

Sample Change in Work Schedule (NOA 781)

Change in work schedule is used to change an employee from full- to part-time or vice-versa, or some other type of schedule change (intermittent, seasonal, etc).

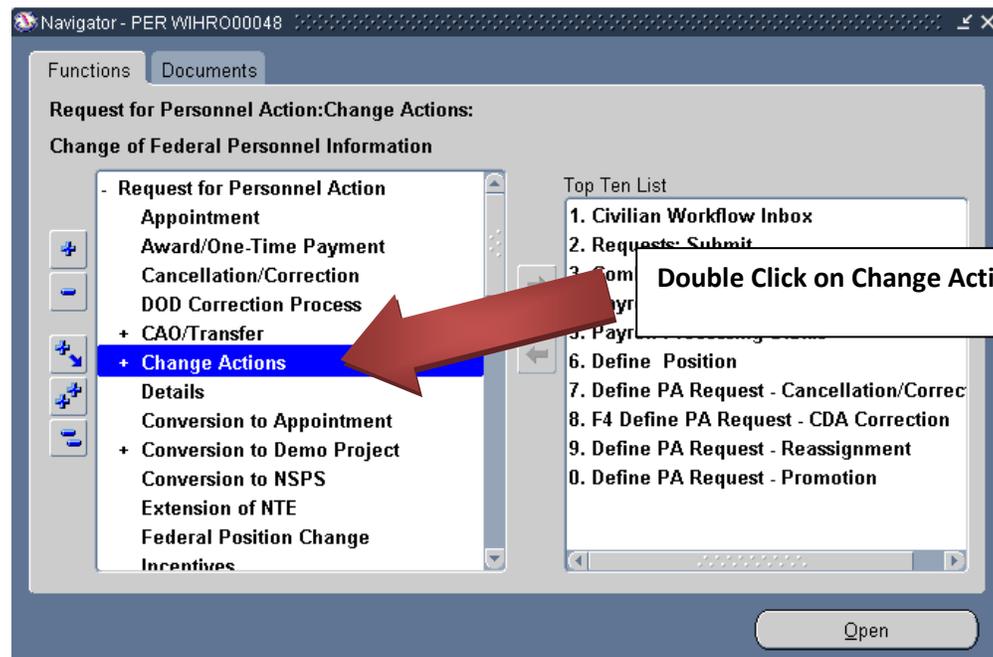
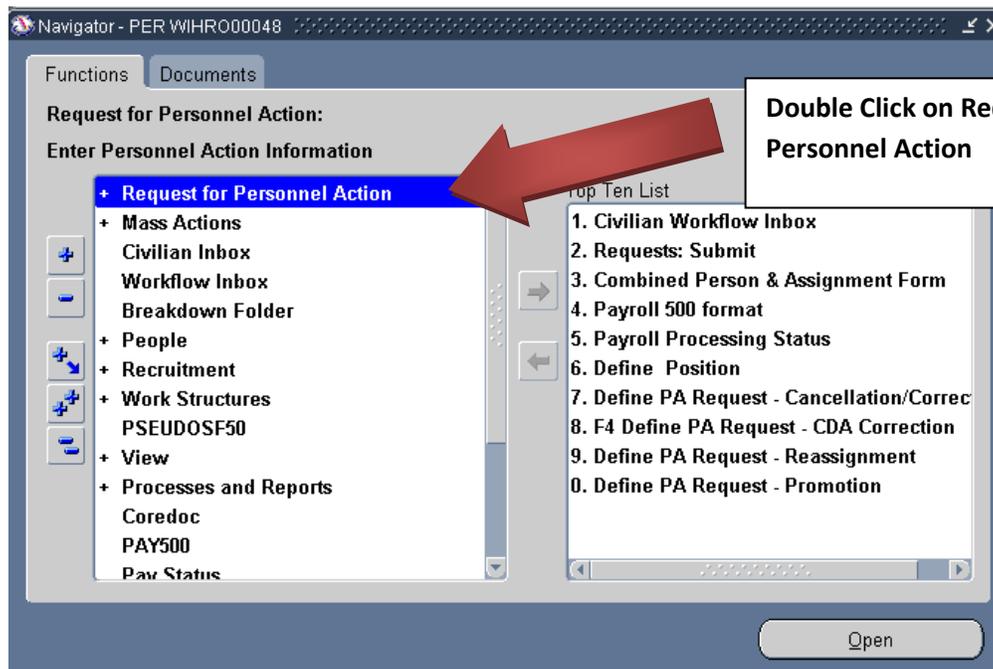
Do not use for:

