Deputy Network Director	six.webhr.approver@va.gov	Approver
WebHR Approver,Seven	VISN 16 Workforce Dev Manager	seven.webhr.approver@va.gov	Approver
WebHR Approver,Eight	VISN 16 Network Director	eight.webhr.approver@va.gov	Approver
WebHR Approver,Nine	VISN 16 Chief Medical Officer	nine.webhr.approver@va.gov	Approver

PART B

NAME: BAJCYRL UXBP	SSN: 10/31/2006	DOB: 10/31/2006	EFFECTIVE DATE:		
PART B FROM					
PRACTICAL NURSE 000000 X01					
PP OCC SERIES GRADE STEP	SALARY	PAY BASIS	BASIC PAY LOCAL ADJ BASIC PAY OTHER PAY		
G5 620	3 01	25480.0000 D	25480.0000 0 25480.0000 0		
ORGANIZATION NAME AND LOCATION					
PATIENT CARE SERVICE					
NURSING SERVICE					
PART B EMPLOYEE DATA					
VET PREF	TERIURE	AGENCY USE	VET PREF RIF	WORK SCHEDULE	ANNUITANT
1	5	N/A	N	1 FULL-TIME	9 NOT APPLICABLE
PAY RATE	RETIREMENT	SERVICE COMP DATE		FEGLI	PART TIME HRS
6	K FERS	06/05/2011	Z5 Basic + Option B (5x) + Option A + Option C (54)	80	

ARPA Request Submission page – preparer role

- When Requested By, Authorized By, and Contact are populated, this information displays on the SF-52.
- If the correct names do not display, type in the correct name of the requester and/or the approver. However, when the names are typed in, these individuals may not receive an **alert** about actions to view/approve.

- The **Select Requesting Official** and **Select Authorizing Official** sections provide lists of predetermined requesters and authorizers in the chain of command for the selection. If the name of the requester/approver is not in the existing list, contact the local WebHR Administrator.

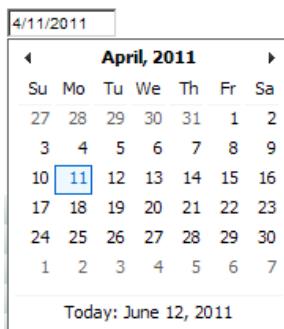
Requested By and Authorized By

- For Requested By, click the right arrow icon  to the left of a requesting official name. Requested By is populated.
- For Authorized By, click the right arrow icon  to the left of an authorizing official name. Authorized By is populated.

Note: If a preparer also has requester and approver roles, the Requested By and Authorized By fields auto-populate with the preparer's name. A different approver can approve the SF-52, if the selected approver is not available, but include a note indicating the change.

Contact

- 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.
- The **Proposed Eff 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

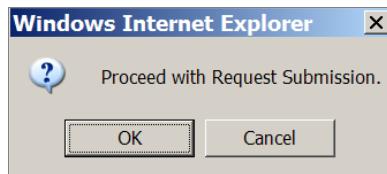
Part B To and Part B Position Data

5. 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	
Position Title	Position title
Position 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
Total Salary	Total salary for the employee; if unknown, can be left blank
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
Occ Code	Occupational series code identifies the subdivision of an occupational family or group, under which an employee's position is classified; 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	
Duty Station	Duty Station Use the Site drop-down list to ensure the correct site is selected; change if necessary.
Position Occupied	Position Occupied Designated for HR
New Position	New Position Designated for HR

Field	Description
Qual Std Used	Qualifications Standards Used Designated for HR
Citizenship	Designated for HR
Work (FT or PT)	<p>a. Work</p> <p>b. Schedule</p> <p>a. Select Full-time, Part-time, or Intermittent</p> <p>b. Enter hours scheduled per pay period</p>
FLSA Category	FLSA Category Designated for HR
Regraded Position	Regraded is a change to a position's classification Designated for HR
Ed Level	Designated for HR
Vet Status	Designated for HR
Appropriation Code	Appropriation code is a combination of a 4-digit organizational code and a 4-digit cost center code Add or change, if necessary
Vice	<p>VICE is the name of a previous employee for a vacant position</p> <p>N/A when the requested action is not a fill/recruitment</p> <p>For a recruitment action, current employee's name displays.</p> <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 Position	IA Position Designated for HR
Functional Class	Designated for HR
Yr Degree Attained	Year degree attained Designated for HR
BusCode	Bargaining Unit Status (BUS) code of the employee's position Add or change, if necessary
Supv Status	Supv Status Designated for HR

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



Proceed with Request Submission pop-up

7. Click the **OK** button.

If the Proposed Eff Date is not entered, 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.

8. Add the mandatory information and click the **Submit Request** button again.
Information pop-up displays.
9. Click the **OK** button again.
ARPA 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.

ARPA Request Details Page

The ARPA Request Details page includes six sections: Request Details, Milestones, Log Item Entry Form, Change Status, Routing Log, and Request Log.

- Request Details, Milestones, Routing Log, and Request Log are the details of the selected action managed by WebHR system events. The prior entries 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.

ARPA Request Details page

Request Details

The Request Details section provides information regarding the selected action.

REQUEST DETAILS	
Request Number:	150471
Action Type:	Promotion
Contact:	WebHR User.One
Contact Phone:	000-000-0000
Status:	Pending
Proposed Eff Date:	07/05/2011
Days In System :	0
Affected Employee:	BMGGRHKOHVIGWMU,APHNQWPOMT
Assigned to:	 Unassigned
Process Unit:	Classification

Request Details section of ARPA Request Details

- When an SF-52 is initiated, the status defaults to *Pending*.
- After the SF-52 is approved, the status changes from *Pending* to *Approved*.
- *Pending* indicates that the action is unsigned and waiting for action by the approving official.
- HR should not assign the request to a specialist until it is approved.

The information in Request Details is auto-populated when the action is created and the information cannot be modified.

Field	Description
Request Number	ID (number) is automatically assigned to the request
Action 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 Eff 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	The HR section working on the request

Milestones

The Milestones section captures processing times for the SF-52.

MILESTONES	
Entered System:	06/27/2011
Opened in HR:	
Completed/Terminated:	

Milestones section of ARPA 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
Completed/Terminated	Date all processing in HR is completed or date the action was terminated

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 that the approving official approve the action.
- Click the **Submit Log Entry** button to save your log item entry to the Request Log.

LOG ITEM ENTRY FORM	
Enter Item Text.	
<input type="text"/>	
<input type="button" value="Submit Log Entry"/>	

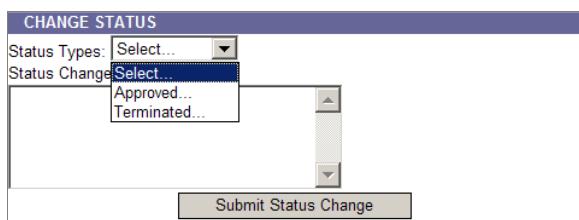
Log Item Entry Form section of ARPA Request Details

- When an action is approved and HR begins to work on the action, the Routing Log is updated to show which Processing Unit is working on or holding the action.

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.

Note: Only an approver can change the status to *approved*. Delegates/requesters, and approvers can change the status to *terminated* at any time.



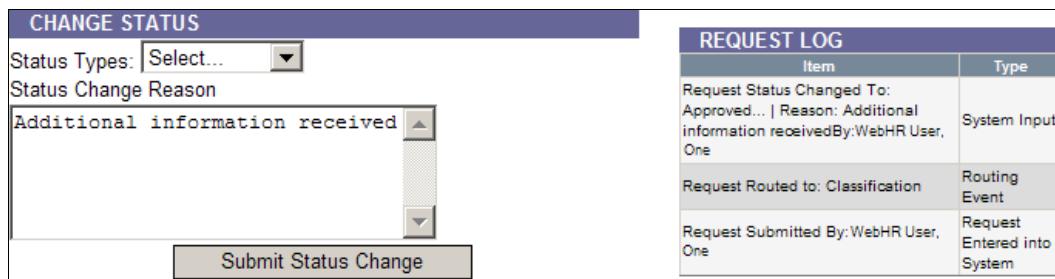
Change Status section of ARPA Request Details

Only the *approved* and *terminated* status types are used in the Customer Edition.

Field	Description
Status Types	<p>Status types:</p> <ul style="list-style-type: none">• Approved To approve the action (electronically sign off), select Approved from the Status Types drop-down list.• Terminated To terminate the action, select Terminated from the Status Types drop-down list.
Status Change Reason	<p>Enter a reason for changing a status type.</p> <p>Comments are required only for a <i>Terminated</i> action; however, you can add comments for other status types.</p>

Click the **Submit Status Change** button to submit the changes.

In the Request Log, the reason for the status change and the approver's name displays.

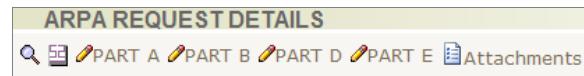


Item	Type
Request Status Changed To: Approved... Reason: Additional information receivedBy:WebHR User, One	System Input
Request Routed to: Classification	Routing Event
Request Submitted By: WebHR User, One	Request Entered into System

Status Change submitted with Request Log entry displayed

Note: A table with descriptions of the five status types is on page 94.

- Once an action is approved, you can no longer edit it, unless HR personnel return it to pending status.
- Once an SF-52 is approved, the manager can only view it.
- Once an action is approved, the pencil icon is replaced with the lock icon , indicating you cannot edit any of the request detail parts.



ARPA Request Details editing toolbar before approval



ARPA Request Details editing toolbar after approval

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 **Entered** to **Closed**.

REQUEST LOG	
Item	Type
Request Routed to: Classification	Routing Event
Request Submitted By: WebHR User,One	Request Entered into System

Request Log section of ARPA Request Details

- The Request Log section captures the log item entry under Item and automatically assigns a Type. Anyone who can view the request details for the SF-52, can view the log item entries.
- The history of each request includes who submitted the request, the section in HR to which it was routed, and any notes entered by the service and HR.

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

Field	Description
Item	Action logged
Type	Method by which the item is handled; automatically assigned

Routing Log

- The Routing Log section captures the HR sections involved in the processing of the request. A routing log is kept of the SF-52's movement through the HR units.
- 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
Classification	06/27/2011		

Routing Log section of ARPA Request Details

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

Field	Description
Process Unit	HR unit in which the SF-52 is currently located
Entered	Date the SF-52 entered the process unit
Cleared	Date the SF-52 was routed to the next 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.
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 .

View Option

Use the View option to view requests for actions submitted by your services. 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, Category, Employee, or My Submissions.

1. Open the Requests menu.
2. Click the **View** option.

The ARPA Requests page displays.

Note: Do not press **Enter** after a selection from the Category drop-down list.

Options	ID	Action	Status	Category	Requested By	Days	Organization	Cost Center	Employee	Effective Date
	149269	Detail NTE	Pending	RADXDDJ.VBGGW	779		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	VJJNFT,KPJUT	
	149349	Recruitment	Pending	DHWMVJH,BMWOM	810		ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT	8431	PLDHJHL,OIBXH	
	149351	Quality Increase	Pending	HIYHKMK,TSJFU	680		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	SFFLRUA,QHPXE	
	149444	SES Performance Award	Pending	DXVJYJP,IXSRR	167		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	YTJVUVC,NWGPQ	
	149564	Recruitment	Pending	PCIRWAF,TTOQD	267		ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT	8431	UWISUQF,TRQTP	
	149725	Reinstatement - Career/Cond.	Pending	HCOHPHD,JPEIE	2937		ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT	8431	RLGDFQX,PAILS	
	149800	Recruitment	Pending	LBBCANC,XORUC	666		HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	CCMEFAH,YPASV	

Requests>View>ARPA Requests page

Options	ID	Action	Status	Category	Employee	My Submissions
	72		Pending	Gains		

ARPA Requests page with search options

Note: On the Requests - ARPA Requests page, the columns can be sorted. For more information, refer to 92.

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 binoculars icon .
4. Use the **Status** text box to search for actions in a specific status.

Note: Pending displays all the SF-52s that are in the system for your organization/service.

- 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 **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 actions for a specific employee
- Note:** Access to the types of SF-52s, depends on the service(s) to which you are assigned. WebHR is based on an organizational hierarchy.
- Example**
- If you are in Radiology Service, only radiology service requests display for you.
 - If you are at the Chief of Staff (COS) level, all actions for the organizations that report up to the COS display for you.
6. Use the **Employee** text box to search for actions by employee.
 The Employee (last name) box displays.
- Type in one or more letters of the last name.
 - Click the binoculars icon .
- A list of requests displays by employee name.

Options	ID	Action	Status	Requested By	Days	Organization	Cost Center	Employee	Effective Date
	60206	Appt Career-Conditional	Completed	WJFKBOS,ETIULP	2005	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	BINSVGL,XNYWY	04/25/2010
	60330	Retention Incentive	Completed	KQDCKJS,UFDPD	3030	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	BYAULAX,MUTOK	03/14/2010
	60359	Termination Appt In (Agency)	Completed	CAHSHPD,DKXDM	2885	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	BCQUOTE,TQIBS	03/27/2010
	60210	Recruitment	Terminated	KGYDWFH,GPMIQ	1909	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	BIHHGY1,CYLBA	
	150166	Change in Work Hours	Terminated	TYUUVBY,XXWPD	1491	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	8431	BYYMDEI,PXYAT	
	33132	Retention Incentive	Completed	TVTFTVF,OEDOH	361	OFFICE OF DIRECTOR 8401.2500	8401	BFXPHPA,LOHGH	09/27/2009
	104596	Recruitment	Completed	ISSLMCA,HRORD	2827	OFFICE OF DIRECTOR 8401.2500	8401	BDUIIIJ,AVNKO	07/06/2010

Requests>ARPA Requests> Employee list page

7. Use **My Submissions** to search for actions submitted by you.

Click the binoculars icon . A list of your request submissions displays.

