

Conversions
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Introduction

A conversion changes an employee to another appointment under either the same or a different authority, in the same agency without a break in service. For example, in EHRP, when an employee is to be converted from a GS (General Excepted Appointed Service) to an SES (Senior Executive Service) position, the user must enter the applicable personnel action (NOA 542-0). The data in the HR Processing page group must also be updated to reflect the change in the employee's position.

Conversion to SES Career Appointment

A conversion changes an employee to another appointment under either the same or a different authority, in the same agency without a break in service. For example, in EHRP, when an employee is to be converted from a GS (General Excepted Appointed Service) to an SES (Senior Executive Service) position, the user must enter the applicable personnel action (NOA 542-0). The data in the HR Processing page group must also be updated to reflect the change in the employee's position.

Conversion to SES Career Appointment

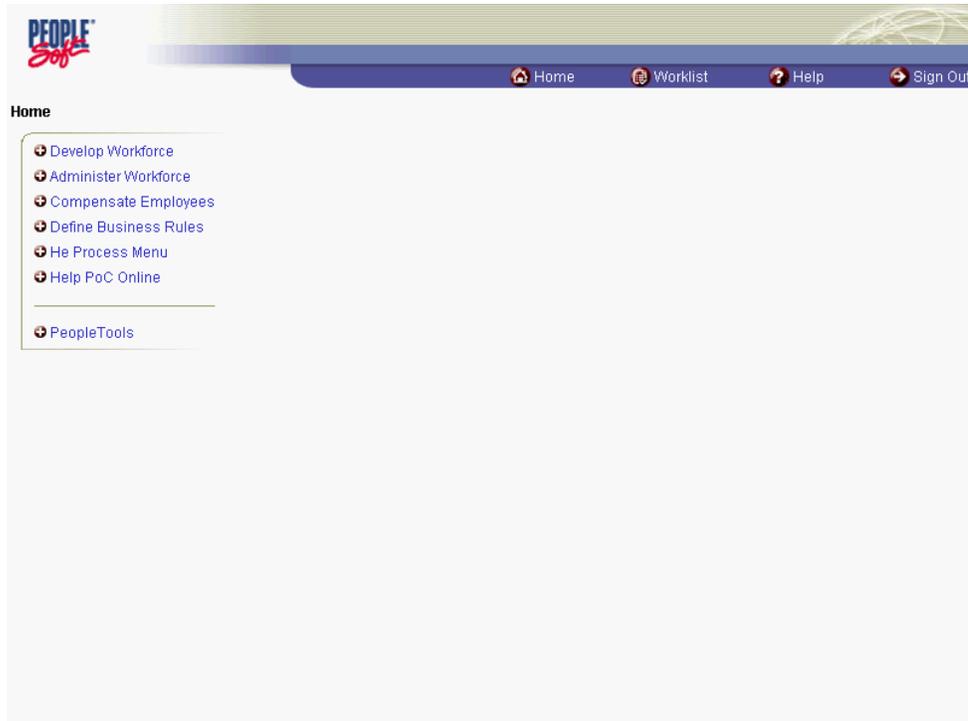
Introduction

In EHRP, when an employee is to be converted from a GS (General Excepted Appointed Service) to an SES (Senior Executive Service) position, the user must enter the applicable personnel action (NOA 542-0). The data in the HR Processing page group must also be updated to reflect the change in the employee's position.