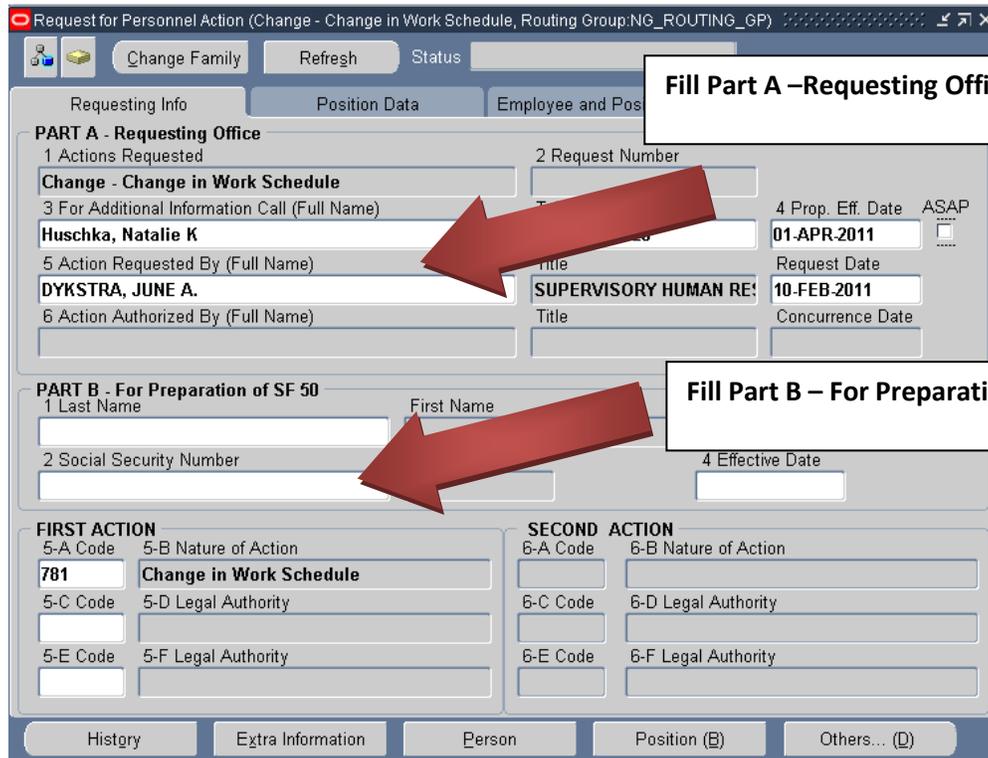
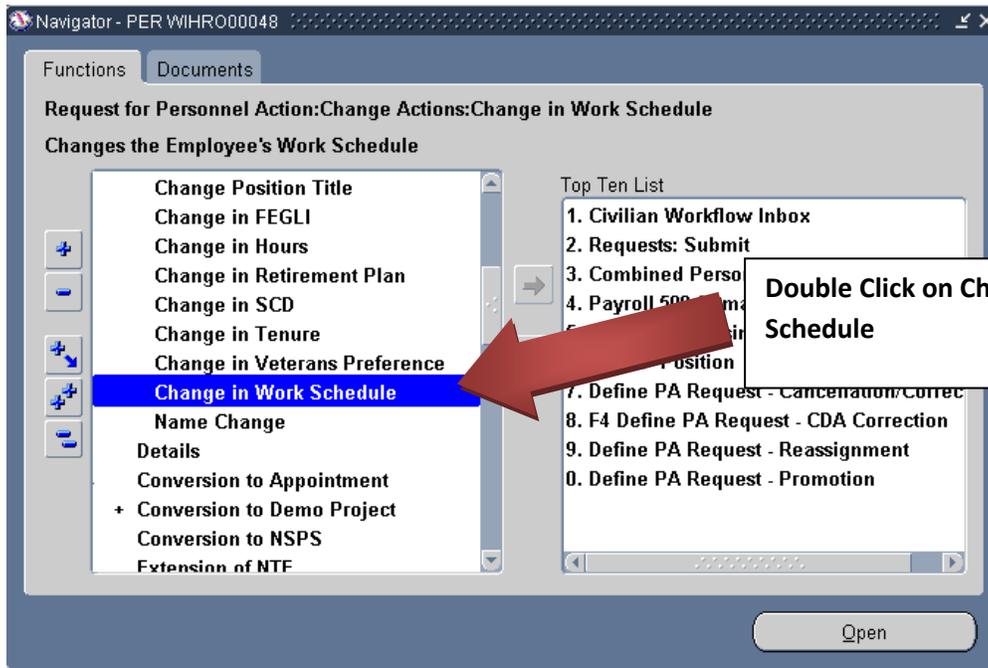
- Change for only one pay period.
- Change in work schedule in conjunction with another action such as a reassignment, salary change, or recruit/fill, please contact your HRO for the appropriate action to process.