Options	ID	Action	Status	Requested By	Days	Organization	Cost Center	Employee	Effective Date
	150471	Promotion	Pending	WebHR User, One		HUMAN RESOURCES AND DEVELOPMENT 8431:2570	8431	BMGGRHKOHVIGWI	
	150472	Reassignment	Pending	WebHR User, One		HUMAN RESOURCES AND DEVELOPMENT 8431:2570	8431	BNOEHXCEFBMACB*	
	150473	Position Change	Approved	WebHR User, One	3	HUMAN RESOURCES AND DEVELOPMENT 8431:2570	8431	BEJKMPFDQGRGECI	
	150474	Change in Assignment	Pending	WebHR User, One		HUMAN RESOURCES AND DEVELOPMENT 8431:2570	8431	BIILEDLEVVKTLA,I	

Requests>ARPA Requests>My Submissions page

8. Use the Options in the first column to view a request, edit a request, view an SF-52, or view supporting documentation.

- Click the magnifying glass icon to view request details.
- Click the pencil icon to edit the request.

Note: The lock icon indicates the request cannot be edited—it is locked.

Once an SF-52 is approved or terminated the pencil icon turns into a padlock icon.

- Click the 52 icon to view the SF-52.
- Click the paperclip icon to view supporting documentation previously attached.

Note: If an approved request requires changes, contact the HR representative and request the action be returned. HR places the SF-52 into a *pending* status, so changes can be made. When the updates are complete, the action must be approved again to return to HR.

Reports Menu

Under the Reports menu, there are two options: ARPA (Automated Request for Personnel Actions) and PAID (Personnel and Accounting Integrated Data).

The screenshot shows the homepage of the WebHR Customer Edition. At the top, there is a banner with the text "Provide leadership and superior services in developing and administering workforce practices for those who serve America's veterans." Below the banner, it says "United States Department of Veterans Affairs" and "WebHR Customer Edition". The navigation bar at the top includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The "REPORTS" link is highlighted. The main content area has three columns: "USER PROFILE" (containing fields like Name, Role, Agent Type, Title, Phone, and Email), "ORGANIZATIONAL PROFILE" (containing fields like Agency, Level, Network, Station, Organization, Duty Code, and Duty Code Flag), and "OPENED ALERTS" (which displays the message "NO DATA RETURNED"). Below these columns is a "BULLETIN BOARD" section with the message "Welcome!". At the bottom, there is a "WARNING" message: "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, unauthorized access to, or attempted unauthorized access to this system will result in administrative disciplinary action and/or criminal prosecution as appropriate."

WebHR>Reports menu

These reports are available in several 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.

ARPA Option

There are two ARPA (Automated Request for Personnel Actions) reports available in the Reports menu.

The screenshot shows the ARPA-Reports page. The navigation bar at the top includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The "REPORTS" link is highlighted. The main content area displays a table with two rows. The first row has columns for "Name" and "Description", with entries "Recruitment Listing" and "Recruitment Listing" respectively. The second row has columns for "Name" and "Description", with entries "Closed/Completed Management Recruitment Actions" and "Closed/Completed Management Recruitment Actions" respectively.

Reports>ARPA

1. Open the Reports menu.
2. Click the **ARPA** option.
The ARPA-Reports 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.

Recruitment Listing

The Recruitment Listing report contains a listing of all the approved recruitment SF-52s for your service.

Closed/Completed Management Recruitment Actions

The Closed/Completed Management Recruitment Actions report contains a listing of all the completed or terminated actions for your service.

PAID Option

There are three PAID (Personnel and Accounting Integrated Data) predefined reports available in the Reports menu.

1. Open the Reports menu.
2. Click the **PAID** 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 Customer Edition homepage. 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 the nation's veterans." Below the banner, the navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The Reports menu is expanded, showing sub-options for ARPA and PAID. The PAID option is highlighted. A sub-menu for PAID lists three report options: "WebHR Active Employees List", "Negative Leave Balance", and "Retirement Eligibility". Each report has a small icon and a brief description.

Name	Description
<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"/> Retirement Eligibility	Immediate Voluntary Retirement Eligible Employees

Reports>PAID

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.

Negative Leave Balance

The Negative Leave Balance report lists employees who have a negative sick-leave balance and/or annual- leave balance.

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 this 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.

Positions Menu

The Positions menu provides two options, View and Explorer.

This screenshot shows the WebHR Customer Edition interface. At the top, there's a banner for the United States Department of Veterans Affairs. Below it, a navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. A dropdown menu is open over the 'Positions' link, showing 'View' and 'Explorer' as options. The main content area is divided into sections: 'USER PROFILE' (containing fields like Name, Role, Agent Type, Title, Phone, Email), 'ORGANIZATIONAL PROFILE' (containing Agency, Level, Network, Station, Organization, Duty Code, and Duty Code Flag), and 'OPENED ALERTS' (which displays 'NO DATA RETURNED'). A 'BULLETIN BOARD' section shows a single message: 'WebHR Welcome !'. 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.'.

Positions menu

View Option

Use the View option to review the positions, including classification and appropriation break down information, for your service line by Position Title, Series, or Appropriation Code.

1. Open the Positions menu.
2. Click the **View** option.
The Positions page displays.

This screenshot shows the 'POSITIONS' page from the WebHR Customer Edition. The top navigation bar and banner are identical to the previous screenshot. The main content area is titled 'POSITIONS' and features a search bar with fields for 'Position Title', 'Series', 'ApprCode', and a 'Show All' button. Below the search bar is a table listing various positions. The columns in the table include: Position Title, PayPlan, OccSeries, Grade, CompLvl, SupvCode, BusCode, FLSA, Network, StationID, ApprCode, and PosNo. Each row in the table represents a different position entry, such as 'HUMAN RES SPEC (CLASS)' or 'HUMAN RES ASST (OA)'. The table has a total of 20 rows.

Position Title	PayPlan	OccSeries	Grade	CompLvl	SupvCode	BusCode	FLSA	Network	StationID	ApprCode	PosNo
HUMAN RES SPEC (CLASS)	GS	201	13	S17	7	8888	E	16	635	8431.2570	042120
HUMAN RES SPEC (CLASS)	GS	201	13	S17	7	8888	E	16	635	8431.2570	042120
HUMAN RESOURCES ASSISTANT	GS	203	6	X01	0	65	N	16	635	8431.2570	06919A
HUMAN RES SPEC (REC/PLAC)	GS	201	11	X01	0	8888	E	16	635	8431.2570	04722A
HUMAN RES SPEC (REC/PLAC)	GS	201	11	T27	0	8888	E	16	635	8431.2570	04722A
HUMAN RES SPEC (REC/PLAC)	GS	201	11	T27	0	8888	E	16	635	8431.2570	04722A
SECRETARY (OA)	GS	318	6	T01	0	8888	N	16	635	8431.2570	032000
HUMAN RESOURCES OFFICER	GS	201	14	X11	5	8888	E	16	635	8431.2570	030940
HUMAN RESOURCES OFFICER	GS	201	14	X11	5	8888	E	16	635	8431.2570	030940
OFFICE AUTOMATION CLERK	GS	326	4	X01	0	65	N	16	635	8431.2570	049640
OFFICE AUTOMATION CLERK	GS	326	4	X01	0	65	N	16	635	8431.2570	049640
HUMAN RESOURCES ASST (OA)	GS	203	6	T01	0	65	N	16	635	8431.2570	06332A
HUMAN RES SPEC (EMPL BEN)	GS	201	11	X01	0	8888	E	16	635	8431.2570	07066A
HUMAN RES ASST(LABOR REL)	GS	203	7	X05	0	65	N	16	635	8431.2570	069160
HUMAN RES SPEC (REC/PLAC)	GS	201	11	X01	0	8888	E	16	635	8431.2570	04722A
ASST HUMAN RESOURCES OFCR	GS	201	13	X01	6	8888	E	16	635	8431.2570	069810
PROGRAM SPECIALIST	GS	301	11	X23	0	8888	E	16	635	8431.2570	063920
PROGRAM SPECIALIST	GS	301	11	X23	0	8888	E	16	635	8431.2570	063920
HUMAN RES ASST (REC/PLAC)	GS	203	7	T01	0	65	N	16	635	8431.2570	03060A
HUMAN RESOURCES ASST (OA)	GS	203	6	X01	0	65	N	16	635	8431.2570	06332A

Positions>Show All page

Note: On the Positions page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 92.

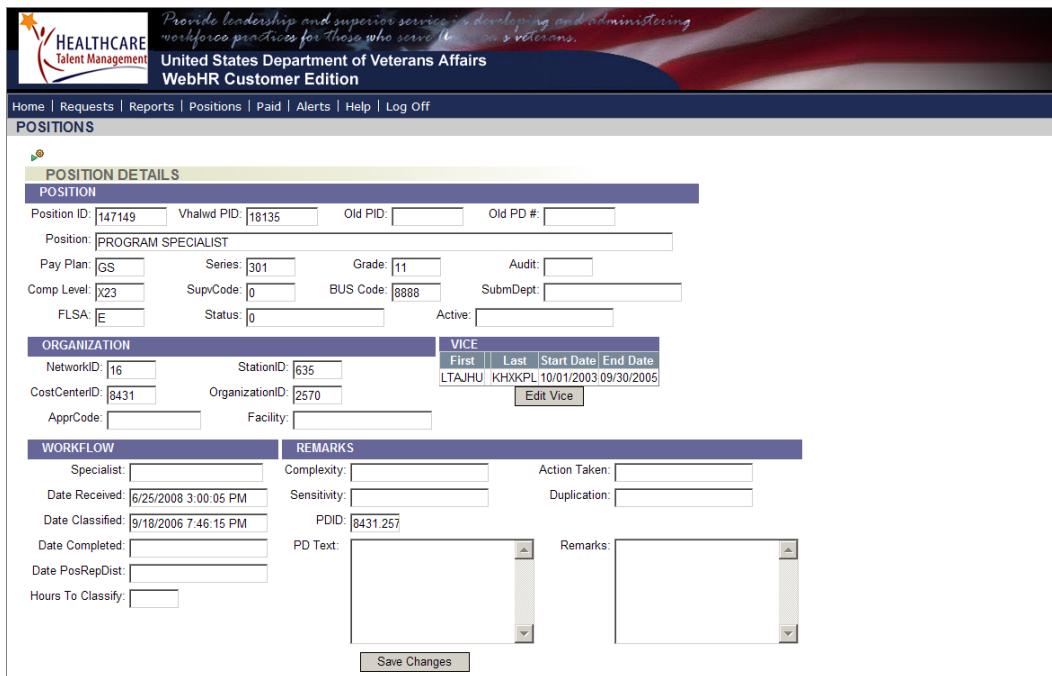
3. Click the **Show All** button to view all positions for an organization in WebHR.
4. To view a particular Position Title, Series, or ApprCode:
 - a. Type the name into the appropriate text box.
 - b. Click the binoculars icon .

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 'POSITION DETAILS' section of the WebHR Customer Edition. It includes fields for Position ID (147149), Vtahwd PID (18135), Old PID, Old PD #, Position (PROGRAM SPECIALIST), Pay Plan (GS), Series (301), Grade (11), Audit, Comp Level (X23), SupvCode (0), BUS Code (8888), SubmDept, FLSA (E), Status (0), Active, Organization details (NetworkID 16, StationID 635, CostCenterID 8431, OrganizationID 2570), Vice (First LTAJHU, Last KHXPPL, Start Date 10/01/2003, End Date 09/30/2005), Workflow (Specialist, Date Received 6/25/2008 3:00:05 PM, Date Classified 9/18/2006 7:46:15 PM, Date Completed, Date PosRepDist, Hours To Classify), and Remarks (Complexity, Sensitivity, Duplication, PDID 8431 257, PD Text, Remarks). A 'Save Changes' button is at the bottom.

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 left 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.

Gain Request Submission

1. Click the green/yellow icon  to create a request for a Recruitment action.
The Gain Request Submission page displays.

When a user is assigned the role of requester, the Action Requested By section is auto-populated and a list of authorizers is provided from which to select an approver.

The screenshot shows the 'Gain Request Submission' page for a requester role. At the top, there's a banner for 'HEALTHCARE Talent Management' and the 'United States Department of Veterans Affairs WebHR Customer Edition'. Below the banner, the navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The main area is titled 'REQUESTS' and contains several sections:

- GAIN REQUEST SUBMISSION**: A sub-section titled 'Request Details' with fields for Action (Recruitment), Requested, Proposed Eff, Date, and a dropdown for 'ACTION REQUESTED BY'.
- PART B TO**: Fields for Position Title (HUMAN RES SPEC (CLASS)), Position Number (042120), Comp Level (S17), Pay Basis, Pay Plan (GS), Grade (13), Occ Code (201), Step, Total Salary, Basic Pay, Local Adj, Adj Basic Pay, and Other Pay.
- PART B POSITION DATA**: Fields for Duty Station (VA Medical Center Oklahoma City, OK), ApprCode (8431.2570), OrgCode (2570), Title (ADMINISTRATIVE SERVI), CCCode (8431), CC (HUMAN RESOURCES M), and Title.
- PART B INFORMATION**: Fields for FT or PT - 20 hrs, Work (FULL-TIME), Schedule, and Vice (Vacant).
- Select Authorizing Official**: A table titled 'AUTHORIZERS' listing ten entries, each with a green circular icon, Name, Title, Mail (e.g., one.webhr.approver@va.gov), and ApproverType (Approver). The names correspond to the 'ACTION REQUESTED BY' list above.
- FOR ADDITIONAL INFORMATION CALL**: Fields for Name (WebHR User,One) and Phone (000-000-0000).

At the bottom right of the form is a 'Submit Request' button.

Gain Request Submission page – requester role

When a user is assigned the role of approver, the Action Authorized By section is auto-populated and a list of requesters is provided from which to select a requesting official.

The screenshot shows the 'Gain Request Submission' page in the VA WebHR Customer Edition. At the top, there is a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR Customer Edition'. Below the banner, the navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off.