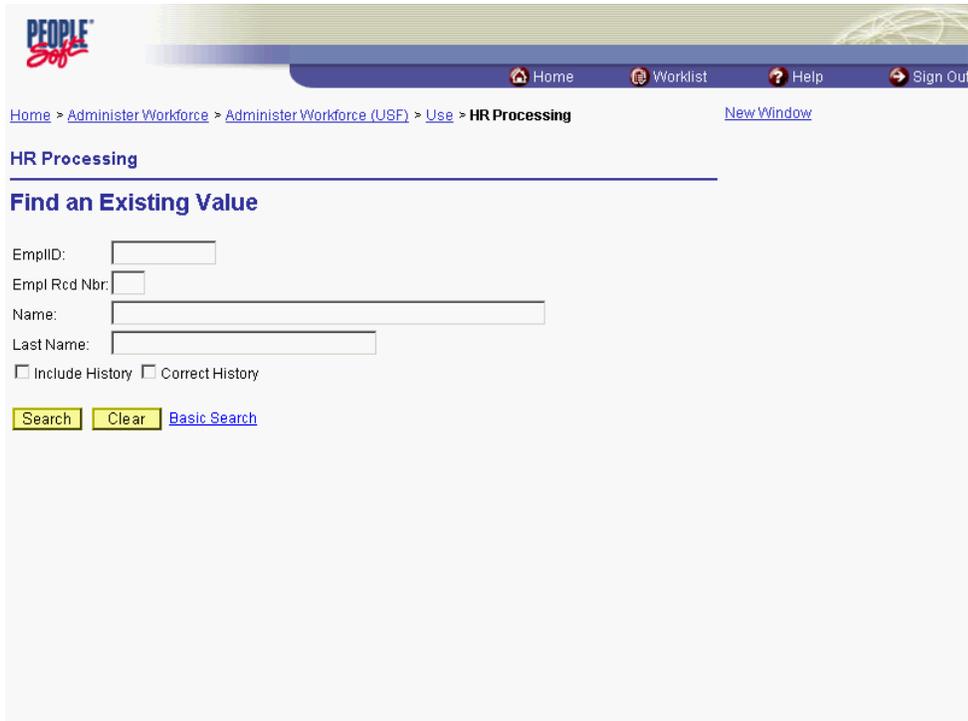
Procedure

The following steps detail the procedure for converting an employee to a SES appointment.

Step	Action
1.	Before beginning to process a Conversion, be sure to make note of the position number to which the employee will be assigned. NOTE: Be sure all special pays are stopped on the prior appointment before proceeding.



Step	Action
2.	Click the Administer Workforce link. Administer Workforce
3.	Click the Administer Workforce (USF) link. Administer Workforce (USF)
4.	Click the Use link. Use
5.	Click the HR Processing link. HR Processing



Step	Action
6.	Enter the appropriate variable in the field. (i.e. Last Name) Click in the Last Name field. <input type="text"/>
7.	Enter the desired information into the Last Name field. Enter " WINTER ".
8.	Click the Search button. <input type="button" value="Search"/>
9.	Select the appropriate employee. Click WINTER, BETTY <input type="text" value="0012 0 WINTER,BETTY WINTER"/>

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Home Worklist Help Sign Out

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmpID: 0012 Empl Rcd#: 0

Data Control View All < 1 of 2 >

Actual Effective Date: 12/08/2003 Proposed Effective Date: 12/08/2003

Transaction # / Sequence: 2 / 1 Not To Exceed Date:

*Action: DTA Data Change PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: CWS Change in Work Schedule Contact Empl:

NOA Code: 999 Home Address Change NOA Ext: 5

Authority (1): Authority (2):

PAR Request#: Print SF-52 PAR Remarks Award Data Tracking Data Severance Pay

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
10.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
11.	Triple-click the Actual Effective Date object.
12.	Enter the effective date of the conversion in the Actual Effective Date field. Enter the desired information into the Actual Effective Date field. Enter " 12/15/2003 ".
13.	Click in the *Action field. 
14.	In the Action field, enter "PRO" (Promotion). Enter the desired information into the *Action field. Enter " PRO ".
15.	Click in the *Reason Code field. 
16.	Enter the desired information into the *Reason Code field. Enter " PRO ".
17.	Click in the NOA Code field. 
18.	Enter the NOA Code of "542" (Conversion to Senior Exec Service Career). Enter the desired information into the NOA Code field. Enter " 542 ".
19.	Click in the NOA Ext field. 

Step	Action
20.	Enter the desired information into the NOA Ext field. Enter "0".
21.	Click in the Authority (1) field. <input type="text"/>
22.	Enter the desired information into the Authority (1) field. Enter "NRM".
23.	If applicable, enter the Authority (2) . Click in the PAR Request# field. <input type="text"/>
24.	Enter the desired information into the PAR Request# field. Enter "0000052608".
25.	Click the PAR Remarks link. PAR Remarks



Step	Action
26.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Enter the desired information into the Remark CD field. Enter "A15".

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmpID: 0012 Empl Rcd#: 0

Data Control View All < 1 of 3 >

Actual Effective Date: 12/15/2003 Proposed Effective Date: 12/15/2003

Transaction # / Sequence: 1 / 1 Not To Exceed Date:

*Action: PRO Promotion PAR Status: PRO PROCESSED BY HUMAN RESOURCES

*Reason Code: PRO Promotion Contact Empl:

NOA Code: 542 Conv to SES Career Appt NOA Ext: 0

Authority (1): NRM Reg 317.304. Conv to SES from career/career-cond.