Include on the RPA (always complete Part A):

- Employee name in Part B.
- Include the new work schedule (tab 3, block 32). If the change is to other than a full-time schedule, include the biweekly hours (decimals can be used) (tab 3, block 33).

Use the notepad if you have additional comments about the action.





Request for Personnel Action (Change - Change in Work Schedule, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Change in Work Sched

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title	Number	Seq No
HR SPECIALIST (RECRUITMENT & I	N02720	232414
8 Pay Plan	9 Occ. Code	10 Grade or Level
GS	0201	09
11 Step or Rate	12 Total Salary	
08	58,516.00	
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay
51,258.00	7,258	58,516.00

TO INFORMATION

15 Position Title	Number	Seq No	
HR SPECIALIST (RECRUITMENT & I	N02720	232414	
16 Pay Plan	17 Occ. Code	18 Grade or Level	
GS	0201	09	
19 Step or Rate	20 Total Salary	Award	UoM
08	58,516.00		
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay	
51,258.00	7,258	58,516.00	
20D Other Pay	21 Pay Basis		
	Per Annum		
22 Name and Location of Position's Organization			
THE ADJUTANT GENERAL - WI			
JOINT FORCE HQ - WI			
HRO TECH PERS MGT BR			
MADISON, WI			

History Extra Information Person Position (B) Others... (D)

Navigate to the Position Data Tab. Verify for accuracy.

Request for Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Requesting Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

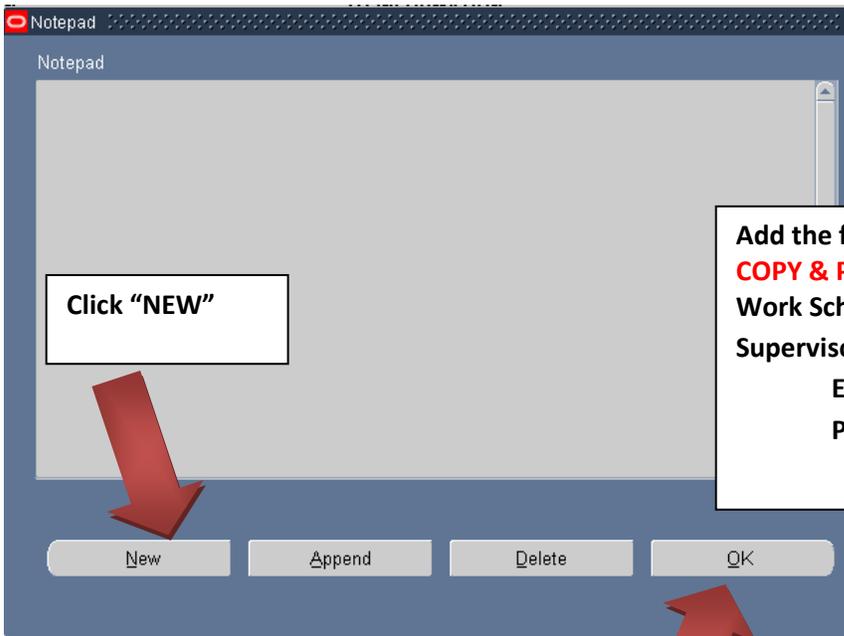
7 Position Title	Number	Seq No
8 Pay Plan	9 Occ. Code	10 Grade or Level
11 Step or Rate	12 Total Salary	
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay

