



Change of Appointing Office Within an Agency

Business Process

This business process presents the scenario when an employee moves from one Admin Code to another within the same agency. An individual within the agency who has access to all Admin Codes must initiate the CAO transaction. Reference EHRP HR Manual Chapter 10.

Gaining Admin Code Provides the effective date of the CAO, and new position number to the individual initiating the CAO PAR.

Losing Admin Code Enters a “stop” NOA for each special pay.

Individual Initiates the CAO PAR.

Gaining Admin Code

- Finalizes the CAO PAR.
- Validates benefits and pay information.
- Starts any special pay actions.

Individual with appropriate security: use this procedure to initiate the CAO PAR.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
2	Use the Find an Existing Value page to retrieve the employee.
3	Click  to add a new row.
4	Enter the effective date of the CAO in the Actual Effective Date field.
5	Change the PAR Status field to ‘INI’.
6	Enter ‘XFR’ in the Action field.
7	Enter the applicable Reason Code .
8	Navigate to the Job page.
9	Enter the Position number.
10	Navigate to the Position page.
11	Enter the Pay Group .
12	 Click Save . Note: When you save the CAO PAR, security for the employee is changed to the gaining Admin Code.

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Change of Appointing Office Within an Agency, continued

Gaining Admin Code: use this procedure to finalize the CAO PAR.	
STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > HR Processing
2	Use the Find an Existing Value page to retrieve the employee. Note: Select 'Correct History'.
3	Navigate to the initiated CAO PAR.
4	Change the PAR Status to 'REV' or 'PRO'.
5	Enter the applicable NOA Code , NOA Extension , and Authority(1) .
6	Review and modify the information on each page of the employee component.
7	On the Compensation page, enter the Step . Use the Accounting Info link to enter the CAN code in the Account Code field at the top of the sub-page. Click OK to return to the Compensation page.
8	 Click Save .
9	Validate the benefits and pay information for the employee.
10	Start any special pays for the employee.