Enterprise Human Resources and Payroll

#38 – AUTO ACTIONS

Before the user can administer auto actions for an employee, the agency must have already hired them into the system. There are three types of auto actions which are processed, Probation Termination, Tenure Conversion, and Within Grade Increases. ***Keep in mind that Leave Category and Term of Temp Appointments actions are processed through Mass/ Mask program.***

When are auto actions processed in EHRP?

- Auto actions are processed on the 1st Sunday of the pay period by PSC.

Are online notifications generated for supervisors?

- Yes, online notifications will appear on the supervisor's work list provided that the correct role setup has been established for an employee. (Supervisors are employees occupying the 'Reports To' position on Employment 2.)

How can users review online notifications once the auto actions have been processed?

- The user must navigate to: Home > Administer Workforce > Automatic Actions (USF) > Use

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- Click on the appropriate menu item: Prob Term Supv Rev, Tenure Conv Notice, or WGI Notice.
- Select one option for each of the following fields:
  - Search By
  - Automatic Action Type
- Review the notifications in the Message box. The Message box provides a brief explanation to the user whether to make necessary changes to the employees record for the appropriate auto action.
- For WGI's, the following two public queries are available to users: HE0001 and HE0002.

When should a manual action be processed?

- A manual action should be processed if the system notifications reveal that an employee was not updated through one of the three types of auto actions.

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How should a manual action be processed?

<u>Tenure Conversion Action</u>

- The user must navigate to: Administer Workforce > Administer Workforce(USF) > User > HR Processing > Data Control
- Insert a new row in the Data Control page.
- Enter the following fields on the **Data Control page** for **Tenure** action:
  - Effective Date
  - Action
  - Reason Code
  - NOA Code: 880 (Tenure)
  - NOA Extension: 0
  - Legal Authority

Continued.

- Enter the fields on the following page where applicable:
  - **Employment 1 Page:** Conv. Begin Date, Career Conv Date, Career-Cond Conv Date.
  - **Position Page:** Type Appt.

Within Grade Increase (WGI) Action

- The user must navigate to: Administer Workforce > Administer Workforce(USF) > User > HR Processing > Data Control
- Insert a new row in the Data Control page.
- Enter the following fields on the **Data Control page** for **WGI** action:
  - Effective Date
  - Action
  - Reason Code
  - NOA Code: 893 (WIGI)

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- NOA Extension: 0
- Legal Authority

- Enter the fields on the following pages:
  - **Compensation Page:** Step.
  - **Employment 1 Page:** WIGI Due Date. Verify WGI Status = Waiting.

Probation Action

- Blank out the field on the following page for Probation action:
  - **Employment 2 Page:** Probation Date