REQUESTS

GAIN REQUEST SUBMISSION

REQUEST TYPE

Action: Recruitment
Requested: []
Proposed Eff: []
Date: []

ACTION REQUESTED BY

Name: []
Title: []
Date: 10/9/2011

Select Requesting Official

REQUESTERS	Name	Title	Mail	ApproverType
WebHR Requester One	KGS Contractor	one.webhr.requester@va.gov	Requester	
WebHR Requester Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester	
WebHR Requester Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester	
WebHR Requester Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester	
WebHR Requester Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester	
WebHR Requester Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester	

PART B TO

Position Title: HUMAN RES SPEC (CLASS)
Position Number: 042120
Pay Plan: GS
Step: []
Local Adj: []
Total Salary: []
Adj Basic Pay: []
Other Pay: []

PART B POSITION DATA

Duty Station: VA Medical Center Oklahoma City, OK
AppCode: 8431.2570
OrgCode: 2570
Title: []
CC: HUMAN RESOURCES M.
Title: []
CCCCode: 0431
(FT or PT - 20hrs)
Work: FULL-TIME
Schedule: []
Vice: Vacant

ACTION AUTHORIZED BY

Name: WebHR Approver One
Title: Technical Writer
Date: []

Select Authorizing Official

FOR ADDITIONAL INFORMATION CALL

Name: WebHR User/One
Phone: 000-000-0000

Gain Request Submission page – approver role

When a user is assigned only the role of preparer, lists of authorizers and requesters are provided from which to select an approver and a requester.

The screenshot shows the 'Gain Request Submission' page for a 'REQUESTS' task. The top navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The page title is 'WebHR Customer Edition'.

REQUEST TYPE

Action: Recruitment	Request Details
Requested:	
Proposed Eff:	
Date:	

ACTION REQUESTED BY

Name: []	Title: []	Date: 10/7/2011
-----------	------------	-----------------

Select Requesting Official

REQUESTERS	Name	Title	Mail	ApproverType
WebHR Requester One	KGS Contractor	one.webhr.requester@va.gov	Requester	
WebHR Requester Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester	
WebHR Requester Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester	
WebHR Requester Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester	
WebHR Requester Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester	
WebHR Requester Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester	

PART B POSITION DATA

Position Title: HUMAN RES SPEC (CLASS)		
Position Number: 042120	Comp Level: S17	Pay Basis: []
Pay Plan: GS	Grade: 13	Occ Code: 201
Step: []	Total Salary: []	Basic Pay: []
Local Adj: []	Adj Basic Pay: []	Other Pay: []

PART B INFORMATION

Duty Station: VA Medical Center Oklahoma City, OK	
AppCode: 8431.2570	
OrgCode: 2570	Org: ADMINISTRATIVE SERV
Title: []	
CCCCode: 8431	CC: HUMAN RESOURCES M
(FT or PT - 20 hrs)	
Work: FULL-TIME	Schedule: []
Vice: Vacant	

ACTION AUTHORIZED BY

Name: []
Title: []
Date: []

Select Authorizing Official

AUTHORIZERS	Name	Title	Mail	ApproverType
WebHR Approver One	KGS Contractor	one.webhr.approver@va.gov	Approver	
WebHR Approver Two	Chief, Human Resources	two.webhr.approver@va.gov	Approver	
WebHR Approver Three	HTM Program Analyst	three.webhr.approver@va.gov	Approver	
WebHR Approver Four	Deputy, Chief Financial Officer	four.webhr.approver@va.gov	Approver	
WebHR Approver Five	Human Resource Specialist	five.webhr.approver@va.gov	Approver	
WebHR Approver Six	VISN 16 Deputy Network Director	six.webhr.approver@va.gov	Approver	
WebHR Approver Seven	VISN 16 Workforce Dev Manager	seven.webhr.approver@va.gov	Approver	
WebHR Approver Eight	VISN16 Network Director	eight.webhr.approver@va.gov	Approver	
WebHR Approver Nine	VISN 16 Chief Medical Officer	nine.webhr.approver@va.gov	Approver	
WebHR Approver Ten	Chief Financial Officer	ten.webhr.approver@va.gov	Approver	

FOR ADDITIONAL INFORMATION CALL

Name: WebHR User One
Phone: 000-000-0000

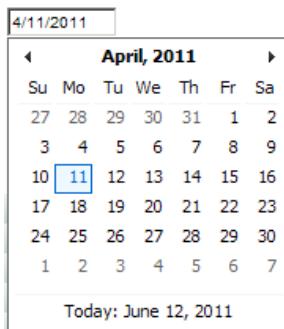
Gain Request Submission page – preparer role

- Review the Gain Request Submission page.
Verify the information.

Request Type

- The **Proposed Eff 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. For Action Requested By, click the right arrow icon to the left of a requesting official name. Action Requested By is populated.
5. For Action Authorized By, click the right arrow icon to the left of an authorizing official name. Action Authorized By is populated.

For Additional Information Call

6. 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

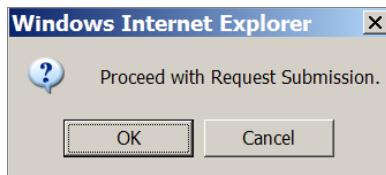
7. Ensure the correct site is selected in Part B Position Data. The Part B To and Part B Position Data sections are auto-populated.

Field	Description
Part B To	
Refers to the requested action	
Position Title	Position title
Position Number	Required Number is the same as Position Description (PD)
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

Field	Description
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
Total Salary	Total salary for the employee; if unknown, can be left blank
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
Occ Code	Occupational series code identifies the subdivision of an occupational family or group, under which an employee's position is classified; 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	
Duty Station	Duty Station Use the Site drop-down list to ensure the correct site is selected; change if necessary.
AppCode	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

- Click the **Submit Request** button.

Information pop-up displays.



Proceed with Request Submission pop-up

- Click the **OK** button.

If the Proposed Eff 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.

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

Information pop-up displays.

- Click the **OK** button.

Submission complete page displays.



Gain Request Submission – Submission Complete page

- 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 96.
- Click the green/yellow icon to submit a new request.

Explorer Option

The Explorer option displays the top of the hierarchy for your organization.

The screenshot shows the 'POSITIONS' menu selected in the top navigation bar. Below it, the 'Explorer' option is highlighted. The main content area is divided into two sections: 'Organizations' on the left and 'Positions' on the right.

Organizations:

- HUMAN RESOURCES AND DEVELOPMENT 8431.2570
 - OFFICE OF DIRECTOR 8401.2500
 - JOIT 1971-4300
 - VETERANS CANTEEN SERVICE 8990-5609
 - VISN CONTRACTING 8442 2700
 - VISN DIRECTORS OFFICE 8652-2700

Selected Unit:

HUMAN RESOURCES AND DEVELOPMENT 8431.2570

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

Positions:

	Position	PP Series	Grade	CompLvl	SupvCode	BusCode	FLSA	ApprCode	PosNo
Q	HUMAN RES SPEC (CLASS)	GS 201	13	S17	7	8888	E	8431.2570 042120	
Q	HUMAN RES SPEC (CLASS)	GS 201	13	S17	7	8888	E	8431.2570 042120	
Q	HUMAN RESOURCES ASSISTANT	GS 203	6	X01	0	65	N	8431.2570 06919A	
Q	HUMAN RES SPEC (REC/PLAC)	GS 201	11	X01	0	8888	E	8431.2570 04722A	
Q	HUMAN RES SPEC (REC/PLAC)	GS 201	11	T27	0	8888	E	8431.2570 04722A	
Q	HUMAN RES SPEC (REC/PLAC)	GS 201	11	T27	0	8888	E	8431.2570 04722A	
Q	SECRETARY (OA)	GS 318	6	T01	0	8888	N	8431.2570 032000	
Q	HUMAN RESOURCES OFFICER	GS 201	14	X11	5	8888	E	8431.2570 030940	
Q	HUMAN RESOURCES OFFICER	GS 201	14	X11	5	8888	E	8431.2570 030940	
Q	HUMAN RESOURCES OFFICER	GS 201	14	X11	5	8888	E	8431.2570 030940	
Q	OFFICE AUTOMATION CLERK	GS 326	4	X01	0	65	N	8431.2570 049640	
Q	OFFICE AUTOMATION CLERK	GS 326	4	X01	0	65	N	8431.2570 049640	
Q	HUMAN RESOURCES ASST (OA)	GS 203	6	T01	0	65	N	8431.2570 06332A	
Q	HUMAN RES SPEC (EMPL BEN)	GS 201	11	X01	0	8888	E	8431.2570 07066A	
Q	HUMAN RES ASST(LABOR REL)	GS 203	7	X05	0	65	N	8431.2570 069160	
Q	HUMAN RES SPEC (REC/PLAC)	GS 201	11	X01	0	8888	E	8431.2570 04722A	
Q	ASST HUMAN RESOURCES OFCR	GS 201	13	X01	6	8888	E	8431.2570 069810	
Q	PROGRAM SPECIALIST	GS 301	11	X23	0	8888	E	8431.2570 063920	
Q	PROGRAM SPECIALIST	GS 301	11	X23	0	8888	E	8431.2570 063920	
Q	HUMAN RES ASST (REC/PLAC)	GS 203	7	T01	0	65	N	8431.2570 03060A	
Q	HUMAN RESOURCES ASST (OA)	GS 203	6	X01	0	65	N	8431.2570 06332A	
Q	HUMAN RESOURCES ASST (OA)	GS 203	6	T01	0	65	N	8431.2570 06332A	
Q	HUMAN RES SPEC (REC/PLAC)	GS 201	11	X01	0	8888	E	8431.2570 04722A	

Positions>Explorer page

1. Open the **Positions** menu.
2. Click the **Explorer** option.
The Position Explorer page displays.

Organizations

- The organizational structure of the site or VISN; organizations currently mapped for the site.
- The organization tree contains the service line names with organization code and cost center code.
- To view the 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.

Positions

- Positions is a list of *costed* positions that are associated with the organization selected on the left under Organizations.
- WebHR is not a position management system, so a position can be edited when it requires a fill or change action.

Note: On the Position Explorer page, the columns can be sorted and additional pages of records can be accessed. For more information, refer to page 92.

Selected Unit/Service Line Detail

The Selected Unit information is specific to the organization selected under Organizations.

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

Selected Unit detail for Human Resources

Note: You may be able to view only one service. Other users may be able to drill down to multiple services. The hierarchy is from the top down, so users at the top can view organizations and actions for subordinate organizations.

Example: Medical Center Director can view the actions/hierarchy for all organizations in the Medical Center.

3. To drill down through the organizations (service lines), click the name of a service line. The details of the selected organization and positions 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 magnifying glass icon  to display the Positions Details page.
5. Click the green/yellow icon  to display the Gain Request Submission page with Request Details and Part B Information.

Paid Menu

The PAID main menu relates to viewing the organizational structure of the facility. Explorer displays the organizations (service lines) of the employees in PAID.



WebHR Customer Edition 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 Last Name, Occ Code, Pos No, or T&L (Time & Leave) and click the binoculars icon .
A list of all employees or employees meeting the criteria displays.



Paid menu Search option page

PAID RECORDS							
	Employee	Occupation	PP	Series	Grade	Station	Organization
1	ADELVLB, YNUHR	STUDENT TRAINEE (HR)	GS	299	6	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
2	ALQXVAR, JUXPX	HUMAN RES SPEC (EMPL BEN)	GS	201	11	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
3	BFXUVOK, EXQEC	HUMAN RES ASST (RECLPLAC)	GS	203	7	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
4	DHUVKBL, KHCT	SECRETARY(OA)	GS	318	6	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
5	DRAJCFD, ETKAF	HUMAN RES SPEC (INFO SYS)	GS	201	9	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
6	GBCVYCB, VSBVB	HUMAN RES SPEC (RECLPLAC)	GS	201	11	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
7	GMCITFF, COWTR	ASST HUMAN RESOURCES OFCR	GS	201	13	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
8	GUPIUUL, PXUM	HUMAN RES SPEC (RECLPLAC)	GS	201	11	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
9	H9WLKSL, TLLNE	HUMAN RES SPEC (RECLPLAC)	GS	201	11	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
10	HSVELUA, WUAQI	HR SPEC (EMP RELLAB REL)	GS	201	7	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
11	HXTRYNL, TFYBY	HUMAN RES SPEC (RECLPLAC)	GS	201	11	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT
12	ICHVGPF, PMWEF	PROGRAM SPECIALIST	GS	301	12	635	ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... Last Page

PAID-Employee Listing page

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 92.

- Click the green/yellow icon next to an employee name to initiate an SF-52 for the selected employee.
PAID – Staff Details page displays for the selected employee.

EMPLOYEE		
Name	BNOEHXCEFBMACBY.IFFGQXQGSW	
Service Comp:	07/19/2010	
Years Of Service:	0	
Retirement:	FERS	
Fagi:	Waived	
POSITION		
Number	000000	
Occupation:	SOCIAL WORKER	
Pay Plan:	GS	
Series:	185	
Grade:	12	
Step:	01	
Duty:	FULL-TIME	
Hours:	80	
FTE%:		
ORGANIZATION		
Organization:	SOCIAL WORK SERVICE	
Cost Center:	SOCIAL SERVICE	
Code:	8221 2260	
Assignment:	C1	
Time & Leave:	608	
Work Site:	635	

ACTION TYPES		
ABCD		
ABCD + edit		
Change		
Change in Assignment		
Change in Assignment NTE		
Change in Cost Center		
Change in Duty Location		
Change in PD Number		
Change in Work Hours		
Change in Work Schedule		
Detail of Lower Grade		
Conversion		
Conversion to Career Conditional		
Death		
Death of VIIG		
Detail NTE		
Ext of LWOP NTE		

Start Request For Action

ID	Action	Status
150480	Promotion	Pending
150479	Promotion	Approved
150478	Promotion	Pending
150477	Promotion	Pending
150476	Promotion	Pending
150472	Reassignment	Pending

PAID – Staff Details page

Note: 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.