Authority (2):

PAR Request#: 0000052608 Print SF-52 P.A.R. Remarks Award Data Tracking Data Retroactive TSP Transfer In Data? Print SF-50

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Step	Action
27.	Click the Job tab.

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmplID: 0012 Empl Rcd#: 0

Job Data View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Promotion NOA Code: 542 Empl Status: Active
 Position: 00006588 ES-0201-00 Director, Human Resources Posn Mgmt Rcd
 *Job Code: 99H093 Position Override
 *Agency: HE Department of HHS Transferred From Agency:
 Sub-Agency: 11 Program Support Center Transferred To Agency:
 *Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)
 *Department: PEAFF2 Administrative Operations Serv [FEGLI/Retirement/FICA](#)
 *Location: 364170061 New York - New York [Departmental Hierarchy](#)
 Tax Location: NA Not Applicable [Detail](#)

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Step	Action
28.	Double-click in the Position field. 

 NOTE: The following fields on this page will populate based upon the Position that has been entered:

- **Job Code** (formerly the "PD#")
- **Agency**
- **Sub-Agency**
- **Business Unit**
- **Department** (formerly the "Admin Code")
- **Location** (formerly the "GeoLoc Code")
- **Tax Location**

Step	Action
29.	In the Position field, enter the SES position number to which the employee is being converted. Enter the desired information into the Position field. Enter " 00000086 ".

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmplID: 0012 Empl Rcd#: 0

Job Data View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Promotion NOA Code: 542 Empl Status: Active

Position: 00000086 GS- 0343- 13 MGMT ANALYST Posn Mgmt Rcd

*Job Code: 940838 GS- 0343- 13 MGMT ANALYST Position Override

*Agency: HE Department of HHS Transferred From Agency:

Sub-Agency: 11 Program Support Center Transferred To Agency:

*Business Unit: PSC00 Program Support Center [Benefits/FEHB Data](#)

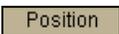
*Department: PBU [FEGLI/Retirement/FICA](#)

*Location: 241360031 Rockville [Departmental Hierarchy](#)

Tax Location: NA Not Applicable [Detail](#)

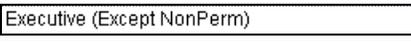
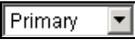
Save Return to Search Previous tab Next tab Update/Display Include History Correct History

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Step	Action
30.	Click the Position tab. 
31.	If applicable, click the SF-113G Ceiling checkbox.

 NOTE: The following fields will populate based on the position selected:

- **LEO Position**
- **Regular Shift**
- **POI**
- **Pay Group**
- **Work Period**
- **Holiday Schedule**
- **Reg/Temp**
- **Posn Occupied**
- **Work Schedule**
- **FLSA Status**
- **Supervisor Level**
- **Medical Officer**
- **Standard Hours** (Also known as Base Hours. Be sure this value is per week)

Step	Action
32.	Click the Employee Classification list. 
33.	Select the Employee Classification from the dropdown menu. NOTE: This field is only used for Indian Preference. Click the blank field 
34.	Click the Type Appt list. 
35.	Select the Type Appt from the dropdown menu. Click Executive (Except NonPerm) 
36.	Click the *Job Indicator list. 
37.	Select the Job Indicator from the dropdown menu. NOTE: The default is Primary . Click Primary 

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER,BETTY EmplID: 0012 Empl Rcd#: 0

Position Data [View All](#) First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Promotion NOA Code: 542 Empl Status: Active

LEO Position: Not Applicable SF-113G Ceiling *Regular Shift: Not Applicable

POI: 4183 PSC Shift Rate/Factor:

*Pay Group:

Pay Frequency: Work Period: W Holiday Schedule: FEDHOL Federal Holiday Schedule

Earnings Program:

*Employee Type: E Excep Hrly Type Appt: Executive (Except NonPerm)

Employee Classification: Posn Occupied: SES General

*Reg/Temp: Regular Work Schedule: Full Time *Job Indicator: Primary

Supervisor Level: Supervisor or Manager *FLSA Status: Exempt Adds to FTE Actual Count

Medical Officer: Not Applicable *Standard Hours: 40.00 FTE:

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

Step	Action
38.	Click the Compensation tab.

Step	Action
39.	Click the Pay Rate Determinant list. 

