Testing Auto Actions in HR Specialists/PAR Processors Worklist

This is a test on auto actions not appearing in HR Specialists/PAR Processors worklist. Test received from NFC on 6/27/07 to test Issue Number I0013

Step	Action
1.	Log into NRNFC88 as an HR Specialist with your login and password.
2.	Navigate to the HR Processing menu
3.	Using Work List Filter, select "**Manager Requested PAR**". This will display only those types of PAR requests initiated by a manager and did not require higher level approval.
4.	Locate your assigned manager column. The names can be sorted in alphabetical order by clicking on the word "From".
5.	Locate the request in the **Link** column for Return to duty.
6.	Click the Link. This will display the PAR action screen with some fields auto-populated.
7.	**Effective date:** Effective date will default to beginning of pay period in which the Proposed Effective Date falls within. Verify date to proposed effective date. Change if necessary.**PAR Status:** Click on Look Up button and select "**PRO**". This code will highlight required fields and ready the action for NFC when saved.
8.	**PAR Status:** Click on Look Up button and select "**PRO**". This code will highlight required fields and ready the action for NFC when saved.
9.	**Auth Date**: Change if necessary.
10.	**Action, Reason Code, and NOA** code is auto-populated based on action requested.
11.	**Authority (1)**: Will auto-populate if there is only one appropriate authority code for the NOA. You may see a default code of BNY. This is a coding error and will be corrected in the future. Click on the Look up button and select the appropriate code. Select "**DAM**". Press **[Tab]**.
12.	Click the **Employment 1** tab. Employment 1
13.	Click the **Exp Dates** link. Exp Dates Ensure LWOP field is blank.
14.	Click the **Ok (Enter)** button. OK
15.	Click the **Save** button. Save
16.	You may get the following message: "No recipient defined on email message. An attempt was made to send an email to nobody…….Click ok". This means that this action triggers an email notification to the employee but the employee does not have an email address in his/her profile. When the system goes live, all employees will have an email address in the system so this should not occur. The action cannot be processed without the email address. Just click ok on the message and the succeeding messages and procedure to next procedure.
17.	**End of Procedure.**