Initiate an SF-52 from the PAID-Staff Details

1. Select an action from the **Action Types** drop-down list.
(Change in Duty Station selected.)
2. Click the **Start Request For Action** button.
ARPA Request Submission page displays.

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

ARPA Request Submission Page

When a user is assigned the role of requester, the Action Requested By section is auto-populated and a list of authorizers is provided from which to select an approver.

ARPA Request Submission page - requester role

When a user is assigned the role of approver, the Authorized By section is auto-populated and a list of requesters is provided from which to select a requesting official.

ACTION: CHANGE IN DUTY STATION

Requested By	Authorized By	Contact	PART B TO			
Name: []	Name: WebHR Approver,One	Name: WebHR User,One	Position Title: HUMAN RES SPEC (INFO SYS)			
Title: []	Title: Technical Writer	Phone: 000-000-0000	Position Number: 072350	Comp Level: X22	Pay Basis: 1	
Date: 10/9/2011	Date: []	Proposed Eff Date: []	Pay Plan: GS	Grade: 9	Occ Code: 201	
			Step: 01	Total Salary: 47448.0000	Basic Pay: 41563.0000	
			Local Adj: 5885	Adj Basic Pay: 47448.0000	Other Pay: 5885	

Select Requesting Official

REQUESTERS	Name	Title	Mail	ApproverType
WebHR Requester One	KGS Contractor	one.webhr.requester@va.gov	Requester	
WebHR Requester Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester	
WebHR Requester Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester	
WebHR Requester Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester	
WebHR Requester Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester	
WebHR Requester Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester	

Part B POSITION DATA

Duty Station: VA Medical Center Oklahoma City, OK	FLSA Category: E	IA Position: []
Position Occupied: []	Regraded Position: []	Functional Class: []
New Position: []	Qual Std Used: []	Ed Level: D
Citizenship: []	Vet Status: []	Yr Degree Attained: []
(FT or PT - 20hrs)	Appropriation Code: 8431.2570	BusCode: 8888
Work Schedule: 80	Vice: N/A	Supv Status: 0

Select Authorizing Official

PART B

NAME: []	SSN: []	DOB: []	EFFECTIVE DATE: []
DRAJCFD, ETKAF 02/27/2009			
PART B FROM			
HUMAN RES SPEC (INFO SYS) 072350 X22			
PP OCC SERIES GRADE STEP PAY BASIS BASIC PAY LOCAL ADJ PAY ADJ BASIC PAY OTHER PAY			
GS 201 9 01 47448.0000 1 41563.0000 5885 47448.0000 5885			
ORGANIZATION NAME AND LOCATION			
ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT			
HUMAN RESOURCES MANAGEMENT			
PART B EMPLOYEE DATA			
VET PREF TENURE AGENCY USE VET PREF RIF WORK SCHEDULE ANNUITANT			
2 2 N/A Y 1 FULL-TIME 9 NOT APPLICABLE			
PAY RATE RETIREMENT SERVICE COMP DATE FEGLI PART TIME HRS			
0 K FERS 01/19/1999 Y5 Basic + Option B (5x) + Option C (5x) 80			

ARPA Request Submission page - approver role

When a user is assigned only the role of preparer, lists of authorizers and requesters are provided from which to select an approver and a requester.

ARPA REQUEST SUBMISSION

ACTION: CHANGE IN DUTY STATION

Requested By	Authorized By	Contact	PART B TO			
Name: []	Name: []	Name: [WebHR User,One]	Position Title: HUMAN RES SPEC (INFO SYS)	Position Number: 072350	Comp Level: X22	Pay Basis: 1
Title: []	Title: []	Phone: [000-000-0000]	Pay Plan: GS	Grade: 9	Occ Code: 201	
Date: [10/9/2011]	Date: []	Proposed Eff Date: []	Step: 01	Total Salary: 47448.0000	Basic Pay: 41563.0000	
			Local Adj: 5885	Adj Basic Pay: 47448.0000	Other Pay: 5885	

Select Requesting Official

REQUESTERS			
Name	Title	Mail	ApproverType
WebHR Requester,One	KGS Contractor	one.webhr.requester@va.gov	Requester
WebHR Requester,Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester
WebHR Requester,Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester
WebHR Requester,Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester
WebHR Requester,Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester
WebHR Requester,Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester

Select Authorizing Official

AUTHORIZERS			
Name	Title	Mail	ApproverType
WebHR Approver,One	KGS Contractor	one.webhr.approver@va.gov	Approver
WebHR Approver,Two	Chief, Human Resources	two.webhr.approver@va.gov	Approver
WebHR Approver,Three	HTM Program Analyst	three.webhr.approver@va.gov	Approver
WebHR Approver,Four	Deputy, Chief Financial Officer	four.webhr.approver@va.gov	Approver
WebHR Approver,Five	Human Resource Specialist	five.webhr.approver@va.gov	Approver
WebHR Approver,Six	VISN 16 Deputy Network Director	six.webhr.approver@va.gov	Approver
WebHR Approver,Seven	VISN 16 Workforce Dev Manager	seven.webhr.approver@va.gov	Approver
WebHR Approver,Eight	VISN16 Network Director	eight.webhr.approver@va.gov	Approver
WebHR Approver,Nine	VISN 16 Chief Medical Officer	nine.webhr.approver@va.gov	Approver

PART B

NAME	SSN	DOB	EFFECTIVE DATE		
DRAJCFD, ETKA			02/27/2009		
FROM					
HUMAN RES SPEC (INFO SYS) 072350 X22					
PP OCC SERIES GRADE STEP SALARY PAY BASIS BASIC PAY LOCAL PAY ADJ BASIC PAY OTHER PAY					
GS 201 9 01 47448.0000 1 41563.0000 5885 47448.0000 5885					
ORGANIZATION NAME AND LOCATION					
ADMINISTRATIVE SERVICES HUMAN RESOURCES MANAGEMENT					
HUMAN RESOURCES MANAGEMENT					
PART B EMPLOYEE DATA					
VET PREF	TENURE	AGENCY USE	VET PREF RIF	WORK SCHEDULE	ANNUITANT
2	2	N/A	Y	1 FULL-TIME	9 NOT APPLICABLE
PAY RATE RETIREMENT SERVICE COMP DATE		FEGLI		PART TIME HRS	
0 K FERS 01/19/1999		YS Basic + Option B (5x) + Option C (Ex) 80			

Submit Request

ARPA Request Submission page – preparer role

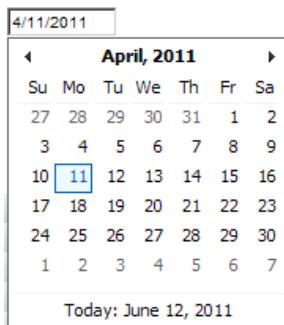
- Review the ARPA Request Submission page.
Verify the information.

Requested By and Authorized By

4. For Requested By, click the right arrow icon  to the left of a requesting official name.
Requested By is populated.
5. For Authorized By, click the right arrow icon  to the left of an authorizing official name.
Authorized By is populated.

Note: If a preparer also has requester and approver roles, the Requested By and Authorized By fields auto-populate with the preparer's name. A different approver can approve the SF-52, if the selected approver is not available, but include a note indicating the change.

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. The **Proposed Eff 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**.

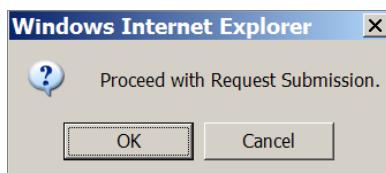


Pop-up Calendar

Part B To and Part B Position Data

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 14.

8. Change/update the information, if necessary.
9. Click the **Submit Request** button.
Information pop-up displays.



Proceed with Request Submission pop-up

10. Click the **OK** button.

If the Proposed Eff 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.

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

Information pop-up displays.

12. Click the **OK** button again.

ARPA Request Details page displays.

The screenshot shows the ARPA Request Details page. 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, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The main content area is titled "REQUESTS" and "ARPA REQUEST DETAILS".
REQUEST DETAILS:
Request Number: 150481
Action Type: Change in Duty Station
Contact: WebHR User/One
Contact Phone: 000-000-0000
Status: Pending
Proposed Eff Date: 07/08/2011
Days In System: 0
Affected Employee: AKBCTJENNEAFEQE, WMJCNFEDYJ
Assigned to: Unassigned
Process Unit: Classification
MILESTONES:
Entered System: 07/06/2011
Opened in HR:
Completed/Terminated:
LOG ITEM ENTRY FORM:
Enter Item Text.
ROUTING LOG:

Process Unit	Entered	Cleared	Duration
Classification	07/06/2011		

CHANGE STATUS:
Status Types: Select...
Status Change Reason
REQUEST LOG:

Item	Type
Request Routed to: Classification	Routing Event
Request Submitted By: Beynon, Christine	Request Entered into System

ARPA Request Details page

13. To continue in the ARPA Request Details page, refer to page 16.

Explorer Option

1. Open the **PAID** menu.
2. Select the **Explorer** option.

PAID Explorer page displays the organizations and employees to which you have access.

Name	Occupation	Pos. #	PP	Series
AKBCTJENNEAFEQE,WMJCNFEDYJ	HR ASST (INFO SYS/OA)	04481A	GS	203
FRAVXJPYBCAXXB,EXYKEEJDY	HUMAN RES SPEC (REC/PLAC)	03639A	GS	201
NWPRJRQDGDOHMI,URGHWKYXGA	HUMAN RES SPEC(LABOR REL)	090670	GS	201
RXAKCKBHOMKNXB,UMCOMUDGDO	HUMAN RESOURCES SPEC	000000	GS	201
TWNFGKVWDWHBMCBH,JLURPMBXB	HUMAN RES SPEC (REC/PLAC)	03003A	GS	201
VSWGIGIDYNNUOJS,MORUBULKSH	STUDENT TRAINEE (HR)	00000T	GS	299
XWOMUDTYHQYYII,GDXJVNLKG	HUMAN RES SPEC(LABOR REL)	021810	GS	201

PAID>Unit Explorer page

Organizations

- The organizational structure of the site or VISN, organizations currently mapped for the site
- The organization tree contains the service line names with organization code and cost center code.
- To view the 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.

Service Line Detail

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

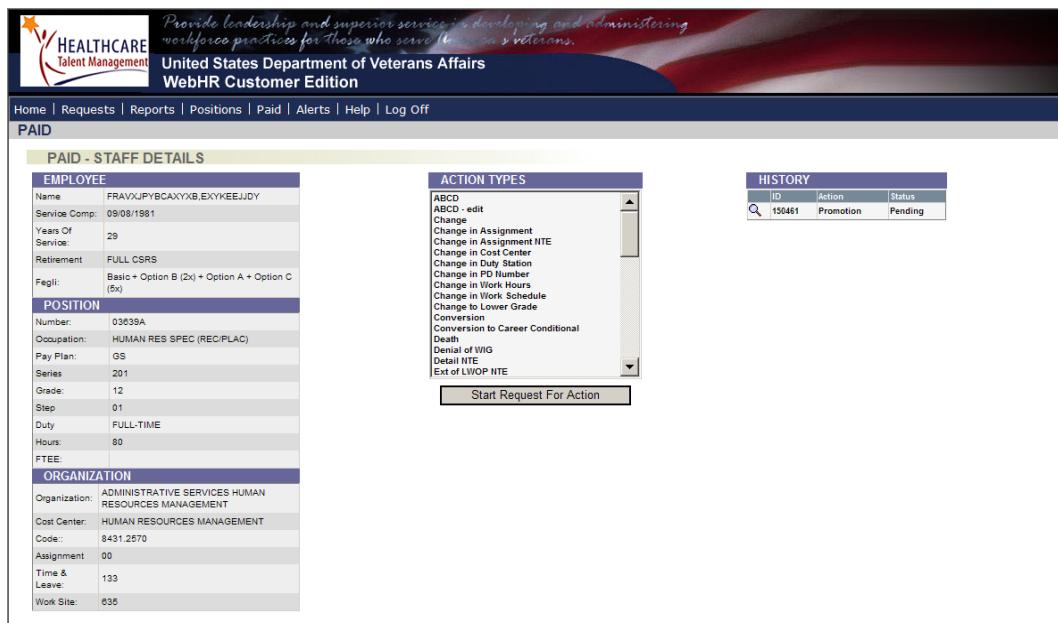
HUMAN RESOURCES AND DEVELOPMENT 8431.2570	
Network:	16
Station:	635
Code:	2570
Description:	VHA Organization
Agency:	VHA
Cost Center:	8431
T&L:	0

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 view an employee's PAID information and to initiate a SF-52. PAID-Staff Details page displays.



PAID-Staff Details page

5. To initiate an SF-52 from the PAID-Staff Details page, refer to page 41.

Organizations Option

1. Open the **PAID** menu.
 2. Click the **Organizations** option.
- PAID – Organization Listing page displays.

The screenshot shows the PAID - Organization Listing page. At the top, there's a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, the PAID menu is open, with 'Organizations' selected. On the left, there's a 'USER PROFILE' section with fields like Name, Role, Agent Type, Title, Phone, and Email. On the right, there's a 'PROFILE' section with fields like Agency, Level, Network, Station, Organization, Duty Code, and Duty Code Flag. A large message box on the right says 'NO DATA RETURNED'. At the bottom, there's a 'WARNING' message about the sensitive nature of the system.

PAID menu>Organizations

The screenshot shows the PAID - Organization Listing page with a table titled 'ORGANIZATION LISTING'. The table has columns for CCCODE, OrgCode, Organization, CostCenter, Station, Type, and PID. The data in the table includes various organizational units like HUMAN RESOURCES AND DEVELOPMENT, OFFICE OF DIRECTOR, and VETERANS CANTEEN SERVICE, along with their respective codes and details.