 NOTE: The following fields default based upon the position selected:

- **Pay Basis**
- **Pay Plan**
- **Table**
- **Grade**

Step	Action
40.	Select the Pay Rate Determinant from the dropdown menu. Click Regular Rate 
41.	Double-click in the Step field. 
42.	NOTE: For those employees that do not have a step, "0" should be entered in the Step field. Enter the desired information into the Step field. Enter " 0 ".

 NOTE: The page can not be saved until the Step is entered. After the Step is entered, the following fields will populate:

- **Step Entry Date**
- **Base Pay**
- **Loc/LEO Adjust**
- **Total Pay**
- **FEGLI Base**

Step	Action
43.	If the employee is an annuitant, enter the Annuity Offset Amount as a per hour value.

 The annuity offset amount must be entered as a PER HOUR value not an annual amount. This value must entered correctly in order to avoid significant payroll issues.

Step	Action
44.	Use the Add a new row button to enter additional earnings codes.
45.	Click the Expected Pay link. Expected Pay
46.	View the read-only information. NOTE: DO NOT use the data on this page for pay verifications. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar. 

Expected Pay

Geog Location Code: 241360031 Maryland
 Locality Pay Area: 80 WASHINGTON-BALTIMORE
 LEO Special Pay Area: 8 WASHINGTON-BALTIMORE
 Locality Percentage: 12.74
 Change Percent: 263.511

	Base Pay	With Locality/LEO Adjustment
Hourly:	64.110000	68.280000
Daily:	512.88	546.24
Biweekly:	5,128.80	5,462.40
Monthly:	11,112.400	11,835.200
Annual:	133,348.800	142,022.400
Total Other/Premium Pay:		0.00
Total PSP:		0.00
Total Pay:		142,022.40

Expected Results have been reduced

Step	Action
47.	Click the Ok button. <input type="button" value="OK"/>

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WINTER, BETTY EmplID: 0012 Empl Rcd#: 0

Compensation Data [View All](#) First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Promotion NOA Code: 542 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: ES 0000 04 Step: 0 Step Entry Date:

Rtnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay: 133,800.000000 Compensation Frequency: Annual

Loc.LEO Adjust: 8,700.00 Annuity Offset Amount:

Adjusted Base Pay: 41,497.00 Benefit Base Override FEGLI Base: 142,500.000

Total Pay: 142,500.00

[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#) [Hourly Rates](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

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Step	Action
48.	Click the Accounting Info link. Accounting Info

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Accounting Information

Job Earnings Distribution: By Hours By Percent None

Compensation Rate: 41,350.400000 Standard Hours: 40.00

GL Pay Type: Account Code: 11010055

View All First 1 of 1 Last

Business Unit Department Job Code Position Shift Earn Code

GL Pay Type Account Code Standard Hours Percent of Distribution

OK Cancel

Step	Action
49.	Double-click in the Account Code field.
50.	Enter the CAN in the Account Code field. The Common Account Number (CAN) is a required field and must be entered to process the appointment. Enter the desired information into the Account Code field. Enter " 1921T101 ".
51.	Click the Ok button.

WINTER, BETTY EmplID: 0012 Empl Rcd#: 0

Compensation Data View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES

Act Type: Promotion NOA Code: 542 Empl Status: Active

Pay Rate Determinant: Regular Rate Pay Basis: Per Annum

Pay Plan / Table/Grade: ES 0000 04 Step: 0 Step Entry Date:

Rtnnd PP/Table/Grade: Step: 0 Grade Entry Date: 12/15/2003

Base Pay: 133,800.000000 Compensation Frequency: Annual

Loc.LEO Adjust: 8,700.00 Annuity Offset Amount:

Adjusted Base Pay: 41,497.00 Benefit Base Override FEGLI Base: 142,500.0000

Total Pay: 142,500.00

[Other Pay Information](#) [Expected Pay](#) [Accounting Info](#) [Hourly Rates](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

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Step	Action
52.	Click the Employment 1 tab.