TO INFORMATION

15 Position Title	Number	Seq No	
HUMAN RESOURCES ASSISTANT	7040801	306047	
16 Pay Plan	17 Occ. Code	18 Grade or Level	
GS	0203	07	
19 Step or Rate	20 Total Salary	Award	UoM
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay	
20D Other Pay	21 Pay Basis		
	Per Annum		
22 Name and Location of Position's Organization			
THE ADJUTANT GENERAL - WI			
JOINT FORCE HQ - WI			
HRO TECH PERS MGT BR			
MADISON, WI			

History Extra Information Person Position (B) Others... (D)

Click on the yellow Notepad icon.



Add the following information into the Notepad (you can COPY & Paste to save time!!!)
Work Schedule:
Supervisor Contact Information:
Email Address:
Phone Number:

Click "OK" after you have added notes.

Click on the "SAVE" Icon

File Edit View Folder Tools Window Help

Request Personnel Action (Appointment, Routing Group:NG_ROUTING_GP)

Employee SSN Nature of Action
Excepted Appointment

Personnel Info Position Data Employee and Position Data Remarks and Address

FROM INFORMATION

7 Position Title Number Seq No
10 Grade or Level

11 Step or Rate 12 Total Salary
12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay
12D Other Pay 13 Pay Basis

14 Name and Location of Position's Organization

TO INFORMATION

15 Position Title Number Seq No
HUMAN RESOURCES ASSISTANT 7040801 306047

16 Pay Plan 17 Occ. Code 18 Grade or Level
GS 0203 07

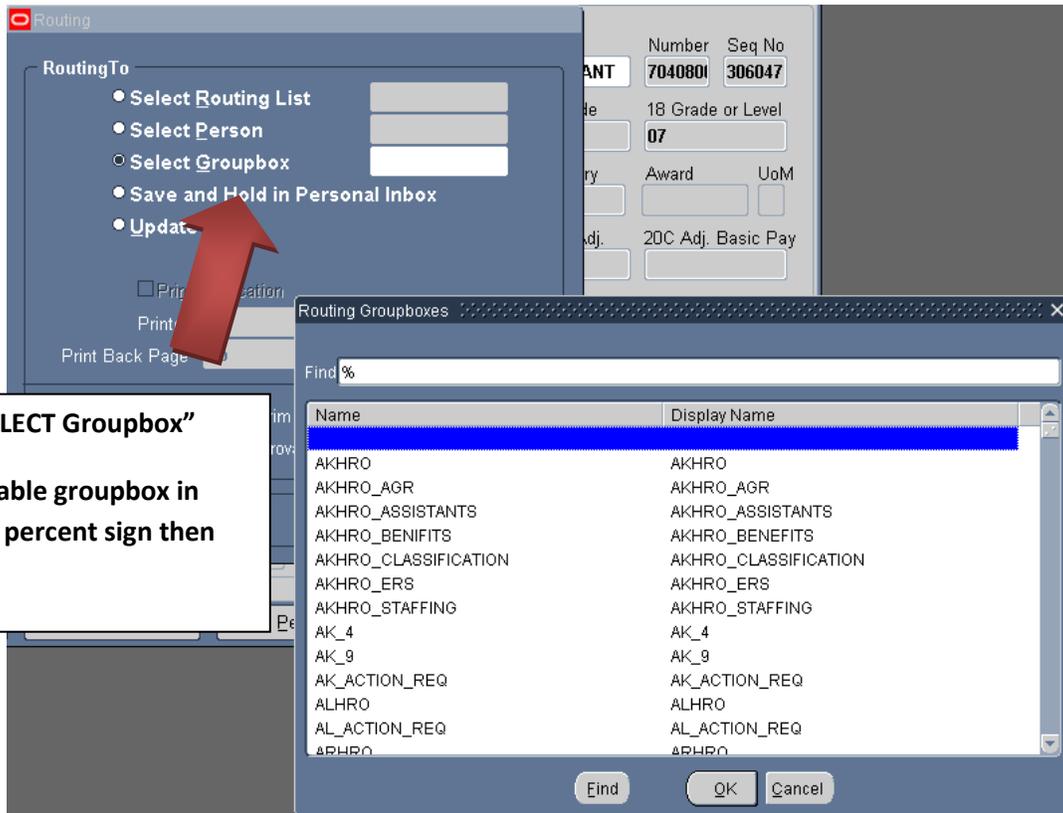
19 Step or Rate 20 Total Salary Award UoM
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay
20D Other Pay 21 Pay Basis
Per Annum