CCCode	OrgCode	Organization	CostCenter	Station	Type	PID
8431	2570	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	HUMAN RESOURCES AND DEVELOPMENT 8431.2570	635	Costcenter	2500
8401	2500	OFFICE OF DIRECTOR 8401.2500	OFFICE OF DIRECTOR	635	Organization	117
8615	2760	HEALTHCARE TALENT MANAGEMENT 8615-2760	HEALTHCARE TALENT MANAGEMENT 8615-2760	635	Organization	117
8401	2700	VISN DIRECTORS OFFICE 8652-2700	VISN DIRECTORS OFFICE 8652-2700	635	Organization	2570
8441	2590	AMMS 8441.2590	LOGISTICS	598	Costcenter	0
8281	2590	SUPPLY PROCESSING 8281.2590	SUPPLY PROCESSING & DISTRIBUTION SECTION	598	Organization	0
1971	4300	OIT 1971.4300	OIT 1971.4300	635	Costcenter	2570
8990	5609	VETERANS CANTEEN SERVICE 8990-5609	VETERANS CANTEEN SERVICE 8990-5609	635	Costcenter	2570
8401	0000	ASSOCIATE DIRECTOR 8401-0000	ASSOCIATE DIRECTOR	635	GenericUnit	117
8421	2540	FISCAL SERVICE 8421.2540	FISCAL SERVICE	635	Organization	2500
8441	2590	ACQUISITION & MARKETING 8441.2590	ACQUISITION & MARKETING	635	Costcenter	2500
8244	2516	CHAPLAIN SERVICE 8244.2516	CHAPLAIN SERVICE	635	Costcenter	2500
8501	2530	ENGINEERING SERVICE 8501.2530	ENGINEERING SERVICE	635	Costcenter	2500
8511	2530	PLANT OPERATIONS & LEASES 8511.2530	PLANT OPERATIONS & LEASES	635	Organization	2530
8541	2530	RECURRING MAINTENANCE & STATION APPROVED PROJECTS 8541.2530	RECURRING MAINTENANCE & STATION APPROVED PROJECTS	635	Organization	2530

Organization Listing page

- On the Organization Listing page, the columns can be sorted. For more information, refer to page 92.
- The Organizations option contains a list of organizations with each respective CCCODE, OrgCode, CostCenter, Station, Type, and PID.
- The list is used as a reference when preparing an SF-52; The **Appropriation** code is made up of the CCCODE (CostCenter Code) and the OrgCode (Organizational Code).

Note: If you need to add items to the Organization Listing, contact the local WebHR Administrator.

Alerts Menu

The Alert menu is used to send and view alerts; alerts are a method of correspondence internal to WebHR.

The screenshot shows the WebHR Customer Edition homepage. At the top, there is a banner for the United States Department of Veterans Affairs. Below the banner, the navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The 'Alerts' link is highlighted. The main content area is divided into several sections: 'HOME' (User Profile and Organizational Profile), 'OPENED ALERTS' (which displays 'NO DATA RETURNED'), 'BULLETIN BOARD' (with a message 'WebHR Welcome!'), and a 'WARNING' section containing a security notice. The 'User Profile' section shows the following details:

Name: WebHR User:One	Agency: VHA
Role: Preparer	Level: VAMC
Agent Type: Staff_HR	Network: 16
Title: Technical Writer	Station: 635
Phone: 000-000-0000	Organization: HUMAN RESOURCES AND DEVELOPMENT 8431.2570
Email: one.webhr.user@va.gov	Duty Code:
	Duty Code Flag: False

Alerts menu

About Alerts

OPENED ALERTS		
	Sender	Message
✖	NHPKQVL, GBOCH	ARPA Routing: Request Number 150502 Routing Note: test assign
✖	NHPKQVL, GBOCH	This is a test message

Opened Alerts

- WebHR does not automatically send an MS Outlook email; but you can send an 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.

Send Option

Use the Send option to send a notice to any manager listed on the Alerts page.

1. Open the **Alerts** menu.
2. Click the **Send** button.
Alerts page displays.

Name	Organization	Type
WebHR User.Eight	PATIENT ACCOUNTS 8457 2500	Manager_Assistant
WebHR User.Five	FISCAL SERVICE	Manager
WebHR User.Four	POLICE SERVICE	Manager_Assistant
WebHR User.Nine	PHARMACY SERVICE	Manager
WebHR User.One	AMMS 8441.2590	Manager
WebHR User.Seven	ENGINEERING SERVICE	Manager_Assistant
WebHR User.Six	LAWTON-FT SILL CBOC 8204 2067	Manager
WebHR User.Three	AMBULATORY CARE EMERGENCY AND CBOCs	Manager_Assistant
WebHR User.Two	HUMAN RESOURCES AND DEVELOPMENT	Manager

Alerts>Send option

3. Click the envelope icon to select a manager or Manager_Assistant.
The selected recipient's email address displays in the **To:** box.

To: One WebHR User@va.gov

Message:

Send Alert

Send option, Message box

4. Type your message in the **Message:** box.
5. Click the **Send Alert** button.
The message displays on your WebHR Home page in Opened Alerts.

Note: There is no notification to indicate a message was sent; however, the sent alerts all display in the Alerts menu under View.

View Option

Use the Alerts>View option to display all the alerts you send and receive. Sent alerts display on the receiver's homepage only when the receiver is logged on to WebHR.



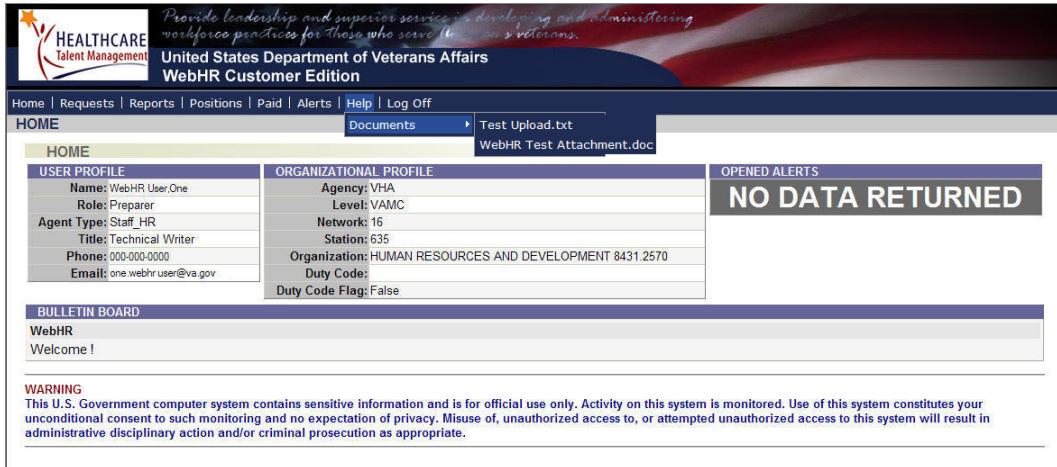
Alerts Sent			
Alert	Alert Date	Clear Date	Request ID
ARPA Routing: Request Number 150462 Routing Note:	6/13/2011 11:41:30 AM		150462
ARPA Routing: Request Number 150469 Routing Note:	6/14/2011 2:24:23 PM		150469
ARPA Routing: Request Number 150105 Routing Note:	7/7/2011 12:00:29 PM		150105
Alert test 7/25/11	7/25/2011 5:04:20 PM		0

[Alerts>View page](#)

Note: WebHR Customer Edition does not use MS Outlook messaging to send messages to a requesting or approving official. At some WebHR locations, users determine a local process of how to advise requesting or approving official of any necessary action on an SF-52.

Help Menu

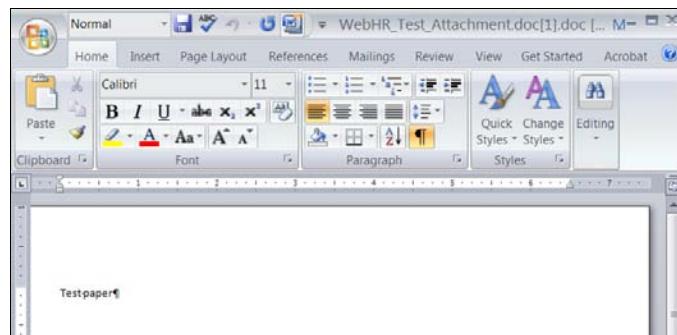
The Help menu contains documents to assist you with the use of WebHR Customer Edition.



WebHR Customer Edition with the Help menu open

Documents Option

1. Open the **Help** menu.
2. Select a document title.
3. Open the document.
4. Save the document to your computer.



WebHR_Test_Attachment.doc

Log Off Menu

Click the **Log Off** menu.



WebHR Customer Edition>Log Off

WebHR returns to the I Acknowledge Warning page.



WebHR Customer Edition Warning page

Working on a Request for Personnel Action

Initiating an SF-52 for Recruitment

Requests>Add New

A service line manager uses the Requests>Add New option to create a recruitment action. There is no data automatically pulled into the Gain Request Submission from the PAID system, because no employee is linked to a recruitment action.

1. Open the Requests menu.
2. Click the **Add New** option.
The Action Types display in a list of all actions for a request.

Note: On the ARPA-New Request Submission page, the columns can be sorted. For more information, refer to page 92.

The screenshot shows the ARPA - NEW REQUEST SUBMISSION page. At the top, there is a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, the page title is "ARPA - NEW REQUEST SUBMISSION". Underneath the title, there is a section titled "ACTION TYPES" with a sub-section header "Select Action Type from the list below." A table follows, listing various action types with their descriptions:

Action	Description
Change	Changes an element documented on an employee's personnel record.
Change in Duty Station	A personnel action that changes the work site (e.g., city/town) for an employee.
Change in Work Hours	A personnel action that changes the number of hours that an employee is scheduled to work.
Change to Lower Grade	A personnel action that moves an employee to a position at a lower grade.
Conversion	Action to convert to another appointment type.
Death	A separation action to remove employee from the rolls because of death.
Loss to Another station	Removes employee from rolls.
LWOP	Action Places Employee on Leave Without Pay
Pay Adjustment	Action Adjusts Employee Pay
Promotion	A personnel action that changes the employee to a higher grade level.
Quality Increase	Gives employee steps
Reassignment	Action Reassigns Employee
Recruitment	HR Action
Resignation	Action Resigns an Employee
Retirement	Action Retires an Employee
Return to Duty	Action Returns Employee to Duty
Suspension	Suspends employee w/o pay
Appointment	Any personnel action that bring an individual onto the rolls of the agency.
Detail NTE	A temporary assignment to a different position for a specified period of time.
Ext. of Appt NTE	HR Action
Ext. of Detail NTE	HR Action
Promotion NTE	HR Action
Removal	HR Action

ARPA New Request Submission (for Recruitment) page

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

3. Click the green/yellow icon next a **Recruitment** action type.
Gain Request Submission page displays.

When a user is assigned only the role of preparer, lists of authorizers and requesters are provided from which to select an approver and a requester.

REQUEST TYPE

Action:	Recruitment
Requested:	
Proposed Eff:	
Date:	

ACTION REQUESTED BY

Name:	
Title:	
Date:	10/10/2011

Select Requesting Official

REQUESTERS

Name	Title	Mail	ApproverType
WebHR Requester One	KGS Contractor	one.webhr.requester@va.gov	Requester
WebHR Requester Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester
WebHR Requester Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester
WebHR Requester Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester
WebHR Requester Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester
WebHR Requester Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester

ACTION AUTHORIZED BY

Name:	
Title:	
Date:	

Select Authorizing Official

AUTHORIZERS

Name	Title	Mail	ApproverType
WebHR Approver One	KGS Contractor	one.webhr.approver@va.gov	Approver
WebHR Approver Two	Chief, Human Resources	two.webhr.approver@va.gov	Approver
WebHR Approver Three	HTM Program Analyst	three.webhr.approver@va.gov	Approver
WebHR Approver Four	Deputy, Chief Financial Officer	four.webhr.approver@va.gov	Approver
WebHR Approver Five	Human Resource Specialist	five.webhr.approver@va.gov	Approver
WebHR Approver Six	VISN 16 Deputy Network Director	six.webhr.approver@va.gov	Approver
WebHR Approver Seven	VISN 16 Workforce Dev Manager	seven.webhr.approver@va.gov	Approver
WebHR Approver Eight	VISN16 Network Director	eight.webhr.approver@va.gov	Approver
WebHR Approver Nine	VISN 16 Chief Medical Officer	nine.webhr.approver@va.gov	Approver
WebHR Approver Ten	Chief Financial Officer	ten.webhr.approver@va.gov	Approver

PART B POSITION DATA

Position Title:	ACCOUNT PAYABLE TECHNICIAN
Position Number:	A1234Z
Comp Level:	
Pay Basis:	
Pay Plan:	AD
Grade:	
Step:	
Total Salary:	
Basic Pay:	
Local Adj:	
Adj Basic Pay:	
Other Pay:	

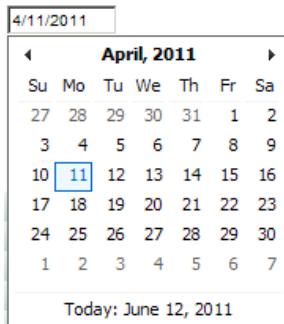
Duty Station: VA Medical Center Oklahoma City, OK
AppCode: 8431.2570
OrgCode: 2570
Title: HUMAN RESOURCES A
CCCCode: 8431
CC: HUMAN RESOURCES A
(FT or PT - 20 hrs)
Work: FULL-TIME
Schedule: Vacant
Submit Request

FOR ADDITIONAL INFORMATION CALL

Name:	WebHR User, One
Phone:	000-000-0000

Gain Request Submission (for Recruitment) page – preparer role

4. Review the Requests-New Request Form (Gain) page.
Verify the information.
5. The **Proposed Eff 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**.