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmpID: 0012 Empl Rcd#: 0

Employment Data 1 View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Promotion NOA Code: 542 Empl Status: Active

EOD Dt: 10/11/2001 Hire NTE Dt: Mand Retire Dt: Exp Dates [Filling Position Data](#)
Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: Retire:
RIF: TSP:
LEO: Sev Pay:

Service Conversion Dates

Conv Begin Date:
Career Conv Date: 10/11/2004
Career-Cond Conv Date:

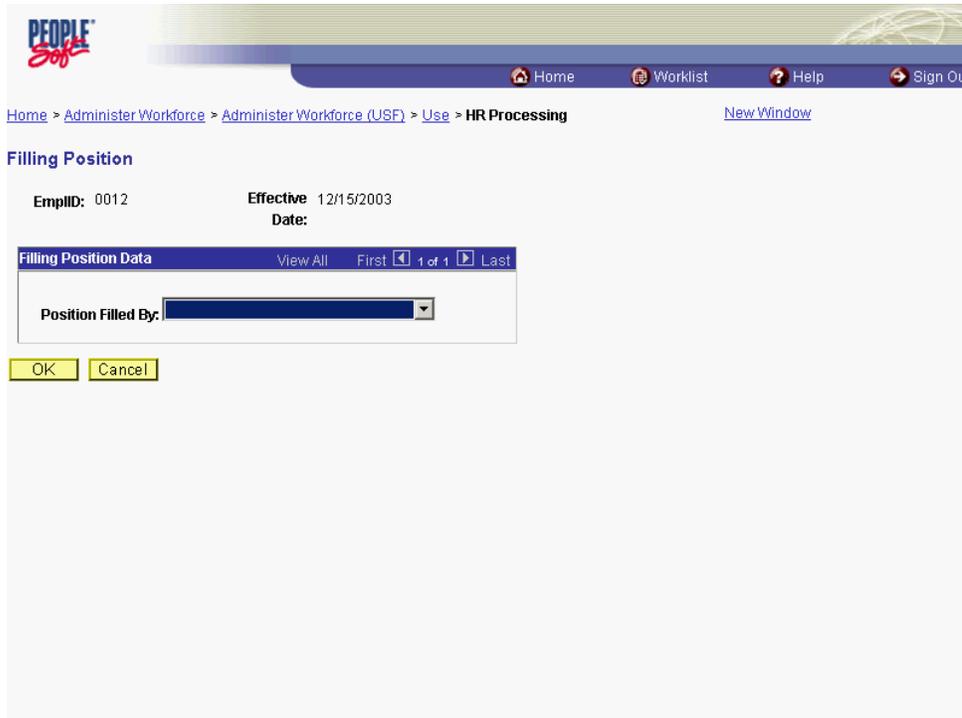
Within-Grade Increase Data

WGI Status: Non-Pay Hours: 0.00 Last Increase Dt:
WGI Due Date: WGI: Intermittent Days Worked: 0
LEI Date:

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

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Step	Action
53.	Click the Filling Position Data link. Filling Position Data



Step	Action
54.	Click the Position Filled By list. 
55.	From the dropdown menu, select the correct method by which the position has been filled. Click Career Ladder Promotion 
56.	Click the Ok button. 

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmpID: 0012 Empl Rcd#: 0

Employment Data 1 [View All](#) First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
Act Type: Promotion NOA Code: 542 Empl Status: Active

EOD Dt: 10/11/2001 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)
Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: 10/11/2001 Retire: 10/11/2001
RIF: 10/11/2001 TSP: 10/11/2001
LEO: Sev Pay: 10/11/2001

Service Conversion Dates

Conv Begin Date:
Career Conv Date: 10/11/2004
Career-Cond Conv Date:

Within-Grade Increase Data

WGI Status: Waiting Non-Pay Hours: 0.00 Last Increase Dt:
WGI Due Date: 10/20/2002 WGI: Intermittent Days Worked: 0
LEI Date:

[Save](#) [Return to Search](#) [Previous tab](#) [Next tab](#) [Update/Display](#) [Include History](#) [Correct History](#)

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Step	Action
57.	Click the Appt Data link. Appt Data
58.	If applicable, from the dropdown menu, select the Special Employment Program . NOTE: This is where the Special Program ID would be entered. NOTE: Welfare to Work should not be captured here.

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Appointment Info

Nature of Action Code: 101

Current Appointment Auth #1: BWA OPM Delegation Agr No.
, Cert No

Current Appointment Auth #2:

Benefit Record Number: Severance Pay Previous Weeks:

Appointment Limits

Amount: Hours: Days:

Special Employment Program:

Welfare to Work:

Step	Action
59.	Click the Ok button. <input type="button" value="OK"/>
60.	If applicable modify the Service Computation Dates.

