EHRP Hire Process Checklist

STEP	PROCESS	PROCEDURE
1	**Hire PAR**	Home > Administer Workforce > Administer Workforce (USF) > Use > Hire **Reference:** EHRP HR Manual Chapter 5.
2	**Address PAR**	Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
3	**Leave Plans**	Home > Compensate Employees > Administer Base Benefits > Use > Leave Plans **Reference:** EHRP HR Manual Chapter 5.
4	**TSP Set Up**	Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans ▪ Enter Coverage Begin Date (same as Hire Date) ▪ Enter TSP Status Date (same as Hire Date) ▪ Select the appropriate TSP Status Code ▪ Select 'Waive' for Participation Election Save.
5	**Enroll in Retirement Plan**	Home > Compensate Employees > Administer Base Benefits > Use > Retirement Plans
6	**FEGLI Set Up**	Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
7	**Dependent/ Beneficiary Data**	Use this procedure if the employee has dependents and/or beneficiaries Home > Compensate Employees > Administer Base Benefits > Use > Dependent/Beneficiary **Reference:** EHRP HR Manual Chapter Chapter 15.
8	**Process Health Benefits PAR**	Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing **Reference:** EHRP HR Manual Chapter 15.
9	**Enter Health Benefits**	Home > Compensate Employees > Administer Base Benefits > Use > Health Benefits **Reference:** EHRP HR Manual Chapter 15.
10	**Enter TSP Deduction**	Home > Compensate Employees > Administer Base Benefits > Use > Savings Plans **Reference:** EHRP HR Manual page Chapter 15.
11	**Process Net Deposit PAR**	Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing **Reference:** EHRP HR Manual Chapter 16.

EHRP Hire Process Checklist

12	**Enter Net Deposit**	Home > Administer Workforce > Maintain Payroll Data (USF) > Use > Direct Deposit **Reference:** EHRP HR Manual Chapter 16.
13	**Process Tax PAR**	Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing Enter one PAR for each taxing jurisdiction (for example, federal, state, county, city, etc.) **Reference:** EHRP HR Manual Chapter 16.
14	**Enter Tax Data**	Home > Compensate Employees > Maintain Payroll Data (USF) > Use > Employee Tax Data **Important!** Enter tax data for all taxing jurisdictions before saving. **Reference:** EHRP HR Manual Chapter 16.
15	**Process General Deduction PAR**	Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing **Reference:** EHRP HR Manual Chapter 16.
16	**Enter General Deductions**	Home > Compensate Employees > Maintain Payroll Data (USF) > Use > General Deduction Data Enter General Deduction Data for each deduction. **Reference:** EHRP HR Manual Chapter 16.
17	**Enter Savings Bond Data**	Home > Compensate Employees > Maintain Payroll Data (USF) > Use > U.S. Savings Bond Spec **Reference:** EHRP HR Manual Chapter 16.