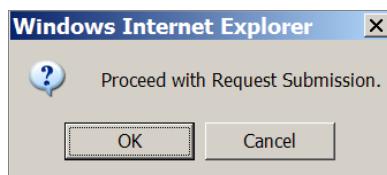


Pop-up Calendar

6. For **Action Requested By**, click the right arrow icon to the left of a requesting official name. Action Requested By is populated.
7. For **Action Authorized By**, click the right arrow icon to the left of an authorizing official name. Action Authorized By is populated.

Note: If a preparer also has requester and approver roles, the Requested By and Authorized By fields auto-populate with the preparer's name. A different approver can approve the SF-52, if the selected approver is not available, but include a note indicating the change.

8. 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.
9. 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 34.
10. Click the **Submit Request** button.
Information pop-up displays.



Proceed with Request Submission pop-up

11. Click the **OK** button.
If the Proposed Eff 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.

12. Add the mandatory information and click the **Submit Request** button again.
Information pop-up displays.
13. Click the **OK** button again.
The Submission complete page displays.



Requests-New Request Form (Gain)>Submission Complete page

14. 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 96.
 - d. Click the green/yellow icon to submit a new request.

Initiating an Action for an On-board Employee

Requests>Add New

Use the Requests option to create an action for an on-board employee, such as Promotion.

1. Open the Requests menu.
2. Click the **Add New** option.

The Action Types display in a list of all actions for a request.

Note: On the ARPA-New Request Submission page, the columns can be sorted. For more information, refer to page 92.

The screenshot shows the ARPA - NEW REQUEST SUBMISSION page. At the top, there is a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, the page title is "ARPA - NEW REQUEST SUBMISSION". A section titled "ACTION TYPES" contains a table with a list of actions and their descriptions. The table has two columns: "Action" and "Description".

Action	Description
Change	Changes an element documented on an employee's personnel record.
Change in Duty Station	A personnel action that changes the work site (e.g., city/town) for an employee.
Change in Work Hours	A personnel action that changes the number of hours that an employee is scheduled to work.
Change to Lower Grade	A personnel action that moves an employee to a position at a lower grade.
Conversion	Action to convert to another appointment type.
Death	A separation action to remove employee from the rolls because of death.
Loss to Another station	Removes employee from rolls
LWOP	Action Places Employee on Leave Without Pay
Pay Adjustment	Action Adjusts Employee Pay
Promotion	A personnel action that changes the employee to a higher grade level.
Quality Increase	Gives employee steps
Reassignment	Action Reassigns Employee
Recruitment	HR Action
Resignation	Action Resigns an Employee
Retirement	Action Retires an Employee
Return to Duty	Action Returns Employee to Duty
Suspension	Suspends employee w/o pay
Appointment	Any personnel action that bring an individual onto the rolls of the agency.
Detail NTE	A temporary assignment to a different position for a specified period of time.
Ext. of Appt NTE	HR Action
Ext. of Detail NTE	HR Action
Promotion NTE	HR Action
Removal	HR Action

Requests>Add New>ARPA-New Request Submission page

3. Click the green/yellow icon next to a **Promotion** action type.

An Employee list displays.

The screenshot shows the ARPA-New Request Submission page. At the top, there is a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, the page title is "ARPA - NEW REQUEST SUBMISSION". A search bar labeled "EMPLOYEE" is present, with the placeholder "Last Name: []".

ARPA-New Request Submission>Employee (Promotion) 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 in your service line with the entered last name display; there may be one or many.

Note: Using Enter on the keyboard does not initiate a search from this page, instead a message displays indicating no records are found.

The screenshot shows the 'ARPA - NEW REQUEST SUBMISSION' page. At the top, there is a banner for 'Healthcare Talent Management' and the 'United States Department of Veterans Affairs WebHR Customer Edition'. Below the banner, a sub-header reads 'REQUESTS'. A search bar is labeled 'Last Name: b' with a magnifying glass icon. Below the search bar is a table titled 'STATION 635 PAID RECORDS' with columns 'Employee' and 'Organization'. The table lists several employee entries, each with a small profile picture icon and a green/yellow magnifying glass icon next to the name, indicating they are selectable.

STATION 635 PAID RECORDS	
Employee	Organization
BMRAHVPCPCSFYT,YCTIIOLGL	OFFICE OF DIRECTOR
BEJKMPTDQ3RQEFCJ,OHALDXYCA	VETERANS CANTEEN SERVICE REGION 9
BYTJURMARBNRYFB,DGPDMYOVE	VETERANS CANTEEN SERVICE REGION 9
BNFMILBCXAVHAP,SLATLNUCRFL	ADMINISTRATIVE SERVICES FISCAL SERVICE
BILLELEVBVKTLAILEDHRPFG	ADMINISTRATIVE SERVICES ENVIRONMENTAL MANAGEMENT SERVICE
BMYQUTERWVXNEWWWYTTKBYDVQU	ALLIED HEALTH SERVICES PHARMACY SERVICE
BNDEHXCEFBMAMCYJFFQZQGSW	SOCIAL WORK SERVICE
BMGGRHKDHVIGWMUJAHNQWPOMT	PATIENT CARE SERVICES
BUOSLJXXXQLPRIC,WULFWMMHNX	PATIENT CARE SERVICES

ARPA-New Request Submission-Employee selection 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.

5. Locate the employee and click the green/yellow icon next to the name.
An SF-52 template (ARPA Request Submission) displays with the Part B, Part B From, and Part B Employee Data sections auto-populated with current data from PAID.

When a user is assigned only the role of preparer, lists of authorizers and requesters are provided from which to select an approver and a requester.

ARPA REQUEST SUBMISSION

ACTION: PROMOTION

Requested By	Authorized By	Contact	PART B TO			
Name: []	Name: []	Name: [WebHR User,One]	Position Title: PRACTICAL NURSE	Position Number: 000000	Comp Level: X01	Pay Basis: D
Title: []	Title: []	Phone: [000-000-0000]	Pay Plan: GS	Grade: 3	Occ Code: G20	Basic Pay: [25480.0000]
Date: [10/9/2011]	Date: []	Proposed Eff Date: []	Step: 01	Total Salary: [25480.0000]	Basic Pay: [25480.0000]	Other Pay: [0]
				Local Adj: [0]	Adj Basic Pay: [25480.0000]	Other Pay: [0]

Select Requesting Official

REQUESTERS			
Name	Title	Mail	ApproverType
WebHR Requester,One	KGS Contractor	one.webhr.requester@va.gov	Requester
WebHR Requester,Two	HTM Program Analyst	two.webhr.requester@va.gov	Requester
WebHR Requester,Three	VISN 16 Workforce Dev Manager	three.webhr.requester@va.gov	Requester
WebHR Requester,Four	VISN16 Network Director	four.webhr.requester@va.gov	Requester
WebHR Requester,Five	VISN 16 Chief Medical Officer	five.webhr.requester@va.gov	Requester
WebHR Requester,Six	Chief Financial Officer	six.webhr.requester@va.gov	Requester

Select Authorizing Official

AUTHORIZERS			
Name	Title	Mail	ApproverType
WebHR Approver,One	KGS Contractor	one.webhr.approver@va.gov	Approver
WebHR Approver,Two	Chief, Human Resources	two.webhr.approver@va.gov	Approver
WebHR Approver,Three	HTM Program Analyst	three.webhr.approver@va.gov	Approver
WebHR Approver,Four	Deputy, Chief Financial Officer	four.webhr.approver@va.gov	Approver
WebHR Approver,Five	Human Resource Specialist	five.webhr.approver@va.gov	Approver
WebHR Approver,Six	VISN 16 Deputy Network Director	six.webhr.approver@va.gov	Approver
WebHR Approver,Seven	VISN 16 Workforce Dev Manager	seven.webhr.approver@va.gov	Approver
WebHR Approver,Eight	VISN16 Network Director	eight.webhr.approver@va.gov	Approver
WebHR Approver,Nine	VISN 16 Chief Medical Officer	nine.webhr.approver@va.gov	Approver

PART B

NAME: BAJCYRL UXTPB	SSN: 10/31/2006	DOB: 10/31/2006	EFFECTIVE DATE:		
PART B FROM					
PRACTICAL NURSE 000000 X01					
PP OCC SERIES GRADE STEP SALARY PAY BASIS BASIC PAY LOCAL ADJ PAY ADJ BASIC PAY OTHER PAY					
GS 620 3 01 25480.0000 D 25480.0000 0 25480.0000 0					
ORGANIZATION NAME AND LOCATION					
PATIENT CARE SERVICE					
NURSING SERVICE					
PART B EMPLOYEE DATA					
VET PREF	TEHURE	AGENCY USE	VET PREF RIF	WORK SCHEDULE	ANNUITANT
1	5	N/A	N	1 FULL-TIME	9 NOT APPLICABLE
PAY RATE	RETIREMENT	SERVICE COMP DATE		FEGLI	PART TIME HRS
6	K FERS	06/05/2011	Z5 Basic + Option B (5x) + Option A + Option C (54)	80	

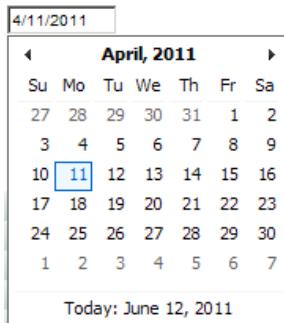
ARPA Request Submission (Promotion) page – preparer role

- For Requested By, click the right arrow icon to the left of a requesting official name. Requested By is populated

7. For Authorized By, click the right arrow icon  to the left of an authorizing official name. Authorized By is populated.

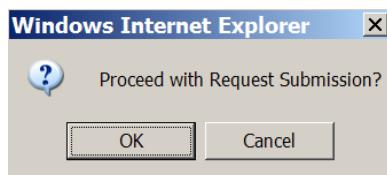
Note: If a preparer also has requester and approver roles, the Requested By and Authorized By fields auto-populate with the preparer's name. A different approver can approve the SF-52, if the selected approver is not available, but include a note indicating the change.

8. 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.
9. The **Proposed Eff 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

10. 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 14.
11. Click the **Submit Request** button.
Information pop-up displays.



Proceed with Request Submission pop-up

12. Click the **OK** button.

If the Proposed Eff 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.

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

Information pop-up displays.

14. Click the **OK** button again.

The ARPA 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.

The screenshot shows the ARPA Request Details page. At the top, there's a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, the page has a header with links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The main content area is titled "REQUESTS" and "ARPA REQUEST DETAILS". On the left, there's a "REQUEST DETAILS" section with fields for Request Number (150471), Action Type (Promotion), Contact (WebHR User One), Contact Phone (000-000-0000), Status (Pending), Proposed Eff Date (07/05/2011), Days in System (0), Affected Employee (BMGRRHKOHVIGWMU.APHNQWPOMT), Assigned to (Unassigned), and Process Unit (Classification). Below that is a "MILESTONES" section with fields for Entered System (06/27/2011), Opened in HR, and Completed/Terminated. In the center, there's a "LOG ITEM ENTRY FORM" with a text input field and a "Submit Log Entry" button. To the right, there's a "ROUTING LOG" table with columns for Process Unit, Entered, Cleared, and Duration. The first row shows Classification and 08/27/2011. Below the log is a "CHANGE STATUS" section with fields for Status Types (Select...), Status Change Reason, and a "Submit Status Change" button. At the bottom right, there's a "REQUEST LOG" table with columns for Item and Type. The table shows two rows: Request Routed to Classification (Routing Event) and Request Submitted By WebHR User One (Request Entered into System).

ARPA Request Details page

To complete the submission of an SF-52 from the ARPA Request Details page, refer to Requests on page 16.

Editing an SF-52 Request

Requests>View

You can correct or edit an SF-52 from the ARPA Request Editing page. Use the ARPA Request Editing page to add/change information in Parts A, B, D, E, and Attachments.

1. From the ARPA Requests page under Options, click the pencil icon to edit the selected request (action).
The ARPA Request Editing page displays.
2. Click the magnifying glass icon to view the ARPA Request 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 96.
4. Click the paperclip icon to view the Attachments page.
5. Click the pencil icon Part for the part/section that requires editing.

The screenshot shows the ARPA Request Editing 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 the nation & veterans." Below the banner, the page header includes "United States Department of Veterans Affairs" and "WebHR Customer Edition". The main navigation bar has links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The current page is titled "REQUESTS" and "ARPA REQUEST EDITING". Below this, there are several sections: "PART A (REQUEST INFO)" containing "CONTACT INFORMATION" (Name: SGHGOLP.JPEBH, Phone: 6143437014) and "ACTION REQUESTED BY" (Name: RADXDDJ.VBGGW, Title: HPDM Program Specialist, Date: 07/28/1999); "REQUEST TYPE" (Current Type: Detail NTE, Current Category: Existing/Existing, New Type: AUO, "Submit Request Type Change" button); and "PROPOSED EFFECTIVE DATE" (Current Value: 8/1/2011, "Submit Proposed Effective Date" button).

Requests>ARPA Request 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)	4. Proposed Effective Date
5. Action Requested By (Type/Name, Title, Signature, and Request Date)	6. Action Authorized By

SF-52 Part A-Requesting Office

1. The ARPA Request Editing page opens with Part A displayed.

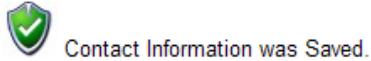
Note: After each edit, you must click one of the Submit button(s) or the changes/corrections will not be saved.

The screenshot shows the ARPA Request Editing interface. At the top, there's a banner for the United States Department of Veterans Affairs WebHR Customer Edition. Below the banner, the main navigation bar includes Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. Under Requests, it says ARPA REQUEST EDITING and lists PART A, PART B, PART D, PART E, and Attachments. The PART A (REQUEST INFO) section is active. It contains three main groups of fields: CONTACT INFORMATION (Name: SGHGOLP.JPEBH, Phone: 6143437014), ACTION REQUESTED BY (Name: RADXDDJ.VBGGW, Title: HPPM Program Specialist, Date: 07/28/1999), and ACTION AUTHORIZED BY (Name: XDVBBSY.HHCXK, Title: Human Resources Consultant, Date: 05/12/2009). To the right, there are REQUEST TYPE (Current Type: Detail NTE, Current Category: Existing/Existing, New Type: AUO) and PROPOSED EFFECTIVE DATE (Current Value: 11/17/2010) sections. Buttons for 'Submit Contact Information', 'Submit Request Type Change', and 'Submit Proposed Effective Date' are present. A confirmation message at the bottom right says 'Contact Information was Saved.'