22 Name and Location of Position's Organization
THE ADJUTANT GENERAL - WI
JOINT FORCE HQ - WI
HRO TECH PERS MGT BR
MADISON, WI

History Extra Information Person Position (B) Others... (D)

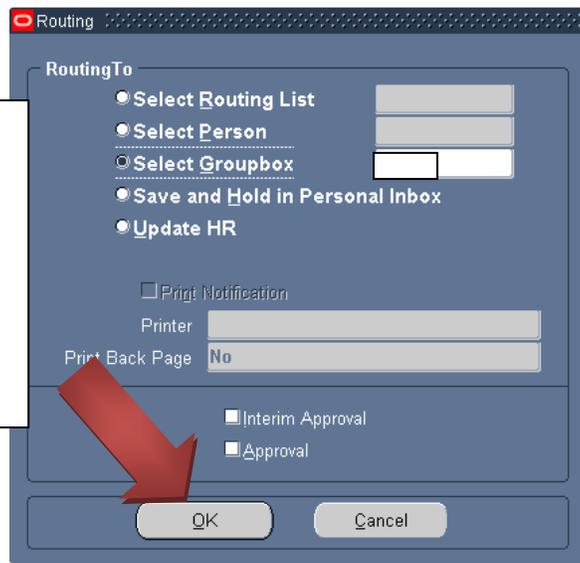


Click on the "YES" Icon



Click on "SELECT Groupbox"
Type applicable groupbox in front of the percent sign then click find.

Click "OK"
A message will pop up informing you that a request has been generated. Just click "ok" again.
A blank Fill request will now pop up. X out of it.



Add/edit your "Routing/Comments" in your inbox/groupbox. i.e.



Notifications Summary

WI-SAD Query Only Open Notifications

Routing / Comments	INITIATOR	Date Sent	PROP-EFF-DT	Status	NOA	NOA - translated	Name
FSS-Rtd See Notepad-Donohue	WI115FW	17-FEB-2011		Open			,
FSS - Pending Rev - McDonald	WI115FW	15-FEB-2011		Open			,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	930	Detail NTE 31-DEC-2011	,
Horn-Need Notepad Rmks- Donohue	WI128ACS	18-FEB-2011		Open	703	Promotion NTE 02-JUL-2011	,
FSS-Rtd See Notepad-Donohue	WI128ARW	17-FEB-2011		Open			,
Watkins-Working HOLD-Watkins	WIARSAO	09-FEB-2011		Open			,

Click the "Gold Disc" Save Icon

****Note** If you have any questions on this guide or the process. Please feel free to call or email J1 Staffing at DSN: 724-3706/3722/3710 or COM: 608-242-3706/3722/3710.**