

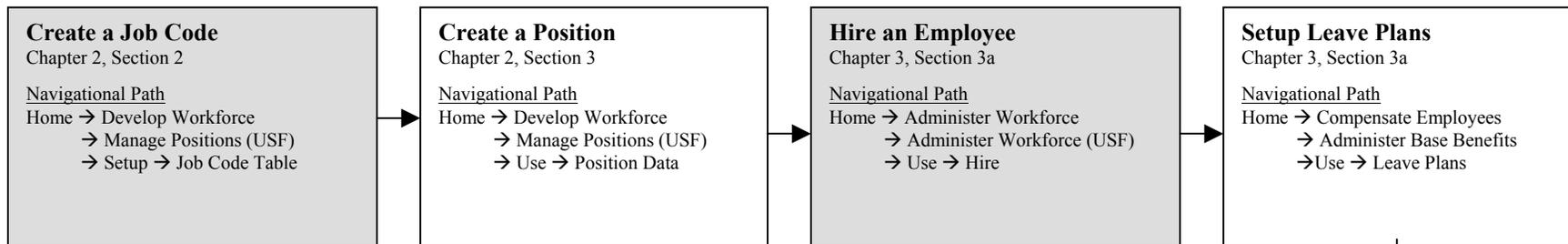


HR Process Flow

Appendix B

Introduction This section provides an overview of the navigational path for HR processes in the EHRP system. Detailed instructions provided in the EHRP Training Manual are referenced by Chapter and Section.

PROCESS A HIRE



BASE BENEFITS

Setup Dependent/Beneficiary Data
Chapter 4, Section 2

Navigational Path
Home → Compensate Employees
→ Administer Base Benefits
→ Use → Dependent/Beneficiary

This step is required for Health Benefits Family Coverage and Savings Bonds only.

Process Health Benefits
Chapter 4, Section 3

Navigational Path
1. Process a Personnel Action Request (PAR)
Home → Administer Workforce
→ Administer Workforce (USF)
→ Use → HR Processing

2. Process Health Benefits
Home → Compensate Employees
→ Administer Base Benefits
→ Use → Health Benefits

Process Thrift Savings Plan (TSP)
Chapter 4, Section 4

Navigational Path
1. Process a Thrift Savings Plan
Home → Compensate Employees
→ Administer Base Benefits
→ Use → Savings Plan

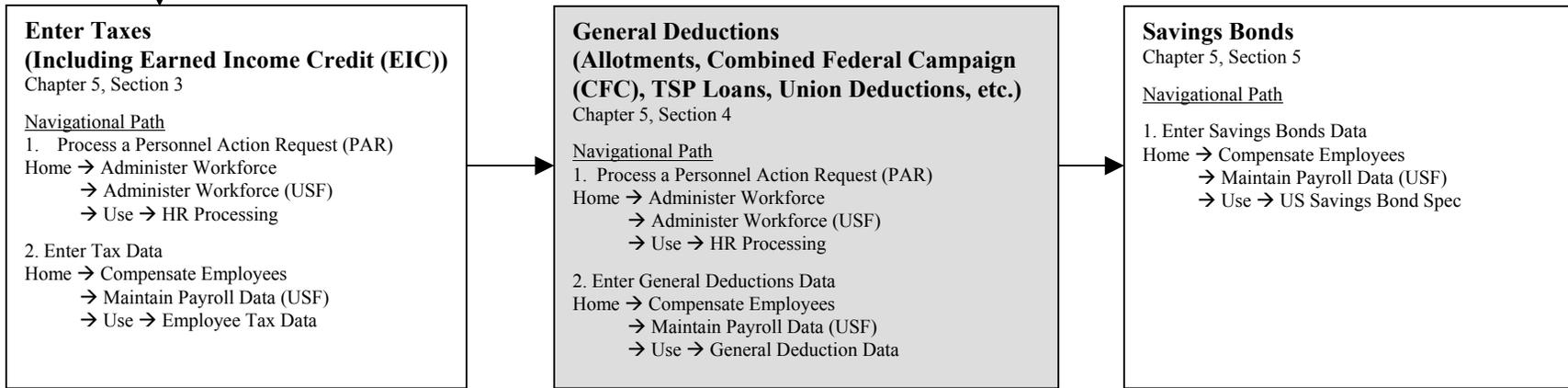
PAYROLL ACTIONS

Enter Net Direct Deposits
Chapter 5, Section 2

Navigational Path
1. Process a Personnel Action Request (PAR)
Home → Administer Workforce
→ Administer Workforce (USF)
→ Use → HR Processing

2. Enter Net Direct Deposits
Home → Compensate Employees
→ Maintain Payroll Data (USF)
→ Use → Direct Deposits







Workflow

Workflow automates, streamlines and controls the flow of information through departments and throughout the organization. Workflow routes manager requests by sending personnel actions through a cycle from requesting to authorizing and approving requests. Then workflow sends these requests on to human resources for final processing. The automated workflow process ensures the action request goes through all the reviews the agency requires until it is complete.

