

NEOGOV Intra-agency Transfer – Corrected Procedure August 1, 2013

New hire and intra-agency transfer records are received into SPAHRS nightly from NEOGOV. These records are populated on the “Appoint Employee w/o COE” screen (EM EP EP NC) waiting for agency completion. MSPB expects this imported record to be used for all new hires and transfers (intra-agency and inter-agency).

For all new hires and inter-agency transfers:

Agencies wait for the transaction to arrive in SPAHRS, display/modify it, and complete the NEOGOV-imported hire record for the employee via EM EP EP NC.

For intra-agency transfers you should do the following ***in order***:

1. Verify that the record has been loaded into SPAHRS on the “Appoint Employee...” screen (EM EP EP NC). If the record has not come into SPAHRS, wait until it is there before proceeding.
2. After verification (step 1), separate the employee from the old PIN (EM EP SE).
3. Return to the EM EP EP NC screen and complete the hire record into the new PIN.
4. Submit the record for approval.