Step	Action
61.	Modify the Within Grade Increase Data, if applicable, to N/A . NOTE: SES employees do not receive WGIs. They receive salary adjustments. Click the WGI Status list. <input type="text" value="vWaiting"/>
62.	Click N/A <input type="text" value="N/A"/>
63.	Modify the LEI date , if applicable. NOTE: The LEI Date is the date of the last equivalent increase for this employee

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WINTER, BETTY EmplID: 0012 Empl Rcd#: 0

Employment Data 1 [View All](#) First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Promotion NOA Code: 542 Empl Status: Active

EOD Dt: 10/11/2001 Hire NTE Dt: Mand Retire Dt: [Exp Dates](#) [Filling Position Data](#)
 Rehire Dt: Separation Dt: Next Review Dt: [Appt Data](#)

Service Computation Dates

*Leave: Retire:
 RIF: TSP:
 LEO: Sev Pay:

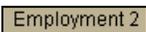
Service Conversion Dates

Conv Begin Date:
 Career Conv Date:
 Career-Cond Conv Date:

Within-Grade Increase Data

WGI Status: Non-Pay Hours: Last Increase Dt:
 WGI: WGI Due Date: LEI Date: Intermittent Days Worked:

[Data Control](#) | [Personal Data](#) | [Job](#) | [Position](#) | [Compensation](#) | [Employment 1](#) | [Employment 2](#)

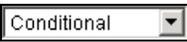
Step	Action
64.	Click the Employment 2 tab. 
65.	Enter the employee's Union Code , if applicable.

 NOTE: The following fields default based on the position selected:

- **Bargaining Unit**
- **Reports To Position**

Step	Action
66.	Confirm or enter the appropriate Reports To Position for the employee. NOTE: The Reports To Position field is required for automatic actions.

The screenshot shows the PEOPLE SOFT HR system interface. At the top, there's a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out'. Below that, a breadcrumb trail reads 'Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing'. The main content area is titled 'Employment Data 2' and shows details for employee WINTER, BETTY (EmplID: 0012, Empl Rcd#: 0). Key fields include: Effective Date: 12/15/2003, Transaction # / Seq: 1, PAR Status: PROCESSED BY HUMAN RESOURCES, Act Type: Promotion, NOA Code: 542, Empl Status: Active, Bargaining Unit: 8888, Union Code: (empty), Union Anniversary Date: (empty), Reports To Position: (empty), Supervisor ID: (empty), Tenure: Conditional (dropdown), Pay Plan/Grade: (empty), RIF Series: (empty), and Comp/Area Level: 00 00. There are also sections for Probation Dates and Retained Grade Expires.

Step	Action
67.	Click the Tenure list. 
68.	In the Tenure field, select None . Click None 
69.	As applicable, enter the employee's compensation level in the CompLevel field. Double-click in the Comp/Area Level field. 
70.	Enter the desired information into the Comp/Area Level field. Enter " 408 ".

 NOTE: In EHRP, the Comp Level is a 3 digit code. Therefore, when a user enters a 3 character Comp Level Code, the Payroll Interface will automatically add a "0" to the beginning of the Comp Level Code when transmitting that data to Payroll

NOTE: Users should no longer enter any data related to the **Comp Area** field. The entire Comp Level code should be entered into the **Comp Level** field only.

Step	Action
71.	Enter the completion date for the employee's probation in the SES Probation field.
72.	As applicable, enter the employee security information in the Security Info hyperlink.

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Data Control Personal Data Job Position Compensation Employment 1 Employment 2

WINTER, BETTY EmpID: 0012 Empl Rcd#: 0

Employment Data 2 View All First 1 of 3 Last

Effective Date: 12/15/2003 Transaction # / Seq: 1 PAR Status: PROCESSED BY HUMAN RESOURCES
 Act Type: Promotion NOA Code: 542 Empl Status: Active

Bargaining Unit: 8888 INELIGIBLE TO JOIN Probation Dates
 Probation Date: 10/11/2002
 SES Probation Date:
 Date:
 Supv/Manager:
 Probation Date:

Union Code:
 Union Anniversary Date:
 Reports To Position:
 Supervisor ID:
 Tenure: None

Retained Grade Expires
 Begin Date:
 Expires Date:

Permanent Data - RIF
 Pay Plan/Grade: Comp/Area Level: 00 408
 RIF Series:

[Phone Nbrs](#)
[Non Pay Data](#) [Security Info](#)

Save Return to Search Previous tab Next tab Update/Display Include History Correct History

Data Control | Personal Data | Job | Position | Compensation | Employment 1 | Employment 2

Step	Action
73.	Change the PAR Status according to your role and then click Save . Click the Save button.
74.	The conversion is complete. End of Procedure.