ARPA Request 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** button.

Confirmation displays that the contact information is saved.



Confirmation pop-up: Contact Information was saved

4. In the Request Type section, modify the new 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.

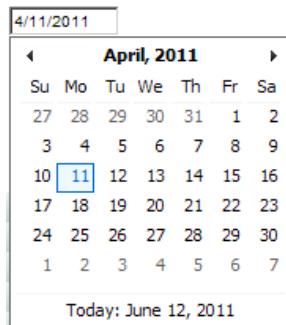


Request Type was Saved.

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.



Proposed Effective Date was Saved.

Confirmation pop-up: Proposed Effective date was saved

Part B

All sections of the Part B page can be modified. This includes information related to the position title/number, employee data, and position data.

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	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority
7. FROM: Position Title and Number		15. TO: Position Title and Number	
7-A. Pay Plan	7-B. Ser Grade	15-A. Pay Plan	15-B. Ser Grade
15-A. Basic Pay	15-B. locality Adj.	15-C. Adj. Basic Pay	15-D. Other Pay
14. Name and Location of Position's Organization	22. Name and Location of Position's Organization		
EMPLOYEE DATA			
23. Name	24. Term	25. Agency Use	26. Veterans Preference for RP
27. Name	28. Assistant Indicator	29. Pay Rate Determinant	YES NO
30. Name	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period
POSITION DATA		36. Appropriation Code	
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 TAP ID	41. GS PAY POSITION	42. REDUCED POSITION	43. VICE
45. EDUCATIONAL LEVEL	46. DEGREES ATTAINED	47. Academic Discipline	48. FUNCTIONAL CLASS
		49. CIVILIAN EMPLOYER	50. VETERAN STATUS
		1-GSA S-Omni	2-Veteran Status

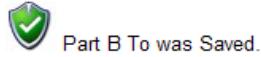
SF-52 Part B-For Preparation of SF-50 First Action/Second Action/Employee Data/Position Data

The screenshot shows the ARPA Request Editing-Part B page. At the top, there is 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 Customer Edition". The main content area has a header "REQUESTS" and "ARPA REQUEST EDITING". It includes links for "PART A", "PART B", "PART D", "PART E", and "Attachments". The "PART B" section contains several form fields:

- 15. POSITION TITLE AND NUMBER**: Fields for Position Title (ADMIN SUPPORT ASSISTANT), Position Number (07153A), Station Title (VA Medical Center Oklahoma City, OK), Competitive Level (X01), Organization Title (2), Costcenter Title (0).
- EMPLOYEE DATA**: Fields for Pay Plan (GS), Grade or Level (303), Pay Basis (5). Other fields include Work Schedule (FULL-TIME), Part-Time Hours Per Biweekly Pay Period (dropdown menu), and Submit Employee Data button.
- POSITION DATA**: Fields for Appropriation Code (8615 2760), Vice (N/A), Functional Class (dropdown menu), and Submit Position Data button.
- 16. Pay Plan**, **17. Occ. Code**, **18. Grade or Level**: Fields for GS, 303, 5 respectively.
- 19. Step or Rate**, **20. Total Salary**, **21. Pay Basis**: Fields for 2, 32359.00, 1 respectively.
- 20A. Basic Pay**, **20B. Locality Adj.**, **20C. Adj. Basic Pay**: Fields for 26345.00, 4014.00, 32359.00 respectively.
- 20D. Other Pay**: Field for 4014.00.
- Submit Part B To**: Button at the bottom of the form.

ARPA Request Editing-Part B page Position Title and Number/Employee Data/Position Data

1. Click the pencil icon  Part B to display the Part B page.
2. In the Position Title and Number section, change/correct any of the information.
3. Click the **Submit Part B To** button.
Confirmation displays that Part B To is saved.



Confirmation pop-up: Part B To was saved

4. In the Employee Data section, change/correct the work schedule and part-time hours per biweekly pay period, if necessary.
5. Click the **Submit Employee Data** button.
Confirmation displays that Employee Data is saved.



Confirmation pop-up: Employee Data was saved

6. In the Position Data section, change/correct the appropriation code and VICE, if necessary.
7. Click the **Submit Position Data** button.
Confirmation displays that Position Data is saved.



Confirmation pop-up: Position Data was saved

Part D – Remarks by Requesting Office

The requesting official can add supporting information in Part D.

SF-52 Part D-Remarks by Requesting Office

SF-52 Part D-Remarks by Requesting Office

1. Click the pencil icon Part D to display the Part D-Remarks by Requesting Office page.

ARPA Request Editing-Part D page 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.)*

2. In the Remarks by Requester section, add supporting information for the approver or HR, if necessary.
You can copy/paste from other documents.

- 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

You can add information about an employee regarding resignation/retirement in Part E.

SF-52 Part E - Employee Resignation/Retirement

PART E - Employee Resignation/Retirement			
Privacy Act Statement <small>You are requested to furnish a specific reason for your resignation or retirement and a forwarding address. This may be used in any investigation or proceeding regarding your re-employment in the Federal service and may also be used to determine your entitlement to compensation. Your name and address will be used to forward your resignation or retirement notice to the appropriate agency. Your forwarding address will be used primarily to mail you copies of any documents you receive from the Federal Government. Your name and address will also be used by the Office of Personnel Management, the Office of Personnel Security, and the Office of the Inspector General to contact you if necessary. Your name and address will also be used by the Office of Civil Rights and the Office of Equal Employment Opportunity to contact you if necessary.</small>			
<small>1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations.) <small>Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)</small></small>			
2. Effective Date	3. Your signature	4. Date Signed	4. Forwarding Address (Number, Street, City, State, ZIP Code)

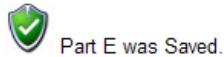
Part E - Employee Resignation/Retirement

 <i>Provide leadership and superior service in developing and administering workforce practices for those who serve America's veterans.</i> United States Department of Veterans Affairs WebHR Customer Edition	
Home Requests Reports Positions Paid Alerts Help Log Off	
REQUESTS	
ARPA REQUEST EDITING	
 Attachments	
PART E - EMPLOYEE RESIGNATION/RETIREMENT	
EMPLOYEE RESIGNATION/RETIREMENT REMARKS	
I want to start the paper work for retirement	
<input type="button" value="Submit Part E"/>	

ARPA Request Editing-Part E page Employee Resignation/Retirement

- Click the pencil icon Part E to display the Part E-Employee Resignation/Retirement page.
- In the Employee Resignation/Retirement Remarks section, add information about an employee regarding resignation/retirement, if necessary.

- Click the **Submit Part E** button.
- Confirmation displays that Part E is saved.



Confirmation pop-up: Part E was saved

- Click the 52 icon (to the right of the magnifying glass icon) to confirm changes/corrections are saved/submitted.

Attachments

With Attachments you can upload supporting documentation to include/link to the SF- 52.

A screenshot of a web-based application interface titled "ARPA REQUEST EDITING". At the top, there's a navigation bar with links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. Below the navigation is a sub-menu for "REQUESTS" with options like "PART A", "PART B", "PART C", "PART D", "PART E", and "Attachments". The main content area is titled "ATTACHMENTS". It contains two sections: "Upload Form" and "Associated Attachments".

Upload Form

Title:	Retirement addendum	Type:	Letter
Description:	Letter notifying of retirement	Attachment:	<input type="button" value="Browse..."/>
<input type="button" value="Upload Attachment"/>			

Associated Attachments

ID	Document	Type	Status	Description
149444	retirement letter	Memorandum	Active	retirement letter

ARPA Request Editing-Attachments page

- Click the document (file) icon **Attachments** to display the Attachments page.
- Add the information for pertinent documents.
- Click the **Upload Attachments** button.



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 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>Add New

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 'Gain REQUEST SUBMISSION' page. 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.' Below the banner, it says 'United States Department of Veterans Affairs WebHR Customer Edition'. The main form is divided into several sections:

- REQUEST TYPE:** Action Requested: Recruitment; Proposed Eff Date: [empty]
- ACTION REQUESTED BY:** Name: WebHR Requester, One; Title: Technical Writer; Date: 7/5/2011
- ACTION AUTHORIZED BY:** Name: WebHR Authorizer, One; Title: Technical Writer; Date: [empty]
- PART B TO:** Position Title: PROGRAM SPECIALIST; Position Number: 063920; Comp Level: X23; Pay Basis: [empty]; Pay Plan: GS; Grade: 11; Occ Code: 301; Step: [empty]; Total Salary: [empty]; Basic Pay: [empty]; Local Adj: [empty]; Adj Basic Pay: [empty]; Other Pay: [empty]
- PART B POSITION DATA:** Duty Station: VA Medical Center Oklahoma City, OK; ApprCode: 8431.2570; OrgCode: 2570; CCCode: 8431; CC Title: HUMAN RESOURCES M; (FT or PT - 20hrs); Work Schedule: FULL-TIME; Vice: Vacant
- Select Authorizing Official:** [empty input field]
- FOR ADDITIONAL INFORMATION CALL:** Name: WebHR User, One; Phone: 000-000-0000

At the bottom right of the form is a 'Submit Request' button.

Gain Request Submission (Recruitment) page

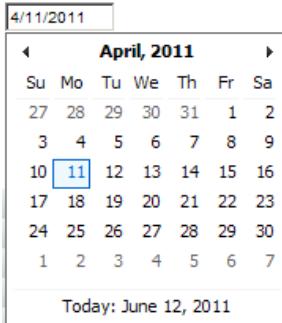
1. Verify the Action Requested.

Select a more specific action type from the **Action Requested** drop-down list, if necessary.

2. **Proposed Eff 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**.



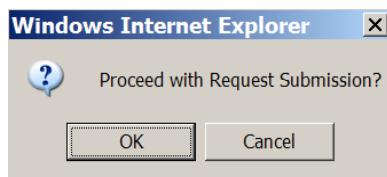
Pop-up Calendar

3. Verify the Requester.
4. Verify the Authorizer.
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 move forward.

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

The screenshot shows the United States Department of Veterans Affairs WebHR Customer Edition interface. At the top, there is 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" and "WebHR Customer Edition". The main navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. A "REQUESTS" section is selected, and a sub-section "GAIN REQUEST SUBMISSION" is active. A blue header bar indicates "SUBMISSION COMPLETE" with the message "The Request has been successfully submitted." Below this, request details are shown: Request #: 150491 and Request Type: Recruitment. There are four icons with corresponding links: a magnifying glass for View Request Details, a pencil for Edit Request, a document for View SF 52, and a green flower for Submit New Request.

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 96.
 - d. Click the green/yellow icon to submit a new request.

Printing the SF 52

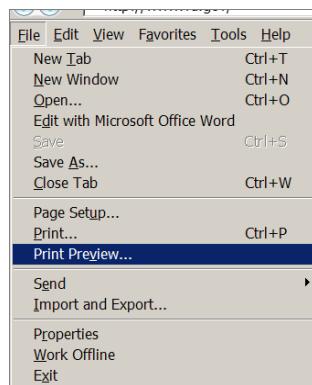
IE Browser

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



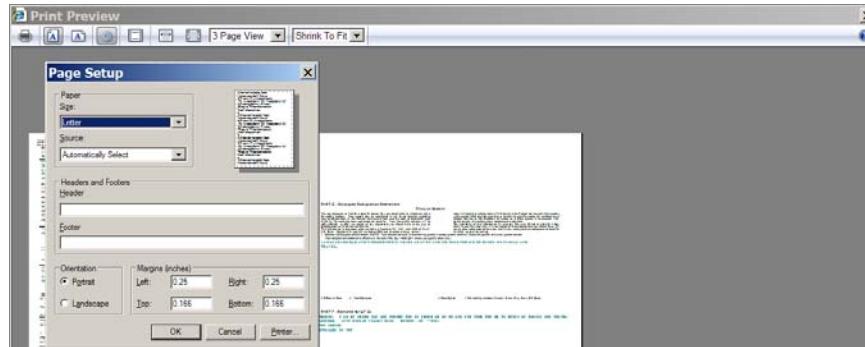
Browser File menu with Print Preview>1 Page View

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

You can attach documents to SF-52s from the Customer Edition and the HR Edition of WebHR.

Under the ARPA Request-Details heading, a paperclip icon  displays indicating that document(s) are attached to an SF-52.



No attachments to the SF-52



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 ARPA Request Details page, click the paperclip icon  to view the uploaded/attached documents.
The Attachments page displays.
or
2. On the ARPA 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 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 and veterans". Below the banner, the navigation bar includes links for Home, Requests, Reports, Positions, Paid, Alerts, Help, and Log Off. The main content area has sections for REQUESTS, ARPA REQUEST EDITING, and ATTACHMENTS.

REQUESTS

ARPA REQUEST EDITING

ATTACHMENTS

Upload Form

Title:	<input type="text"/>	Type:	Memorandum
Description:	<input type="text"/> Attachment: <input type="button" value="Browse..."/>		
<input type="button" value="Upload Attachment"/>			

Associated Attachments

	ID	Document	Type	Status	Description
	149444	retirement letter	Memorandum	Active	retirement letter

ARPA Request Editing page

- On the Attachments page, the columns can be sorted. For more information, refer to page 92.
- 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

The system has detected an error of type: System Error

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

We apologize for this inconvenience

Error Management-User Assistance message

Error Management Message

The system has detected an error.

