



Introduction

Section 1

Introduction EHRP is a web-based personnel management system that encompasses the following functional areas: Position Management, Personnel Action Request (PAR) Processing, Base Benefits and Pay Actions. It is driven by PeopleSoft 8.0; a software system that incorporates the most advanced features of Federal HR administration, i.e., the electronic OPF and automated workflow. EHRP will assist in the management of human resources and payroll functions through an integrated, internet-accessible tool, available at every end-user's desktop.

Web-based Functionality EHRP is a fully web-based application that operates in an Internet environment – a systems architecture widely used across the public and private sectors. The system's Graphical User Interface (GUI) is a standard web-browser. The way in which you navigate through your favorite web site is similar to the way you navigate through EHRP.

Manuals During your EHRP end-user training, you will learn that EHRP is a procedural system, yet it is very flexible. Once training is over, you will keep your manual as a reference when using EHRP. It is imperative that you follow the procedures detailed in the training manuals very carefully in order to be successful in EHRP. A lot of the pages contain fields that will not and should not be used, as well as fields that are optional. Until you become familiar with these procedures you should continue to follow the training manuals closely. Once you have committed the procedures to memory, the flexibility in completing the procedures will become apparent.