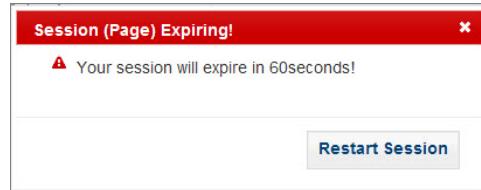
This error has been logged, and a message sent to the administrator of this web application.

We apologize for this inconvenience.

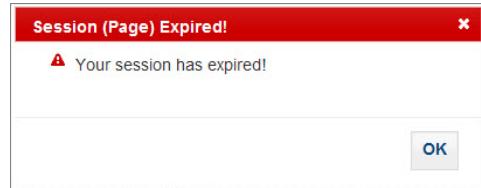
Session Expiring

Warning Message: session expiring/expired

WebHR has default time set for how long the application remains open without activity. When the default time is reached, the Expiring/Expired notifications display.



**Example of the Expiring notification
Your session will expire in 60 seconds!**



**Example of the Expired notification
Your session has expired**

Glossary

Term	Definition
508 Compliance	A Public Law that agencies must provide employees and members of the public who have disabilities (e.g. vision impairment) access to electronic and information technology that is comparable to the access available to employees and members of the public who are not individuals with disabilities.
Action Type	Action type is the name of the action a preparer selects to identify the action HR is to process, e.g., Promotion, Recruit, Transfer, etc. These actions are sorted as categories in the background, in order to auto-populate the SF-52.
AdjBasicPay	Adjusted Basic Pay
Agent Type Assignment	<p>Agent type assignment is the level of access granted to an authorized user of WebHR.</p> <p>Agent type assignments are done in the background system by the HTM HRIS staff as the first step in permitting users to access the application.</p> <p>Agent type assignment works in conjunction with Role assignment within the application.</p> <p>The agent types for the Customer Edition are: Delegate, Manager Assistant, Manager and for the HR Edition are: Staff_HR and HRO. Each of these types dictates what edition of the application a user can access, as well as what a user can do within the application when the agent type is paired with a role assignment.</p>
Annuitant	Annuitant is a federal retiree
AnnuitantCode	Annuitant code indicates a re-employed annuitant who is presently receiving retirement benefits.
Appointment	Appointment is the method by which employees are placed in their positions.
Appropriation Code	Appropriation code is a combination of a 4-digit organizational code and a 4-digit cost center code, which identifies a specific reference for costing and tracking programs.
Approver/Manager	Approver (Role) is a service chief (manager) or someone who has authority to sign/approve the SF-52. This person can be higher in the chain of command from the preparer's service line.
Approving Official	Approving Official is an individual with authority to initiate and/or sign off on SF-52s. This individual also has access to reports that are identified as manager specific. There should be at least two approving officials per service/section.
ARPA	Automated Request for Personnel Action
BasicPay	On the SF-52, basic pay is the amount in the general pay tables for the grades or established for T38 positions.

Term	Definition
Bus Code	<p>BusCode is the Bargaining Unit Status (BUS) code of the employee's position with regard to federal employee bargaining unit representation.</p> <p>BUS code 8888 is for employees who are ineligible for bargaining unit representation, e.g., supervisors, managers, human resources specialist, etc.</p> <p>BUS code 8888 is not appropriate for employees in pay plans 1, 2, 4, 5, 6 or G.</p> <p>BUS code 7777 is for employees who are not excluded by law, but are excluded due to negotiations.</p> <p>Covered employees have codes specific to the location and the selected unions.</p> <p>For appropriate four-digit BUS codes, refer to the table in MP-6, Part V Chapter 6, Supp. No. 1.5, July 11, 2008 HRIS Bulletin 08-16.</p> <p>Consolidated in the BUS codes table: is used for any bargaining unit employee who is represented by AFGE, NFFE, NAGE, ANA or SEIU; use the appropriate consolidated BUS code P= Professional or NP= Non Professional.</p>
Category	<p>Category is a grouping of similar types of actions.</p> <p>Gains pick all recruitments, appointments, transfers, etc., any action that causes the organization to gain staff.</p> <p>Losses pull all separations, terminations, resignations, retirements, etc., any action that causes the organization to lose staff.</p> <p>Employee pulls any actions created with an employee's name.</p>
CC Code	Cost Center Code
Centurion	Centurion is the system used to initialize authorization for user access; it is a behind-the-scenes application used in the Healthcare Talent Management (HTM) office. The HTM office manages Centurion and the WebHR HRIS Team makes changes to it.
Class 1 (C1)	<p>Class 1 software includes applications and Commercial Off the Shelf (COTS) product interfaces installed on or interacting with VA computing environments. Class 1 products are created by or evaluated and certified by Product Development (PD) to comply with VA established criteria.</p> <p>Class 1 products are distributed for use at the enterprise level and PD is responsible for providing or arranging for the provision of customer support (Tier II) and maintenance (Tier III) support.</p>
Class 3 (C3)	Class 3 software is also referred to as Field Developed Software (FDS). Class 3 products may originate from any unrelated PD source, including field developers, non-IT VA staff (e.g., physicians), vendors, open source, research, or educational organizations. Class 3 products generally have a limited and non-standardized distribution across VA systems and are not automatically covered by Office of Information and Technology (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

POSITIONS													
Show All	Position Title	Series	ApprCode										
	Position Title	PayPlan	OccSeries	Grade	Complvl	SupvCode	BusCode	FLSA	Network	StationID	ApprCode	PosNo	

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.

Additional Pages of Records

Moving to Another Page of Records

Q	ASST HUMAN RESOURCES OFCR	GS	201	I3	S02	6	8000	E	16	635	04312570	069910	1 2 3 4 5 6 7 8 9 10 ...
---	---------------------------	----	-----	----	-----	---	------	---	----	-----	----------	--------	--------------------------

WebHR>Positions>View

In many WebHR pages, a 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

Status Types in WebHR

Status Type	Description
Approved	<p>The customer uses <i>approved</i> to complete an action and to indicate the action is ready for HR.</p> <p>Note: HR specialists should not work on any action in a <i>pending</i> status.</p>
Completed	<p>The specialist uses <i>completed</i> to indicate the action is completed and coded into PAID.</p> <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 75.
Pending	<p>The specialist uses <i>pending</i> to return an action to the manager.</p> <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	<p>The specialist uses <i>suspended</i> when HR is prevented from taking action.</p> <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.
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>.

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			
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								
8. Pay Plan		9. GS Grade		10. Grade in Serial		11. Pay Rate		12. Pay Rate		13. Total Salary/Incent.			
14. City, State, Zip		15. GS Grade		16. Grade in Serial		17. Pay Rate		18. Pay Rate		19. Total Salary/Incent.			
14. Name and Location of Position's Organization		22. Name and Location of Position's Organization					20. City, State, Zip		21. City, State, Zip		23. City, State, Zip		
EMPLOYEE DATA													
23. Social Security No.		1-Dates		3-10-Prior Disability 4-10-Prior Compensation		5-10-Base Date 6-10-Base Compensation 10%		24. Tenure		25. Agency Use		26. Veterans Preference for KP YES NO	
24. Grade		2-Dates		3-Dates		4-Dates		5-Dates		6-Dates		27. Pay Rate Determinant	
25. Grade		3-Dates		4-Dates		5-Dates		6-Dates		7-Dates		28. Work Schedule	
26. Grade		3-Dates		4-Dates		5-Dates		6-Dates		7-Dates		29. Part-Time Hours Per Per-Period	
POSITION DATA												37. Bargaining Unit Status	
34. Position Occupied		35. FLSA Category:		36. Appropriation Code		37. Bargaining Unit Status							
1. Competitive Service 2. Enclosed Service		1-100 General 101-105 Clerical Work		3-100 General 4-100 Clerical Work		38. Duty Station Code		39. Duty Station (City - County - State or Overseas Location)					
40. AGENT DATA (APPLICABLE)		41. DUTY POSITION		42. REASONED POSITION		43. VICE		44. QUALIFICATION STANDARDS USED					
41. Position		42. Position		43. Reasoned Position		44. Vice		45. Qualification Standards Used					
42. EDUCATIONAL LEVEL		43. ENCL. ATTACHED		44. Academic Discipline		45. FUNCTIONAL CLASS		46. OFFICER/ENLISTED		47. VETERAN STATUS			
43. Educational Level		44. Enclosed Attached		45. Academic Discipline		46. Functional Class		47. Officer/Enlisted		48. Veteran Status			
PART C - Reviews and Approvals (Not to be used by requesting office)													
1. Office Function		Initiate Signature		Date		Office Function		Initiate Signature		Date			
A. Position Authorized						D. English Language							
B. Classification						E. Drug Testing		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			
										Approval Date 07/21/2010			
CONTINUED ON REVERSE										OVER			
PART D - Remarks by Requesting Office													
(Note to Supervisor: Do you have additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state those facts on a separate sheet and attach to SF 52.)										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/or indicating if you are leaving to accept employment in another Federal agency or non-Federal organization. Your responses to any questions concerning the reasons for resigning or retiring from the Federal service may be used to determine your qualifications for employment in other Federal agencies or non-Federal organizations. Your responses will also be used primarily to mail you copies of any documents you would be entitled to receive under the Freedom of Information Act. The furnishing of this information is voluntary; however, failure to provide it may affect your right to receive unemployment compensation benefits under Title 42, U.S. Code, Sections 301 and 3301; allowances OPM and agencies to which you may be assigned; and other benefits to which you may be entitled.</p> <p>1. Reasons for Resignation/Retirement (NOTE: Your reasons are used to determine 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. Year 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) NQBMIVK-FYSTD EXT. 000-000-0000 4. Approved by (Type Name, Title, Signature, and Request Date) KALIBATO, LATONYA Assistant Chief, MAS 02/09/2011 Assistant Chief, MAS 04/08/1991									
2. Request Number ARPA-132968 4. Proposed Effective Date 07/11/2011									
5. Action Authorized By Electronically Approved By: RLFNITIPLUG Assistant Chief, MAS 04/08/1991									
6. Action Authorized By Assistant Chief, MAS 04/08/1991									
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									
2. SSI# 000-00-0000									
3. Date of Birth 02/09/2011									
4. Effective Dates 07/18/2010									
5-A. Code 727									
5-B. Nature of Action REASSIGNMENT									
5-C. Code N2M									
5-D. Legal Authority REG. 335.102									
5-E. Code 5-F. Legal Authority									
7. FROM: Position Title and Number PROGRAM SUPPORT ASSISTANT 058140 X14									
8. To: Position Title and Number 09 303 07									
9. Pay Grade GS-5									
10. Grade-in-Sert 5									
11. Pay Rate \$453.00									
12. Pay Rate Reg \$453.00									
13. Total Salary Incent 43964.00									
14. Total Salary Reg 0.00									
15. Name and Location of Position's Organization VA Medical Center Oklahoma City, OK MEDICAL ADMINISTRATION SERVICE PATIENT ACCOUNTS									
EMPLOYEE DATA									
23. Workforce Preferences Name: <input type="checkbox"/> 1-None <input type="checkbox"/> 2-2 Post <input type="checkbox"/> 3-10-Post Disability <input type="checkbox"/> 4-10-Post Compensable <input type="checkbox"/> 5-10-Post Death 24. Tenure Career <input type="checkbox"/> 0-Years <input type="checkbox"/> 1-Permanent <input type="checkbox"/> 2-Conditional 25. Annuitant Indicator <input type="checkbox"/> P NOT APPLICABLE									
26. Agency Use YES No NO									
27. Pay Rate Determinant 0									
28. Part-Time Hours Per Week 000									
29. Bargaining Unit Status 119									
30. Retirement Plan K									
31. Service Comp. Date (Leave) 11/18/2011									
32. Work Schedule FT FULL-TIME									
33. PLSA Category N									
34. Appropriation Code 64872500									
35. Duty Station (City + County + State or Overseas Location) VA Medical Center Oklahoma City, OK									
36. Qualification Standards Used 44. QUALIFICATION STANDARDS USED									
37. Supervisor's Signature Initials: Signature Date:									
38. Educational Level 45. EDUCATIONAL LEVEL									
39. Work Experience Attained 46. WORK EXPERIENCE ATTAINED									
40. Agency Data (A-POL) 41. DEPT POSITION									
42. AUTHORITY POSITION 43. V-IC									
44. Qualification Standards Used 45. V-IC									
46. Citizenship 47. U.S. Citizen									
48. Supervisory Status 49. SUPERVISORY STATUS									
PART C - Reviews and Approvals (Not to be used by requesting office)									
1. Office Function A. Position Authorized									
Initials: Signature Date B. Classification									
Initials: Signature Date C. Placement									
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: One WebHR Approver									
3. CONTINUED ON REVERSE OVER									
PART D - Remarks by Requesting Office <small>(Note to Supervisor: 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.)</small>									
YES <input type="checkbox"/> NO <input type="checkbox"/>									
PART E - Employee Resignation/Retirement <small>Privacy Act Statement</small>									
<small>You are requested to furnish a specific reason for your resignation or retirement and a forwarding address for which you may be considered in any future placement. Your resignation or retirement will be treated as a compensable absence if (1) the forwarding address will be used primarily for mail; (2) compensation is paid to you while you are away from your regular place of employment; and (3) you are unemployed during the period of absence under authority of section 5301 and 5306 of the FLSA. Compensation will be paid at the rate you would have had, had you continued to work compensation for 50% and 1/2 pay on odd compensated hours to which you may be entitled.</small>									
<small>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.</small>									
2. Effective Date 3. Your Signature 4. Date Signed 5. Forwarding Address (Number, Street, City, State, ZIP Code)									
PART F - Remarks for SF-50									
Q. APPOINTMENT AFFIDAVIT EXECUTED ON 7-19-2010. #1. FROZEN SERVICE NONE #2. CREDITABLE MILITARY NONE #3. PREVIOUS RETIREMENT PREVIOUSLY COVERED 99. EMPLOYEE TRANSFERRED FROM THE VA IN TOPEKA KANSAS									

Sample of a completed SF-52